## **Punch List**

Prepared by	Firm	Date	
Building Name	Address		
Suite Tenant			
Work Performed	Completion Date		

Items		Work Completed		ded in tract	Remarks	Estimated Cost If  Not Included in
	Yes	No	Yes	No	Kemano	Contract
Reception Area	<u>'</u>					<b>-</b>
1. Ceiling						
2. Walls						
3. Floors						
4. Doors						
5. Built-ins						
6. Lighting						
7. Electrical Outlets						
8. Glass						
9. Wood Trim						
10. Wainscot						
11. Paper						
12. Lighting Switches						
13. Telephone Jacks						
14. Locks/Hardware						
15. Painting						
16. Baseboard						
17. Elevator Doors						
18. Call Switches						
19. Directory						
20. Signs						
21. Mail Chute						
22. Sand Jar						
23.						
24.						
25.						
Rest Rooms						
1. Ceiling						
2. Walls						
3. Floors						
4. Lighting						
5. Light Switches						
6. Mirrors						
7. Floor Drain						
8. Wainscot						
9. Painting						

Items		Work Completed		ded in tract	Remarks	Estimated Cost If Not Included in
	Yes	No	Yes	No		Contract
Rest Rooms (cont.)			•			
10. Wall Covering						
11. Water Closet						
12. Urinal						
13. Tissue Holders						
14. Running Water						
15. Sink						
16. Soap Dispenser						
17. Towel Dispenser						
18. Wastebaskets						
19. Vanity						
20. Shelf						
21. San. Napkin Disp.						
22. Ventilation						
23. Signs						
24. Locks/Hardware						
25.						
26.						
27.						
General Office	•					
1. Ceiling						
2. Walls						
3. Floors						
4. Lighting						
5. Light Switches						
6. Light Fixtures						
7. Electrical Outlets						
8. Glass						
9. Wood Trim						
10. Wainscot						
11. Paper						
12. Painting						
13. Telephone Jacks						
14. Cabinets						
15. Shelves						
16. Door						
17. Doorstop						
18. Coathook						
19. Baseboard						
20. Heat						
21. Air Conditioning						

Items	Work Completed		Included in Contract		Remarks	Estimated Cost If Not Included in
	Yes	No	Yes	No		Contract
Rest Rooms (cont.)	•					
22. Vents						
23. Windows						
24. Window Treatment						
25.						
26.						
27.						
Corridors	•					
1. Ceiling						
2. Walls						
3. Floors						
4. Lighting						
5. Light Switches						
6. Light Fixtures						
7. Electrical Outlets						
8. Stair Sign						
9. Exit Signs						
10. Signage						
11. Doors						
12. Glass						
13. Fire Hose						
14. Fire Extinguisher						
15. Fire Alarm						
16. Vents						
17. Thresholds						
18. Baseboard						
19. Painting						
20.						
21.						
22.						
Miscellaneous (include stor	age, closet	s, equipm	ent hookup	o, special	requests, etc.)	-
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
						1

Items		Work Completed		ded in tract	Remarks	Estimated Cost If Not Included in
	Yes	No	Yes	No		Contract
Office or Room No			•			
1. Ceiling						
2. Walls						
3. Floors						
4. Light Switches						
5. Light Fixtures						
6. Electrical Outlets						
7. Telephone Jacks						
8. Windows						
9. Window Covering						
10. Wall Covering						
11. Cabinets						
12. Shelves						
13. Door						
14. Locks						
15. Hardware						
16. Baseboard						
17. Painting						
18.						
19.						
Office or Room No						
1. Ceiling						
2. Walls						
3. Floors						
4. Light Switches						
5. Light Fixtures						
6. Electrical Outlets						
7. Telephone Jacks						
8. Windows						
9. Window Covering						
10. Wall Covering						
11. Cabinets						
12. Shelves						
13. Door						
14. Locks						
15. Hardware						
16. Baseboard						
17. Painting						
18.						
19.						

Comments	
	-
Date of Inspection	
lacaceter	
Inspector	
Tenant	

DISCLAIMER: These sample forms and agreements are not endorsed by the Institute of Real Estate Management. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.