**XVIII Punch List ROB**

A punchlist is a list of items that is necessary to complete in order to finalize the project.

**a) Construction**

**What Is It?**

* The contractor is supposed to create a punchlist and request review by the Architect and Owner. The punchlist includes a list of rooms and detailed items for completion. The punchlist shall include a space for dates of completion.
* When the contractor is complete, they turn over their punchlist to the Architect and Owner and schedule the walkthrough.
* This document is requested by the Contractor upon notification to the Designer that they have achieved substantial completion and are requesting a final review of the project. They may have specific items identified for completion, ref. AIA A201 General Conditions of the Contract 1970 ed.

**Who Is Involved?**

* The Contractor, Design Consultant, Customer, WSU Planner and Project Manager.

**How/Process**

* The contractor is supposed to create a punchlist and request review by the Design Consultant and Owner.
* Designer, WSU and Contractor captures list by location of non-conforming work by walking the job site.
* All items are incorporated into one punchlist.
* The punchlist must be certified complete by Contractor.
* Contractors completed punchlist must be verified by the Design Consultant prior to Contractor submitting final invoice.

**Timeline Considerations**

* Contractor should start identifying items of completion prior to substantial completion, or phase as appropriate on longer projects.
* The contractor has 45 days to complete the punchlist from date of substantial completion.
* Coordinate punchlist creation prior to Customer occupancy and furniture delivery.

**Forms**

* Contractor’s punchlist form is to be reviewed with project team prior to issuance.

**Filing**

* Punchlist form is filed along with closeout documents.

**b) Furniture**

**Claudia to review**

**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.

**Who Is Involved?**

* The Furniture Installer, Designer, Customer, WSU Planner and Project Manager.

**How/Process**

* Contractor requests punchlist from Designer. Designer, WSU and Contractor captures list by location of non-conforming work. Items are incorporated into the Preliminary Punchlist and issued to the Contractor. Once the punchlist is certified complete. Any additional items would be issued in a Final Punchlist, requiring sign-off in order to final invoice.

**Checklist**

* Contractor shall develop prior to request for punchlist and incomplete work item list that shall prepare them for completion of project.

**Timeline Considerations**

* Contractor should start identifying items of completion several weeks, or on longer projects several weeks prior to their date of substantial completion.

**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.