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The Punch or Snag List

Summary

The Punch List is a Contract Document.

It is used in the Architectural and Construction process to organise the completion of a construction project. In a Contract we are bound to complete a Punch List that shows completed and uncompleted contract items before receiving payment from the 'Owner'. The Design Engineer is part of the Punch List and is required to sign off that the work has been completed according to his design. The Compliance Manager is also incorporated into the Punch list to sign off that all work is in compliance with the Contract and with, in our case AHJ's and IBC's.

Discussion

Refer to AIA A201 General Conditions Section 9.8.2. The Contractor, (FSS) prepares and submits to the Architect a comprehensive list of items to be completed/corrected. The Architect will inspect the list, and determine if the work is substantially complete.

Whilst we must prepare, submit and complete Punch lists in order to apply for, and begin the release of, and as such- receive, the withheld retainage, punch lists can be used, at anytime to list noticed defects in your job.