PUNCH LIST
Prepare and Administer incomplete items

The responsibility for preparing and administering the Punch List to complete a project or a phase of a project should be clearly assigned in the contract documents. Depending upon the contract, the general contractor takes the lead in administering the punch list process.

Things to consider when managing the Punch List process:

- The Contractor should begin the Punch List process by preparing his initial Punch List.
- The Design Team/Owner should review Contractor’s list, perform a joint inspection of the completed work and add any additional items to the Contractor’s initial Punch List.
- There should only be one Punch List. If other items come later, they should be added to the master Punch List.
- The use of colored stickers or painter’s tape (or newer technologies) is a good way to identify the Punch List item needing attention.
- The Punch List should be published within 24 hours of the joint inspection.
- Contractors should not schedule the Punch List review until the Work has reached substantial completion.
- The Punch List should list the subcontractor responsible for each item and anticipated completion date.
- Each item should be checked, initialed and dated on the Punch List document when completed.
- Once the Contractor has completed and re-inspected all the Punch List items, the Contractor should request final inspection. If it becomes clear that the work was not corrected the final inspection should be rescheduled. The contracts should provide for administering completion.
- The final inspection should be signed off on by the Design Team, Owner and Contractor.
- If schedule demands that the Owner occupies the space prior to the final completion of the Punch List items, then a value should be assigned to each uncompleted Punch List item. Refer to Contract Documents for release of retention during the Punch List process.
- Work outside the contract scope should not be listed on the Punch List.
- The Contractors schedule should include Punch List activities. The durations should be reasonable given the project complexity.

REFERENCES:
AIA A201 General Conditions
Owner/Contractor Agreement and General Conditions, CONSENSUSDOCS 200