

Punch List Template example sheet

Free construction punch list template from the Punch List app. Fill one row per deficiency; close it only when verified at the wall.

Project: Maple St. Residence (example) Date: 07/21/26 Prepared by: J. Alvarez, Superintendent

ITEM #	LOCATION	TRADE	DESCRIPTION	ASSIGNED TO	DUE DATE	STATUS	PHOTO REF	VERIFIED BY
1	Kitchen	Electrical	GFCI receptacle right of sink fails trip test; replace device and retest	Mike R.	07/22/26	Verified	IMG_0412	J. Alvarez
2	Master bath	Plumbing	Tub spout drips after hard shutoff; replace cartridge and verify dry at base	Dave T.	07/22/26	Complete	IMG_0415	
3	Great room	Paint	Flashing over patch left of fireplace; spot-prime and recoat wall corner to corner	ProCoat crew	07/24/26	In Progress	IMG_0418	
4	Hall bath	Tile	Lippage at shower threshold exceeds 1/16 in.; grind or reset two tiles at edge	L. Nguyen	07/25/26	Open	IMG_0421	
5	Bedroom 2	HVAC	Supply register rattles at high fan; reseal boot and screw flange to drywall	ComfortAir	07/23/26	Complete	IMG_0424	
6	Garage	Drywall	Corner bead crack at man door; tape, refinish, and match texture	S. Patel	07/27/26	Open	IMG_0427	
7	Exterior - front	Gutters	Downspout not terminated to splash block; extend and confirm drainage away from slab	Mike R.	07/24/26	In Progress	IMG_0430	
8	Laundry	Plumbing	Washer box hammer on cold shutoff; install arrestor and retest	Dave T.	07/25/26	Open	IMG_0433	
9	Dining room	Flooring	Transition strip proud at hallway; refasten flush, no trip edge	FloorWorks	07/26/26	Open	IMG_0436	
10	Entry	Doors/Hardware	Front door deadbolt binds at strike; adjust strike plate and confirm smooth key turn	S. Patel	07/23/26	Verified	IMG_0439	J. Alvarez

Punch List blank sheet

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