

# ACME COMPANY

## RESIDENTIAL PUNCH LIST TEMPLATE



Millstone Avenue - Rutherford | Millstone Avenue,

MONDAY 29TH SEPTEMBER 2025

### SUMMARY

Assignees need to address the issues with the shower, the ceiling, and the bedroom closet before October 6. Once addressed, the supervisor should request the final punch list inspection.

### Kitchen

Q#	QUESTION	RESPONSE
1.	Are the walls checked?	YES
2.	Are the floors checked?	YES
3.	Is the ceiling checked?	NO
4.	Are the windows checked?	YES
5.	Are the doors checked?	YES
6.	Are the cabinets checked?	YES
7.	Is the sink checked?	YES
8.	Is the plumbing checked?	NO



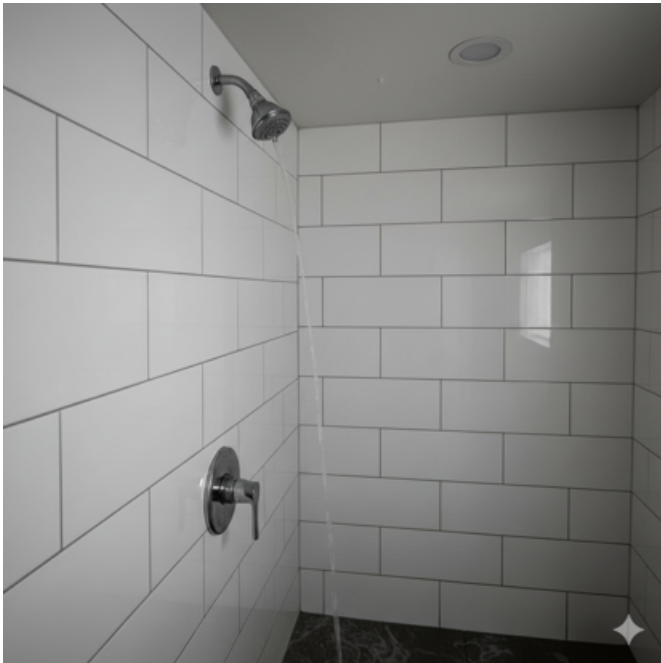
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9.	Are the outlets checked?	YES
10.	Are the switches checked?	YES
11.	Are the light fixtures checked?	YES
12.	Is the trim checked?	YES
13.	Is the oven checked?	YES
14.	Is the stove checked?	YES
15.	Is the microwave checked?	YES
16.	Is the refrigerator checked?	YES

17.	Is the garbage disposal checked?	YES
18.	Is the pantry checked?	YES

**Bathrooms**

Q#	QUESTION	RESPONSE
19.	Are the walls checked?	YES
20.	Are the floors checked?	YES
21.	Is the ceiling checked?	YES
22.	Are the windows checked?	YES
23.	Are the doors checked?	YES
24.	Is the cabinetry checked?	YES
25.	Is the trim checked?	YES
26.	Are the outlets checked?	YES
27.	Are the light fixtures checked?	YES
28.	Is the exhaust fan checked?	YES
29.	Is the shower checked?	NO



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30.	Is the toilet checked?	YES
31.	Is the sink checked?	YES
32.	Is the plumbing checked?	YES
33.	Is the closet checked?	YES

**Living Rooms**

Q#	QUESTION	RESPONSE
34.	Are the walls checked?	YES
35.	Are the floors checked?	YES
36.	Is the ceiling checked?	YES
37.	Are the windows checked?	YES
38.	Are the doors checked?	YES
39.	Is the trim checked?	YES
40.	Are the outlets checked?	YES
41.	Are the switches checked?	YES
42.	Is the closet checked?	YES

## Hallway

Q#	QUESTION	RESPONSE
43.	Are the walls checked?	YES
44.	Are the floors checked?	YES
45.	Is the ceiling checked?	YES
46.	Are the windows checked?	YES
47.	Are the doors checked?	YES
48.	Is the trim checked?	YES
49.	Are the outlets checked?	YES
50.	Are the switches checked?	YES
51.	Is the closet checked?	YES

## Dining Room

Q#	QUESTION	RESPONSE
52.	Are the walls checked?	YES
53.	Are the floors checked?	YES
54.	Is the ceiling checked?	YES
55.	Are the windows checked?	YES
56.	Are the doors checked?	YES
57.	Is the trim checked?	YES
58.	Are the outlets checked?	YES
59.	Are the switches checked?	YES
60.	Is the closet checked?	YES

## Bedrooms

Q#	QUESTION	RESPONSE
61.	Are the walls checked?	YES
62.	Are the floors checked?	YES
63.	Is the ceiling checked?	YES
64.	Are the windows checked?	YES
65.	Are the doors checked?	YES
66.	Is the trim checked?	YES
67.	Are the outlets checked?	YES
68.	Are the switches checked?	YES
69.	Is the closet checked?	NO

## COMMENTS &amp; ACTION PLAN

Kitchen &gt;&gt; Kitchen

(AC10076) Is the ceiling checked?

## FINDINGS

'No'

## ACTION REQUIRED

Minor hairline cracks were observed in the kitchen ceiling. Clean the crack, fill it with a quality flexible filler, sand it smooth, and repaint it.

PRIORITY

High

DUE DATE

30 Sep 25

ASSIGNEE

Jennifer Hunt

Kitchen &gt;&gt; Kitchen

(AC10077) Is the plumbing checked?

## FINDINGS

'No'

## ACTION REQUIRED

Slow drain observed in the kitchen sink.

PRIORITY

Medium


DUE DATE

02 Oct 25

ASSIGNEE

Jennifer Hunt

Bathrooms >> Bathrooms		PRIORITY	Medium
(AC10078) Is the shower checked?		DUE DATE	02 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Water leakage observed due to inadequate waterproofing.		
Bedrooms >> Bedrooms		PRIORITY	Low
(AC10079) Is the closet checked?		DUE DATE	06 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Closets have an Insufficient depth for hanging clothes.		

DECLARATION	
<div></div> <div>Auditor (Jennifer Hunt)</div>	AUDITOR'S LOCATION