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