

Construction Punch List Template

General Building Works

Use this general-purpose punch list to capture every outstanding item before practical completion. Record each issue against the responsible trade, set a priority, and verify rectification before final handover.

1. Project Details

Project name	
Project address	
Contract / job number	
Head contractor	
Inspector name	
Inspection date	

2. Punch List Items

No.	Item description	Location	Trade	Priority	Target date	Status
1				High / Med / Low		Open
2						
3						
4						
5						
6						

3. Inspection Notes & Photo References

General inspection notes	
Photo reference / file path	
Items requiring re-inspection	

4. Sign-Off

Site supervisor	
Head contractor	
Client representative	
Date / signature	

