New Construction Punch List Template

[Company Logo]

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