|  |
| --- |
| **Project Name & Location:** |
| **Contractor Assigned:** |
| **Project Manager:** |

| **Category** | **Punch ID** | **Item** | **Date Observed** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| **Maintenance** |  |
|  | 1 | Replace vent cover in main office | 02/27/2023 | 03/04/2023 | In Progress |
|  | 1.2 |  |  |  |  |
|  | 1.3 |  |  |  |  |
|  | 1.4 |  |  |  |  |
|  | 1.5 |  |  |  |  |
|  | 1.6 |  |  |  |  |
|  | 1.7 |  |  |  |  |
| **Electrical** |  |  |  |  |  |
|  | 1.8 | Repair downstairs AC unit | 02/27/2023 | 03/05/2023 | Complete |
|  | 1.9 |  |  |  |  |
|  | 2 |  |  |  |  |
|  | 2.1 |  |  |  |  |
|  | 2.3 |  |  |  |  |
|  | 2.4 |  |  |  |  |
|  | 2.5 |  |  |  |  |
| **Clean Up** |  |
|  | 2.6 | Bring old flooring to refuse site | 02/27/2023 | 03/06/2023 | Not Started |
|  | 2.7 |  |  |  |  |
|  | 2.8 |  |  |  |  |
|  | 2.9 |  |  |  |  |
|  | 3 |  |  |  |  |
|  | 3.1 |  |  |  |  |
|  | 3.2 |  |  |  |  |