

## SAMPLE PUNCH LIST

Room	Trade	Item	Work needed	Completed?
<b><i>KITCHEN</i></b>				
Kitchen	Appliance	Garbage disposal working properly		
Kitchen	Appliance	Stove has gas/power & turns on		
Kitchen	Appliance	Oven has gas/power & turns on		
Kitchen	Appliance	Range hood working properly		
Kitchen	Appliance	Refrigerator is cold & working properly		
Kitchen	Appliance	Dishwasher is connected to water & working properly		
Kitchen	Carpentry	Cabinets are aligned and level		
Kitchen	Carpentry	Cabinet doors and drawers open and close smoothly		
Kitchen	Carpentry	Drawer pulls and knobs are level and centered		
Kitchen	Carpentry	Windows/doors open & close properly		
Kitchen	Carpentry	Sink(s) installed properly with no dents		
Kitchen	Plumbing	Water is flowing well at faucets with hot and cold water		
Kitchen	Plumbing	Faucet heads working smoothly		
Kitchen	Countertop	Countertop looks good and is undamaged		
Kitchen	Electrical	All outlets working properly		
Kitchen	Electrical	Lights and switches working properly		
Kitchen	Electrical	Smoke detector installed and working		
Kitchen	Flooring	Floor is smooth, even, and aligned properly		

Kitchen	Paint	discolorations		
Kitchen	Tile	For tile floors, grout and tile is even		
Kitchen	Tile	Backsplash is installed evenly with no cracks		
Kitchen				
<b>LIVING ROOM</b>				
Living Room	Flooring	Floor is clean, undamaged and looks good		
Living Room	Paint	Walls, ceiling & paint look clean		
Living Room	Electrical	All outlets are working		
Living Room	Electrical	All light fixtures & switches are working		
Living Room	Carpentry	Windows open, close and lock properly		
Living Room	Carpentry	Doors functioning door stops		
Living Room				
<b>DINING ROOM</b>				
Dining Room	Flooring	Floor is clean, undamaged and looks good		
Dining Room	Paint	Walls, ceiling & paint look clean		
Dining Room	Electrical	All outlets are working		
Dining Room	Electrical	All light fixtures & switches are working		
Dining Room	Carpentry	Windows open, close and lock properly		
Dining Room	Carpentry	Doors functioning door stops		
Dining Room				
<b>BEDROOM #1</b>				
Bedroom #1	Flooring	Floor is clean, undamaged and looks good		

Bedroom #1	Paint	Walls, ceiling & paint in room <b>and closet</b> look clean with <del>no lumps or discolorations</del>		
Bedroom #1	Carpentry	Closet doors, poles & shelving installed properly		
Bedroom #1	Electrical	All outlets are working		
Bedroom #1	Electrical	All light fixtures & switches are working		
Bedroom #1	Carpentry	Windows open, close and lock properly		
Bedroom #1	Carpentry	Doors functioning door stops		
Bedroom #1				
<b>BATHROOM #1</b>				
Bathroom #1	Carpentry	Mirror(s)/medicine cabinet(s) are level		
Bathroom #1	Carpentry	Towel bars/ towel rings straight and correctly placed		
Bathroom #1	Carpentry	Toilet paper holder level and correctly placed		
Bathroom #1	Carpentry	Cabinets are aligned and level		
Bathroom #1	Carpentry	Cabinet doors and drawers open and close smoothly		
Bathroom #1	Carpentry	Drawer pulls and knobs are level and centered		
Bathroom #1	Carpentry	Windows/doors open & close properly		
Bathroom #1	Counter	Sink installed with no chips or cracks		
Bathroom #1	Counter	Countertop looks good and is undamaged		
Bathroom #1	Electrical	All outlets working properly		
Bathroom #1	Electrical	Lights and switches working properly		
Bathroom #1	HVAC	Ceiling vent working properly		
Bathroom #1	Paint	Walls & paint look clean with no lumps, smudges or <del>discolorations</del>		
Bathroom #1	Plumbing	Toilet flushing properly		

Bathroom #1	Plumbing	Shower/Tub water flowing well with hot and cold		
Bathroom #1	Plumbing	Water is flowing well at faucets with hot and cold water		
Bathroom #1	Plumbing	Faucet handles working smoothly		
Bathroom #1	Plumbing	No leaks at faucets or shower head		
Bathroom #1	Tile	Shower/tub tile straight, even, uncracked with clean grout		
Bathroom #1	Tile	On flooring tiles grout and tile spacing is even with no		
Bathroom #1	Tile	Floor is smooth, even, and aligned properly		
Bathroom #1				
<b>HALLWAY</b>				
Hallway	Flooring	Floor is clean, undamaged and looks good		
Hallway	Paint	Walls, ceiling & paint look clean with no lumps or		
Hallway	Electrical	All outlets are working		
Hallway	Electrical	All light fixtures & switches are working		
Hallway	Mixed	Hall closets are painted and in good order		
Hallway				
<b>GENERAL</b>				
General	Electrical	Smoke & carbon monoxide detectors working properly		
General	HVAC	heater working properly		
General	HVAC	air conditioner working properly		
General	Appliance	washer/dryer working properly		
General	Plumbing	hot water heating properly		

General	General	Warranties, manuals and maintenance info explained and provided		
General				
<b>MISC</b>				
Exterior				