

Punch List Checklist

A punch list checklist for finding and resolving defects and incomplete items before final acceptance.

Exterior

- ☐ Check siding, cladding and trim for damage and gaps.
- ☐ Inspect roofing, flashing and gutters.
- ☐ Verify windows and exterior doors operate and seal.
- ☐ Check exterior paint, caulking and finishes.
- ☐ Inspect grading, drainage and hardscape.
- ☐ Review landscaping and site cleanup.

Interior walls and ceilings

- ☐ Inspect drywall for cracks, dents and seams.
- ☐ Check paint coverage, touch-ups and color match.
- ☐ Verify ceilings are level and finished cleanly.
- ☐ Inspect trim, baseboards and molding alignment.
- ☐ Check corners, edges and transitions.
- ☐ Confirm wall penetrations are sealed and finished.

Floors and finishes

- ☐ Inspect flooring for scratches, gaps and lippage.
- ☐ Check tile layout, grout and caulking.
- ☐ Verify transitions and thresholds.
- ☐ Inspect cabinetry and millwork for damage.
- ☐ Check countertops, edges and seams.
- ☐ Confirm hardware and fixtures are installed correctly.

Doors, windows and hardware

- ☐ Confirm doors open, close and latch properly.
- ☐ Check window operation, screens and locks.
- ☐ Verify hardware, hinges and handles are secure.
- ☐ Inspect weatherstripping and seals.
- ☐ Check glazing for scratches and cracks.
- ☐ Confirm labeling, fire ratings and clearances.

Mechanical, electrical and plumbing

- ☐ Test all outlets, switches and GFCI protection.
- ☐ Confirm light fixtures work and are aligned.
- ☐ Check plumbing fixtures for leaks and operation.
- ☐ Verify HVAC heating, cooling and airflow.
- ☐ Test fire alarms, detectors and safety systems.
- ☐ Confirm thermostats, controls and panels are labeled.

Tracking and sign-off

- ☐ Number and describe each defect clearly.

- ☐ Photograph and locate every item.
- ☐ Assign each item to the responsible party.
- ☐ Set a target completion date for each item.
- ☐ Re-inspect each item once corrected.
- ☐ Obtain sign-off when the punch list is complete.

Confirm all items are resolved and re-inspected before final acceptance.