

Contractor Punch List Template

[Company Logo]

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 | | | | |

| Category | Punch ID | Item | Date Observed | Due Date | Status |
|-----------------|----------|-----------------------------------|---------------|------------|-------------|
| | 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 | | | | |