Purpose:

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To ensure that finish spaces are complete per the drawings and specifications.

Procedure:

1) Review drawings and submittals to be aware of any tolerances or design changes.

2) Review space being punched for any construction defects or deficiencies. These will be notated in Procore.
3) Creating a punch list in Procore
   A) Go to the punch list tool in Procore.
   B) At the top right click the orange create button (this can be done either on your phone, iPad or laptop)
   C) Fill out the following:
   D) Add a descriptive item for your punch list title.
   E) Add a number (Procore auto generates numbers however this number can be modified)
   F) Select the punch item manager. This is the person that will approve a punch item once it is completed. Typically, this is the Project Manager or Project Engineer.
   G) Add and assignee(s). This is the person assigned to complete the punch item. Typically, the superintendent or foreman for the subcontractor the item falls under.
   H) Add a Due Date.
   I) Add a distribution to the punch item. This is who needs to see items that need to be completed. Typically, this is the project team including Crain and the subcontractor.
   J) Add a location. This helps to identify what room or area the item is in as well as connect it to QR codes if the team is using QR codes on the project.
   K) Add a priority. This helps to prioritize the punch list from most important to least.
   L) Add a Trade.
   M) Add a schedule impact and cost impact.
   N) Add a cost code that is associated with the punch item.
   O) Add a reference. This is to be used if a drawing or RFI needs to be associated with the specific punch item.
   P) Add a description. This can be as detailed as it needs to be to help identify the issue.
   Q) Add attachments. Adding pictures to punch items helps track and identify the issue.
   R) Once completed save the punch item.

4) Distributing punch list
   A) Once the punch list is created return to the main punch list page. At the top you will see Send all Items. Click the send all items button and everyone that has been added to the punch item will be sent a Procore Notification.

5) Follow Up
   A) Once the punch list is distributed communicate with the subcontractor on the work to be completed. It is best practice to walk each room an item that have been notated.

B) Communicate with the subcontractor the due date and the expectations.
C) Once the punch item is completed the subcontractor needs to notate in Procore on the punch list that the item is ready for review. The punch item manager then reviews the item and marks it as complete, resolved or work not accepted.