

Progress and punch report

REVIEWED EXAMPLE / OPEN ITEMS RETAINED

REPORT / WORK ORDER	TF-G520	SITE / PROJECT	Sample renovation project
VISIT / START	29 Sep 2026 / 14:30	AREA / EQUIPMENT	Ground-floor corridor / Finish area G-05
RECORDED BY	Sample field technician	REPORT VERSION	1.0 / demonstration

01 / VISIT SUMMARY

The walkthrough records an incomplete trim area and finish review needs. Completion remains open until the crew provides new evidence.

02 / STRUCTURED FINDINGS

#	REPORT FIELD	RESPONSE / OBSERVATION	STATE	SOURCE
1	Area / location	G-05 / ground-floor corridor	Recorded	E01
2	Wall finish	Drywall finish stage visible	Observed	E01
3	Trim / baseboard	Incomplete section in this area	Needs attention	E01
4	Drawing reference	Confirm the current finish schedule	Needs follow-up	N01
5	Closeout	No completion photo recorded	Not recorded	N01
6	Next step	Finish crew to complete and document	Assigned	N01

REVIEW RECORD

Sample crew lead / 29 Sep 2026. Findings reviewed for this demonstration; unresolved items remain open. No customer signature or actual approval is represented.

Next steps & evidence

03 / RECOMMENDATIONS & RESPONSIBILITY

FOLLOW-UP ACTION	OWNER	WHEN / STATE
Confirm trim detail against current documents	Site lead	Before completion / Open
Complete trim and add a closeout photo	Finish crew	Before next walkthrough / Open

04 / CAPTIONED PHOTO EVIDENCE



E01 / 03:08 / GENERATED PHOTO

Corridor finish and trim context

The sample photograph locates the open finish item. It does not establish overall project completion or inspection approval.

05 / SOURCE NOTE & REPORT LIMITS

N01 / Fictional voice note

The corridor is ready for a finish review. This baseboard section is still incomplete. Let's assign the trim work and check it before the next walkthrough.

This is a progress and punch example, not a certificate of completion or confirmation that concealed work meets requirements.

Handoff example: keep the reviewed version with this inspection. Email recipients and automation rules are configured separately; no message was sent by this sample.