

# Project Punch List Check Questions

Use the following list of questions to help you develop your punch list:

## Rough Carpentry

- Is the deck screwed down to joists, studs and rafters, and not nailed down?
- Are there any spliced studs, joists, or rafters?
- Is structural wood framing properly treated for the use and exposure condition?
- Are roof rafters properly supported?
- Are there any cracked or otherwise damaged structural members?
- Is exterior wall and roof sheathing rated for exterior use?

## Masonry

- Is the façade properly grouted without voids or drips on either side?
- Are drainage holes properly and regularly spaced and free of blockage?
- Are hangers regularly installed and spaced?

## Roofing

- Are shingles installed per manufacturer's instructions?
- Used manufacturer approved fasteners?
- Removed all corroded flashing?
- Ensured similar metal flashing throughout?
- Is drip edging properly installed?
- Are roof penetrations properly flashed?
- Is hip and step flashing properly installed at the chimney?

## Plumbing

- Used similar metal connections or dielectric joints throughout?
- Are drilled holes in studs and joists code compliant?
- Is water heater missing a drain-pan, drain lines, or is there insulation in the pan?
- Are plumbing lines pitched to encourage continual drainage?

## Electrical

- Are there any taught electrical wires?
- Are there wires buried in insulation?
- Are there any electrical splices outside junction boxes?

## Mechanical

- Are there bends or kinks of less than 90 degrees in ductwork?
- Are there missing HVAC system drain pans, drain lines, or is there insulation in the pans?
- Are there HVAC grills above 8 feet from the finished floor?
- Has the HVAC system been properly balanced?

## Door, Windows and Cabinets

- Are the doors and windows straight and level?
- Does each door and window open and close freely.
- Are all door and window locks and hardware operating properly?
- Did you get cabinets? You need to check those.
- Open each drawer and door and physically look inside.
- Are there any cracks in the doors, panels, shelves, or anything else?
- Are any areas nicked, missing stain or paint?
- Make sure everything is straight and level (*or plumb and true*)?
- Is all the hardware tight?

## Surfaces and Finishes

- Is there grout missing between any of the floor or wall tile?
- Are grout lines standard and continuous?
- Are any tiles cracked or sound hollow underneath?
- Do different flooring materials have proper transitions?
- Are there any missing baseboards, or gaps in the base?
- Have the HVAC grills been painted to match or as agreed?
- Are there any nicks in the paint on the baseboard, the walls, elsewhere?
- Are there any missing furnishings or fixtures?
- Make sure contractors completely and properly install every cover plate, trim piece, or other kind of finish required.
- Make sure they remove all tape, plastic, general labels and packaging from all furnishings and fixtures.