CONSTRUCTION PUNCH LIST[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Project Title** | Please write here |
| **Contract No.** | Please write here |
| **Employer** | Please write here |
| **Contractor** | Please write here |
| **Punch List logged by** | Please write here |
| **Updated as of** | Date |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Punch ID** | **Location/ Chainage** | **Activity Group** | **Description  of Defect/ incomplete work** | **Sketch and/ or photos** | **Possible causes/ category of defects** | **Proposed Corrective Measures** | **Remarks** |
| 001 | Laboratory Building | Gr 05: Doors and Windows | cracked window sill |  | Use of damaged marble/material quality | Replace damaged sill |  |
|  |  |  |  |  |  |  |  |

#### Defects inspection completed and punch list walked through by:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Employer** | Please write here |  | Please write here |
| **Contractor** | Please write here |  | Please write here |

1. Punch list walk through by all the parties are crucial to agree the lists and plan for agreed corrections by the Contractor. [↑](#footnote-ref-1)