Punch list template

A punch list: every incomplete or defective item before handover, with location, trade, priority, who it is assigned to, due date, status, who verified it closed, and days open.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

No.	Location	Trade	Description	Priority ▾	Photo ref	Identified by	Date identified	Assigned to	Due date	Status ▾	Date completed	Verified by	Days open	Overdue

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/punch-list-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

No.	Location	Trade	Description	Priority ▾	Photo ref	Identified by	Date identified	Assigned to	Due date	Status ▾	Date completed	Verified by	Days open	Overdue
1	*Room 112, east wall*	*Painting*	*Touch up scuffs at 4 ft height*	*Low*	*IMG_2031*	*Superintendent*	*Sep 21, 2026*	*R. Diaz (Brightline Painting)*	*Sep 28, 2026*	*Closed*	*Sep 25, 2026*	*Superintendent*	*4*	
2	*Room 118*	*Electrical*	*Missing cover plate at receptacle by door*	*Medium*	*IMG_2044*	*Architect*	*Sep 21, 2026*	*J. Park (Voltline Electric)*	*Sep 30, 2026*	*Ready for review*			*11*	*Overdue*
3	*Corridor 1B*	*Doors & hardware*	*Door 1B-04 does not latch (rated door)*	*High*	*IMG_2050*	*Superintendent*	*Sep 22, 2026*	*K. Moss (Summit Doors)*	*Sep 24, 2026*	*In progress*			*10*	*Overdue*
4	*Restroom 105*	*Plumbing*	*Lavatory P-trap leaking*	*High*	*IMG_2057*	*Owner*	*Sep 23, 2026*	*T. Shaw (Eastline Plumbing)*	*Sep 25, 2026*	*Open*			*9*	*Overdue*

How to fill it in

1. Walk the area and add one row per item, with a location someone else could find and a photo reference.
2. Assign each item to a trade and a person, with a due date.
3. Trades set Status to 'Ready for review' when done; only the verifier sets 'Closed' (or 'Rejected').
4. Filter Overdue and Priority = High each morning; Days open shows what is stuck.
5. Send each trade its own filtered list rather than the whole sheet.

Options for the ▾ columns

- **Priority:** High / Medium / Low
- **Status:** Open / In progress / Ready for review / Closed / Rejected