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.