



Managing a Punch List

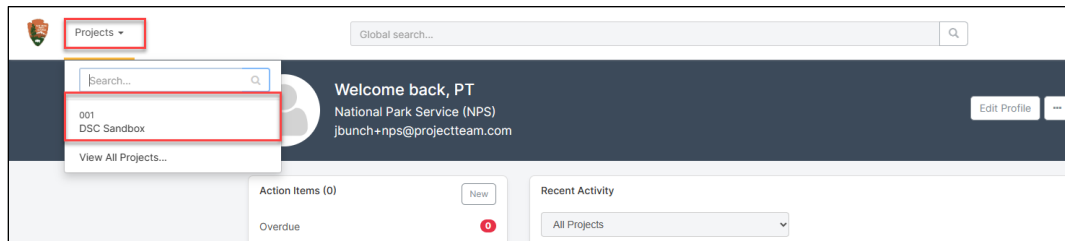
When a Punch List has been created in ProjectTeam, items will need to be managed to be kept up to date throughout the punch list process.

[Manage Punch List Items](#)

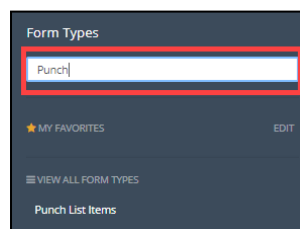
[Related Resources](#)

Manage Punch List Items

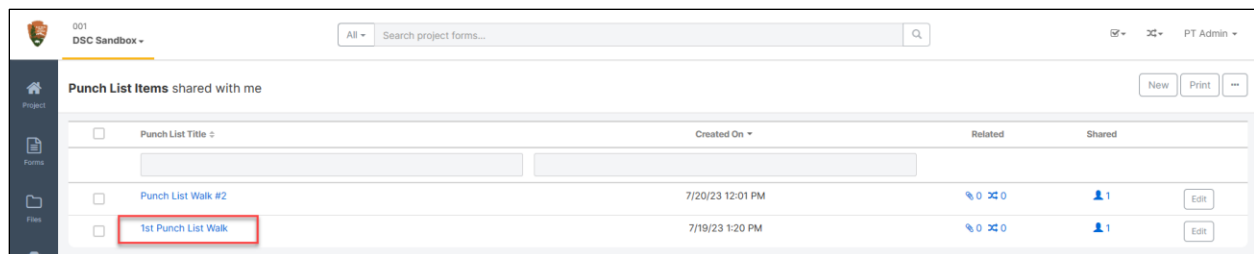
1. Open the project.



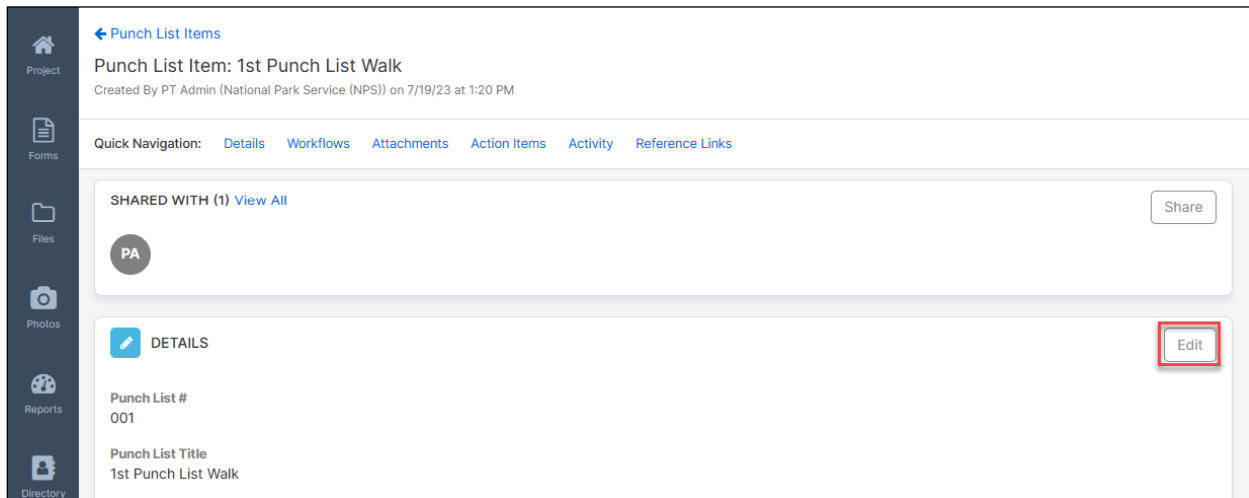
2. Begin typing “Punch List” in the **Search box** or click the **View All Form Types** section to expand the list of form types. Scroll through the list and click **Punch List Items**.



3. In the *Punch List Items* log, click the **Subject hyperlink** to open the form.



4. Click the **Edit** button from the *Details* section.



5. In the *Punch List Items* collection, find the item and update the **Status**.

6. When the item has been addressed, check the box beside **Ready for NPS Re-Inspection**.

7. After NPS has re-inspected, enter the **Date Re-Inspected** and **Re-Inspected by** information.

8. When the item has been approved, enter the **Date Accepted** and **Accepted By** information.

General Notes
Type the General Notes

Punch List Items + Create New ...

	#	Description	Location	Contract Requirement Reference(s)	Status	Ready for NPS Re-Inspection	Date Re-Inspected	Re-Inspected By	Date Accepted	Accepted By	Value	Remarks
<input type="checkbox"/>	1	Paint Touch	Entry - SW	Type the Contract Require	Draft	<input type="checkbox"/>					\$350.00	Type the Remarks
<input type="checkbox"/>	2	Replace Ce	Lobby - Ea	Type the Contract Require	Open	<input type="checkbox"/>					\$250.00	Type the Remarks
<input type="checkbox"/>	3	Paint HVAC	Welcome D	Type the Contract Require	Open	<input checked="" type="checkbox"/>	08/01/2023	Aaron Vollb			\$250.00	Type the Remarks
<input type="checkbox"/>	4	Adjust Escr	Kitchen	Type the Contract Require	Open	<input checked="" type="checkbox"/>	07/27/2023	Aaron Vollb	08/04/2023	Amy Hirbar	\$0.00	Type the Remarks

Draft
 Open
 Closed

9. Add **Remarks**, if needed.

10. **Save** the record.

Related Resources

- **Help Center Links**
 - [Create Punch List Items \(projectteam.com\)](https://projectteam.com)

- [Edit Punch List Items \(projectteam.com\)](#)
- **Quick Reference Guides (QRGs) and Training Videos**
 - Project Directory
 - Sharing Records
 - Adding Attachments
 - Creating Action Items
 - Making Comments
 - Adding Reference links
 - Running Reports
 - File Management Overview
 - Photo Management
 - Creating Punch Lists
 - Managing Punch Lists