

Construction Punch List

Field	Purpose	Example Entry
Item ID	Unique tracking number	PL-2026-047
Location	Specific area of the building	Level 2, Room 214
Description	Clear deficiency statement	Paint roller marks on east wall
Trade / Responsible Party	Who performs the fix	Painting subcontractor
Priority	Impact on completion or safety	Critical / Standard / Cosmetic
Date Logged	When item was identified	2026-03-15
Due Date	Correction deadline	2026-03-29
Status	Current state of the item	Open / In Progress / Complete
Verified By	Inspector who confirmed fix	Architect's representative
Photo Attachment	Visual evidence	IMG_0472.jpg