

Punch List Template

A free closeout checklist for every trade, from framing to final cleaning.

Running the walk

1. **Walk the space in one consistent order.** Room by room, floor by floor, the same path every time.
2. **Photograph every defect where it sits.** One photo per item, marked up on the spot.
3. **Assign each item to the trade that owns it.** One item, one trade.
4. **Set a due date and track it to closed.** Open, in progress, ready for review, closed.
5. **Share a signed report when the trade finishes.** A sheet the sub can sign on the spot.

Punch list log

Field	Value
Project	
Location	
Walked by	
Date	

Punch List Template

#	Location	Description	Trade	Due	Done
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Signature			Value		
Superintendent					
Subcontractor					
Date					

Closeout checklist

FRAMING

- ☐ Walls plumb and level
- ☐ Headers sized to the opening
- ☐ Blocking in place at fixture locations
- ☐ No split or cracked studs
- ☐ Subfloor secured, no squeaks

DRYWALL

- ☐ Seams taped and finished smooth
- ☐ No visible screws or fastener pops
- ☐ Corners square and crack-free
- ☐ Texture matches the surrounding wall
- ☐ No soft spots or dents before paint

PAINT

- ☐ Even coverage, no roller marks or holidays
- ☐ Trim lines crisp against adjoining surfaces
- ☐ No drips, runs, or brush marks
- ☐ Color and sheen match the spec
- ☐ Touch-ups blended in, not spot-visible

FLOORING

- ☐ No gaps at transitions or thresholds
- ☐ Level, with no lippage between pieces
- ☐ Grout or seam lines consistent
- ☐ No scratches, chips, or stains
- ☐ Baseboards sealed to the floor

ELECTRICAL

- ☐ Outlets and switches level and secure
- ☐ Cover plates installed, none cracked
- ☐ GFCI protection where required
- ☐ Fixtures wired, mounted, and working
- ☐ Panel labeled and breakers identified

PLUMBING

- ☐ No leaks at fixtures or supply lines
- ☐ Proper drainage, no standing water
- ☐ Fixtures level and caulked
- ☐ Shutoffs accessible and labeled
- ☐ Water pressure normal at every fixture

HVAC

- ☐ Registers installed and balanced
- ☐ Thermostat programmed and functioning
- ☐ No visible duct leaks or gaps
- ☐ Filters in place and clean
- ☐ Unit runs without unusual noise or vibration

DOORS AND HARDWARE

- ☐ Doors swing freely, no binding
- ☐ Hardware installed and operating
- ☐ Weatherstripping intact on exterior doors
- ☐ Thresholds level and secure
- ☐ Locks and latches engage properly

EXTERIOR

- ☐ Siding and trim sealed at joints
- ☐ Grading slopes away from the foundation

- ☐ Gutters secured, clear, and draining
- ☐ Exterior paint or finish complete
- ☐ Walkways and steps safe and level

FINAL CLEANING

- ☐ Surfaces wiped down, no construction dust
- ☐ Floors swept, vacuumed, and mopped
- ☐ Windows and mirrors cleaned
- ☐ Debris and packaging removed from site
- ☐ Fixtures free of stickers and protective film

Free while PunchLog is in beta. Get the app at **punchlog-site.vercel.app**