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| **Project Name:** | **Project Address:** | **Head Architect:** |
| **Project Number:** | **Project Manager:** | **Date:** |

| **Punch ID** | **Item Description** | **Location** | **Type** | **Date Created** | **Notes** | **Party(s) Responsible** | **Priority** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Repair hole in drywall | Fitness room | Drywall | 03/04/2023 | N/A | Mark Boucher | Medium | 03/15/2023 | Not Started |
|  |  |  |  |  |  |  |  |  |  |
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