



PUNCH LIST INSPECTION FORMAT
FOR THE PUNCH LIST INSPECTION OF ALL
POLK COUNTY MAJOR CONSTRUCTION

TO: _____, DESIGN PROFESSIONAL (DP)

FOR: Project # _____

CONSTRUCTION MANAGER: _____

DATE OF PUNCH LIST INSPECTION: _____

1. Publish a written list of defects to the School Board and the Prime Contractor in five working days indicating numbered defects or inequalities. Both Architectural and Engineering punch lists shall be delivered, performed and incorporated as one. It is the Architect's responsibility to notify all parties of the date and time of the punch list inspection.
2. ARCHITECTURAL – Numbered punch list items shall be carried out in a logical manner including but not limited to:
 - A. Civil
 1. Paving
 2. Storm Water
 3. Retention Areas
 4. Irrigation System
 5. Sod
 6. Fencing
 - B. Electrical
 1. Site
 2. Switch gear/panels (Reference FISH)
 3. Lighting (Reference FISH)
 4. Equipment (Reference FISH)
 - C. Plumbing
 1. Site
 2. Fixtures (Reference FISH)
 3. Fire Sprinkler (Reference FISH)
 4. Equipment (Reference FISH)
 - D. HVAC
 1. Site
 2. Equipment (Reference FISH)
 3. Reference Test and Balance Report



NOTE: All equipment shall be run through its full range of operation and/or cycle.

4. Verification that punch list items are complete shall be done at the Construction Manager's request. One re-inspection shall be performed as a part of the Architect's contract. If additional inspections are required the Construction Manager will reimburse the Owner for the cost of such inspections including charges by the DP.

At the second re-inspection if any items remain the DP shall, at the Owner's request, assign a cost to complete the remaining work and forward to the School Board. At each re-inspection the first punch list shall be used. Line out each item number and date.

The original punch list shall be re-published for re-inspections. Any item noted as complete shall be lined through the item number, so any item number not lined out will indicate that the item remains to be done. Indicate date that all items are lined out.

NOTE: FISH NUMBERS are the numbers referred to by the Department of Education as the number used to identify spaces on the Florida Inventory of School Houses (FISH) Report. See the specification for number assignment to spaces.