



NEW CONSTRUCTION

FINAL PUNCH LIST

A comprehensive completion and quality-control checklist for final walkthrough and turnover.

PROJECT NAME	_____
PROPERTY ADDRESS	_____
OWNER	_____
PROJECT MANAGER	_____
WALKTHROUGH DATE	_____
TARGET COMPLETION DATE	_____

INSTRUCTIONS Review each item during the final walkthrough. Mark completed items, record open issues in the punch list table, and obtain final acceptance after all required corrections are verified.

EXTERIOR & SITE Walkthrough Checklist

SITE

☐ Construction debris removed	☐ Final grading complete
☐ Drainage slopes away from foundation	☐ Yard free of ruts and damage
☐ Sod installed	☐ Landscaping complete
☐ Irrigation system tested (if applicable)	☐ Mailbox installed
☐ Address numbers installed	

DRIVEWAY & CONCRETE

☐ Driveway complete	☐ Sidewalks complete
☐ Patio complete	☐ Expansion joints sealed
☐ Concrete free of major damage	

ROOFING

☐ Shingles/metal roof installed correctly	☐ Ridge caps secure
☐ Flashings installed	☐ Pipe boots sealed
☐ Gutters secured	☐ Downspouts connected
☐ Roof free of visible damage	

SIDING & TRIM

☐ Siding installed correctly	☐ Trim caulked
☐ Fascia complete	☐ Soffits complete
☐ Exterior paint/stain complete	☐ No damaged boards

BUILDING ENVELOPE & FOUNDATION

WINDOWS & EXTERIOR DOORS

☐ Windows open and lock properly	☐ Screens installed
☐ Glass free of cracks	☐ Weatherstripping complete
☐ Exterior doors operate properly	☐ Thresholds adjusted
☐ Door hardware installed	☐ Garage door operates properly
☐ Garage door safety sensors tested	

FOUNDATION

☐ Foundation clean	☐ Crawl space clean (if applicable)
☐ Access door installed	☐ Vapor barrier installed
☐ No standing water	☐ Foundation vents installed (if applicable)

INSULATION & ATTIC

☐ Attic insulated	☐ Access hatch insulated
☐ Attic free of debris	☐ Ventilation complete

MECHANICAL, ELECTRICAL & PLUMBING

PLUMBING

☐ Water pressure acceptable	☐ No leaks
☐ Toilets secured	☐ Toilets flush properly
☐ Faucets operate correctly	☐ Hot water functioning
☐ Showers drain properly	☐ Bathtubs drain properly
☐ Garbage disposal operates	☐ Exterior hose bibs operate
☐ Water heater operating	

ELECTRICAL

☐ Main panel labeled	☐ Breakers identified
☐ All outlets working	☐ GFCI outlets tested
☐ AFCI protection verified	☐ Switches functioning
☐ Ceiling fans operate	☐ Interior lighting operational
☐ Exterior lighting operational	☐ Smoke detectors tested
☐ Carbon monoxide detectors tested	☐ Doorbell working
☐ Garage door opener functioning	

HVAC

☐ Heating operates	☐ Air conditioning operates
☐ Thermostat programmed	☐ Supply vents functioning
☐ Return vents clear	☐ Condensate drain clear
☐ Filters installed	☐ Exhaust fans working

INTERIOR FINISHES

DRYWALL

- | | |
|---|--|
| ☐ No visible nail pops | ☐ Corners smooth |
| ☐ Texture matches | ☐ Repairs completed |
| ☐ Ceilings acceptable | |

PAINT

- | | |
|--|--|
| ☐ Walls free of major defects | ☐ Trim painted completely |
| ☐ Doors painted | ☐ Closets painted |
| ☐ Touch-ups completed | ☐ No excessive overspray |

FLOORING

- | | |
|--|--|
| ☐ Hardwood/LVP complete | ☐ Tile free of cracks |
| ☐ Grout complete | ☐ Carpet stretched properly |
| ☐ Transitions installed | ☐ Floors cleaned |

INTERIOR DOORS & TRIM

- | | |
|---|--|
| ☐ Interior doors latch properly | ☐ Door stops installed |
| ☐ Baseboards complete | ☐ Window trim complete |
| ☐ Crown molding complete (if applicable) | ☐ Closet doors adjusted |
| ☐ Stair handrails secure | |

CABINETRY, KITCHEN & APPLIANCES

CABINETS

☐ Cabinets level	☐ Doors adjusted
☐ Drawers operate smoothly	☐ Hardware installed
☐ Shelving complete	☐ Pantry complete

COUNTERTOPS

☐ Tops secure	☐ No chips
☐ Caulking complete	☐ Backsplash complete
☐ Sink sealed	

KITCHEN

☐ Sink secured	☐ Faucet operating
☐ Island complete (if applicable)	☐ Pantry shelving installed
☐ Cabinet lighting working (if applicable)	☐ Backsplash complete

APPLIANCES

☐ Refrigerator installed	☐ Range installed
☐ Oven tested	☐ Microwave tested
☐ Dishwasher tested	☐ Disposal tested
☐ Washer hookup verified	☐ Dryer vent verified

BATHROOMS, SAFETY & FINAL CLEANING

BATHROOMS

☐ Mirrors installed	☐ Shower glass installed
☐ Towel bars installed	☐ Toilet paper holders installed
☐ Vanity secured	☐ Exhaust fans functioning
☐ Caulking complete	

SAFETY ITEMS

☐ Smoke detectors installed	☐ Carbon monoxide detectors installed
☐ Fire-rated garage wall complete	☐ Handrails secure
☐ Guardrails secure	☐ Emergency egress windows operational

CLEANING

☐ Windows cleaned	☐ Floors cleaned
☐ Cabinets cleaned	☐ Countertops cleaned
☐ Bathrooms cleaned	☐ Garage swept
☐ Porches cleaned	☐ Construction debris removed

OWNER ORIENTATION & TURNOVER

OWNER ORIENTATION

- ☐ Warranty reviewed
- ☐ Maintenance guide provided
- ☐ Appliance manuals delivered
- ☐ Garage remotes delivered
- ☐ Keys delivered
- ☐ Paint colors documented
- ☐ Product warranty information delivered
- ☐ Utility shutoffs explained
- ☐ HVAC filter locations shown
- ☐ Final questions answered

TURNOVER NOTES

PUNCH LIST ITEMS Open Items & Corrective Work

ITEM	LOCATION	RESPONSIBLE PARTY	TARGET DATE	COMPLETE
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Use additional copies of this page as needed.

FINAL ACCEPTANCE

Completion Certification

By signing below, the parties acknowledge that the final walkthrough has been completed and that all accepted punch list items have either been completed or otherwise addressed as agreed.

OWNER NAME	BUILDER REPRESENTATIVE
SIGNATURE	SIGNATURE
DATE	DATE

ADDITIONAL NOTES



CLASSIC COMMERCIAL BUILDERS

Built with care. Delivered with confidence.