

# **PUNCH LIST**

**Prepare and administer incomplete items**

The responsibility for preparing and administering the Punch List to complete a project or a phase of a project should be clearly assigned in the contract documents. Depending upon the contract, the General Contractor takes the lead in administering the punch list process.

Things to consider when managing the Punch List process:

- The Contractor should begin the Project Closeout by preparing an initial Punch List. Contractor should not schedule the Punch List review until the Work has reached substantial completion.
- The Design Team/Owner should review Contractor's list, perform a joint inspection of the completed work and add any additional items to the Contractor's initial Punch List.
- There should only be one Punch List. If other items are identified during project closeout, they should be added to the Punch List.
- Punch lists should identify exact locations within the project.
- The Punch List should be published within 24 hours of the joint inspection.
- The Punch List may list the subcontractor responsible for each item and completion date.
- Each item should be addressed by the Contractor or Subcontractors. The Contractor should verify each item is addressed.
- Once the Contractor has completed and re-inspected all the Punch List items, the Contractor should request final inspection. If it becomes clear that the work was not corrected the final inspection should be rescheduled.
- Acceptance of the final inspection should be agreed to by the Design Team, Owner and Contractor.
- If schedule demands that the Owner occupies the space prior to the final completion of the Punch List items, then a value should be assigned to each uncompleted Punch List item. Refer to Contract Documents for release of retention during the Punch List process.
- Work outside the contract scope or pending change order(s) should not be listed on the Punch List.
- The Contractor's schedule should include Punch List activities. The durations should be reasonable given the project complexity.

## **REFERENCES:**

AIA A201 General Conditions

Owner/Contractor Agreement and General Conditions, CONSENSUSDOCS 200

Guideline: Retainage of Payment

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St. Louis Chapter of International Facilities Management Association

Guideline: Project Closeout

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