

Making a Punch List

If everything goes well at your build, you'll be caught up in the excitement and it will be over before you know it! That's exactly as it should be, but there are a few important things to check and record before you call it a day. Having a ready-made "punch list" of safety checks and follow-up tasks will ensure that you keep track of all the details.

Sample Post-Build Punch List

Written By: _____

Date: _____

Item	Yes/ No	Date Completed	Person Responsible
Was all the play equipment delivered?			
Have arrangements been made for a quick shipment of missing part(s)?			
Is there a plan for installing the new piece(s) upon delivery?			
Were all the rivets driven into the clamps?			
Was there an inspection to ensure that all bolts were tight and none were protruding?			
Did we receive a signed inspection certificate?			
Was enough safety surfacing installed? (Measured use zones and depth of surfacing.)			
Do we have the tools, materials and skills to hang swings once the cement has dried? (if applicable)			
Are all warning signs/stickers applied in the correct places?			
Have all construction materials and tools been removed from the site?			
Have we received our maintenance kit?			
Have all Build Day injuries, accidents, or damages to property been properly documented?			
The installer has agreed to follow-up by _____ to address the following issues:			