

Commercial Punch List Template

Retail, Office & Fitout Projects

Use this template for commercial construction and fitout projects. It separates base-build items from tenant-specific works and captures compliance, certification, and services commissioning details.

1. Project Details

Project name / tenancy	
Site address	
Contract number	
Principal contractor	
Tenant / occupier	
Inspection date	

2. Base Build Punch List Items

No.	Item description	Location	Trade	Priority	Status
1					Open
2					
3					
4					

3. Tenant-Specific Punch List Items

No.	Item description	Location	Trade	Priority	Status
1					
2					
3					
4					

4. Services Commissioning

HVAC commissioning report	Attached / Outstanding
Electrical certificate of compliance	Attached / Outstanding
Hydraulic / plumbing certificate	Attached / Outstanding

Fire services certificate	Attached / Outstanding
Data / comms commissioning	Attached / Outstanding

5. Compliance & Certification

Occupation certificate / OC	
Building surveyor sign-off	
Disability access compliance	
WH&S; handover documentation	

6. Sign-Off

Principal contractor	
Project manager	
Tenant / client representative	
Date / signature	