✅ ChecklistGuro

Final Punch List Completion Checklist

General Site Cleanliness

Verification of overall site cleanliness, including debris removal, waste disposal, and surface cleaning.

Overall Site Condition Description

Write something...

Debris Types Remaining (Check all that apply)

☐ Construction Waste

☐ Packaging Materials

☐ Landscaping Debris

☐ Personal Belongings

☐ Other (Specify in LONG_TEXT)

Estimated Cubic Yards of Waste Removed

Enter a number...

Photos of Cleaned Areas (Evidence of Completion)

⬆ Upload File

Surface Cleaning Status

- ☐ Complete
- ☐ Partial
- ☐ Not Started

Specific Areas Requiring Additional Cleaning (if applicable)

Write something...

Final Dust Removal Verification

- ☐ Yes
- ☐ No

Exterior Works

Inspection and verification of completed exterior elements, including landscaping, paving, exterior lighting, and drainage.

Landscaping Completion (%)

Enter a number...

Paving Issues Resolved?

- ☐ Cracks
- ☐ Settlement
- ☐ Discoloration
- ☐ None

Exterior Lighting Notes

Write something...

Sprinkler System Backflow Test Date

Enter date...

Drainage Issue Location (if applicable)

📍 Set My Current Location

Exterior Painting Touch-up Description (if applicable)

Write something...

Photo Evidence of Completed Exterior Works

⬆ Upload File

Interior Finishes

Assessment of interior finishes, including painting, flooring, wall coverings, and trim work.

Wall Paint Matching Score (0-100)

Enter a number...

Description of any minor paint touch-ups needed.

Write something...

Flooring Issues Detected?

- [ ] Scratches
- [ ] Gaps
- [ ] Unevenness
- [ ] Stains
- [ ] None

Describe any flooring repairs required.

Write something...

Trim Work Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Detailed notes about trim issues.

Write something...

Upload photos of finish inconsistencies (optional)

⬆ Upload File

Mechanical Systems (HVAC)

Confirmation of proper function, performance, and labeling of heating, ventilation, and air conditioning systems.

Supply Air Temperature (Supply)

Enter a number...

Return Air Temperature

Enter a number...

Exhaust Fan CFM (if applicable)

Enter a number...

Airflow Direction Verification

☐ Correct

☐ Incorrect - Requires Adjustment

Condensate Drain Verification

☐ Clear

☐ Obstructed - Requires Clearing

Notes on HVAC System Operation or Adjustments

Write something...

HVAC System Performance Test Report (Optional)

⬆ Upload File

HVAC System Commissioning Date

Enter date...

Time of System Performance Testing

Plumbing Systems

Verification of functionality, leak testing, and proper operation of all plumbing fixtures and piping.

Water Pressure (PSI)

Enter a number...

Hot Water Temperature (°F)

Enter a number...

Sewer Line Leak Test Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Water Heater Flush Performed?

- ☐ Yes
- ☐ No

Notes/Comments on Plumbing System Inspection

Write something...

Date of Plumbing System Inspection

Enter date...

Drainage Slope Verified?

- ☐ Yes
- ☐ No

Plumbing Inspection Photos (Optional)

⬆ Upload File

Electrical Systems

Testing and confirmation of all electrical fixtures, outlets, switches, and safety devices. Includes lighting verification.

Outlet Voltage (each circuit)

Enter a number...

Ground Resistance (Ohms)

Enter a number...

GFCI Testing Results (each)

☐ Pass

☐ Fail

☐ N/A

Smoke Detector Functionality (each)

☐ Pass

☐ Fail

☐ N/A

Notes on Electrical System Operation/Deficiencies

Write something...

Electrical System Test Reports (if applicable)

⬆ Upload File

Date of Last Electrical Inspection

Enter date...

Doors & Windows

Inspection of door and window operation, alignment, sealing, and hardware functionality.

Door/Window Number

Enter a number...

Door/Window Operation

☐ Operates Smoothly

☐ Binding/Difficult to Operate

☐ Sticking

☐ Other (Specify)

Description of Issues (if applicable)

Write something...

Hardware Functionality

☐ Functional
☐ Loose
☐ Missing
☐ Damaged

Sealing/Weatherstripping

☐ Adequate
☐ Leaking
☐ Missing
☐ Damaged

Photo of Issue (if applicable)

⬆ Upload File

Date of Issue Identified

Enter date...

Correction Status

☐ Not Corrected
☐ Corrected
☐ Pending Correction

Fire Safety Systems

Verification of fire alarms, sprinkler systems, fire extinguishers, and emergency exit signage.

Fire Extinguisher Count Verification

Enter a number...

Fire Alarm System Test Results

☐ Passed

☐ Failed - Needs Remediation

☐ Partial Pass - Requires Follow-Up

Last Fire Drill Date

Enter date...

Sprinkler System Inspection Status

☐ Inspection Complete & Approved

☐ Inspection Pending

☐ Inspection Required

Fire Safety Deficiencies / Remediation Notes

Write something...

Number of Fire Extinguishers Verified

Enter a number...

Emergency Exit Signage Condition

☐ All Signs Present & Illuminated

☐ Missing/Damaged Sign(s)

☐ Requires Inspection

Accessibility Compliance

Confirmation that all accessibility requirements (ADA) have been met and are functioning correctly.

Ramp Slope Verification

☐ Compliant

☐ Non-Compliant - Requires Correction

☐ N/A - No Ramp Present

Doorway Width (Minimum)

Enter a number...

Accessible Toilet Room - Grab Bar Installation

☐ Installed and Secure

☐ Missing/Damaged

☐ N/A - No Toilet Room

Accessible Route of Travel Notes

Write something...

Accessible Parking Spaces

☐ Correct Number Present & Marked

☐ Insufficient Number

☐ Incorrect Marking

☐ N/A - No Parking Area

Signage Compliance

☐ Compliant - Braille & Pictograms Present

☐ Non-Compliant - Missing or Incorrect

☐ N/A - No Required Signage

Accessible Entrance Location

📍 Set My Current Location

Documentation & As-Builts

Verification that all required documentation, including warranties, operation manuals, and as-built drawings, are complete and readily available.

Warranty Documents - HVAC System

⬆ Upload File

Warranty Documents - Plumbing Fixtures

⬆ Upload File

Operation and Maintenance Manuals - Electrical Systems

⬆ Upload File

Summary of Outstanding Items (if any)

Write something...

Date of As-Built Drawing Submission

Enter date...

Revision Number of As-Built Drawings

Enter a number...

As-Built Drawings Received?

☐ Yes
☐ No

Notes regarding As-Built Drawing accuracy (if applicable)

Write something...

All Operation Manuals Provided?

☐ Yes

☐ No