

#### **PUNCH LIST FORM & CHECK LIST Cover Sheet & Sign Off Page** Store Number: Punch Date: 3957 4/20/2016 Store Name: **Naperville** 5/6/2016 Complete Date: AAP CM: Store Address: Scott Palmer AAP GM: City / St. 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.

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		Sign below on the d	ay of Final Punch:			
GENERAL CONTRACTOR / DEVELOPER		AAP CM / STORE MAN	IAGER			
x			x			
Signature & Date		Signature & Date				
	STA	TUS OF CERTIFICA	ATE OF OCCUPANCY			
TEMPORARY	VERBAL	FINAL	Comments:			
				MONTH	DAY	YEAR
PUNCH L	LIST IS TO BE FU	JLLY EXECUTED	IN ITS ENTIRETY BY:			
GENERAL CONTRACTOR			AAP CONSTRUCTION MA	ANAGER		
x			x			
_	Signature & Date		Signature & Da	te		
MUST	RETAIN ALL AAP S	IGNATURES PRIOR	TO FINAL PAYMENT OR ISSUANCE	OF RENT		



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	BUILDING INTERIOR: Storefront & Entry	Comments
X	Aluminum store front & glazing installed	
×	Entry door(s) and vestibule installed per plan	
X	Closer/threshold/hardware/thumb turn lock installed	
X	All gaskets/seals installed	
X	Relief grill or 2" opening in glass	
	Drip cap above door	Missing drip cap.
X	AAP Spec address numbers installed per plan	
	Doors and frames have very close tolerences. Industry standard is to have a 1/8	" reveal to allow for any movement in the frame.
	Main Sales Floor:	
_		Floor has accord directs. Fill associate and refinish.
	Floor level, all large cracks, divots, etc., filled (Upfit locations)	Floor has several divots. Fill, regrind and refinish.
×	Concrete floor sealed & burnished to 40/50 sheen level	To stall along the first of the
	Cove base installed	Install along with fixturing
	Orange iso outlets at managers office location.	Install along with fixturing
_	Convenience outlets as per sheet E-1	Install along with fixturing
_	White power poles per plans - bar codes removed, caulked at counter(blk).	Install along with fixturing
	Iso receptacles at ea counter	Install along with fixturing
	Duplex receptacle @ 18" for workbench	Install along with fixturing
	Duplex receptacle in toe kick & at pop machine (black)	Install along with fixturing
	All lighting installed per plan on flexible suspension system.	Replace burnt out light fixtures
	5' coil, uniform coil tied off on 3 points.	T
_	Quad outlets in office area, labeled "Sound", "Data", "Printer" & "Computer"	Install along with fixturing
	All Interior CMU walls block filler applied and painted	_
	Emergency egress lighting & signs installed	_
	Fire extinguishers installed - Code required, minimum of 4.	
	Emergency egress door installed/painted	
_	Emergency egress door closure/threshold/weather strip/panic hardware	T
_	Duplex outlet for battery charging station, labeled	Install along with fixturing
_	2" x 4" fixture blocking installed.	_
	Install "Open" Sign at storefront and plug into receptacle.	Total II to be distinguished the North
	Window tint installed per plan - if applicable	Install window tinting prior to Monday, 4/25/16
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	Cover open electrical boxes on exterior walls	
	Insulate 3" water pipe.	
	Clean up all control wiring	
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	BUILDING INTERIOR: Men's Restroom	Comments
	Install/ repair/ clean FRP (if applicable)	By LL
_	Install edge trim at tom & bottom of FRP (if applicable).	By LL
_	Install sealant at base of toilet.	By LL
	Install toilet accessories, incl horizontal and vertical grab bars.	By LL
	Mirrors installed	By LL
	Soap dispenser installed	Install during fixturing
_	Toilet tissue dispenser installed	Install during fixturing
	Paper towel dispenser installed	Install during fixturing
	ADA compliant "MEN" sign	By LL
_	Wall mounted occupancy sensor light switch	By LL
	Exhaust fan & grill installed	By LL
	Lavatory installed & caulked at wall.	By LL
_	Pipe guard at p-trap & stem	By LL
_	Single lever faucet assembly	By LL
_	Water closet with flush handle located on "open" side of tank	By LL
	Solid core wood door undercut 1" @ bottom.	By LL
_	Privacy set/hinges/closure/door stop	By LL
_	Gypboard ceiling	By LL
_	Painted walls & ceiling	By LL
_	Light, surface mounted, ceiling	By LL
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п		
	Women's Restroom	
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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

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



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



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	SITE:	Comments
	Asphalt/concrete paving	NA .
	Concrete curbs	NA
	Wheel stops	NA
X	Concrete parking apron	
X	Concrete loading pad	
	Concrete dumpster apron	NA
	Parking lot striping (Asphalt /White - Concrete /Yellow)	NA
	Handicap pavement markings & signs	NA
	Handicap ramp(s) with truncated domes	NA
	Site sign installed and operational, verify location, inspect condition	NA
	Bollards at all metering locations (2), painted OSHA yellow	NA
	Dumpster fence & gate w/cane bolts - painted to match building	NA
	Dumpster posts & bollards concrete filled/painted OHSA yellow	NA
	Site lighting installed - confirm operational)	NA
	"COMING SOON" sign removed	NA
	Mail Box Installed (if applicable)	NA
	Clean-outs installed and capped at proper grade	NA
	Access drive/ entry/ directional signage	NA
-	Landscaping:	
X	Landscaping complete (verify qtys and types)	
X	Weed barrier under mulch areas (3" mulch min) Irrigation system installed (if applicable) & operational	NA NA
	Grass areas fine graded & planted as specified	NA NA
	Entire site is clean of all construction related debris.	NA NA
	Steel edging installed between planting beds & lawn areas (if require	
	Curbs & sidewalks backfilled	NA
_	Curbs a sidewarks backlined	IIA
_		
_		



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GENERAL NOTES: