

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