Punch List Template

[Company Logo]

Project Name	Project Number	Address	Project Manager	Head Architect

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