PUNCH LIST

Walk-through date _____

Project	Project no.	Owner	Architect
Walk-through by	Contract	List no. / revision	Target substantial completion

Items

No.	Location	Trade	Item to complete or correct	Priority	Responsible	Due	Status	Cost to finish (open)
							Open items	

Progress and holdback

Items on the list	
Items closed and verified	

Closed	
Cost to finish the open items	
Holdback factor in the contract (1 if none)	
Amount held back for the punch list	

Notes

Contractor

Architect

Owner