Punch-List Touch-Up Sign-Off Sheet

List each punch item that left dust or marks, sign it off as the touch-up clears it, and bring the sheet to the walkthrough.

Project _____ **Floor or wing** _____

Walkthrough date _____ **Entry contact and access hours** _____

Prepared by _____

Before the visit

- ☐ Punch list attached, or the rooms it covers listed
- ☐ Items involving sanding, cutting, drilling or ceiling tiles marked
- ☐ Paint and caulk corrections listed by room
- ☐ Day the last trade finishes in each area noted
- ☐ Walkthrough attendees listed
- ☐ Items grouped by room and by the day each area is released
- ☐ Touch-up set after the last punch item in each room, before the walkthrough

Touch-up items

	AREA OR ROOM	ITEM	FOUND BY	CLEANED	CHECKED BY	DATE
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☐						
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In each affected room

- ☐ Ledges, sills and fixture tops near the work wiped
- ☐ Floors cleaned along the path the trades walked
- ☐ Glass marked by ladders or materials cleaned again
- ☐ Restroom mirrors, partitions and fixtures checked
- ☐ Shared corridors and elevator lobbies the trades used checked

Back to the punch list

- ☐ New damage, such as a chipped tile or a scuff that will not lift: _____
- ☐ Rooms needing a second touch-up after a later trade: _____

Sign-off

- ☐ Touch-up complete. Signed: _____ Date: _____
- ☐ Area accepted for walkthrough. Signed: _____ Date: _____

Notes