

THE RACE TO A CO

PUNCH LIST

TEMPLATE

Once major work is complete, attention shifts to the punch list, a detailed log of everything that needs to be finished, repaired, cleaned, or corrected before handover.

ELECTRICAL

1

- ☐ Verify all outlets have covers and power
- ☐ Ensure all switches are functional and correctly placed
- ☐ Check that all fixtures (lightbulbs, lamps) are properly installed and working

2

DOORS & WINDOWS

- ☐ Make sure every door handle is installed and secure
- ☐ Confirm doors and windows open, close, lock, and unlock smoothly
- ☐ Inspect for scratches, cracks, or damage on doors and windows

HVAC

3

- ☐ Test A/C units in each room for proper cooling or heating
- ☐ Check that all grills are correctly installed

4

PLUMBING

- ☐ Check faucets, toilets, and showers for leaks and malfunction, and run smoothly
- ☐ Make sure water supply valves and lines are properly installed and secured

INTERIOR FINISHES

5

- ☐ Inspect floors and baseboards for cracks or scratches
- ☐ Verify walls and ceilings are smooth, properly painted, and sealed
- ☐ Check all cabinetry is correctly installed and functioning properly (doors, drawers, etc.)
- ☐ Make sure all corresponding accessories are installed (towel bars, mirrors, etc)

6

APPLIANCES

(Kitchen and Laundry, if applicable)

- ☐ Confirm refrigerators, freezers, ovens, microwaves, etc., are installed and functional
- ☐ Inspect dishwaters and garbage disposals for proper operation, and their handles and/or panels are installed

EXTERIOR

7

- ☐ Look for cracks or issues in exterior concrete, stucco or paint
- ☐ Check all landscape details are completed (mulch, pebbles, etc)