



JCR-CP-3
Page 1 of 1

**SCOPE AND RESPONSIBILITY FOR PUNCH LIST ITEMS
TO DETERMINE SUBSTANTIAL COMPLETION**

RECOMMENDATION:

Punch list should be issued immediately after contractor gives assurance work is complete.

1. Punch list items should be numbered.
2. If more than one punch list is necessary, items repeated should carry same number as original.
3. First punch list issued should be complete so it is not necessary to add new items on a subsequent list.

COMMENTS:

- A. Contractor should not request a punch list until he is reasonably sure the work is satisfactorily completed.
- B. Prompt decision by the architect is desirable in distinguishing between those items properly classified as punch list items and items more practicably coming under conditions of the guarantee period.
- C. Contractor should endeavor to complete all punch list items within fifteen (15) days and prior to occupancy by the owner.

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End of JCR-CP-3

This recommendation, while not mandatory, is the diligent work of a committee which is drawn from a cross section of the construction industry represented by architects and general contractors. The committee presents this recommendation with the expectation that it will be adhered to voluntarily.