### **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 |