

CONSTRUCTION & FIELD OPS PUNCH LIST TEMPLATE

Punch List Checklist

Capture incomplete work, finish defects, MEP closeout items, damage, cleaning, life-safety issues, ownership, priorities, due dates, reinspection, and final handover status.

PROJECT / AREA

WALKDOWN DATE

CONTRACTOR / TRADE

INSPECTOR / APPROVER

1. Punch-list setup, area handover scope, references, and inspection team

- 1 Confirm the project, building, floor, room or zone, work package, inspection date, contractor, trade supervisors, inspector, and approver.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Define the handover boundary before the walkdown starts.

- 2 Define the exact handover boundary, systems, finishes, rooms, external areas, and interfaces included in the punch-list review.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Use current drawings and room references so punch items are easy to find.

- 3 Verify current drawings, specifications, approved samples, room-data sheets, finish schedules, commissioning status, and previous inspection records are available.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Do not start a final punch review while major construction is still underway.

- 4 Confirm the area has reached the agreed stage for punch inspection and that incomplete major construction work will not make the review premature or unsafe.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Prior history helps target repeat problem areas.

- 5 Review previous punch items, rejected inspections, repeated workmanship issues, damaged completed work, unresolved nonconformances, and outstanding client or consultant comments.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Take overview photos before trades begin correcting items.

- 6 Capture overview photos of the area before the inspection starts so the condition and extent of outstanding work are traceable.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Keep scope and ownership visible from the first inspection.

2. Incomplete work, missing items, interfaces, and readiness for handover

7

Identify incomplete construction work, missing fixtures, absent covers, uninstalled accessories, unfinished edges, incomplete ceilings, open penetrations, missing trims, and other unfinished items.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Incomplete work is different from defective work, but both belong on the punch list.

8

Check interfaces between architectural, structural, MEP, specialist, and external works for incomplete coordination or visible gaps between trades.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Trade interfaces are common sources of late closeout delay.

9

Verify access panels, covers, ceiling tiles, floor boxes, inspection doors, grilles, plates, caps, escutcheons, and other finishing components are installed where required.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Missing small finishing pieces often create a poor handover impression.

10

Confirm temporary materials, protection, access arrangements, props, supports, test equipment, scaffolding, or construction aids that should be removed before handover have been cleared.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Remove temporary construction aids before final inspection.

11

Check permanent labels, identification, signage, room numbers, equipment tags, directional markers, and statutory notices are installed where required.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Labels and signage are part of completion, not optional extras.

12

Classify each incomplete item by exact location, trade, required completion, handover impact, responsible owner, and due date.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Every incomplete item needs a precise location and owner.

3. Walls, ceilings, floors, tiling, stone, and surface finish defects

- 13 Inspect walls, partitions, plaster, render, paint, wall coverings, and decorative finishes for cracks, dents, chips, stains, patching, uneven surfaces, poor joints, or visible repair marks.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Inspect surfaces under representative lighting.

- 14 Check ceilings for damaged tiles or boards, uneven joints, misaligned grids, open gaps, sagging, stains, cracked finishes, missing access panels, or poorly coordinated services.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Ceiling coordination defects are easiest to see from a distance.

- 15 Inspect floor finishes for scratches, chips, cracks, hollow areas, stains, uneven transitions, lippage, damaged nosings, loose materials, or unfinished perimeter details.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Use suitable measuring tools for lippage and level issues when needed.

- 16 Check tile and stone joints, grout, sealant, cut edges, corners, movement joints, thresholds, skirtings, drains, and transitions for neat and complete finishing.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Transitions and perimeter details should look complete and intentional.

- 17 Verify surfaces are free from adhesive residue, grout haze, paint spots, sealant smears, construction dust, excessive touch-up, or other avoidable contamination.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Final cleaning should not be confused with repair.

- 18 Create punch items for finish defects that exceed the accepted visual standard or project tolerance and record representative photos.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Photos reduce arguments over subjective appearance defects.

4. Doors, windows, glazing, joinery, hardware, and fitted-item defects

- 19 Inspect doors, frames, windows, shutters, partitions, cabinets, counters, wardrobes, joinery, and fitted furniture for damage, misalignment, poor gaps, loose components, or incomplete installation.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Operate doors and hardware rather than relying on visual inspection alone.

- 20 Operate doors, drawers, shutters, sliding panels, locks, latches, closers, hinges, handles, stops, and tracks to confirm smooth and reliable operation.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Check consistent gaps and alignment across repeated joinery.

- 21 Check glazing, mirrors, frames, gaskets, beads, sealants, films, and glass surfaces for chips, scratches, cracks, stains, loose components, or incomplete finishing.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Protect glass and mirrors from damage during closeout.

- 22 Verify joinery surfaces, laminates, veneers, solid surfaces, exposed edges, mitres, cut-outs, fillers, trims, and sealants are neat and consistent with approved samples.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Inspect exposed joinery edges carefully.

- 23 Inspect metalwork, balustrades, handrails, guardrails, brackets, trims, covers, and visible welds for damage, loose fixings, coating defects, sharp edges, or poor alignment.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Sharp edges and loose metalwork are higher-priority punch items.

- 24 Record each defect with exact room or grid reference, element, defect type, trade owner, repair method where known, due date, and closure evidence requirement.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Use one location-reference system throughout the punch list.

5. MEP fixtures, controls, penetrations, labels, and visible completion

- 25 Inspect switches, sockets, panels, controls, lights, grilles, diffusers, sprinklers, detectors, speakers, sensors, and other visible devices for secure installation and final alignment.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Repeated devices should align consistently.

- 26 Check sanitary fixtures, faucets, drains, traps, accessories, valves, covers, and visible piping for damage, looseness, leakage, missing sealant, or incomplete final adjustment.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Minor leaks discovered at handover can quickly become major defects.

- 27 Verify access panels, service doors, valve access, equipment clearance, and maintenance access remain usable after architectural finishes are complete.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Maintenance access should remain usable after finishes are complete.

- 28 Inspect penetrations, sleeves, fire-stopping finishes, collars, escutcheons, sealants, and making-good around services for neat, complete, and coordinated closure.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Service penetrations should look intentionally finished.

- 29 Confirm visible equipment, isolators, panels, valves, circuits, controls, and safety devices have required permanent identification and labels.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Permanent labels should be in place before handover.

- 30 Create punch items for missing devices, poor alignment, visible gaps, damaged covers, leakage, incomplete making-good, or other MEP handover defects.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Coordinate MEP and architectural closeout rather than inspecting them separately.

6. Waterproofing, wet areas, sealants, facade, roof, and external defects

- 31 Inspect bathrooms, kitchens, balconies, terraces, roofs, podiums, plant areas, and other wet locations for signs of leakage, staining, dampness, ponding, blocked drains, or failed sealants.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Water-related defects should be prioritized because hidden damage can grow.

- 32 Verify floors and external surfaces drain toward intended outlets without unacceptable low spots, reverse falls, standing water, or incomplete drain finishes.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Check drains by observing actual falls and water movement where appropriate.

- 33 Check perimeter sealants, movement joints, glazing joints, facade joints, thresholds, sanitary sealants, and wet-area sealants for gaps, poor adhesion, incomplete tooling, or damage.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Sealant defects often occur at high-movement or wet interfaces.

- 34 Inspect facade, cladding, flashings, copings, trims, louvers, grilles, external doors, glazing, waterproofing terminations, and visible fixings for incomplete or defective work.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Review facade quality across larger elevations as well as close up.

- 35 Check roofs, gutters, downpipes, outlets, overflows, screens, caps, access points, and penetrations for secure and complete final condition.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Roof drainage and penetrations deserve final closeout attention.

- 36 Record any leakage, water-entry, sealant, envelope, or drainage item as a priority punch item and identify whether testing or specialist verification is required before closure.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Use testing evidence where visual inspection alone cannot verify watertightness.

7. Cleaning, protection, damage, debris, access, and presentation quality

37

Verify final cleaning has removed dust, debris, packaging, labels, protective film, adhesive residue, grout haze, paint spots, sealant marks, and construction contamination.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: A clean area makes real defects easier to see.

38

Inspect completed surfaces, fixtures, doors, glazing, appliances, fittings, and equipment for scratches, dents, chips, stains, impact damage, or damage from following trades.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Following-trade damage is common during the final weeks of construction.

39

Confirm accepted finishes remain protected where further work continues nearby and that protective materials do not themselves stain, trap moisture, or damage surfaces.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Protection should stay in place until risk of damage is genuinely low.

40

Check cupboards, drawers, ceiling void access points, shafts, risers, plant rooms, balconies, terraces, external areas, and concealed-access zones for forgotten debris or temporary materials.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Check inside cabinets, risers, and hidden-access areas for debris.

41

Verify access routes, corridors, stairs, doors, fire exits, ramps, and circulation paths are clear of materials and suitable for handover or final inspection.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Handover routes should be clear and safe.

42

Create punch items for presentation defects that make an otherwise complete area appear unfinished, damaged, dirty, or not ready for client handover.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Presentation quality strongly affects client perception of completion.

8. Safety, compliance, emergency, accessibility, and handover-critical items

43

Verify handrails, guardrails, balustrades, covers, floor openings, edge protection, stair nosings, and other permanent safety features are complete and secure.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Life-safety punch items should never be hidden among cosmetic defects.

44

Check emergency lighting, exit signage, fire doors, fire stopping, extinguishers, alarms, detectors, sprinkler heads, and other visible life-safety elements for final installation status where applicable.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Verify final installation status of visible emergency and fire-safety components.

45

Confirm accessibility features such as clear door widths, ramps, grab bars, signage, controls, accessible fixtures, and required clearances are complete where included in the project.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Accessibility completion can affect occupancy and acceptance.

46

Verify electrical panels, isolators, emergency stops, guards, covers, restricted-access doors, lockable rooms, and other safety-critical controls are complete and secure.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Safety covers and guarded areas should be physically checked.

47

Identify any outstanding item that could affect occupancy, safe access, statutory approval, commissioning acceptance, or client use and mark it as handover-critical.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Flag occupancy-critical items clearly in the system.

48

Do not recommend area acceptance while a critical life-safety, accessibility, statutory, or occupancy-related punch item remains unresolved unless formally managed by the authorized project process.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Critical exceptions should only be accepted through the authorized project process.

9. Punch-item ownership, prioritization, due dates, rework, and verification

- 49 Assign every punch item a unique reference, exact location, responsible contractor or trade, defect category, priority, target date, and evidence requirement.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: One punch item should describe one clear problem wherever practical.

- 50 Separate critical, major, standard, and cosmetic items using the project's agreed priority definitions so closure effort matches handover impact.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Priority definitions should be consistent across contractors.

- 51 Confirm each item describes the required outcome clearly enough that the responsible trade can complete it without ambiguity or repeated clarification.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Avoid vague items such as 'finish properly' without defining the expected result.

- 52 Track dependencies where one punch item cannot close until another trade, material delivery, testing activity, access arrangement, or approval is completed.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Dependencies help explain why some items remain open.

- 53 Require reworked items to be reinspected physically and compare them with the original defect evidence before closure.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Closure requires physical verification, not only a contractor status update.

- 54 Reopen punch items when the repair is incomplete, creates secondary defects, does not match the approved standard, or lacks the required closure evidence.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Reopen defects when the repair quality is not acceptable.

10. Final walkdown, punch closure, handover status, metrics, and sign-off

- 55 Conduct a final walkdown of the full area to confirm closed items remain acceptable and no new damage, incomplete work, or trade interface issues have appeared.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: The final walkdown should include areas already closed earlier.

- 56 Verify all handover-critical punch items are closed or formally accepted under the project's authorized exception process before recommending handover.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Do not recommend handover with unresolved critical items.

- 57 Confirm final cleaning, protection removal, keys, access devices, labels, manuals, certificates, test records, and other required handover deliverables are available where applicable.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Handover documents and physical completion should be checked together.

- 58 Review open-item aging, overdue items, repeat defects, trade performance, first-pass closure rate, reopened items, and handover-critical backlog to identify closeout risks.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Use closure metrics to identify trades or areas slowing handover.

- 59 Record remaining noncritical punch items, approved exceptions, owners, final target dates, post-handover access needs, and any conditions attached to acceptance.

CRITICAL

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Document accepted exceptions clearly.

- 60 Record final punch-list status, area acceptance or conditional acceptance, outstanding item count, next review date, contractor representative, inspector, consultant or client approver, date, time, and sign-off.

PUNCH LIST

Ready

Conditional

Not ready

N/A

Execution tip: Final sign-off should state whether the area is accepted, conditional, or not ready.

RUN THIS CHECKLIST DIGITALLY

Turn punch items into clear ownership, verified closure, and handover readiness

Capture defects, priorities, owners, due dates, photos, reinspection, reopened items, and acceptance in Taotics.

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