Walk-Through/Inspection Punch List

A punch list is a checklist of all items that are incomplete, have not yet been addressed or require replacement or fixing.

Prior to the project closeout and final payments, homeowner and contractor or architect should jointly conduct a project walk-through to observe all items that need correcting or completing.

All parties understand that when the homeowner agrees that the punch list details have been completed to his or her satisfaction, the project is entirely complete and all outstanding payments are due to the contractor and/or architect.

If you have a good working relationship with your contractor it might be an idea to periodically review items that require attention, rather than let them build up to the end of the job. It would be nice for everyone if the final walk-through was just a formality, reviewing only a few and not very significant items. The final meeting can and should be a celebration of a job well done.

Following are items that may or may not apply to your construction project, it is not intended to be all inclusive.

Plumbing
- Check all faucets and plumbing fixtures, including toilets and showers, to make sure they operate properly
- Confirm that there are no drips or leaks - check at the faucets and inside the vanities and cabinets at the connections
- Verify that there are no clogged sewer lines, fixtures and drains

Electric/Appliances/Mechanical
- Check and test all electrical fixtures, switches and outlets
- Check the operation of intercom and alarm systems
- Test the doorbell, garage door opener and any other electrical items
- Check for any malfunctions in appliances (furnished by contractor)
- Test the heating, cooling and water-heating units for proper operation and any condensate drain leaks
Trim and Finish
- Check the workmanship as related to finish on walls, trim, paint, etc.
- Are the trim and fittings tight? Are there any cracks?
- Does the paint cover the surface and trim smoothly?
- Is the painting satisfactory in all rooms, closets and stairways?
- Did the painters miss any spots?
- Are the trims and molding in place?

Cabinets/Floors/Surfaces
- Check kitchen cabinets and vanities for proper functioning
- Checked for chipped, broken or cracked floor and/or counter tiles
- Is the carpet tight? Do the seams match?
- Are there any ridges or seam gaps in vinyl tile or linoleum?
- Are wooden floors properly finished?
- Are there any nicks, scratches, cracks or burns on any surfaces, including cabinets and countertops?
- If you have tile counters or floors, was the tile and grout sealed by the builder or will you need to do it?

Windows/Doors
- Verify that doors and windows function properly
- Check for caulking missing around windows, doors and other finished areas
- Are the windows and doors sealed and protected by weather stripping?
- Do they open and close easily?
- Is the glass properly in place?
- Are any windows loose or cracked?
- If the home has a fireplace, do the draft and damper work?

Basement and Attic:
- Are there indications of dampness or leaks?
- Is there significant cracking in the floors or foundation walls?
- Are there any obvious defects in exposed components, such as floor joists, I-beams, support columns, insulation, heating ducts, plumbing, electrical, etc.?
- Check for lack of adequate insulation in the attic
Outside:
- Any indication of a roof leak
- Are the shingles flat and tight?
- Is the flashing securely in place?
- Do the gutters, downspouts and splash blocks drain away from the house?
- Check for chipped or loose roof tiles
- Check surrounding property for possible water drainage problems
- Verify the installation of any required landscaping.
- Obtain a survey, including location of sewer/septic tank
- Obtain a soil statement certificate
- Obtain a termite inspection certificate
- Obtain a radon test certificate
- Has landscaping been installed according to the terms of your contract?

Other:
- Check for any deviations from the originally approved plans
- Ask contractor for all warranties issued by sub-contractors and/or appliance manufacturers such as: air conditioning unit, electrical appliances, roof system, etc.
- Make sure warranty certificates are properly filled out and returned to manufacturers, within the proper time frame, to cover repairs or replacement of your new appliances
- Obtain a copy of the approved set of plans for the property from the Building Department
- Obtain a copy of product approvals for the roof system and any other items that have product control approval requirements i.e. – screen enclosures, windows, French doors, trusses, etc.
- Obtain a roof insulation certificate
- Obtain air conditioning energy cards posted by the mechanical contractor at the air handling unit(s).
- Obtain a statement concerning the origin of drywall used and that it is contaminant free

All punch list items are complete:

(Homeowner) __________________________ (Date) __________________________