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| **Project Name** | **Project Number** | **Address** | **Project Manager** | **Head Architect** |
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| **Punch ID** | **Item Description** | **Location** | **Type** | **Contractor Responsible** | **Priority** | **Date Observed** | **Expected Date of Completion** | **Actual Date of Completion** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Flooring repair | Main level | Maintenance | Will Davis | High | 02/27/2023 | 03/05/2023 | 03/04/2023 | Complete |
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