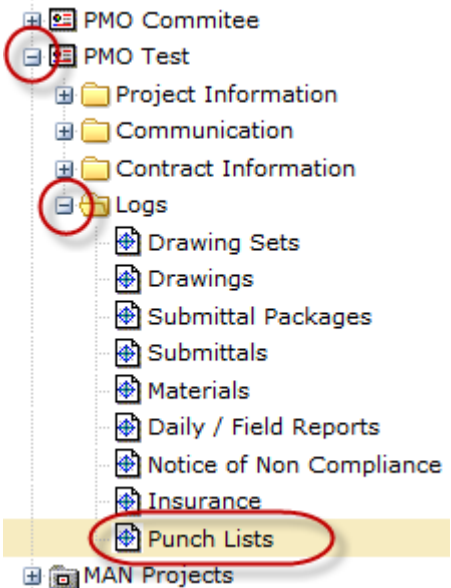

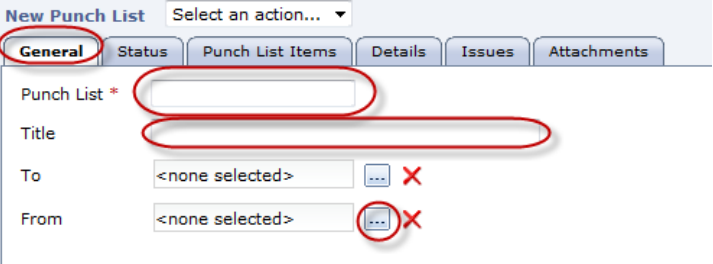
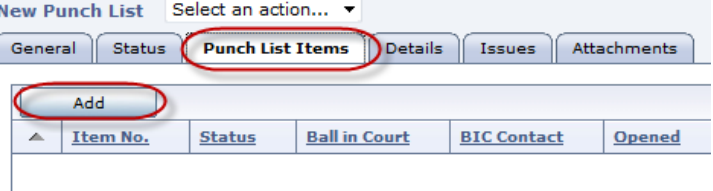


Punch Lists

<p>1) Expand your project and select Punch Lists under the Logs folder.</p>	
<p>2) Click the “Add” new document button.</p>	
<p>3) Under the “General” tab: a) Punch List: this is an eight character length field. Associate a short number/count for punch list. b) Title: Place subject c) From: Your company</p>	
<p>4) Browse to the “Punch List Items” tab and click “Add”</p>	

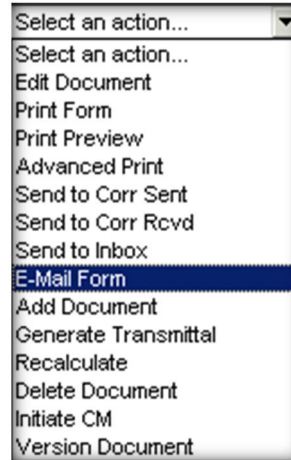
- 5) The Punch List Item window will pop up.
- a) Item No.: This will automatically update
 - b) Opened: Click the Calendar and select the date this Item was opened.
 - c) Required: Click the Calendar and select the date this item is required to be completed.
 - d) Description: Enter a description of what needs to be done for this Punch List Item.

- 6) Scroll to the bottom and click "Save and Close" or "Save and Add Another".

- 7) Browse to the Attachments tab and click "Attach File".

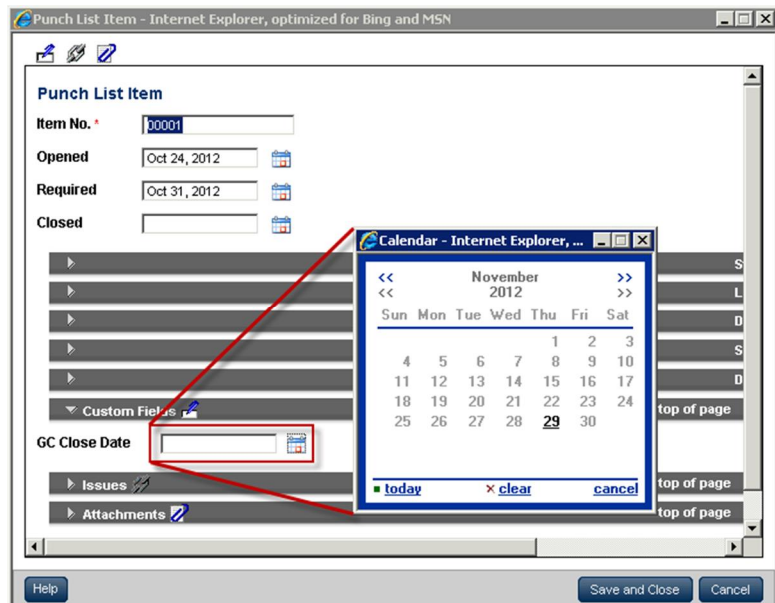
Distributing a Punch List

- 1) Once all items have been added to the Punch list, Save the list and choose 'Select an action...' | Email Form. Send it to all people that need to be notified of the list. If you already created a Punch distribution list, use this to add the recipients, otherwise find or type in the emails of the intended recipients.



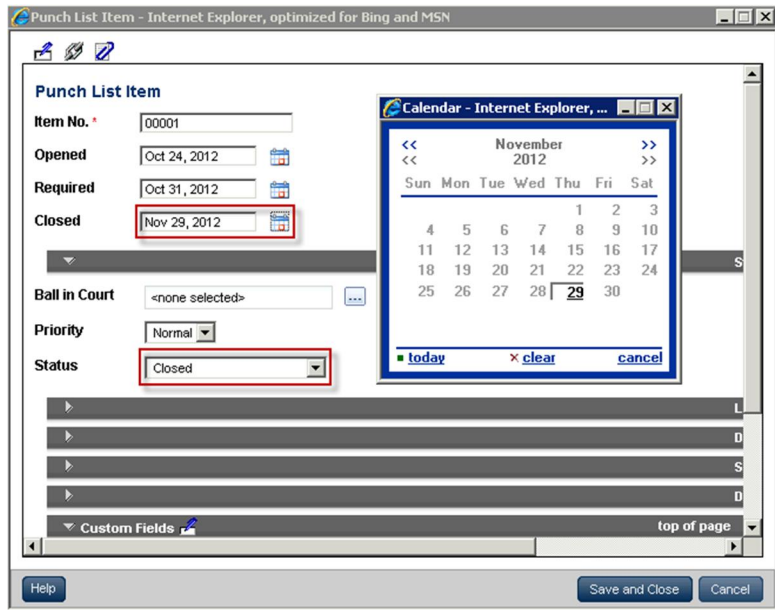
GC Updating and Closing the Punch List

- 1) Upon receipt of the Punch List, review it for scope. Notify subcontractors of obligation and disseminate further as needed.
- 2) The only thing that the GC needs to do once the individual Punch List Item has been completed is to update the GC Close Date. Open the individual item and scroll down to Custom Fields. Enter the date the item was complete. That is it. Don't change the status or enter a Closed date. By the GC entering the date within the Custom Fields you have acknowledged that, from your perspective, the item is complete.



3) After the GC has completed and updated the punch items, they will send the list out to the AOR by clicking 'Select an action...' | Email Form.

4) After the AOR receives the list from the GC and has verified that the work was completed, then they will go in to each item and update it with the date closed and changing the status to closed.



5) If the AOR does not agree that the item is complete and should be closed they will not enter a closed date or change the status. They will type the reason that the item was not closed in the description and send to the GC to complete. This process continues until the punch list items are complete.