

School Building Punch List Checklist

General

#	Item / Area	Complete	Remarks
1	Exterior Walls	☐	
2	Roof & Drainage	☐	
3	Parking Lot/Driveways	☐	
4	Entrances & Exits	☐	

Classrooms

#	Item / Area	Complete	Remarks
1	Doors & Locks	☐	
2	Windows & Screens	☐	
3	Ceilings, Walls & Floors	☐	
4	Lighting & Outlets	☐	

Restrooms

#	Item / Area	Complete	Remarks
1	Toilets & Faucets	☐	
2	Sinks & Mirrors	☐	
3	Partitions & Doors	☐	
4	Ventilation	☐	

Mechanical & Electrical

#	Item / Area	Complete	Remarks
1	HVAC Systems	☐	
2	Fire Alarm/Sprinklers	☐	
3	Emergency Lighting	☐	

