

Practical Completion Punch List Template

Final Closeout Before Handover

Use this template during the final weeks before practical completion. Group items by zone, trade, and priority, then secure sign-off from the superintendent and the principal before the milestone is reached.

1. Project & Inspection Details

Project name	
Site address	
Contract reference	
Superintendent name	
Practical completion target date	
Inspection date	

2. Items by Zone

No.	Zone / level	Item description	Priority	Status
1	Ground floor			Open
2	Level 1			
3	External			
4	Common areas			

3. Items by Trade

Trade	Outstanding items	Target completion	Status
Painting & finishes			
Joinery & carpentry			
Electrical			
Plumbing & hydraulics			
Mechanical / HVAC			
Tiling / flooring			

4. Priority Summary

High priority items outstanding	Count: ____
Medium priority items outstanding	Count: ____

Low priority items outstanding	Count: ____
Total open items	Count: ____

5. Practical Completion Sign-Off

Superintendent signature	
Principal / client signature	
Head contractor signature	
Practical completion date	