

Punch List

Template — structured the way FieldBinder AI generates its Punch List

Project	Project name as it appears on the contract	Customer	Owner or client the list goes to
Site	Site or location: address, plant, building, area	Project No.	Your job or contract number
Date	Date of this list	Prepared by	Name and role of the person who walked and wrote it
Captures from	Period the walk covers when it is more than one day (from – to) — the app's report range		

1. Punch items

One row per deficiency, in the order you walked. Location: where it is (grid, room, elevation, equipment tag). Item: what is wrong and what closes it.

Responsible: name a person or trade only if it is known; otherwise write Unassigned — never guess. Photo ref: the number or time of the photo that shows it.

Status is Open or Done. If the walk found nothing, write "No punch items." on the first row rather than leaving the list blank.

#	Location / area <i>as stated in the item</i>	Item (deficiency)	Responsible trade / party <i>only if stated; else Unassigned</i>	Photo ref <i>photo capture time</i>	Status <i>Open / Done</i>	Date found <i>capture time</i>	Date closed <i>(manual)</i>	Verified by <i>(manual)</i>
1								
2								
3								
4								
5								

#	Location / area <i>as stated in the item</i>	Item (deficiency)	Responsible trade / party <i>only if stated; else Unassigned</i>	Photo ref <i>photo capture time</i>	Status <i>Open / Done</i>	Date found <i>capture time</i>	Date closed <i>(manual)</i>	Verified by <i>(manual)</i>
6								
7								
8								
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19								

#	Location / area <i>as stated in the item</i>	Item (deficiency)	Responsible trade / party <i>only if stated; else Unassigned</i>	Photo ref <i>photo capture time</i>	Status <i>Open / Done</i>	Date found <i>capture time</i>	Date closed <i>(manual)</i>	Verified by <i>(manual)</i>
20								

Structure: the four labelled lines the FieldBinder AI app writes for every punch item — Location (only if stated in the item), Description, Responsible (only if stated, otherwise Unassigned), Photo ref (the capture time of a related photo) — plus the app's open/done state and capture time as the Status and Date found columns. Date closed and Verified by are manual: the app records neither. When there are no items the app writes "No punch items."