

Punch List — free template

Project: _____ Date: _____ Prepared by: _____

#	Location / Sheet	Trade	Description of Item	Assigned To	Status	Date Closed
1	A-101 / Lobby	Drywall	Patch and repaint scuff by north door	GC	Open	
2	A-203 / Unit 4B	Plumbing	Leaking valve under kitchen sink	Plumber	Open	