

Punch List

Open Items to Closure

Log every open item with an owner and a due date, and don't call it done while a critical stays open.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

Scan to open · flowdit.com

Project / system		Date	
Discipline		Lead	

Punch items

Severity: C = Critical, M = Major, L = Minor

#	Open item / defect	Location	Sev	Owner	Due	Status
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Acceptance decision

Rule: the scope is not accepted while any Critical (C) item stays open.

Open Critical (C): _____

Open Major (M): _____

Open Minor (L): _____

Status: ☐ All closed ☐ Open items remain ☐ Accepted with punch list

Name / Signature / Date

Name / Signature / Date