### **Job Site Punch List**

#### **Project Name:**

#### **Job Site Address:**

#### **Date:**

#### **Prepared By:**

| **Item #** | **Location** | **Description of Issue** | **Assigned To** | **Priority (High/Med/Low)** | **Due Date** | **Status (Open/In Progress/Completed)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Warehouse | Secure loose shelving | Contractor | High | MM/DD/YYYY | Open |
| 2 | Loading Dock | Repair dock bumper | Maintenance Crew | Medium | MM/DD/YYYY | In Progress |
| 3 | Restroom | Install soap dispenser | Plumber | Low | MM/DD/YYYY | Open |
| 4 | Storage Room | Replace burnt-out lightbulb | Electrician | Low | MM/DD/YYYY | Completed |