



Project name: _____ **Room / work area:** _____

Property / location: _____ **Walkthrough date:** _____ **Inspected by:** _____

Contractor / company: _____ **Target completion date:** _____

OVERALL WALKTHROUGH STATUS

- ☐ Ready for final approval ☐ Minor corrections needed
- ☐ Major corrections needed ☐ Follow-up inspection required

GENERAL INSPECTION

Mark each item. Record every correction or unresolved issue on the detailed punch list on Page 2.

Inspection item	OK	NEEDS	N/A
Work matches the agreed scope, plans, and approved changes.	☐	☐	☐
Materials, colors, fixtures, and finishes are the correct selections.	☐	☐	☐
Surfaces, flooring, counters, cabinets, and trim are clean and undamaged.	☐	☐	☐
Fixtures, hardware, accessories, and required components are installed.	☐	☐	☐
Doors, drawers, windows, locks, and moving parts operate correctly.	☐	☐	☐
Lights, outlets, switches, appliances, and electrical items work.	☐	☐	☐
Plumbing fixtures operate, drain correctly, and show no visible leaks.	☐	☐	☐
Heating, cooling, ventilation, and related components operate correctly.	☐	☐	☐
Paint, caulk, grout, sealant, and finish work appears complete.	☐	☐	☐
Debris, tools, labels, protective coverings, and temporary materials are removed.	☐	☐	☐

WALKTHROUGH NOTES

Use this space for general observations. Put each correction that requires follow-up on Page 2.



Project: _____ **Room / area:** _____ **Date:** _____

DETAILED PUNCH LIST

Create one line for each correction, unfinished item, damage, missing item, or follow-up commitment.

#	Room / location	Problem or unfinished work	Photo	Responsible	Priority	Due date	Done	Verified
1							☐	☐
2							☐	☐
3							☐	☐
4							☐	☐
5							☐	☐
6							☐	☐
7							☐	☐
8							☐	☐
9							☐	☐
10							☐	☐

PRIORITY GUIDE

Critical: safety, code, water intrusion, system failure, or work that blocks occupancy.

High: important functional correction. Normal: standard correction. Cosmetic: appearance-only issue.

KEEP EVIDENCE WITH EACH ITEM.

Take a clear photo before repair and record the filename or photo number in the table.



Project: _____ **Room / area:** _____ **Date:** _____

FINAL CHECKS

- | | |
|---|---|
| ☐ Punch-list items completed | ☐ Required permits and inspections completed |
| ☐ Repairs inspected and verified | ☐ Final invoices reviewed |
| ☐ Appliances and systems demonstrated | ☐ Change orders documented |
| ☐ Manuals and warranties received | ☐ Lien waivers or receipts received where applicable |
| ☐ Keys, remotes, and access codes received | ☐ Final photographs taken |

DOCUMENTS RECEIVED

List warranties, manuals, permits, receipts, inspection records, keys, access information, or contractor documents.

REMAINING QUESTIONS OR AGREEMENTS

Record anything promised after the walkthrough, including responsible party, due date, and expected follow-up.

WALKTHROUGH ACKNOWLEDGEMENT

Signatures acknowledge that the walkthrough occurred. They do not indicate that unresolved items have been completed.

Owner / customer name: _____ **Date:** _____

Owner / customer signature: _____ **Contractor / representative:** _____

Contractor / representative signature: _____ **Date:** _____

COMPLETE THE PROJECT RECORD IN NEXYBAY

Before closing the project, transfer every unresolved item and final document into NexyBay Renovation Tracker.

- | | |
|--|--|
| ☐ Create a task for each unfinished item | ☐ Add supporting photos |
| ☐ Record the responsible contractor | ☐ Save due dates and follow-up notes |
| ☐ Attach warranties, receipts, permits, and final documents | ☐ Mark items complete only after verification |

The walkthrough finds the problems. NexyBay helps make sure they are resolved. Open: reno.nexybay.com

DO NOT APPROVE WORK THAT HAS NOT BEEN INSPECTED.

Photograph incomplete or damaged work before repairs begin, and keep written records of all agreed corrections.