Punch list

One line per item, one item per line, with the room and the trade. An item is closed when the person who raised it has checked it.

Project		**Walkthrough date**	
Prepared by		**Substantial completion date**	

No.	Location	Description	Trade responsible	Found by	Date found	Due date	Status	Closed by	Date closed
P-0147	Level 2, room 214, east wall	Outlet cover plate missing	Electrical	Owner's rep	3 Mar 2026	10 Mar 2026	Closed	Owner's rep	9 Mar 2026
P-0148	Level 2, room 214, door frame	Touch up paint, scuffed	Painting	Owner's rep	3 Mar 2026	10 Mar 2026	Open		

Contractor · name, signature, date	Owner or architect · name, signature, date

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