COMPANY NAME

LICENSE #

ADDRESS

PHONE

EMAIL

CLOSEOUT

Punch List

LIST #	WALK DATE	TARGET DONE

CUSTOMER

PROJECT ADDRESS

JOB #

WALKED BY

WALKTHROUGH

☐ Pre-final ☐ Final ☐ 30-day ☐ Warranty

01 Punch list items

A Safety or code · before final inspection B Functional · before final payment C Cosmetic · by target date

#	LOCATION / AREA	DESCRIPTION OF ITEM	RESPONSIBLE	PRIORITY	DUE	PHOTO #	DONE	INITIALS
1				A B C			☐	
2				A B C			☐	
3				A B C			☐	
4				A B C			☐	
5				A B C			☐	
6				A B C			☐	
7				A B C			☐	
8				A B C			☐	
9				A B C			☐	
10				A B C			☐	
11				A B C			☐	
12				A B C			☐	
13				A B C			☐	
14				A B C			☐	
15				A B C			☐	
16				A B C			☐	

Requirements vary by jurisdiction; confirm local code and permit conditions.

01 Punch list items continued

A Safety or code · before final inspection B Functional · before final payment C Cosmetic · by target date

#	LOCATION / AREA	DESCRIPTION OF ITEM	RESPONSIBLE	PRIORITY	DUE	PHOTO #	DONE	INITIALS
17				A B C			☐	
18				A B C			☐	
19				A B C			☐	
20				A B C			☐	
21				A B C			☐	
22				A B C			☐	
23				A B C			☐	
24				A B C			☐	
25				A B C			☐	
26				A B C			☐	
27				A B C			☐	
28				A B C			☐	

02 Notes

Access instructions, materials on order, items the customer added during the walk.

03 Completion sign-off

☐ All items above are complete and accepted

☐ Open items moved to the warranty list — item #s: _____

By signing, the customer confirms the items above were completed and reviewed with the contractor. Items noted as open will be finished under the warranty terms of the contract.

CUSTOMER SIGNATURE

PRINTED NAME _____ DATE _____

CUSTOMER SIGNATURE

PRINTED NAME _____ DATE _____

CONTRACTOR SIGNATURE · superintendent

PRINTED NAME _____ DATE _____

Requirements vary by jurisdiction; confirm local code and permit conditions.