PUNCH LIST

Job		Address		Walkthrough date	
Walked by		Owner			

Items

Status is Open, Waiting, Fixed or Verified. Only the person who checked the fix writes Verified, with their initials and the date. Photo: write the photo number.

#	Location	Item	Trade	Photo	Due	Status	Verified by

#	Location	Item	Trade	Photo	Due	Status	Verified by

Sign-off

Fill in at the last walk. List anything still open and when it will be done.

Items still open at sign-off, and when	
Owner name and date	
Contractor name and date	

Free template from goodtaco.ai/blog/punch-list-template. Copy, change and print it as you like.