### **House Punch List**

#### **Project Name:**

#### **Address:**

#### **Date:**

#### **Prepared By:**

| **Item #** | **Location** | **Description of Issue** | **Assigned To** | **Priority (High/Med/Low)** | **Due Date** | **Status (Open/In Progress/Completed)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Living Room | Paint touch-up on walls | Painter | High | MM/DD/YYYY | Open |
| 2 | Bathroom | Replace cracked mirror | Glazier | Medium | MM/DD/YYYY | In Progress |
| 3 | Garage | Adjust garage door alignment | Technician | High | MM/DD/YYYY | Open |
| 4 | Garden | Trim overgrown hedges | Landscaper | Low | MM/DD/YYYY | Completed |