

Distribution	SUBJECT	Date
	PUNCH-OUT PROCEDURES	09-01-2014

The following punch-out procedures will be utilized at all Flynn Development Corporation construction projects.

1. When the Project Manager feels all the work in the building has been completed, an individual will be designated to thoroughly inspect each unit. This inspection will include hot-checking each electrical outlet, checking all faucets, checking for nicks in the walls, paint touch-up, etc. The punch-out person will make a separate punch list for each apartment. The list shall contain a description of the defect and which subcontractor is responsible for repairing it. The punch-out person shall also purchase a supply of colored circular press on labels from the local office supply store. Each item on the list shall have a colored press on label affixed to it in order to make it easier for the Subcontractor to locate the item needing repair. The list shall be taped to a kitchen cabinet. Each Subcontractor shall be instructed to cross off each item as they repair it. Duplicate copies of each of the lists should be made and circulated to any Subcontractors involved in punch-out at the weekly job meeting.
2. When Construction feels that the unit has been completely punched-out and there is no remaining work to be done, then Property Management should be advised. Property Management will walk the unit and note any work to be done. Remember, a good construction punch-out means that Property Management will find absolutely nothing for their punch list.

Project Managers and Superintendents are reminded that having something almost done or just a few odds and ends left, does not constitute a completed apartment. Construction personnel are urged to place themselves in the shoes of one purchasing a new car or new house. Dirt on the floor, paint scratches, or doors not operating properly would certainly not be acceptable to them when purchasing a new house or new car. Our tenants and Property Management personnel are entitled to the same consideration.

EXAMPLE

Date 9/1/2014

By Ima D. Super

Property Happy Hills Apt. No. 6

PUNCH LIST

<u>Item</u>	<u>Description</u>	<u>Vendor/Subcontractor</u>
1.	Disposal switch not working	ABC Electric
2.	Need door handle front BR	Joe's Carpentry
3.	Screen missing rear BR	Ab's Windows
4.	Door pulls loose kitchen	Tim's Cabinet Co.
5.	Touch up paint rear BR	Joe the Painter
6.		
7.		
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18.		
19.		
20.		

To: All Vendors

1. Please mark off all items as you complete them.
2. Tape this list to a kitchen cabinet.