
Punch List Completion and Follow-Up Procedure

1.0 Objective & Scope

The objective of this procedure is to ensure that all punch list items identified during a site inspection or project walkthrough are systematically completed, verified, and formally signed off by the client or authorized site representative. This SOP applies to all field technicians, lead installers, and project managers responsible for closing out construction or installation projects.

Scope includes reviewing the punch list, prioritizing items, executing repairs or adjustments, documenting completion with photographic evidence, and obtaining digital sign-off via SiteQueue to close the project ticket.

2.0 Required Equipment & Tools

- Mobile tablet or smartphone with SiteQueue application installed and logged in
- Digital copy of the punch list (PDF or within SiteQueue)
- Standard field tool kit (screwdrivers, wrenches, utility knife, level, measuring tape)
- Touch-up paint, caulking, sealant, or finishing materials as required per item
- Cleaning supplies (microfiber cloths, mild cleaner, trash bags)
- Personal protective equipment (PPE): hard hat, safety glasses, high-visibility vest, steel-toed boots, gloves
- Camera or device camera for before/after photos
- Client sign-off form (digital within SiteQueue)

3.0 Site Safety & Hazard Assessment

- Wear required PPE at all times on active construction sites, including hard hat, safety glasses, high-visibility vest, and steel-toed boots.
- Conduct a site-specific hazard assessment upon arrival, noting trip hazards, overhead work, live electrical areas, or uneven surfaces.
- Ensure all ladders and elevated work platforms are inspected and used according to manufacturer guidelines and local regulations.
- Maintain clear communication with other trades on site; use hand signals or radios if noise levels are high.
- Keep work area clean and free of debris to prevent slips, trips, and falls.
- Follow all site-specific safety rules posted at the site entrance or communicated by the site superintendent.

4.0 Step-by-Step Execution Procedure

1. Check in with the site superintendent or client representative upon arrival and confirm the punch list items to be addressed.
2. Open the punch list in SiteQueue and review each item, noting priority, location, and required materials or tools.
3. Perform a walkthrough of the site to visually confirm the condition of each punch list item before starting work.

4. Prioritize items based on safety impact, client urgency, and logical workflow (e.g., finish work before cleaning).
5. Complete each punch list item one at a time, using the appropriate tools and materials; refer to manufacturer specifications if needed.
6. After completing each item, take a clear, well-lit photograph showing the corrected condition from the same angle as the original deficiency photo if available.
7. Update the punch list item status in SiteQueue to 'Completed' and attach the after-photo with a brief note describing the fix.
8. Repeat steps 5 through 7 for all remaining punch list items until the list is fully addressed.
9. Perform a final walkthrough with the client or site representative to review all completed items and confirm satisfaction.
10. Clean the work area, remove all debris and packaging materials, and leave the site in a tidy condition.
11. Obtain the client's digital signature in SiteQueue on the completion form, confirming all punch list items are resolved.
12. Submit the completed ticket in SiteQueue, ensuring all photos, notes, and signatures are uploaded and the ticket status is set to 'Closed'.

5.0 Verification, Sign-off & Reporting

1. Verify that all punch list items are marked as 'Completed' in SiteQueue with corresponding after-photos attached.
2. Confirm the client or site representative has reviewed the completed work and provided a digital signature on the completion form.
3. Ensure the ticket in SiteQueue includes a final summary note detailing any unresolved issues or follow-up actions required.
4. Upload any additional documentation (e.g., material safety data sheets, warranty certificates) to the ticket as needed.
5. Close the ticket in SiteQueue and notify the project manager or dispatch team that the punch list is complete.
6. File a copy of the signed completion form and all photos in the project folder for record-keeping and future reference.

Regulatory Disclaimer: This document is a generic site management template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all field protocols against local site requirements.