

Real World Results – Using Bluebeam PDF Revu for Punchlists and Back Checks

Sample – General Contractor's Punchlist Process/Protocol

The following information was provided by the General Contractor:

- a. Two punch walk teams will be formed, each comprised of a single representative from the General Contractor and each architectural consultant. The areas to be reviewed will be separated as reflected on the punchlist schedule; areas reviewed by one team will not be reviewed by the other team.
- b. An additional General Contractor rep on each punchlist team may be provided for inputting punchlist items on the competing software's console.
- c. Each punchlist team will be joined by a "finish team" formed from a collection of subcontractor reps that will make immediate corrections when possible. These items will not be recorded on any punchlist since they will be immediately corrected.
- d. Review of drywall will be from a 5'-0" distance perpendicular to the surface being reviewed as outlined by the Drywall Finishing Council. Reviewing finishes from a distance closer than 5' from surface and/or at an angle to the wall that is not part of a normal sightline is not standard and will not be used as a means to determine items to add to the punchlist.
- e. After the punch review is complete for a given block of rooms, the competing software's list will be uploaded and distributed within 24 hours of the punchwalk completion; 24 hours will be given for comment/correction. After this time, the competing software's punchlist will be the official and final punchlist.
- f. Items from the final punchlist will be corrected within the timeframe of the published schedule. As all items within the rooms are completed the General Contractor will notify an available consultant rep to confirm corrections were made and to get sign-off on the items on the final punchlist. (Due to architectural punch team reps not being available every day and some team members only flying down for punchwalks, consultants are to be main source of sign-offs). Once all items from the final punchlist are corrected and signed off by consultants for a given room, the room is turned over to the consultants.
- g. Carpet/FF&E to start after punchlist is signed off by the consultants. Once carpet and/or FF&E installation starts, punchlist corrections in the respective rooms will be considered accepted by the architectural punch team.