

Architectural Punch List

Project Name:

Location:

Date:

Prepared By:

| Item # | Location | Description of Issue | Assigned To | Priority (High/Med/Low) | Due Date | Status (Open/In Progress/Completed) |
|--------|-----------------|----------------------------|------------------|-------------------------|------------|-------------------------------------|
| 1 | Lobby | Missing ceiling tiles | Contractor | High | MM/DD/YYYY | Open |
| 2 | Exterior Facade | Clean and seal windows | Cleaner | Medium | MM/DD/YYYY | In Progress |
| 3 | Stairwell | Add handrail to the stairs | Welder | High | MM/DD/YYYY | Open |
| 4 | Roof | Remove debris | Maintenance Crew | Low | MM/DD/YYYY | Completed |