

# Painting Punch List Template

31 closeout items. Check each item only after it is verified at the wall, photo taken. Editable Google Sheets copy and the free mobile version at [www.mypunchlistapp.com/templates/painting](http://www.mypunchlistapp.com/templates/painting).

Project: \_\_\_\_\_ Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_

## Surface Prep & Repairs

- ☐ **Nail pops, dings, and patches skimmed, sanded, and spot-primed**  
Every repair primed before finish coat, or the patch flashes through as a dull spot. Check patched areas in raking light, not straight on.
- ☐ **Caulk at trim-to-wall joints continuous, no gaps or shrink-back cracks**  
Sight down casings and base runs. Shrink-back at miters and long base runs gets a second pass of caulk and touch-up before signoff.
- ☐ **Trim and doors sanded between coats, no grit or dust nibs in the finish**  
Run a hand over door faces and jamb legs. A gritty finish means the crew skipped the scuff sand; it does not disappear with one more coat.
- ☐ **Water stains, knots, and markers sealed with stain-blocking primer**  
Sharpie plumbing marks, sap knots, and old water spots bleed through latex in weeks. Shellac or oil-based blocker, then finish. Latex over a stain is a callback.
- ☐ **Drywall texture repairs blended, no visible halos around patches**  
Match orange peel or knockdown with the same application method; a fat brush-stipple patch in a sprayed wall reads from across the room.
- ☐ **Previously coated glossy surfaces deglossed before recoat**  
On repaint scope, scuff or liquid-degloss cabinet-adjacent trim and enamel surfaces; new paint peeling off old gloss in sheets is a prep failure, not a paint failure.
- ☐ **Exterior prep complete: scraped, sanded, primed bare wood, sealed penetrations**  
No paint over peeling layers or chalky surfaces, bare wood spot-primed same day it was exposed, penetrations and nail heads sealed before topcoat.

## Finish Coats & Coverage

- ☐ **Full, uniform coverage, no holidays, hatbanding, or thin spots**  
Check walls at an angle to a window or with a work light held low. Thin corners and roller-skip above the base are the standard finds.
- ☐ **Cut lines straight and tight at ceilings, corners, and trim**  
Ceiling line wander is what owners photograph. Wavy cuts get re-struck with a steady hand or taped, not touched up thicker.
- ☐ **No lap marks, roller stipple variation, or picture framing on walls**  
Lost wet edge shows as darker stripes; cut-in halo around the roller field means the cut and roll dried at different rates. Both need a full recoat wall to wall, corner to corner.
- ☐ **Sheen consistent across every wall, no flashing over patches**  
Look along the wall toward the light. Flashing over touch-ups or patches means insufficient priming; the fix is a corner-to-corner coat.
- ☐ **Colors and sheens match the approved finish schedule room by room**  
Verify against the schedule, not memory: accent walls on the correct wall, ceiling flat vs wall eggshell, semi-gloss on trim and doors as specified.
- ☐ **Doors finished on all six sides including tops and bottoms per spec**  
Edges, tops, and bottoms sealed where the spec requires it (exterior and stain-grade especially). No drips cured on the latch edge, no paint bridging at the stops.
- ☐ **Trim enamel smooth and even, brush marks laid off, miters color-uniform**  
Enamel should level to near-spray quality; heavy brush ropes on casings get sanded and recoated. Filled nail holes invisible after final coat, not dimpled.
- ☐ **Closets, utility spaces, and above-cabinet areas fully painted**  
The forgotten zones: closet interiors and shelving edges, inside the pantry, the wall strip above upper cabinets, behind toilet tanks where the roller does not reach.
- ☐ **Exterior body, trim, and doors uniform, no misses at gables or undersides**  
Binocular-check gables and eave undersides, look for holidays at fascia returns and porch ceiling edges, garage door frames coated including the weatherstrip reveal.

## Touch-ups & Punch Corrections

- ☐ **Touch-ups blended invisibly: same product, sheen, and application method**  
Touch up sprayed walls with a mini-roller and feathered edge, from the same batch where possible. A shiny brush dab on a rolled wall is a new punch item, not a closed one.
- ☐ **Overspray removed from glass, hardware, fixtures, and floors**  
Razor the windows, check hinges, door hardware, sprinkler heads, and prefinished floors. Overspray on the neighbor's car is a different conversation; check the site logs.
- ☐ **Paint cleaned off outlets, switch plates, thermostats, and weatherstrip**  
Plates that got painted in place get replaced, not scraped. Free up any painted-shut windows and doors and recut the seal cleanly.
- ☐ **Drips, runs, and sags shaved and recoated, not painted over**  
Cured drips get razored or sanded flat, then recoated. Burying a run under another coat leaves a lump that shows forever in low light.

- ☐ **Stain-grade scratches and fills color-matched, putty after final finish**  
Burn-in sticks or color putty matched to the stained finish at nail holes and scuffs; raw putty smears on stained casing read as unfinished work.
- ☐ **Final quality walk done in raking light with all fixtures on**  
Walk every room with lights on and a handheld light angled along walls, the way the owner will the first evening. Log and photograph anything you would flag on someone else's job.
- ☐ **Every prior punch item verified closed, not just reported closed**  
Re-walk the marked-up list item by item. "The guys got that yesterday" is not verification; the checkmark happens at the wall, with the photo.

## Protection, Cleanup & Closeout

- ☐ **All masking, poly, and floor protection removed, no tape ghosting**  
Tape pulled before full cure at edges, adhesive residue cleaned from glass and prefinished surfaces, no paper left under appliances waiting to be found.
- ☐ **Floors free of spatter, tracked paint, and compound dust**  
Check grout lines, wood floor board gaps, and carpet edges at the base. Dried spatter on finished floors comes up with the right solvent and patience, not a scraper.
- ☐ **Removed hardware, plates, and fixtures reinstalled straight and tight**  
Everything that came off goes back on: hinges, strikes, plates, register covers, closet rods. Bag-and-label during removal is what makes this a punch item instead of a scavenger hunt.
- ☐ **Wash-out area clean, no paint in soil or storm drains, empties hauled off**  
Legal disposal of wash water and empties; no rinsed-out roller streaks at the hose bibb, no cans left curing behind the garage.
- ☐ **Labeled touch-up paint left for the owner with color formulas**  
Quart or labeled sample of each color and sheen, room names on the lids, color formulas or paint codes in the closeout docs. Cheapest goodwill in the trade.
- ☐ **Color schedule documented: brand, line, color, sheen per room**  
A one-page schedule in the closeout package ends every future "what color is this wall" email. Include exterior body, trim, and door colors.
- ☐ **Cross-trade damage documented and settled before final walk**  
Scratched tubs, gouged trim from other crews after your finish coat: photograph, notify in writing, and settle responsibility now. After the walk, it is all "the painters did it."
- ☐ **Owner or GC signoff walk complete, punch closed, warranty terms delivered**  
Final walk with whoever wrote the list, remaining items closed with photos, workmanship warranty terms and product data sheets in the closeout package.