

SIMPLE PUNCH LIST FORM

PROJECT	Bellbird Park		PROJECT ID	
OWNER			CONTRACT DATE	
INSPECTOR NAME & TITLE	Daniel Harris		INSPECTION DATE	
ADDITIONAL INFO				
Unit 1				

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	silicon to vinyl access	All	
2	apo caps	All	
3	paint Laundry ceiling	Laundry	
4	paint drop	Laundry	
5	paint touch up	Laundry	
6	paint plaster touch up	entrance	Several
7	Paint on hinges and lock	Entrance	
8	Paint on Joinery shadowmold	Kitchen	
9	Paint on window frame	Kitchen	
10	Poor gapping work around window	Kitchen	
11	wax to joinery laminate	Kitchen	
12	adjust cupboard doors to joinery	Kitchen	
13	adjust cupboard door pantry	Kitchen	
14	split to oak pantry patio door		
15	grout to tile trim, patio door		
16	paint poor caps		
17	paint food up to door frames	All	
18	ceiling rose to J box	Bed 1	
19	Roof gapping to window	Bed 1	
20	paint arch to window	Bed 1	

unit 1

PUNCH LIST

ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
21	Paint sill to rob	Bed 1	
22	Paint lock up behind door	Bed 1	
23	shelf missing in broom cupboard	Broom cupboard	
24	poor gaping around window	Bed 2	
25	poor gaping around window	Bath	
26	paint on window frame	Bath	
27	silicon to basin	Bath	
28	Paint ceiling	Bath	
29	paint beside mirror	Bath	
30	gap & Paint beside kitchen light	Kitchen	
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Unit 2				

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	Silicon to vinyl areas	All	
2	cat GPO covers	All	
3	paint on door handle	entrance	
4	paint on hinges	entrance	
5	final clean		
6	patch hole beside light in	Kitchen	
7	patch holes beside fan	Kitchen	
8	Paint above window	Kitchen	
9	paint blk head	Kitchen	
10	Paint on joinery	Kitchen	
11	paint top of splashback tiles	Kitchen	
12	Silicon to joinery	Kitchen	
13	paint touchup	Kitchen	
14	paint on sliding door frame	patio	
15	Paint touch up behind door	entrance	
16	Paint touchup Bed 1 door	ack entrance	
17	door frame paint touch ups	All	
18	Paint touch up to ceiling	Bed 1 outside	
19	Paint touchup in cab	Bed 1	
20	Paint cab sill	Bed 1 Bed 1	

Unit 2

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
21	plaster, Ram patch	Bed 2	
22	gapping around window	Bed 2	
23	paint rob sill	Bed 2	
24	paint touch up	Bed 2	
25	sill can to basin	Bath	
26	gapping around window	Bath	
27	paint ceiling	Bath	
28	paint Ark to door	Bath	
29	paint door touch ups	Bath	
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Unit 3				

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	silicon to vinyl areas	All	
2	electrical plates to all apcs	All	
3	Painting touch up to corner	entrance	
4	broom cupboard internal archs	Painting touch up	
5	Bed 1 door jamb Painting	Bed 1	
6	Paint on window frame	Bed 1	
7	Paint touch ups	Bath	
8	shower screen door rubs	Bath	
9	drains need clean	Bath	
10	Paint to back wall in laundry	cupboard	
11	Paint touch up to bulk head	Kitchen	
12	plate behind stricker	Bath door Bath	
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SIMPLE PUNCH LIST FORM



PROJECT	Bellbird Park	PROJECT ID	1012
OWNER	Daniel Harris	CONTRACT DATE	
INSPECTOR NAME & TITLE		INSPECTION DATE	16/4/21

ADDITIONAL INFO

Unit 4

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	Painting, narrow gaps	Kitchen	
2	Painting patches still visible	hall	
3	Painting, potty on ark	hall/bed1	
4	Silicon missing to vinyl	vinyl areas	
5	Paint on hinges	Entrance	
6	Potty to jamb and paint	Bed 1	
7	Paint touchy door	Bed 1	
8	no cover to paint on ark	Bed 1	
9	Paint touch up to door	bed 2	
10	shaver seen door rubbing	Bath	
11	Painting to back wall in laundry cupboard	laundry	
12	Silicon to bottom of mirror	Bath	
13	drains to be cleaned out	Bath	
14	Painting touch up to door striker	Bath	
15	a80 & switch caps	All	
16	no more gaps touch up	sliding door	
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Unit 5

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	Silicon to vinyl areas	All	
2	apc caps	All	
3	gap joinery/shadow mould	Kitchen	
4	paint tile splashback	Kitchen	
5	paint touch up bulkhead	Kitchen	
6	paint touch up	Kitchen	Several
7	Paint touch up ceiling	Laundry	
8	Paint touch up	Entrance	
9	Paint on hinges & door lock	Entrance	
10	Paint on window frame	Bed 1	
11	Poor gapping to window	Bed 1	
12	Paint rob sill	Bed 1	
13	gap rob joinery	Bed 1	
14	Paint touch up door jambs	All	
15	Paint touch up Front door	entrance	
16	poor gaps to window frame	Bed 2	
17	Paint rob sill	Bed 2	
18	Joinery paintry door bottom	Kitchen	
19	microwave fill in panel warped	Kitchen	
20	cap missing of mirror	Bath	

Unit 5

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
21	Silicon in Basin	Bath	
22	Paint tile edge	Bath	Several
23	tile silicon behind toilet	Bath	
24	Paint touch up	Bath	
25	Paint gaps to window	Bath	
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Unit 6

ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	Silicon to vinyl areas	All	
2	ago covers	All	
3	Paint touch up to Laundry ark	Laundry	X B 4
4	Paint ack Front door	Entrance	
5	Paint touch up entrance	Entrance	Several
6	gaps to joinery	Kitchen	
7	chip in laminate joinery	Kitchen	
8	gaps to window frame	Kitchen	
9	gaps to window frame	Lounge	
10	Paint skirting	Kitchen	
11	Paint door Jamb's beam cupboard		
12	touch up paint door Jamb's	All	
13	gaps to window frame	Bed 1	
14	Paint touch up window ark	Bed 1	
15	Paint rob sill	Bed 1	
16	Paint on window frame	Bath	
17	Paint file edge	Bath	
18	Paint touch up	Bath	
19	Paint ceiling patch	Bed 2	
20	Paint rob sill		

Unit 6

PUNCH LIST

ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
21	Paint on window frame	Bed 2	
22	Paint touch up window jamb	Bed 2	
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Unit 7				

ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	silicon to vinyl areas	All	
2	arc covers	All	
3	Plaster on NBN Box	entrance	
4	no more gapping to window frame	entrance	
5	paint on door	entrance	
6	backing plates to lock stayers	doors	
7	paint touch ups to door jamb	door jambs	
8	scratch on door	wooden cupboard	
9	putty to ask Bed 2	door ask	
10	ask painting patch visible	hall way	
11	silicon to kitchen bench	kitchen	
12	painting touch ups around window	kitchen	
13	no more gapping to joiner	Pantry	
14	painting touch up, ceiling corner	kitchen	
15	paint drip	kitchen	
16	tile trim gROUT.	sliding door	threshold
17	vinyl edge trim	sliding door	threshold.
18	bench joint need attention	kitchen bench	
19	paint touch up to cob sill		
20	screen patch above ask door	Bed 1	

Unit 7

PUNCH LIST

ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
21	Painting touch ups around door	bed 1	
22	top of door not painted	All	
23	poof painting to door ask	Bed 1	
24	dirty hand prints over door	Bed 2	
25	take mark on jewelry in rob shelter	Bed 2	
26	Paint touch ups to narrow gaps rob shelter	Bed 2	
27	no more gapping around window	Bed 2	
28	shower screen replaced	Bath	
29	Paint back wall Laundry cupboard	Bath	
30	silicon to Laundry cupboard	Bath	
31	skirting tile short	Bath	
32	tile ground to floor missing	Bath	
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Unit 8

PUNCH LIST			
ITEM ID	DESCRIPTION	LOCATION	DATE COMPLETE
1	Silicon to vinyl areas	All	
2	AGG cags to All	All	
3	Switch board not sitting flush	entrance	
4	paint on sliding door frame	patio	
5	crack to bulk head above pantry	kitchen	
6	no more gap to joinery	kitchen	
7	paint on window frame	kitchen	
8	paint drip above window	kitchen	
9	paint on joinery shadow mould	kitchen	
10	patch and paint.	kitchen	
11	plastic stick covers	All doors	
12	paint touch up all door frames		
13	paint back of laundry cupboard	Bath	
14	replace splash back tiles basin bath		
15	patch & paint	Bath	
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