



PUNCH LIST FORM & CHECK LIST

Cover Sheet & Sign Off Page

Store Number:	3957	Punch Date:	4/20/2016
Store Name:	Naperville	Complete Date:	5/6/2016
Store Address:		AAP CM:	Scott Palmer
City / St.		AAP GM:	Karl Rojek
Developer / LL:		AAP DL:	Dave Hutton
Contractor:	FJ Development	Dev. LL Rep.	Larry Kanar
Contractor PM:	Joun Friedberg	Superintendent:	Ross A. Schrader

NOTE TO CONTRACTOR: This document does not relieve the contractors of total responsibility to completely finish the project including items not mentioned herein but shown on drawings or specified.

This visit was made to observe certain aspects of the Construction Progress. It was not intended to be an intense effort to verify strict Contractor compliance, but only a periodic review of progress to see if construction is preceding in general accord with the design intent. Opinions, observations and/or recommendations offered in this report should not alter the construction contract or any relationships. No "assurance" or "Certification" as to the quality or completeness of the construction progress is intended, nor should such be construed, since periodic (non-continuous) observation cannot provide direct knowledge of all conditions as necessary for such a representation. The visit also specifically excludes consideration of "Construction Means and Methods" as well as Worker Safety.

Sign below on the day of Final Punch:

GENERAL CONTRACTOR / DEVELOPER X	AAP CM / STORE MANAGER X
Signature & Date	Signature & Date

STATUS OF CERTIFICATE OF OCCUPANCY

TEMPORARY	VERBAL	FINAL	Comments:
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PUNCH LIST IS TO BE FULLY EXECUTED IN ITS ENTIRETY BY:	MONTH	DAY	YEAR

GENERAL CONTRACTOR X	AAP CONSTRUCTION MANAGER X
Signature & Date	Signature & Date

MUST RETAIN ALL AAP SIGNATURES PRIOR TO FINAL PAYMENT OR ISSUANCE OF RENT



Keep the wheels turning.

Store #: 3597
Site #: 0
Name: Naperville

Date: 4/20/2016
CM: 1/0/1900
Contractor: 0

The following list of work items have been reviewed during the punch-walk. Items with an "X" in the box were observed to have been satisfactorily completed. Items without an "X" require action by the contractor. All items must be marked

Table with columns: BUILDING INTERIOR: (Storefront & Entry, Main Sales Floor), Comments. Contains checklist items with checkboxes and associated notes.



Keep the wheels turning.

Store #: 0
 Site #: 0
 Name: 0

Date: 1/0/1900
 PM: 1/0/1900
 Contractor: 0

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BUILDING INTERIOR:		Comments
Men's Restroom		
<input type="checkbox"/>	Install/ repair/ clean FRP (if applicable)	<u>By LL</u>
<input type="checkbox"/>	Install edge trim at top & bottom of FRP (if applicable).	<u>By LL</u>
<input type="checkbox"/>	Install sealant at base of toilet.	<u>By LL</u>
<input type="checkbox"/>	Install toilet accessories, incl horizontal and vertical grab bars.	<u>By LL</u>
<input type="checkbox"/>	Mirrors installed	<u>By LL</u>
<input type="checkbox"/>	Soap dispenser installed	<u>Install during fixturing</u>
<input type="checkbox"/>	Toilet tissue dispenser installed	<u>Install during fixturing</u>
<input type="checkbox"/>	Paper towel dispenser installed	<u>Install during fixturing</u>
<input type="checkbox"/>	ADA compliant "MEN" sign	<u>By LL</u>
<input type="checkbox"/>	Wall mounted occupancy sensor light switch	<u>By LL</u>
<input type="checkbox"/>	Exhaust fan & grill installed	<u>By LL</u>
<input type="checkbox"/>	Lavatory installed & caulked at wall.	<u>By LL</u>
<input type="checkbox"/>	Pipe guard at p-trap & stem	<u>By LL</u>
<input type="checkbox"/>	Single lever faucet assembly	<u>By LL</u>
<input type="checkbox"/>	Water closet with flush handle located on "open" side of tank	<u>By LL</u>
<input type="checkbox"/>	Solid core wood door undercut 1" @ bottom.	<u>By LL</u>
<input type="checkbox"/>	Privacy set/hinges/closure/door stop	<u>By LL</u>
<input type="checkbox"/>	Gypboard ceiling	<u>By LL</u>
<input type="checkbox"/>	Painted walls & ceiling	<u>By LL</u>
<input type="checkbox"/>	Light, surface mounted, ceiling	<u>By LL</u>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Women's Restroom		
<input type="checkbox"/>	Install/ repair/ clean FRP (if applicable)	<u>By LL</u>
<input type="checkbox"/>	Install edge trim at top & bottom of FRP (if applicable).	<u>By LL</u>
<input type="checkbox"/>	Install sealant at base of toilet.	<u>By LL</u>
<input type="checkbox"/>	Install toilet accessories, incl horizontal and vertical grab bars.	<u>By LL</u>
<input type="checkbox"/>	Mirrors installed	<u>By LL</u>
<input type="checkbox"/>	Soap dispenser installed	<u>Install during fixturing</u>
<input type="checkbox"/>	Toilet tissue dispenser installed	<u>Install during fixturing</u>
<input type="checkbox"/>	Paper towel dispenser installed	<u>Install during fixturing</u>
<input type="checkbox"/>	ADA compliant "WOMEN" sign	<u>By LL</u>
<input type="checkbox"/>	Wall mounted occupancy sensor light switch	<u>By LL</u>
<input type="checkbox"/>	Exhaust fan & grill installed	<u>By LL</u>
<input type="checkbox"/>	Lavatory installed & caulked at wall.	<u>By LL</u>
<input type="checkbox"/>	Pipe guard at p-trap & stem	<u>By LL</u>
<input type="checkbox"/>	Single lever faucet assembly	<u>By LL</u>
<input type="checkbox"/>	Water closet with flush handle located on "open" side of tank	<u>By LL</u>
<input type="checkbox"/>	Solid core wood door undercut 1" @ bottom.	<u>By LL</u>
<input type="checkbox"/>	Privacy set/hinges/closure/door stop	<u>By LL</u>
<input type="checkbox"/>	Gypboard ceiling	<u>By LL</u>
<input type="checkbox"/>	Painted walls & ceiling	<u>By LL</u>
<input type="checkbox"/>	Light, surface mounted, ceiling	<u>By LL</u>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		



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BUILDING INTERIOR: Eye Wash/Mop Sink Area	Comments
<input type="checkbox"/> Bi-level drinking fountain installed & functioning.	By LL
<input type="checkbox"/> Mop sink installed.	By LL
<input type="checkbox"/> Install/ repair/ clean FRP	By LL
<input type="checkbox"/> Gypboard above FRP installed & painted	By LL
<input type="checkbox"/> Paper towel dispenser installed	Install during fixturing
<input type="checkbox"/> Wall mounted emergency eye wash	By LL
<input type="checkbox"/> ADA compliant "Emergency Eye Wash" sign	By LL
<input type="checkbox"/> Tempering valve and enclosure, temp set at 75 degrees	By LL
<input type="checkbox"/> Soap dispenser above mop sink	Install during fixturing
<input type="checkbox"/> Mop sink faucet/hose/ hose bracket/mop hanger/vinyl rim bumper guard	Install during fixturing
<input type="checkbox"/> Hot water heater w/expansion tank installed (above rest rooms)	By LL
<input type="checkbox"/> Verify pipe insulation, location and type	By LL
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Electrical/Phone Services Area	
<input type="checkbox"/> Typed breaker panel lists	Not complete
<input type="checkbox"/> Screw down breaker locks as designated on panel schedule	Not complete
<input type="checkbox"/> Landscape sprinkler control box installed & operating (if appl)	NA
<input type="checkbox"/> Smoke detector remote test stations	NA
<input type="checkbox"/> 3 quadplex receptacles 6" apart mounted on phone board	Not complete
<input checked="" type="checkbox"/> Confirm 3/4" plywood phone board installed and painted.	
<input type="checkbox"/> Panel Labels	Not complete
<input type="checkbox"/> Weatherhead and conduit installed	Not complete
<input type="checkbox"/> TDF breaker on circuit for battery tester station.	Not complete
<input type="checkbox"/> Missing ground bar.	
<input type="checkbox"/>	
Receiving Area	
<input checked="" type="checkbox"/> Walls painted	
<input type="checkbox"/> Cove base installed	Install during fixturing
<input checked="" type="checkbox"/> Floor sealed & burnished	
<input checked="" type="checkbox"/> Man door/painted/peephole/kickplate/panic hardware/ closure/ threshold	
<input checked="" type="checkbox"/> Man door/ painted/ weatherstripping/ rain drip/ pull plate w/ keyed cyclinder	
<input checked="" type="checkbox"/> Unit heater and controls installed	
<input checked="" type="checkbox"/> Lighting installed per plan	
<input checked="" type="checkbox"/> OH Door to staging installed & adjusted, rails caulked to CMU	
<input checked="" type="checkbox"/> Full height metal corner guards and lintle brush installed.	
<input checked="" type="checkbox"/> Louver and controls installed	
<input checked="" type="checkbox"/> Exhaust fan and control installed	
<input type="checkbox"/> Caulk all dissumular edges and surfaces arounf OH door.	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



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BUILDING SHELL & EXTERIOR:		Comments
Roof Area:		
<input type="checkbox"/>	Roof type & manufacturer	By LL
<input type="checkbox"/>	Remove all debris, wood, fasteners, cut conduit, etc.	By LL
<input type="checkbox"/>	HVAC units & curbs Installed	By LL
<input type="checkbox"/>	HVAC condensate lines & p-traps	By LL
<input type="checkbox"/>	Units labeled	By LL
<input type="checkbox"/>	New filters installed & dated	By LL
<input type="checkbox"/>	Walk pads Installed	By LL
<input type="checkbox"/>	Gas pipe painted (yellow)/ verify composite blocking	By LL
<input type="checkbox"/>	HVAC disconnect & outlet	By LL
<input type="checkbox"/>	Roof flashing (units & vents)	By LL
<input type="checkbox"/>	Roof drains & covers	By LL
<input type="checkbox"/>	Overflows & scuppers	By LL
<input type="checkbox"/>	Parapet cap flashing	By LL
<input type="checkbox"/>	Verify exterior signage and panels are properly caulked	By LL
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Building:		
<input type="checkbox"/>	CMU block filler & painted	NA
<input type="checkbox"/>	EIFS installed - if applicable	NA
<input type="checkbox"/>	ICI Paint verified per finish schedule	NA
<input type="checkbox"/>	Building signage & hook-up, all lifting brackets removed	NA
<input type="checkbox"/>	Building signage blocking, through bolts installed top and bottom	NA
<input type="checkbox"/>	All exterior caulking installed	NA
<input type="checkbox"/>	Touch-up paint/caulking	NA
<input type="checkbox"/>	Downspouts/splash blocks (verify concrete)	NA
<input type="checkbox"/>	Eye bolts (for banners) installed per plan	Install as discussed
<input type="checkbox"/>	Wall hydrants installed	NA
<input type="checkbox"/>	Knox box (if required by code)	
<input type="checkbox"/>	GFI outlet adjacent to wall hydrant	Missing
<input type="checkbox"/>	WP & WW wall fixtures installed (painted)	NA
<input type="checkbox"/>	Roof ladder (if required)	NA
<input type="checkbox"/>	Red panels trim installed and secure, verify color	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
General Notes & Misc. Check List		
<input type="checkbox"/>	Professional final cleaning	Clean floor
<input type="checkbox"/>	Water meter installed	Get meter numbers
<input type="checkbox"/>	Gas meter installed	Get meter numbers
<input type="checkbox"/>	Electric meter installed	Get meter numbers
<input type="checkbox"/>	Extra paint stock (1 gallon unopened labeled can each color)	Currently there are several opened/ used cans. Reduce to single unopened gallon cans.
<input type="checkbox"/>	Extra ceiling stock (if applicable)	NA
<input type="checkbox"/>	Extra lamps	NA
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		



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SITE:	Comments
<input type="checkbox"/> Asphalt/concrete paving	NA
<input type="checkbox"/> Concrete curbs	NA
<input type="checkbox"/> Wheel stops	NA
<input checked="" type="checkbox"/> Concrete parking apron	
<input checked="" type="checkbox"/> Concrete loading pad	
<input type="checkbox"/> Concrete dumpster apron	NA
<input type="checkbox"/> Parking lot striping (Asphalt /White - Concrete /Yellow)	NA
<input type="checkbox"/> Handicap pavement markings & signs	NA
<input type="checkbox"/> Handicap ramp(s) with truncated domes	NA
<input type="checkbox"/> Site sign installed and operational, verify location, inspect condition	NA
<input type="checkbox"/> Bollards at all metering locations (2), painted OSHA yellow	NA
<input type="checkbox"/> Dumpster fence & gate w/cane bolts - painted to match building	NA
<input type="checkbox"/> Dumpster posts & bollards concrete filled/painted OSHA yellow	NA
<input type="checkbox"/> Site lighting installed - confirm operational)	NA
<input type="checkbox"/> "COMING SOON" sign removed	NA
<input type="checkbox"/> Mail Box Installed (if applicable)	NA
<input type="checkbox"/> Clean-outs installed and capped at proper grade	NA
<input type="checkbox"/> Access drive/ entry/ directional signage	NA
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Landscaping:

<input checked="" type="checkbox"/> Landscaping complete (verify qtys and types)	
<input checked="" type="checkbox"/> Weed barrier under mulch areas (3" mulch min)	
<input type="checkbox"/> Irrigation system installed (if applicable) & operational	NA
<input type="checkbox"/> Grass areas fine graded & planted as specified	NA
<input type="checkbox"/> Entire site is clean of all construction related debris.	NA
<input type="checkbox"/> Steel edging installed between planting beds & lawn areas (if require	NA
<input type="checkbox"/> Curbs & sidewalks backfilled	NA
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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