[YOUR CONSTRUCTION BUSINESS]

FINAL WALK-THROUGH CHECKLIST

The walk that writes the punch list — every room, the same checks, before the keys change hands

Project: _____ Date: _____ Walked by: _____

Rooms walked: _____ Items found (to the punch list): _____

EVERY ROOM

- ☐ Walls and ceilings: nail pops, cracks, sanding marks, paint holidays, touch-ups that don't match
- ☐ Trim and doors: caulk lines, miters, doors latch and swing clear, stops in, hardware tight
- ☐ Windows: open, lock and seal; screens in; glass unscratched; sills caulked
- ☐ Floors: squeaks, gaps, scratches, transitions level, grout lines full, base shoe nailed
- ☐ Outlets, switches, lights and fans: every one works, plates level, bulbs in, dimmers smooth
- ☐ Smoke and CO detectors in place and tested; thermostats set and labeled

KITCHEN AND BATHROOMS

- ☐ Cabinets: doors aligned, drawers glide, pulls straight, shelves and kick plates in
- ☐ Countertops: seams tight, edges finished, caulk to the wall clean
- ☐ Faucets, drains and shutoffs: run every one, check under every sink for drips
- ☐ Tubs, showers and toilets: filled and drained, grout and caulk complete, no rocking
- ☐ Appliances: installed, leveled, running, manuals and tags collected for the owner

MECHANICAL, ELECTRICAL AND PLUMBING

- ☐ Furnace, air handler and water heater running; filters new; registers open and labeled
- ☐ Panel labeled; every breaker holds; GFCI and AFCI trip and reset
- ☐ Dryer vent, range hood and bath fans vent outside and the ducts are connected

EXTERIOR

- ☐ Siding, trim and flashing complete; paint and caulk finished; no exposed fasteners
- ☐ Roof: shingles flat, ridge vent on, gutters and downspouts hung and draining away from the house
- ☐ Grading slopes away; walks, steps and railings solid; porch lights and doorbell work
- ☐ Garage door opens, closes and reverses on the safety beam
- ☐ Site clean: debris gone, dumpster off, stakes pulled, landscaping as the plan shows

BEFORE THE KEYS CHANGE HANDS

- ☐ Every item found is on the punch list with a location, a trade and a number
- ☐ Keys, remotes, codes and manuals in one envelope
- ☐ Touch-up paint labeled by room; spare tile and flooring stacked for the owner
- ☐ Photos of every finished room, the same angles as the progress photos

Walk it with a flashlight and a roll of blue tape: tape every item as it's found, then write the list from the tape. One sheet per walk; the punch list is the sheet that comes out of it.

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