

PUNCH LIST		Client residence; 123 Alphabet Street, CA					
Trade	Item	Location	Issue	Status	Comments	Done	Action taken
Appliances	Dishwasher door	kitchen	Door doesn't stay open for loading	Chavez to adjust 7/2	Adjusted 7/3	X	Door still springs up slightly when fully open
Appliances	Induction stove	kitchen	heating units not aligned with stovetop	Chavez to shim 7/2	Shims below counter	X	Shims added below (e) floor structure
Cabinetry	Drawer closer	Kitchen island	Adjust drawer closer	TOPOS to adjust 7/2	Kearney's to walk through with PB re each drawer	X	Drawers adjusted
Cabinetry	Waste basket drawer	Kitchen island	Provide stronger opener	TOPOS to adjust 7/2	Remove second set of slides	X	Slides removed
Cabinetry	Refer/DW drawer pulls	Kitchen island	Install larger pulls on refer.	Chavez to install	TOPOS to provide pulls	X	Pulls ordered
Cabinetry	Toe-kicks	Kitchen island/refer	Adjust toe-kicks to sit flush	Chavez to adjust 7/2	Adjust better	X	Get panels flush
Cabinetry	Drawers	M. bath	Adjust hardware-rubs	Chavez to adjust 7/2	Adjusted drain pipe to clear	X	Drawers adjusted
Cabinetry	Waste basket drawer	M. bath	Provide stronger opener	TOPOS to adjust 7/2	Removed second set of slides	X	Slides removed
Cabinetry	Waste basket drawer	M. bath	Provide correct bin/drawer top	TOPOS to install 7/2	New bin provided	X	Bin installed
Cabinetry	Doors	Media cabinet	Replace door hinges, adjust	TOPOS to install 7/2	Adjusted	X	Hinges replaced
Cabinetry	Doors	Right-side above kitchen counter	door doesn't close completely	TOPOS to adjust 7/2	Adjusted	X	Doors adjusted
Carpentry	Door latch	Back trash closet	Adjust latch to close door tightly	done	no problem; we figured it out	x	
Carpentry	Loft ladder	Loft	Reduce ladder thickness 1/8", width 1/2"	Chavez to bring to shop for mo	1/16" from faces, 1/4" from each side	X	Ladder modified
Carpentry	Loft ladder	Loft	Provide vinyl pads	TOPOS to install		X	Foot pads installed
Carpentry	Loft ladder	Loft	Ladder sits unevenly	Trim ends to fit		X	
Carpentry	Privacy screens	All	Provide privacy screens	Window Solutions to install 7/2	Screening film installed	X	
Carpentry	Planter	Front-north neighbor	Repair wood planter	Chavez to repair 7/2	Repaired	X	Planter repaired
Carpentry	Fence post	Laura Hu's fence	Provide post cap to match	Part on hand	Part replaced	X	
Doors	Door stop	M. bath closet-left	Provide door stop	TOPOS to investigate		X	Need door stop selection
Doors	Door jamb	M. bath closet-left	Door rubs at top of jamb	Chavez to repair 7/2	Sand door jamb at top right	X	Paint touch-up needed
Doors	Door hardware	M. bath closets	Provide alternative hardware	Door order waiting final approval		X	
Doors	Door	M. brm closet	Install door and pull	Chavez to install	Hardware on hand	X	
Doors	Door guides	Sliding doors	Install floor guides	Chavez to install 7/2		X	Installed
Doors	Glass door pivots	Glass doors	Provide pivots with indents	Replacement doors on order		X	
Doors	Door weatherseal	Entry	Adjust door to close tightly	W Glass to adjust 7/2	check bottom seal	X	Bottom weatherseal needed
Doors	Door weatherseal	Electrical closet	Provide door weatherstrip	Chavez to install 7/2		X	Installed
Doors	Sliding doors	All	Add clear rubber bumpers to doors	Chavez to install 7/2		X	Bumpers installed by Kearney?
Doors	Sliding doors	All	Dadjust, lubricate tracks to silence			X	
Doors	Entry doors	Front and back?	Raise door latches			X	
Electrical	Ext. outlet covers	Ext.	Replace outlet covers	done	ok	x	
Electrical	Switch	Kitchen island	Replace dimmer switch	O'Connor to replace 7/2		X	Switch replaced
Electrical	Ext. lights	Back patio	Replace light fixtures	J Design to replace		O	Fixtures on order
Electrical	Under cabinet lights	Kitchen	Verify fixture placement	ok		X	
Electrical	A/V cabinet cover	Brm. #2 closet	Replace cover	A.H. to replace		X	
Electrical	Speaker grill	South kitchen	Dented grill	A.H. to replace		X	
Electrical	Speaker grills	All	Grills are covered with GWB dust	A.H. to replace		X	
Electrical	Dining Rm Lights	1st flr, Dining rm	Straighten	O'Connor to adjust 7/2		X	Trims adjusted
Electrical	Light fixtures	Above Landing	Seating uneven; sticks out away from ceiling	O'Connor to adjust 7/2		X	Trims adjusted
Electrical	Recessed light trim	Kitchen island	Trim is dented	O'Connor to replace 7/2		X	Touch-up paint
Electrical	Light switch	Bath #2	Provide motion sensor switch		Switch on order	X	
Electrical	Floor outlet	Bedroom #2	Adjust outlet cover to sit flush			X	
Electrical	Sconces	M. bathroom	Adjust sconces			X	
Flooring	Floors	Throughout/see eg blue tape	Replace damaged flooring	Material to be ordered		X	
Flooring	Floor	north aisle, kitchen	Occasional squeaking	Chavez to repair	from crawl space	X	Shims added below (e) floor structure
Flooring	Floor transition	Thresholds	Secure floor to sub-floor	TOPOS to locate	Sensor ordered to locate wires	X	
Glass	Light lenses	Kitchen-upper cabs	Install light lenses	Chavez to install 7/2		X	Installed

Glass	Light valence	Kitchen-wall recess	Install light valence	Chavez to install	Adjust reveal to be even at sides	X	
Glass	Floor glass chipped	Upper hallway	Repair chips in glass or replace	TOPOS to repair		O	Need to try sample first
Glass	Mirror cracked	M. bathroom	Replace cracked mirror	P Glass to install 7/2		X	
Glass	Mirror chipped	Lower bath	Replace chipped mirror	P Glass to install 7/2		X	
Glass	Glass shims	All	Remove or trim glass shims	Chavez to trim 7/2		X	
Glass	Glass bracket	Brm. #2 partition-abv. door	Align bracket	Chavez to adjust 7/2		X	
Glass	Shower door seals	Shower doors	Provide door seals	done	we decided not to add door seals	X	
Glass	Bathroom lites uneven	Bath #2	Adjust glass flush w/ wall	Chavez to adjust 7/2		X	
Glass	Shower door hinges	Shower	Check all hinge screws			X	
Masonry	Wall cap	Back patio-low wall	Repair edge of front cap	done		X	
Masonry	Wainscot nosings	Front porch	Repair edges	done		X	
Mechanical	Exhaust fan	Roof	Verify proper operation	New fan to be installed 7/2 by C	Provide variable speed control	O	More powerful fan installed, but it is quite loud.
Mechos	Mechoshades	All windows	Need adjustment to stop just before hit floor	TOPOS to adjust 7/2		X	Adjusted
Painting	Cabinet	Kitchen island end panel	Repair gouge in wood	to be scheduled		X	
Painting	Privacy screens	All	Finish privacy screens	to be scheduled		X	
Painting	Loft ladder	Loft	Re-finish ladder edges	to be scheduled	Refinish after carpentry	X	
Painting	Wall finish	Electrical closet	Re-paint walls	to be scheduled		X	
Painting	Wall finish	Loft ladder recess	Paint wall	to be scheduled		X	
Painting	Stair treads	All	Remove 'ripples'	to be scheduled		X	
Painting	Floor caulking	Bath/brm junctures	Firm up flooring and re-caulk	to be scheduled		X	
Painting	Fence	Laura Hu's fence	Paint inside of fence	to be scheduled		X	
Painting	Light fixtures	Kitchen, above island	Finish painting/a bit rough	to be scheduled	Island light trims nicked	X	
Painting	Walls	near windows	screen guys scuffed walls	to be scheduled		X	
Painting	Mechoshade soffit covers	All windows	Please touch up	to be scheduled		X	
Painting	Door jambs	All sliding doors	paint with enamel for wear-tear	to be scheduled		X	
Painting	Mechoshade soffit covers	All windows	Please touch up	to be scheduled		X	
Painting	Floor caulking	Kit window, 2nd flr BA	Caulking failing at all locations	to be scheduled		X	
Painting	Guardrail	Loft	Looks unfinished	to be scheduled		O	verify
Painting	Nosings	All	Looks unfinished	to be scheduled		X	
Painting	Cabinet toe-kicks	Kit. island	Touch-up, refinish			X	
Painting	Door jamb	M. bath closet	Touch-up jamb			X	
Painting	Siding screw holes	Upper planter at water supply line	Fill screw holes			X	
Plumbing	Shower hose	Shower	Repair leaking fitting	done	ok	x	
Plumbing	Kitchen faucet	Kitchen	Provide counterweight	Plumb. to repair 7/2	Extend handle 1" more	X	Weight location adjusted 7/14 by TOPOS.
Plumbing	Faucet	Back, exterior, behind wall	Drainage pipe blocking faucet	Plumb to repair 7/2		X	
Plumbing	Planter drain	1st floor, front buliding	PVC pipe unfinished	Chavez to trim 7/2	Trim back pipe	X	
Tile	Backsplash	Kitchen-north wall	Verify proper backsplash	done	Get wall exactly flush	x	
Tile	Floor tile	M. bath	Replace tile	ok	MBA entry	X	Kearney to select replacemnent tile
Wallboard	Finish wallboard	Electrical closet	Provide better wall finish	to be scheduled		X	
Wallboard	Finish walls	North wall below skylight	Re-finish wall to eliminate 'waves'	to be scheduled	note - best viewed at 1:45 to 2pm	X	
Windows	Latch screws	All windows	Replace latch screws	Chavez to install 7/2	Replace screws	X	Screws on hand
Windows	Window stays	Bedroom windows-large	Provide window stays	TOPOS to investigate		O	
Windows	Insect screens	All windows	Provide, adjust all insect screens	Screens on order	Add pins to secure	X	
Windows	Window operation	Entry transom	Investigate window operation	TOPOS to investigate	Turn upside down	X	no change
Windows	Neaten base jamb trim	Lower back windows	Neaten trim	Chavez to repair 7/2		X	