### **Apartment Punch List**

#### **Project Name:**

#### **Unit Number:**

#### **Date:**

#### **Prepared By:**

| **Item #** | **Location** | **Description of Issue** | **Assigned To** | **Priority (High/Med/Low)** | **Due Date** | **Status (Open/In Progress/Completed)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Kitchen | Replace faucet | Plumber | High | MM/DD/YYYY | Open |
| 2 | Bedroom 1 | Repair chipped baseboard | Carpenter | Medium | MM/DD/YYYY | In Progress |
| 3 | Balcony | Replace cracked floor tile | Tiler | Low | MM/DD/YYYY | Open |
| 4 | Living Room | Fix light switch cover | Electrician | Low | MM/DD/YYYY | Completed |