

04 – VENDOR PUNCH LIST

Print and hand it to your guy.

3311 Elm St, Rear Upper · San Francisco, CA · Quick path · 10 items · est. \$1,840 · 5–7 days.

KITCHEN	4 items
<input type="checkbox"/> Paint cabinets satin white (2 coats, sand between) <i>Sherwin-Williams "Alabaster" is the spec</i>	
<input type="checkbox"/> Replace pendant — brushed nickel, 5" drop max <i>Owner ordered, on site by Tue</i>	
<input type="checkbox"/> Patch vinyl tear under sink, blend pattern <i>Spare tile in basement, west wall</i>	
<input type="checkbox"/> Replace 4× outlet covers (white)	
BATH	2 items
<input type="checkbox"/> Re-bead caulk: tub + sink + toilet base <i>100% silicone, white</i>	
<input type="checkbox"/> Wipe down tile grout; spot-touch as needed	
ALL	3 items
<input type="checkbox"/> Replace BR1 smoke detector battery (9V)	
<input type="checkbox"/> Touch-up paint scuffs, hallway + LR <i>Match existing — Benjamin Moore OC-17</i>	
<input type="checkbox"/> Deep clean + wash all interior windows <i>Cleaner books for Wed AM</i>	
PHOTOS	1 item
<input type="checkbox"/> Stage kitchen counter, re-shoot wide <i>Use natural light, 10–11am best</i>	

VENDOR SIGN + DATE

OWNER SIGN + DATE

This punch list is a starting scope. Vendors may flag conditions that change scope on site — capture changes in writing before starting work. Reply to your delivery email if any item is wrong. — Brad, founder, Unbundled: Property Management