

PROJECT PUNCH LIST

Sunday, 20 August 2023

Project: [add project name/number]

The below details the status of the following items, ISSUES | PRIORITIES | DAYS OUTSTANDING relating to the Commissioning tasks & activities.

ISSUES		Open	Ongoing	Closed
Total Issues	31	4	13	14
PRIORITY		Priority 1	Priority 2	Priority 3
		7	4	6
DAYS		14+ Days	7 to 13 Days	1 to 6 days
		15	2	0
ISSUES		Open	Ongoing	Closed
Total Number Of Issues	31	4	13	14
BMS Issues	7	1	3	3
Electrical Issues	4	0	2	2
ELV Issues	2	0	0	2
Fire Issues	12	2	4	6
Mechanical Issues	3	0	2	1
Plumbing and Drainage Issues	3	1	2	0
Owner	1	1	0	0
Facilities	1	0	1	0
Commissioning Consultant	7	0	0	7
MEP Designer	7	0	7	0

General Contractor	15	3	5	7
PRIORITY		Priority 1	Priority 2	Priority 3
	Total	7	4	6
BMS Issues	4	3	1	0
Electrical Issues	2	1	0	1
ELV Issues	0	0	0	0
Fire Issues	6	1	1	4
Mechanical Issues	2	1	1	0
Plumbing and Drainage Issues	3	1	1	1
Owner	1	1	0	0
Facilities	1	0	1	0
Commissioning Consultant	0	0	0	0
MEP Designer	7	2	2	3
General Contractor	8	4	1	3
DAYS		14+ Days	7 to 13 Days	1 to 6 days
	Total	15	2	0
BMS Issues	4	4	0	0
Electrical Issues	2	2	0	0
ELV Issues	0	0	0	0
Fire Issues	6	4	2	0
Mechanical Issues	2	2	0	0
Plumbing and Drainage Issues	3	3	0	0
Owner	1	1	0	0
Facilities	1	1	0	0
Commissioning Consultant	0	0	0	0
MEP Designer	7	7	0	0
General Contractor	8	6	2	0

PROJECT PUNCH LIST

Project: [add project name/number]

Todays Date: Sunday, 20 August 2023

Issue ID	System Type	Priority	Status	Days Live	Responsible Party	Equipment/System ID	Location	Description	Issue Date	Notes	Due Date [+14]	Resolution Date
001	BMS	1	Open	62	Owner	[add ID]	[add location]	[add description]	Monday, 19 June 2023	[add notes]	Monday, 3 July 2023	
002	BMS	2	Ongoing	58	Facilities	[add ID]	[add location]	[add description]	Friday, 23 June 2023	[add notes]	Friday, 7 July 2023	
003	BMS	3	Closed		CxA	[add ID]	[add location]	[add description]	Friday, 23 June 2023	[add notes]	Friday, 7 July 2023	Thursday, 5 January 2023
004	EE	1	Ongoing	58	MEP Designer	[add ID]	[add location]	[add description]	Friday, 23 June 2023	[add notes]	Friday, 7 July 2023	
005	ELV	2	Closed		General Contractor	[add ID]	[add location]	[add description]	Tuesday, 27 June 2023	[add notes]	Tuesday, 11 July 2023	Sunday, 1 January 2023
006	BMS	1	Closed		CxA	[add ID]	[add location]	[add description]	Wednesday, 28 June 2023	[add notes]	Wednesday, 12 July 2023	Thursday, 5 January 2023
007	FS	2	Ongoing	53	MEP Designer	[add ID]	[add location]	[add description]	Wednesday, 28 June 2023	[add notes]	Wednesday, 12 July 2023	
008	FS	1	Closed		General Contractor	[add ID]	[add location]	[add description]	Wednesday, 28 June 2023	[add notes]	Wednesday, 12 July 2023	Sunday, 1 January 2023
009	FS	3	Closed		CxA	[add ID]	[add location]	[add description]	Saturday, 1 July 2023	[add notes]	Saturday, 15 July 2023	Thursday, 5 January 2023
010	EE	3	Ongoing	50	MEP Designer	[add ID]	[add location]	[add description]	Saturday, 1 July 2023	[add notes]	Saturday, 15 July 2023	
011	FS	2	Closed		General Contractor	[add ID]	[add location]	[add description]	Tuesday, 4 July 2023	[add notes]	Tuesday, 18 July 2023	Sunday, 1 January 2023
012	MVAC	1	Closed		CxA	[add ID]	[add location]	[add description]	Tuesday, 4 July 2023	[add notes]	Tuesday, 18 July 2023	Thursday, 5 January 2023
013	BMS	1	Ongoing	47	MEP Designer	[add ID]	[add location]	[add description]	Tuesday, 4 July 2023	[add notes]	Tuesday, 18 July 2023	
014	FS	3	Closed		General Contractor	[add ID]	[add location]	[add description]	Tuesday, 4 July 2023	[add notes]	Tuesday, 18 July 2023	Sunday, 1 January 2023
015	FS	3	Closed		CxA	[add ID]	[add location]	[add description]	Tuesday, 4 July 2023	[add notes]	Tuesday, 18 July 2023	Thursday, 5 January 2023
016	FS	3	Ongoing	44	MEP Designer	[add ID]	[add location]	[add description]	Friday, 7 July 2023	[add notes]	Friday, 21 July 2023	
017	EE	2	Closed		General Contractor	[add ID]	[add location]	[add description]	Saturday, 8 July 2023	[add notes]	Saturday, 22 July 2023	Sunday, 1 January 2023
018	FS	1	Closed		CxA	[add ID]	[add location]	[add description]	Sunday, 9 July 2023	[add notes]	Sunday, 23 July 2023	Thursday, 5 January 2023
019	MVAC	2	Ongoing	35	MEP Designer	[add ID]	[add location]	[add description]	Sunday, 16 July 2023	[add notes]	Sunday, 30 July 2023	
020	BMS	2	Closed		General Contractor	[add ID]	[add location]	[add description]	Sunday, 16 July 2023	[add notes]	Sunday, 30 July 2023	Sunday, 1 January 2023
021	ELV	2	Closed		CxA	[add ID]	[add location]	[add description]	Sunday, 16 July 2023	[add notes]	Sunday, 30 July 2023	Thursday, 5 January 2023
022	PD	3	Ongoing	19	MEP Designer	[add ID]	[add location]	[add description]	Tuesday, 1 August 2023	[add notes]	Tuesday, 15 August 2023	
023	PD	1	Open	19	General Contractor	[add ID]	[add location]	[add description]	Tuesday, 1 August 2023	[add notes]	Tuesday, 15 August 2023	Sunday, 1 January 2023
024	PD	2	Ongoing	18	General Contractor	[add ID]	[add location]	[add description]	Wednesday, 2 August 2023	[add notes]	Wednesday, 16 August 2023	
025	MVAC	1	Ongoing	17	General Contractor	[add ID]	[add location]	[add description]	Thursday, 3 August 2023	[add notes]	Thursday, 17 August 2023	
026	BMS	1	Ongoing	16	General Contractor	[add ID]	[add location]	[add description]	Friday, 4 August 2023	[add notes]	Friday, 18 August 2023	
027	FS	3	Open	15	General Contractor	[add ID]	[add location]	[add description]	Saturday, 5 August 2023	[add notes]	Saturday, 19 August 2023	Thursday, 5 January 2023
028	FS	3	Open	14	General Contractor	[add ID]	[add location]	[add description]	Sunday, 6 August 2023	[add notes]	Sunday, 20 August 2023	Friday, 6 January 2023
029	FS	3	Ongoing	13	General Contractor	[add ID]	[add location]	[add description]	Monday, 7 August 2023	[add notes]	Monday, 21 August 2023	
030	EE	2	Closed		General Contractor	[add ID]	[add location]	[add description]	Tuesday, 8 August 2023	[add notes]	Tuesday, 22 August 2023	Sunday, 8 January 2023
031	FS	1	Ongoing	11	General Contractor	[add ID]	[add location]	[add description]	Wednesday, 9 August 2023	[add notes]	Wednesday, 23 August 2023	

PROJECT PUNCH LIST INSTRUCTIONS

This Excel File allows the user to track and report on site and commissioning issues and observations.

The 'Punch List' page should only need you to update the 'Project Title', all other information should auto update, please be careful here as there are formulas that we have left open incase you want to amend anything, to tune inline with your exact requirements.

The 'Punch List Log' page will be where you will perform most of the inputs.

The 'table' has been formatted inline with Excel Table properties using the 'Ctrl+T' short cut, it should mean that when you need to add a new row you just type in the next one available and the table will incorporate it.

The headings of the table consist of:

Issue ID:

This is just a number to aid referencing and tracking, no formulas are used.

System Type:

We have provided a drop down menu containing the most common systems, if these need to be updated then this can be done via the 'Data' Tab then clicking on the 'Data Validation' button under 'Data Tools', within there is a criteria called 'allow' - can add and remove conditions within here, make sure to select all the cells.

NOTE: be careful if you change anything here as you will need to update the calculations within the 'Cx Issues Summary' to reflect the changes.

Priority:

This is the urgency of the issue to be resolved, we have added a drop down 1, 2, 3, with 1 being the most urgent. If these need to be updated then this can be done via the 'Data' Tab then clicking on the 'Data Validation' button under 'Data Tools', within there is a criteria called 'allow' - can add and remove conditions within here, make sure to select all the cells.

NOTE: be careful if you change anything here as you will need to update the calculations within the 'Cx Issues Summary' to reflect the changes.

The colours are created by using 'Conditional Format' - if want to change then can be updated there.

Status:

This is used to track the overall status of each individual status and progress. we have added a drop down 'Open, Ongoing, Closed'. If these need to be updated then this can be done via the 'Data' Tab then clicking on the 'Data Validation' button under 'Data Tools', within there is a criteria called 'allow' - can add and remove conditions within here, make sure to select all the cells.

NOTE: be careful if you change anything here as you will need to update the calculations within the 'Cx Issues Summary' to reflect the changes.

The colours are created by using 'Conditional Format' - if want to change then can be updated there.

Days Live:

This is a calculated field that provide a rolling update on the days a particular issue has been Live. it will change status if a issue is 'Closed', it will turn 'Blank'

The calculation works by comparing the Issue Date with the 'todays date'.

The colours are created by using 'Conditional Format' - if want to change then can be updated there.

Responsible Party:

To monitor the persons responsible for hte issue management or closeout, we have added a drop down 'Owner, Facilities, CxA, MEP Designer, General Contractor'. If these need to be updated then this can be done via the 'Data' Tab then clicking on the 'Data Validation' button under 'Data Tools', within there is a criteria called 'allow' - can add and remove conditions within here, make sure to select all the cells.

NOTE: be careful if you change anything here as you will need to update the calcuations within the 'Cx Issues Summary' to reflect the changes.

Equipment/Systems:

This is added to allow input of an ID for the Equipment or System the issue relates to.

Location:

Add where the issue was noted, Building, Floor, Room

Description:

Add the decription of the issue and any relevant information like specification/drawings etc.

Issue Date:

This is the date the Issue was noted and added to the log.

Notes:

To allow any notes to be added if needed

Due Date:

This is a calculated field where the 'Issue DAt'e has 14 days added to it.

Resolution Date:

To be compelted when the issue is closed out and stus changed to 'Closed'