

Final Punch List Checklist

Room-by-room walk for substantial completion. Log each deficiency with a photo, trade and priority.

Project:

Location / Unit:

Date:

Inspector:

GC / Company:

Weather / Notes:

Walls & ceilings

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Paint complete, even, no roller marks, holidays, or overspray	☐	☐	☐	
Drywall: no nail pops, cracks, visible seams, or dings	☐	☐	☐	
Caulk at trim, counters, and wet areas complete and clean	☐	☐	☐	
Ceilings free of stains, damage, and patches	☐	☐	☐	

Floors

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Flooring installed, clean, undamaged; transitions secured	☐	☐	☐	
Base/trim tight with no gaps; nail holes filled	☐	☐	☐	
Tile grout complete and sealed; no cracked tiles	☐	☐	☐	
Carpet seams tight; no ripples	☐	☐	☐	

Doors, windows & hardware

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Doors swing freely, latch, and don't rub	☐	☐	☐	
Hardware installed, tight, and functioning; keys accounted for	☐	☐	☐	
Door stops installed	☐	☐	☐	
Windows open, close, lock; screens installed; glass clean & undamaged	☐	☐	☐	

Cabinets, counters & millwork

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Doors/drawers aligned, operate smoothly; soft-closes work	☐	☐	☐	
Counters undamaged, seams tight, backsplash complete	☐	☐	☐	
Shelving and accessories installed	☐	☐	☐	

MEP finish

ITEM	PASS	FAIL	N/A	NOTES / TRADE
All lights, switches, and receptacles work; covers installed	☐	☐	☐	
GFCI/AFCI test and reset	☐	☐	☐	
Fixtures installed, no leaks; hot/cold correct	☐	☐	☐	
HVAC runs; thermostat works; registers/grilles installed	☐	☐	☐	
Smoke/CO detectors installed and tested	☐	☐	☐	
Exhaust fans operate and vent properly	☐	☐	☐	

Exterior & site

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Siding/trim/sealant complete	☐	☐	☐	
Gutters & downspouts discharge away from building	☐	☐	☐	
Sidewalks, curbs, and paving free of damage	☐	☐	☐	
Landscaping, signage, and striping complete	☐	☐	☐	

Closeout

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Construction debris removed; final clean complete	☐	☐	☐	
Every item photographed, assigned, and tracked to approval	☐	☐	☐	
O&M manuals, warranties, and attic stock collected	☐	☐	☐	
Final inspections / certificate of occupancy obtained	☐	☐	☐	

Inspector signature / date

GC / Superintendent signature / date

Stop retyping this list. Log each failed item in Site Punch with a marked-up, timestamped photo, send each trade a private no-login link, and export a PDF packet by location or trade. Start with a free trial project. site-punch-app.fly.dev →

This checklist is a general template, not a code-compliance document. Verify requirements against your plans, specifications, and local codes. © 2026 Shreeji Hotel Group, LLC.