

'Zero Punch List' Readiness Checklist

A *zero punch list* means completing a project with no outstanding punch list items. Instead of saving corrections for the end, contractors build quality in throughout the job by using trade self-checks, rolling reviews, and clear acceptance criteria. The goals are a cleaner closeout, faster payment, and higher satisfaction for owners and contractors alike.



Pre-Construction

- ✓ Define *zero punch* as a project goal in kickoff meetings.
- ✓ Set clear acceptance criteria (mockups, quality benchmarks, contract standards).
- ✓ Train trades and foremen on stage-by-stage self-inspection.

During Construction

- ✓ Require each trade to complete a self-check before work is signed off.
- ✓ Hold foreman walkthroughs at the end of each stage.
- ✓ Document issues with photos/video and resolve them immediately.
- ✓ Use rolling punch lists by zone, floor, or system to prevent backlog.

Commissioning / Systems

- ✓ Integrate punch list tracking with functional tests and commissioning.
- ✓ Resolve MEP and process system issues before they cascade into late-stage defects.

Pre-Closeout

- ✓ Update and consolidate rolling lists into a single master record.
- ✓ Verify documentation deliverables (as-builts, O&M manuals, warranties).
- ✓ Hold an internal "pre-final" walkthrough before involving the owner.

Final Handover

- ✓ Ensure every item has a responsible party and a closeout deadline.
- ✓ Confirm fixes with owner's rep or design team.
- ✓ Track retainage release tied to zero remaining items.

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