SITE survey. APP

SITE SURVEY REPORT

Construction Punch List

Prepared for	Alder Creek Physicians Group
Date	14 Oct 2026
Site	Linden Park Medical Office, Columbus
Prepared by	T. Abernathy

FORM

Construction Punch List

1. Punch walk details

Project	Linden Park Medical Office, Columbus: punch list (completed example)
Project address	4410 Kestrel Run Road, Columbus, OH 43230
Owner	Alder Creek Physicians Group
Location (GPS)	40.0412, -82.8869
Walk date	14 Oct 2026
List prepared by	T. Abernathy, project superintendent
Project or contract number	BW-2614
General contractor	Brightwater Builders Inc.
Architect or owner's representative	M. Feld, Corvane Architects
Others present	Trade foremen for paint, doors, plumbing and data
Type of walk	Punch walk with the architect or owner's representative
List revision	Rev 1, updated after back-check 23 Oct
Planned substantial completion date	16 Oct 2026
Date agreed for all items to be complete	13 Nov 2026

> This is a working punch list. It is not AIA Document G704 or any other copyrighted contract form, and it does not certify substantial completion. The contract and the architect decide that.

2. Ready for the walk

Contractor's own list of incomplete items available for the walk	Acceptable
Areas cleaned and clear of stored materials and debris	Acceptable
Permanent lighting working in the areas walked	Acceptable
Ceilings closed, tiles in, access panels fitted	Action needed
What needs doing, or why not checked	Two ceiling tiles out in the level 2 corridor for the air balancer. Refit before the back-check.

Every room open, or keys available	Acceptable
Drawings, finish schedule and approved changes on hand for the walk	Acceptable
Items needing action before the walk	1
Not checked	0

3. Punch items by area

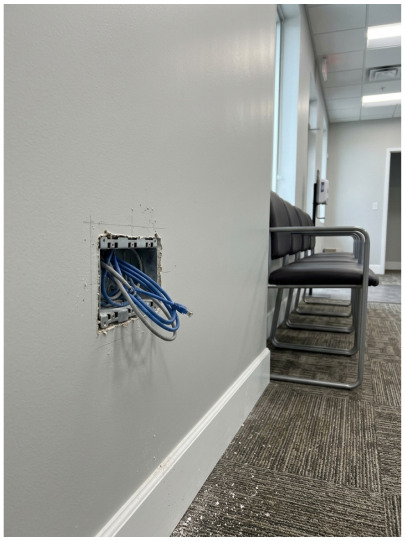
Areas 1: Level 1 reception and waiting

Area	Level 1 reception and waiting
Floor or level	Level 1

Punch items in this area 1: 1-001

Item number	1-001
Room or location	Waiting area, west wall
Element	Walls
Work to complete or correct	Data outlet has no cover plate, cables loose in the box.
Trade	Low voltage, data and security
Subcontractor responsible	Ridgeline Data Systems
Priority	Before owner occupancy
Due by	21 Oct 2026

Photo of the item



Status	Ready for back-check
Date marked ready	20 Oct 2026
Back-charge?	No

Punch items in this area 2: 1-002

Item number	1-002
Room or location	Reception, wall behind the transaction top
Element	Walls
Work to complete or correct	Roller marks and missed patch in the paint.
Trade	Painting and wall finishes
Subcontractor responsible	Hollis Painting Co.
Priority	Minor or cosmetic
Due by	21 Oct 2026
Status	Closed
Date marked ready	19 Oct 2026
Back-checked by	M. Feld
Back-check date	23 Oct 2026
Back-charge?	No

Punch items in this area 3: 1-003

Item number	1-003
Room or location	Main entry door
Element	Doors and hardware
Work to complete or correct	Closer slams the door. Adjust the closing speed.
Trade	Doors, frames and hardware
Subcontractor responsible	Keystone Door and Hardware
Priority	Before owner occupancy
Due by	24 Oct 2026
Status	Open
Back-charge?	No

This area: items	3
Open	1
Ready for back-check	1
Closed	1

Areas 2: Level 1 exam rooms 101 to 108

Area	Level 1 exam rooms 101 to 108
Floor or level	Level 1

Punch items in this area 1: 1-004

Item number	1-004
Room or location	Exam 103 door frame, corridor side
Element	Doors and hardware
Work to complete or correct	Paint chipped and scraped off the frame on the latch side.
Trade	Painting and wall finishes
Subcontractor responsible	Hollis Painting Co.
Priority	Before owner occupancy
Due by	24 Oct 2026

Photo of the item



Status	Open
Back-charge?	Yes

Back-charge to whom, and why	Damage from the casework install moving cabinets in. Back-charge the repaint to Summit Casework, per the superintendent's daily log of 9 Oct.

Punch items in this area 2: 1-005

Item number	1-005
Room or location	Exam 105 hand sink
Element	Casework and fixtures
Work to complete or correct	No hot water at the faucet. Check the mixing valve under the sink.
Trade	Plumbing
Subcontractor responsible	Fairfield Mechanical
Priority	Before owner occupancy
Due by	21 Oct 2026

Photo of the item



Status	Ready for back-check
Date marked ready	22 Oct 2026
Back-charge?	No

Punch items in this area 3: 1-006

Item number	1-006
Room or location	Exam 107 door
Element	Doors and hardware

Work to complete or correct	Lever handle loose on the room side.
Trade	Doors, frames and hardware
Subcontractor responsible	Keystone Door and Hardware
Priority	Before final completion
Due by	21 Oct 2026
Status	Closed
Date marked ready	17 Oct 2026
Back-checked by	M. Feld
Back-check date	23 Oct 2026
Back-charge?	No

Punch items in this area 4: 1-007

Item number	1-007
Room or location	Exam 101 sink
Element	Casework and fixtures
Work to complete or correct	Slow drip at the trap slip joint.
Trade	Plumbing
Subcontractor responsible	Fairfield Mechanical
Priority	Before owner occupancy
Due by	21 Oct 2026
Status	Closed
Date marked ready	16 Oct 2026
Back-checked by	M. Feld
Back-check date	23 Oct 2026
Back-charge?	No
This area: items	4
Open	1
Ready for back-check	1
Closed	2

Areas 3: Level 2 offices and staff room

Area	Level 2 offices and staff room
Floor or level	Level 2

Punch items in this area 1: 2-001

Item number	2-001
Room or location	Staff room, counter
Element	Walls
Work to complete or correct	Data outlet at the counter not terminated, no link at the patch panel.
Trade	Low voltage, data and security
Subcontractor responsible	Ridgeline Data Systems
Priority	Before owner occupancy
Due by	24 Oct 2026
Status	Open
Back-charge?	No

Punch items in this area 2: 2-002

Item number	2-002
Room or location	Office 204, east wall
Element	Walls
Work to complete or correct	Patches over old anchor holes show through the paint.
Trade	Painting and wall finishes
Subcontractor responsible	Hollis Painting Co.
Priority	Minor or cosmetic
Due by	31 Oct 2026
Status	Open
Back-charge?	No

Punch items in this area 3: 2-003

Item number	2-003

Room or location	Stair door at level 2
Element	Doors and hardware
Work to complete or correct	Door does not latch when it closes on its own.
Trade	Doors, frames and hardware
Subcontractor responsible	Keystone Door and Hardware
Priority	Life safety or code
Due by	17 Oct 2026

Photo of the item



Status	Ready for back-check
Date marked ready	17 Oct 2026
Back-charge?	No
This area: items	3
Open	2
Ready for back-check	1
Closed	0
Items	10
Open	4
Ready for back-check	3
Closed	3

4. Counts by trade and overall

Items on the list	10
Open	4
Ready for back-check	3
Closed	3
Share closed (%)	30
Items flagged for back-charge	1
Life safety or code items not closed	1

> Life safety or code items are still open. Close and back-check them before the owner moves in.

Areas with items not closed	3
Painting and wall finishes: items	3
Not closed	2
Doors, frames and hardware: items	3
Not closed	2
Plumbing: items	2
Not closed	1
Low voltage, data and security: items	2
Not closed	2

5. Result, actions and sign-off

Items needing action	8
Result	Action needed before final completion

Other actions 1: Refit the two level 2 corridor ceiling tiles after air balancing.

Action	Refit the two level 2 corridor ceiling tiles after air balancing.
Priority	Before owner occupancy
Who will do it	Brightwater Builders
Due by	20 Oct 2026
Status	Done, checked

Other actions 2: Architect to back-check the level 2 stair door latching.

Action	Architect to back-check the level 2 stair door latching.
Priority	Life safety or code
Who will do it	M. Feld, Corvane Architects
Due by	28 Oct 2026
Status	Open

Other actions 3: Submit O&M manuals, warranties and attic stock list.

Action	Submit O&M manuals, warranties and attic stock list.
Priority	Before final completion
Who will do it	Brightwater Builders
Due by	6 Nov 2026
Status	In progress
Actions still open	2
Decision	Items remain: back-check after the due dates
Next back-check date	28 Oct 2026
Summary for the owner	Ten items over three areas and four trades. Three closed at the 23 Oct back-check, three ready for back-check, four open. The level 2 stair door latch must be back-checked before the owner moves in. One repaint flagged to back-charge to the casework installer.
Contractor representative name	T. Abernathy
Contractor representative signature	
Architect or owner's representative name	M. Feld
Architect or owner's representative signature	

Signing records the list and its status on this date. It does not certify substantial or final completion, release retainage or change the contract.