Punch list

Walkdown form · Sheet ____ of ____

deskely

PROJECT	CONTRACT / PO	WALKDOWN DATE

SYSTEM	SUBSYSTEM	AREA / MODULE

No.	Tag	Discipline	Location	Description	Cat.	Action by	Raised by / date	Cleared by / date	Verified

CATEGORIES

A Clear before the next milestone (usually mechanical completion). Stops testing or energising.
B Clear before commissioning is complete or the system is handed over.
C Minor or cosmetic. Clear before final acceptance, or carry over by agreement.
Definitions per your project completions procedure.

RAISED BY (NAME, SIGNATURE)	CONTRACTOR	CLIENT / INSPECTOR
Date	Date	Date