

COMMERCIAL CONSTRUCTION WALKTHROUGH CHECKLIST TEMPLATE



FIRM		PREPARED BY		PROJECT ID
SITE NAME & ADDRESS			CLIENT	DATE
WORK PERFORMED		DATE OF COMPLETION	WORK PERFORMED	

TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
RECEPTION / ENTRY							\$ -
1	WALLS						\$ -
2	TRIM						\$ -
3	WAINSCOT						\$ -
4	PAINT						\$ -
5	PAPER						\$ -
6	FLOORS						\$ -
7	BASEBOARD						\$ -
8	WINDOWS						\$ -
9	GLASS						\$ -
10	DOORS						\$ -
11	LOCKS / HARDWARE						\$ -
12	CEILING						\$ -
13	LIGHTING						\$ -
14	LIGHTING SWITCHES						\$ -
15	ELECTRICAL OUTLETS						\$ -
16	PHONE JACKS						\$ -
17	INTERNET PORT						\$ -
18	MAIL DROP						\$ -
19	SIGNAGE						\$ -
20	EMERGENCY / INSTRUCTIONAL SIGNAGE						\$ -
21	DIRECTORY						\$ -
22	BUILT-INS						\$ -
23	ELEVATOR SWITCHES						\$ -
24	ELEVATOR ENTRY						\$ -
25							\$ -
26							\$ -
27							\$ -
28							\$ -

29						\$	-
30						\$	-
TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
RESTROOMS						\$	-
1	WALLS					\$	-
2	TRIM					\$	-
3	WAINSCOT					\$	-
4	PAINT					\$	-
5	PAPER					\$	-
6	FLOORS					\$	-
7	BASEBOARD					\$	-
8	WINDOWS					\$	-
9	GLASS					\$	-
10	MIRRORS					\$	-
11	DOORS					\$	-
12	LOCKS / HARDWARE					\$	-
13	CEILING					\$	-
14	LIGHTING					\$	-
15	LIGHTING SWITCHES					\$	-
16	ELECTRICAL OUTLETS					\$	-
17	VENTILATION					\$	-
18	SINKS					\$	-
19	RUNNING WATER					\$	-
20	TOILETS					\$	-
21	URINALS					\$	-
22	PLUMBING					\$	-
23	DIVIDERS					\$	-
24	WASTEBASKETS					\$	-
25	VANITY / SHELF					\$	-
26	SOAP DISPENSER					\$	-
27	SANITIZER DISPENSER					\$	-
28	TOWEL DISPENSER					\$	-
29	HAND DRYING UNIT					\$	-
30	PRODUCT DISPENSER					\$	-
31	CHANGING TABLE / UNIT					\$	-
32	SIGNAGE					\$	-
33	BUILT-INS					\$	-
34						\$	-
35						\$	-
36						\$	-

37						\$	-
38						\$	-
TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
GENERAL OFFICE AREA						\$	-
1	WALLS					\$	-
2	TRIM					\$	-
3	WAINSCOT					\$	-
4	PAINT					\$	-
5	PAPER					\$	-
6	FLOORS					\$	-
7	BASEBOARD					\$	-
8	WINDOWS					\$	-
9	GLASS					\$	-
10	DOORS					\$	-
11	LOCKS / HARDWARE					\$	-
12	CEILING					\$	-
13	LIGHTING					\$	-
14	LIGHTING SWITCHES					\$	-
15	ELECTRICAL OUTLETS					\$	-
16	PHONE JACKS					\$	-
17	INTERNET PORT					\$	-
18	CABINERY					\$	-
19	SIGNAGE					\$	-
20	EMERGENCY / INSTRUCTIONAL SIGNAGE					\$	-
21	BUILT-INS					\$	-
22	CLOSETS / COAT HOOKS					\$	-
23	HEAT					\$	-
24	A/C					\$	-
25	VENTILATION					\$	-
26						\$	-
27						\$	-
28						\$	-
29						\$	-
30						\$	-
TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
CORRIDORS / HALLWAYS						\$	-
1	WALLS					\$	-
2	TRIM					\$	-

3	WAINSCOT					\$	-
4	PAINT					\$	-
5	PAPER					\$	-
6	FLOORS					\$	-
7	BASEBOARD					\$	-
8	WINDOWS					\$	-
9	GLASS					\$	-
10	CABINETRY					\$	-
11	DOORS					\$	-
12	LOCKS / HARDWARE					\$	-
13	CEILING					\$	-
14	LIGHTING					\$	-
15	LIGHTING SWITCHES					\$	-
16	ELECTRICAL OUTLETS					\$	-
17	VENTILATION					\$	-
18	BUILT-INS					\$	-
19	WASTEBASKETS					\$	-
20	FIRE ALARM					\$	-
21	FIRE EXTINGUISHER					\$	-
22	THRESHOLDS					\$	-
23	SIGNAGE					\$	-
24	EMERGENCY / INSTRUCTIONAL SIGNAGE					\$	-
25						\$	-
26						\$	-
27						\$	-
28						\$	-
29						\$	-
30						\$	-
TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
OFFICE / ROOM 1							\$ -
1	WALLS					\$	-
2	TRIM					\$	-
3	WAINSCOT					\$	-
4	PAINT					\$	-
5	PAPER					\$	-
6	FLOORS					\$	-
7	BASEBOARD					\$	-
8	WINDOWS					\$	-
9	GLASS					\$	-
10	DOORS					\$	-

11	LOCKS / HARDWARE					\$	-
12	CEILING					\$	-
13	LIGHTING					\$	-
14	LIGHTING SWITCHES					\$	-
15	ELECTRICAL OUTLETS					\$	-
16	PHONE JACKS					\$	-
17	INTERNET PORT					\$	-
18	CABINERY					\$	-
19	SIGNAGE					\$	-
20	BUILT-INS					\$	-
21						\$	-
22						\$	-
23						\$	-
24						\$	-
25						\$	-

TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
OFFICE / ROOM 2							\$ -
1	WALLS						\$ -
2	TRIM						\$ -
3	WAINSCOT						\$ -
4	PAINT						\$ -
5	PAPER						\$ -
6	FLOORS						\$ -
7	BASEBOARD						\$ -
8	WINDOWS						\$ -
9	GLASS						\$ -
10	DOORS						\$ -
11	LOCKS / HARDWARE						\$ -
12	CEILING						\$ -
13	LIGHTING						\$ -
14	LIGHTING SWITCHES						\$ -
15	ELECTRICAL OUTLETS						\$ -
16	PHONE JACKS						\$ -
17	INTERNET PORT						\$ -
18	CABINERY						\$ -
19	SIGNAGE						\$ -
20	BUILT-INS						\$ -
21							\$ -
22							\$ -
23							\$ -

24						\$	-
25						\$	-
TASK / ITEM		WORK COMPLETE		IN CONTRACT		ADDITIONAL INFO	COST EST. OUTSIDE OF CONTRACT
		Y	N	Y	N		
MISCELLANEOUS							\$ -
1						\$	-
2						\$	-
3						\$	-
4						\$	-
5						\$	-
6						\$	-
7						\$	-
8						\$	-
9						\$	-
10						\$	-
11						\$	-
12						\$	-
13						\$	-
14						\$	-
15						\$	-
16						\$	-
17						\$	-
18						\$	-
19						\$	-
20						\$	-
21						\$	-
22						\$	-
23						\$	-
24						\$	-
25						\$	-

ADDITIONAL COMMENTS	

TENANT	DATE OF INSPECTION	INSPECTOR