1. **Punch List**
2. **Furniture**

What is it?

When a furniture installation has been completed, have a walk through with the customer, dealer, and architect or designer (if any) to make sure that everything was received and installed per specification, and to WSU’s satisfaction. If there is anything that is not installed correctly or if there is anything wrong with the furniture, develop a furniture punch list listing all items that need to be corrected, replacement, or adjusted by the dealer.

Forms:

See attached *“Furniture Punch List”* sheet for examples of what to look for and what to add to punch list.

Filing:

Once all items on punch list have been corrected, make sure that everything was received and installed per specification, and to WSU’s satisfaction. Send off approved punch list to all involved and file away with the rest of the project close out documents.