



Sample Company 2005

License: 999999

# Punch List Worksheet

Record# = 3  
01/28/08

Item#	Description	Location	Vendor	Discovered	Notified	Scheduled
<u>Punch List Rec #3</u>			<u>Job: 220</u>	<u>Lamb Shoes</u>		
<u>Division # 8</u>	<u>Doors &amp; Windows</u>		<u>Cost Code #</u>			
4	Sticky Door Test of Line Notes Field	Rear Entrance	# 1 - Lakshmi Construction	06/07/2007	06/08/2007	06/08/2007
Complete Date: <u>06/08/2007</u>		Comments: _____				
5	Door Stop Missing Test of Line Notes Field	Rear Entrance	# 1 - Lakshmi Construction	06/07/2007	06/08/2007	06/08/2007
Complete Date: <u>06/08/2007</u>		Comments: _____				
<u>Division # 9</u>	<u>Finishes</u>		<u>Cost Code # 9300.000</u>	<u>Ceramic Tile</u>		
1	Chipped tile on floor Test of Line Notes Field	Women's Restroom	# 46 - Prentice Tile	06/07/2007	06/08/2007	06/12/2007
Complete Date: _____		Comments: _____				
<u>Division # 15</u>	<u>Mechanical</u>		<u>Cost Code # 15100.000</u>	<u>Plumbing</u>		
3	Leaky Water Supply Line Test of Line Notes Field	Men's Restroom	# 40 - Hamby Plumbing & H	06/07/2007	06/08/2007	06/12/2007
Complete Date: _____		Comments: _____				
<u>Division # 16</u>	<u>Electrical</u>		<u>Cost Code # 16000.000</u>	<u>ELECTRICAL</u>		

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Builder: \_\_\_\_\_ Date: \_\_\_\_\_

Punch List Worksheet  
Continued

01/28/08

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<b>Item#</b>	<b>Description</b>	<b>Location</b>	<b>Vendor</b>	<b>Discovered</b>	<b>Notified</b>	<b>Scheduled</b>
2	Exhaust Fan Inoperative Test of Line Notes Field	Women's Restroom	# 31 - Paulsen Electric	06/07/2007	06/08/2007	06/11/2007

Complete Date: 06/11/2007 Comments: \_\_\_\_\_