



INTERNATIONAL BOUNDARY & WATER COMMISSION  
**PROJECT PUNCH LIST & LOG OF DEFICIENCIES**

CONTRACTOR: \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DATE UPDATED: \_\_\_\_\_

#	Date Discovered	Added By	Description of Item	Contract Document Reference	Indicate if Item is:		Days Deficient	Date Corrected	Inspector
					Deficiency	Punch List			
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					Deficiency	Punch List			
20									
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					Deficiency	Punch List			
39									
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CONTRACT NUMBER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DATE UPDATED: \_\_\_\_\_

#	Date Discovered	Added By	Description of Item	Contract Document Reference	Indicate if Item is:		Days Deficient	Date Corrected	Inspector
					Deficiency	Punch List			
58									
59									
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INTERNATIONAL BOUNDARY & WATER COMMISSION  
**PROJECT PUNCH LIST & LOG OF DEFICIENCIES**  
INSTRUCTIONS

#	Date Discovered	Added By	Description of Item	Contract Document Reference	Indicate if Item is:		Days Deficient	Date Corrected	Inspector
					Deficiency	Punch List			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>7</b>	<b>8</b>	<b>9</b>

**1. NUMBER**

This is a one-up number to keep track of items.

**2. DATE DISCOVERED**

Indicate the date that this item was first noted. This may not always be the date that it was added to this form. Minor items may be tracked on daily reports or in weekly minutes until they reach the level of a deficiency.

**3. ADDED BY**

Enter initials or name of person who placed the item on the list.

**4. DESCRIPTION OF ITEM**

Provide a sufficient description that the item is clearly understood by all parties. Ensure that the location of the item is included.

**5. CONTRACT DOCUMENT REFERENCE**

Enter Contract clause, Drawing number, Specification section and paragraph number, Submittal number, etc. that guides the requirement.

**6. DEFICIENCY OR PUNCH LIST?**

Place an "X" in the appropriate box to indicate if this is a deficiency or simply a punch list item.

**DEFICIENCY:** A deficiency is a characteristic, item, or condition that does not meet a Contract requirements, a defect, or something that is threatening damage to the environment or safety of people that has not been adequately addressed by the Contractor. Only the CO or COR may add a deficiency.

**PUNCH LIST:** Minor items that must be completed prior to the end of the project. Punch list items are not required for substantial completion. Anyone on the project may add punch list items.

**7. DAYS DEFICIENT**

For deficiencies only, enter the number of days between either the Date Discovered (2) and the Update Date or the Date Discovered (2) and the Date Corrected (8). No entry for punch list items.

**8. DATE CORRECTED**

Enter the date when the item has been corrected.

**9. INSPECTOR**

Enter initials or name of inspector who verified that the item was corrected. Except for the COR, this is not the person who placed the item on the list.



# PROJECT PUNCH LIST & LOG OF DEFICIENCIES

CONTRACTOR: ABC Excavation & Construction

CONTRACT NUMBER: 191BWC99C9999

PROJECT: Make Believe Levee Work

DATE UPDATED: 1/5/2023

#	Date Discovered	Added By	Description of Item	Contract Document Reference	Indicate if Item is:		Days Deficient	Date Corrected	Inspector
					Deficiency	Punch List			
1	6/14/2019	J.Doe	Rake finish not applied to ramp concrete at Station 14+25. Grooves to be cut in.	Dwg 24645		X		7/9/2019	J.Doe
2	6/12/2019	J.Smith	Failure to maintain adequate BMPs to prevent stormwater discharge offsite	01.57.19 3.2	X		15	6/27/2019	J.Smith
3	7/25/2019	M.Johnson	Provide confined space signs for gatewells	33.12.11 2.4		X		9/6/2019	J.Doe
4	9/4/2019	J.Doe	Do not leave drop at ramp/road intersection. Transition should be smooth.	Dwg 24652		X			
5	9/10/2019	J.Doe	Levee gate lock post hit by delivery truck. Post to be re-set and checked for full function at end of job.	FAR 52.236-9		X			
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Example