



**Randolph
Construction Co.**

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PROPERTY MAINTENANCE PUNCH LIST

Randolph Construction helps homeowners achieve peace of mind by developing a comprehensive maintenance plan that allows you to schedule routine repairs and upgrades to avoid emergencies. See our comments and recommendations for your property below.

Date: _____ Name: _____

Address: _____

Phone: _____ Email: _____

EXTERIOR

Roof

Type: _____ Condition: _____

Siding/Trim

Type: _____ Condition: _____

Chimney

Type: _____ Condition: _____

Foundation

Type: _____ Condition: _____

Windows

Brand/Type: _____ Condition: _____

Exterior Doors

Brand/Type: _____ Condition: _____

Garage Doors

Opener: Yes No Condition: _____

Deck

Material: _____ Condition: _____

Screens

Material: _____ Condition: _____

Gutters

Material: _____ Condition: _____

Comments: _____

Recommendations: _____

INTERIOR

Plumbing

Fixtures: _____ Supplies: _____ Waste: _____

Electrical

Fixtures: _____ GFCI: _____

Breakers: _____ Blubs: _____

HVAC

Thermostat: _____ Air Handler: _____ Filters: _____

Smoke Detectors

Batteries: _____ Hard-wired: _____

Glass

Single Pane: _____ Thermal Pane: _____

Garage Doors

Motor: _____ Tracks: _____ Seal: Good Fair Poor

Doors

Interior: _____ Exterior: _____

Hardware: _____ Seal: Good Fair Poor

Windows

Glass: Good Fair Poor Seal: Good Fair Poor

Appliances

List: _____ Serial Number: _____ Condition: Good Fair Poor

List: _____ Serial Number: _____ Condition: Good Fair Poor

List: _____ Serial Number: _____ Condition: Good Fair Poor

List: _____ Serial Number: _____ Condition: Good Fair Poor

List: _____ Serial Number: _____ Condition: Good Fair Poor

Fireplace

Wood Gas Flue Cap

Attic

Stairs Pull-down Scuttle

Crawlspace

Vented Closed Access: _____

Paint

Type: _____ Condition: _____

Color List: _____

Floors

Type: _____ Condition: _____

Comments: _____

Recommendations: _____
