

# Punch List Training Guide

Date Created: 2/17/2023 Date Updated: 7/24/2023

# Table of Contents

About	3
Process Overview	3
Workflow Diagram	4
Step-by-Step Instructions	5
AEoR Creates Punch List Item	5
Edit Punch List Item	6
Move Item to Different Punch List	6
Delete Punch List Items	7
Renumber Punch List Items	8
AEoR Submits Punch List	9
PO Accepts or Disputes Punch List	
SPO Concurs or Adds Item to Punch List	
AEoR Withdraws Item or Disputes Withdrawal	
DPM/DM Withdraws Item or Adds Item to Punch List	
GC Acknowledges Punch List	
GC Completes Acknowledged Punch List Items	
For GC who Acknowledged Punch List	
for Others	
PO Concurs or Returns to GC	
Dispute Acknowledged Punch List Items	
GC Disputes Acknowledged Punch List Item	20
PO Concurs or Returns Disputed Item to GC	21
SPO Concurs or Returns Disputed Item to GC	22
AEoR Withdraws Item or Disputes Withdrawal	23
DPM/DM Withdraws or Adds Item to Punch List	24
AEoR Accepts or Returns Completed Item	25
AEoR Completes Punch List	

# About

The Punch List app tracks construction punch list items that must be addressed before construction is complete and payment is issued. These items will be addressed and completed by the GC or withdrawn from the list. After every punch list in the project is completed, a full or special transfer can be created.

# **Process Overview**

The AEoR can add a Punch List item, selecting a Design Number/LLW and Building. A punch list is created for each Design Number/LLW and Building combination that is selected by the AEoR.

The AEoR submits each list separately to the PO to review. During the review of a punch list, the PO can return items to the AEoR for withdrawal. After the PO reviews a punch list, it is sent to the GC for acknowledgement. Once the items in the list are acknowledged, the GC will receive a task to complete or dispute individual punch list items. At any point before the punch list is completed, the AEoR can add new items to the list, but they must go through this initial review process before the GC can complete or dispute.

When an item is completed, a Comment is required along with optional attachments or images. A completed item is sent to the PO for concurrence. Following the POs concurrence, the AEoR can accept or return the completed item. The AEoR will not be sent a notification to accept items unless all items in a punch list have been concurred by the PO or withdrawn.

If the GC does not agree with an item, they can dispute the item. If the PO and SPO both concur with the GC, the AEoR will receive a task to withdraw the disputed item from the punch list. The AEoR can withdraw the item or dispute with withdrawing the item. In the case of a dispute, the DM (in-house projects) or DPM (consultant projects) will provide the final decision on whether the item should be withdrawn.

After every item in a punch list has been satisfied (all items have been accepted or withdrawn), the AEoR will complete the punch list. Items that are inside of a completed punch list will have a green indicator line on the left side of the application.

# Workflow Diagram



# Step-by-Step Instructions AEoR Creates Punch List Item

1. Go to Project Finder > Select the desired project

Ê:	Project Finder	C000015848-LS0005 - R030 Masonry 🖌 😫 👹	m SCA in House AEoR Sandhos	) -	•	×
	¢	ALL PROJECTS MY PROJECTS RECENT PROJECTS Q				
£.	Project Finder	Requirements > Mentor > TDX > TDX - K&R - DELTA MA	ITR C15635-C15848	SELECT		
		Number Name				
	Apps	→ C000015848-LS0001 K154 Windows \$	2 /			
Q	Search	→ C000015848-LS0003 K224 Auditorium Upgrade				
-		→ C000015848-LS0004 K395 Water Heater 5	1			
Ē	Tasks	→ C000015848-LS0002 K678 Pre-K	1			
P	Messages	→ C000015848-LS0006 K730 New Building	2 /			
(1)	Getting Started	→ C000015848-LS0005 R030 Masonry 2	2 /			
-						
You las	st logged in yesterday at 4.57 PM Ea	istem Time (US & Canada) 1.9.36.58 - DEVI	DIAGNOSTICS	۲	授 ka	hua

2. Go to Apps > All Apps> Select the Closeout App

	Apps	C00001584	8-LS0005 - R030 Masonry 🖌	Adam SCA in House AE	• •		×
	Apps  Project Finder  Apps Search Tasks Messages Getting Started	Recent All Apps Administration Cost Management Document Management Index Management	Recent Cl Closeout Cl Cl C	Adden SCA in House Are och Sandow	9 -		×
		t ↔ c	123 CSI Codes				
You k	ast logged in yesterday at 4.57 PM Ear	stern Time (US & Canada)	2	1.9.36.98 - DEVDIAGNOSTICS		🎄 kal	киа

- 3. Select the Punch List tab> Click NEW PUNCH LIST ITEM
- 4. In the **Details** section, select
  - a. LLW or Design Number
  - b. Building
  - c. Trade
  - d. Enter a Description
- 5. Media section (Optional): Add supporting photos
- 6. References section (Optional): Add supporting documents
- 7. Click Save / Close

**Note:** The image below is from a CIP project and allows for a Design Number to be selected. In a Capacity project, you will select the LLW instead.



#### Edit Punch List Item

You can make changes to the Punch List before submitting by clicking **Edit**. Click **Save/Close** when finished.

<b>CI</b> C	loseout C000	080185 - X0	77 C80185 New Bldg, Reno,Early De	mo 🧷	SCA Sandbox	DR .	- (	3	×
=	Closeout Items Substantial Completion Certificate	Deficiencie	s Punch List Commissioning	FMSI	Substantial/Transfers				
	E NEW PUNCH LIST ITEM SEND PUNCH LIS	т то ро	SEND EDIT DELETE HISTORY	GÐ URL	8				
Ê	Q Default V C	8	PL-0001 Slab Reinforcement			Preview		::	×

#### Move Item to Different Punch List

- 1. Select an item from a Punch List
- 2. Click Move to Different Punch List
- 3. Select the new LLW / Design Number and Building
- 4. Click **Continue** to confirm. The Item is moved to a different punch list and renumbered.

CI Cla	seout				С	000080185 - X	077 C80185 N	ew Bldg, Reno,Early Dem	10 🧷	Adam SCA In House AB	ioR –	- 🗆 ×				
=	Clos	seout	Items Su	bstantial Complet	ion Certifica	te Deficienc	ies Punch L	ist * Commissioning	FMSI	Substantial/Transfers						
	₽	₽	NEW PUN	CH LIST ITEM S	END PUNCH	LIST TO PO		SEND EDIT DELETE	HISTORY	G⊃ URL 🗳						
ů	Q	Defa	ault ~ C				8	PL-0003 Parapet Copin	g		Preview					
	×		个 Number	↑ Trade	Building	Location	Description	✓ PROJECT INFORMA	TION			> SECTIONS				
	^	P 1	986 - X077						_		PROJEC	T INFORMATION				
		H	PL-0003	Fire Protection	X077	×	SE CONSTRUCTION	DETAILS	s							
Q			PL-0001	Structural	X077		3 Design Number									
	^	D012	938 - X077			D012938			II) EXISTING SCHOOL RENOV	ITEM DA	ATES AND WOR					
Ê			PI -0001	Architectural	¥077	Building X077 - P.S	. 195/196 - BRON	IX	-	IG ADDITION	COMME	INTS				
<b>P</b>				Anthioter	2077					)EMO PKG. (PHASE I)	REFERE	INCES				
			PL-0003	Architectural	XU//	-		Continue	Cancel							
CI *			PL-0002	Elevators	X077			Project Officer	Kavlie SCA	nal Contractor A						
								Senior Project Officer	Natalia SC	A SPO Bronx						
Ċ								Chief Project Officer	Ed SCA CP	PO Bronx						
								2	Brad SCA /	AE DM						
				5 lt	em(s)			Move to Different Pu	nch List	Renumber Punch List Items						
You last	logged i	in yest	erday at 10:04 Al	M Eastern Time (US a	& Canada)		=			1.9.38.96 - DEVWEEKLY	応	緓 kahua				

### Delete Punch List Items

1. **Delete Multiple Items:** Select items by using **checkboxes** on the left > Click **Delete** > Click **Ok** to confirm.

CI CI	Diseout C00008	0185 - X077 C80185 New Bldg, Reno,Early Demo 🧪 📀	Adam SCA In House AEoR X
=	Closeovans Substantial Completion Certificate	Deficiencies Punch List Commissioning FMSI Substanti	al/Transfers
	DELETE MULTI EDIT NEW PUNCH LIST	TEM ··· SEND EDIT DELETE HISTORY GO URL	8 B
Ë	Default V C	😫 🗎 PL-0002 Parapet Coping	Preview 🗎 🕻 🗙
	↑ Number ↑ Trade Building Lo	eation Description Building X077 - P.S. 195/196 - BRONX	> SECTIONS
	· D01 986 - X077	Number PL-0002 Trade Architectural	PROJECT INFORMATION
	PL-0002 Architectural X077 Ea	st Elevation Parapet Copine Location East Elevation	DETAILS
Q	PL-0003 Fire Protection X077 3rd	Floor Delete Operation	LIST DATES AND WOR
-	PL-0001 Structural X077 1st	Floor	COMMENTS
E	• D01 2938 - X077	Low	MEDIA
P	PL-0001 Architectural X077 We	st Fac⊾ Pre-List Submiss	sion REFERENCES
0	PL-0002 Elevators X077 Lo	AEoR Submission Date	
CI		PO Reviewed Date	
Ċ		AEoR Completed Punch List No	
	5 Item(s)	Move to Different Punch List Renumber	Punch List Items
You last	logged in yesterday at 10:04 AM Eastern Time (US & Canada)	≡ 📕 🗉 1.9.3	88.96 - DEVWEEKLY 🙆 🕸 kahua

2. *Delete Single Item:* Select the item (do not use the checkboxes) > Click Delete > Click Ok to confirm.

CI Clo	oseout		C0(	00080185 - 2	X077 C80185 Ne	w Bldg, Reno,Early Der	no 🧨	Adam SCA In Hou SCA Sandbox	se AEoR	) – (		×
=	Closeout Items Sub	stantial Complet	ion Certificate	Deficien	cies Punch Lis	t Commissioning	FMSI	Substantial/Transfers				
	NEW PUNC	H LIST ITEM S	END PUNCH L	IST TO PO		SEND EDIT DELETE	HISTORY	G⊃ URL 🔮				
Ë	Q Default 🗸 C				8	PL-0002 Parapet Copi	ng		Pr	eview 🛽	1 13	×
	X □ ↑ Number	↑ Trade	Building	Location	Description	✓ PROJECT INFORM	ATION			>	SECTIO	SNC
H	^ D010986 - X077					Expense Contract	C000080	185 - JE Construction		PROJECT IN	FORMAT	ΓΙΟΝ
	DT PL-0002	Architectural	X077	East Elevatio	on Parapet Copin	Project Type	CIP			DETAILS		
Q	D PL-0003	Fire Protection	X077	3rd Floor	Delete Confirm:	ation	v			LIST DATES	AND WO	)R
<b>6</b> 20	D PL-0001	Structural	X077	1st Floor		vant to delete this item?	1693 -	(PHASE II) EXISTING SCHOOL F	13)	COMMENTS	AND WO	JR
E	^ D012938 - X077				, the you dure you t	3	1705 -	1705 - BUILDING ADDITION		MEDIA		
2	D PL-0001	Architectural	X077	West Face		CANCEL	1695 -	EARLY DEMO PKG. (PHASE I)		REFERENCE	S	
	_											

#### Renumber Punch List Items

1. Select any item under the desired punch list > Click Renumber Punch List Items. System renumbers items in the selected punch list so that the numbers do not skip.

E P	unch Lis	ts			C0000801	85 - X077 C80185	New Bl	Bldg, Reno,Early Demo 🖍 😫 Adam SCA In House AEoR — 🗖 🗙
≡			JNCH LIST ITEM	SEND P	UNCH LIST TO F	0		SEND EDIT DELETE HISTORY COURL
ĥ	Q	Default 🗸 🖸	,			4		PL-0001 Slab Reinforcement Preview 📋 🖸 🗙
Ĵ	× □	↑ Number	↑ Trade	Building	Location	Description	Status	<sup>18</sup> Y PROJECT INFORMATION > SECTIONS
	^ D	019986 - X077						Expense Contract C000080185 - JE Construction PROJECT INFORMATION
Ħ		] PL-0002	Fire Protection	X077	3rd Floor	Missing Cover	Draft	Project Type CIP DETAILS
	5	PL-0003	Roofing	X077		Complete hole	Draft	Design Number LLW LIST DATES AND WOR
Q	C	J PL-0001	Structural	X077	1st Floor	Slab Reinforcement	Draft	D019986 121693 - (PHASE II) EXISTING SCHOOL F
<b>P</b>	^ D	012938 - X077						D012938 111705 - BUILDING ADDITION MEDIA
_		] PL-0001	Architectural	X077	West Facade	Areaway	AEoR S	REFERENCES D012938 121695 - EARLY DEMO PKG. (PHASE I)
		] PL-0003	Architectural	X077	East Elevation	Parapet Coping	SPO Re	Re General Contractor Jordan External Contractor A
Ē		] PL-0002	Elevators	X077	Lobby	Doors	AEoR S	Project Officer Kaylie SCA PO A Senior Project Officer Natalia SCA SPO Bronx
da								Chief Project Officer Ed SCA CPO Bronx
U								AE DM Brad SCA AE DM AEoR Adam SCA In House AEoR
								Move to Different Punch List
				6 Item(	s)			

# AEoR Submits Punch List

- 1. Select item with the Draft or AEoR Recalled status under the desired punch list
- 2. Click SEND PUNCH LIST TO PO

The image below will submit Draft or AEoR Recalled items within the D012938 – X077 punch list.

Cl Clo	seou	t			C0(	)0080185 - X0	77 C80185 Ne	w Bldg, Reno,	,Early D	emo 🧨	Adam SCA In House A	EoR –		×
=	Clo	seou	t Items Subs	stantial Complet	ion Certificate	Deficiencie	s Punch Li	t Commis	sioning	FMSI	Substantial/Transfers			
	₽	Ð	NEW PUNC		END PUNCH L	IST TO PO		SEND EDIT	DELET	E HISTORY	G⊃ URL 영			
Ë	Q	De	fault 🗸 C	2			8	PL-0001 Are	away			Preview	0:	×
	×		↑ Number	↑ Trade	Building	Location	Description	✓ PROJEC	T INFORI	MATION			> SECTI	ONS
	^	D01	9986 - X077					Evnense	Contract	00008018	35 - JE Construction	PROJECT	INFORMA	TION
			PL-0003	Fire Protection	X077	3rd Floor	Missing Cover	Project Ty	уре	CIP		DETAILS		
Q			PL-0001	Structural	X077	1st Floor	Slab Reinforce	Design N	Number	LLW		LIST DATE	ES AND WO	0R
-	^	D01	2938 - X077					D01998	б	121693 - (PHAS	SE II) EXISTING SCHOOL RENOV	ITEM DAT	ES AND W	/OR
E			PL-0001	Architectural	X077	West Facade	Areaway	D01293	8	111705 - BUILD	ING ADDITION	MEDIA		
P			PL-0003	Architectural	X077	East Elevation	Parapet Copin	D01293	8	121695 - EARLY	/ DEMO PKG. (PHASE I)	REFEREN	CES	

- 3. Enter AEoR Comment (Optional)
- 4. Click Send Punch List to PO

CI Clo	Cl Closeout C000080185 - X077 C80185 New Bldg, Reno,Early Demo 🖋 😌 Adam SCA In H												ı ×		
=	Clo	seout	t Items Substanti	al Complet	ion Certificate	Deficienc	ies Punch Li	st Commissi	oning	FMSI	Substantial/Transfers				
~	₿	₽	NEW PUNCH LIS	T ITEM S	END PUNCH L	IST TO PO		SEND EDIT	DELETE I	ISTORY	c⊃ URL ල්				
Ŀ	۹	s	Send Punch List to P		* 🗙	×									
-															
	Please confirm that you wish to send the punch list to the PO.														
Q	E AEoR Comment														
	^	D	LLW/Decign No.	Number	Trada	Building	Lasatian	Subject	Status				VOR		
Ê		С	LLW/Design No.	Number	I rade	Building	Location	Subject	Status						
<b>P</b>		ſ	D012938 - X077	PL-0001	Architectural		West Facade	Areaway	Draft						
-		-	D012938 - X077	PL-0002	Elevators		Lobby	Doors	Draft						
CI		L	D012938 - X077	PL-0003	Architectural		East Elevation	Parapet Coping	Draft						
(h)		2	Cand Dunch List to	PO											
0			Send Punch List to												
		-		5 lt(	em(s)			Move to Dif	ferent Punc	h List	Renumber Punch List Iter	ms			
You last	S Item(s) You last logged in yesterday at 10:04 AM Eastern Time (US & Canada) 🗮 📔 1.9.38.96 - DEVWEEKLY												kahua		

🕰 Accepts or Disputes Punch List

- 1. Go to Messages > Open message with subject AEoR Submitted Punch List
- 2. Click Open in Kahua



3. Select item added by SPO/DPM/DM or has the status AEoR Submitted under the desired punch list

Ĵ	× 🗆	个 Number	个 Trade	Building	Location	Description	Status	✓ PROJECT INFORMATION	> SECTIONS
	^ D01	9986 - X077						Expense Contract C000080185 - JE Construction	OJECT INFORMATION
Ħ		PL-0003	Fire Protection	X077	3rd Floor	Missing Cover	Draft	Project Type CIP DE	TAILS
		PL-0001	Structural	X077	1st Floor	Slab Reinforcement	Draft	Design Number LLW	T DATES AND WOR
Q	^ D01	2938 - X077						D019986 121693 - (PHASE II) EXISTING SCHOOL F	M DATES AND WOR
<b>P</b>		PL-0001	Architectural	X077	West Facade	Areaway	AEoR S	D012938 111705 - BUILDING ADDITION ME	DIA
		PL-0003	Architectural	X077	East Elevation	Parapet Coping	AEoR S	D012938 121695 - EARLY DEMO PKG. (PHASE I)	FERENCES
		PL-0002	Elevators	X077	Lobby	Doors	AEoR S	General Contractor Jordan External Contractor A	
				•				Project Officer Kaylie SCA PO A Senior Project Officer Natalia SCA SPO Bronx	
								Chief Project Officer Ed SCA CPO Bronx	
Ū								AE DM Brad SCA AE DM AEoR Adam SCA In House AEoR	
				5 Item(	5)			Dispute	
You last	logged in too	lay at 9:52 AM E	Eastern Time (US &	Canada)				1.9.38.96 - DEVWEEKLY 🔀	🔯 kahua

## Option 1: Click SEND PUNCH LIST TO GC

📋 Pu	inch Lists				C0000801	85 - X077 C80185	New Bl	Bldg, Reno,Early Demo 🖋 😫 Kaylie SCA PO A 🚽 🗖 🚽				
=	■ @	SEND P	UNCH LIST TO G	С				SEND HISTORY GOURL				
ĥ	Q De	faurt v C	!			4		) PL-0003 Parapet Coping Preview 🕕 🚼 🗙	:			
<u>ل</u>	× 🗆	↑ Number	↑ Trade	Building	Location	Description	Status	us V PROJECT INFORMATION > SECTIONS	;			
	^ D01	9986 - X077			Expense Contract C000080185 - JE Construction PROJECT INFORMATION	1						
Ö		PL-0003	Fire Protection	X077	3rd Floor	Missing Cover	Draft	Project Type CIP DETAILS				
~		PL-0001	Structural	X077	1st Floor	Slab Reinforcement	Draft	t Design Number LLW LIST DATES AND WOR				
Q	^ D01	2938 - X077						D019986 121693 - (PHASE II) EXISTING SCHOOL F				
<b>e</b>	6	PL-0001	Architectural	X077	West Facade	Areaway	AEoR S	RS D012938 111705 - BUILDING ADDITION MEDIA				
_0		PL-0003	Architectural	X077	East Elevation	Parapet Coping	AEoR S	RS D012938 121695 - EARLY DEMO PKG. (PHASE I)				
		PL-0002	Elevators	X077	Lobby	Doors	AEoR S	RS General Contractor Jordan External Contractor A				
Ē				•				Senior Project Officer Natalia SCA PO A				
(1)								Chief Project Officer Ed SCA CPO Bronx AE DM Brad SCA AE DM				
Ŭ								AEoR Adam SCA In House AEoR				
				5 Itom(s	2)			Dispute				
S Item(s) S Item(s) S Item(s) S Item(s) S (Canada) S												

Enter Comments (optional) then click Send Punch List to GC

Ē	Punch Lists				C00008	30185 - X0	)77 C80185 Nev	v Bldg, Reno,Earl	y Demo 🧪	SCA SI	e SCA PO A - C	×
		←		₽	SEND PUNCH LIS	ST TO GC			SEND HISTORY	GD URL 🔮		
ů	Project Finder		۹	PC	) Review Punch Lis	t					* 🗙	×
			× (	Ι.								IONS
	Apps		~ [	)							> SECTIONS	ATION
н	Colondar		[		Please confirm if	you wish to	send the punch lis	t to the GC for ackno	owledgement.		LIST DATES AND WOR	
	Calendar		-		0							/OR
Q	Search		-		PO Comment							VOR
			~ [	0	LLW/Design No.	Number	Subject	Status				
f	Tasks		[		D012938 - X077	PL-0001	Areaway	AEoR Submitted				
	Messages		l		D012938 - X077	PL-0002	Doors	AEoR Submitted				H
Ē	Punch Lists				D012938 - X077	PL-0003	Parapet Coping	AEoR Submitted				
Ċ	Getting Started			2	Send Punch List to	GC						
				_		5 Item(s	)		Dispute			
You I	ast logged in today at 9:52	AM Eastern	n Time (U	S & Ca	nada)		= 1	E		1.9.38.96 - DEVWEEK	kLY 🖸 🕸	kahua

## **Option 2:** Select item with the AEoR Submitted status > Click **Dispute**

Ê	Pun	ch l	ists.				C0000801	85 - X077 C80185	New Bl	dg,	Reno,Early Demo	Kaylie S	CA PO A box	-	□ ×
=		₿	Ð	SEND P	UNCH LIST TO G	9C				s	END HISTORY	GƏ URL 🙀			
£		Q	De	fault 🗸 C	;			함		Ρ	PL-0003 Parapet Co	ping	P	review 🛽	) :: ×
<u>ں</u>		×		↑ Number	↑ Trade	Building	Location	Description	Status		✓ PROJECT INFOR	MATION		>	SECTIONS
		^	D01	9986 - X077							Expense Contract	C000080185 - JE Construction		PROJECT IN	FORMATION
Ö				PL-0003	Fire Protection	X077	3rd Floor	Missing Cover	Draft		Project Type	CIP		DETAILS	
~				PL-0001	Structural	X077	1st Floor	Slab Reinforcement	Draft		Design Number	LLW		LIST DATES	AND WOR
Q		^	D01:	2938 - X077							D019986	121693 - (PHASE II) EXISTING SCHOO	LF	COMMENTS	S AND WOR
r <b>e</b> f			7	PL-0001	Architectural	X077	West Facade	Areaway	AEoR S	s	D012938	111705 - BUILDING ADDITION		MEDIA	
			Ч	PL-0003	Architectural	X077	East Elevation	Parapet Coping	AEoR S	6	D012938	121695 - EARLY DEMO PKG. (PHASE I)	_	REFERENCE	S
				PL-0002	Elevators	X077	Lobby	Doors	AEoR S	S	General Contracto	r Jordan External Contractor A			
Ē											Project Officer Senior Project Offi	Kaylie SCA PO A icer Natalia SCA SPO Bronx			
da											Chief Project Offic	er Ed SCA CPO Bronx			
0											AEoR	Adam SCA In House AEoR			
										2	Dispute				
	1.					5 Item(	s)								
You l	ast log	ged	n tod	ay at 9:52 AM i	Eastern Time (US &	Canada)				₿		1.9.38.96 - DEVWEEKLY		ß	🕸 kahua

### Enter **PO Comment** > Click **Continue**

Ê	Punch Lists			C000080185 - X077 C80185 New Bldg, Reno,Early Demo 🧪 😢 Kaylie SCA PO A 🗕 –	□ ×
		←		SEND PUNCH LIST TO GC SEND HISTORY CP URL	
ĉ	Project Finder		Q Defa	Dispute Item X	c ×
	A		× □ ′	✓ REASON	SECTIONS
	Apps		^ D0199	Plassa aster the reason for disoution item Pl-0001 (attachments not required)	ORMATION
Ö	Calendar			Prease enter the reason for displaing kent in 2000 F. (attachments not required) PO Comment	ND WOR
Q	Search		^ D0129	Field is required.	AND WOR
<b>_</b>	Tasks		D F	✓ MEDIA	
			E F	SELECT ADD INCLUDE FOR PRINT REMOVE	
	Messages		D F		
Ē	Punch Lists				
Ċ	Getting Started			2 Continue Cancel	
				5 Item(s)	
You la	ist logged in today at 9:52 A	M Easterr	n Time (US & Cai	nada) 🔳 📕 🗐 🗧 1.9.38.96 - DEVWEEKLY 🛱	🎄 kahua

# SPO Concurs or Adds Item to Punch List

1. Go to Tasks > Open task with subject Review Returned Punch List Item

Ê	Tasks			SCA DEVQA SCA Sca Dev	A SPO Bronx		×
		←	≔ List Active ~	SHARE			\$
Ê	Project Finder		Q = View:	Default ▼			
			FROM	SUBJECT	DATE ASSIGNED	DUE DATE	APF
	Apps		Kaylie SCA PO A	Review Returned Punch List Item D012938 - X077 PL-0003 on C000080185 X077 C80185 New Bldg, Reno,Earl	3/21/2023		Pur
Ħ	Calendar			1 hem(s)			
Q	Search						
<b>e</b>	Tasks	_0					
P	Messages						

### Option 1: Enter Comments > Click Concur with PO

Tasks		~ C	COMMENTS		COMMENT	s
Messages		9	New comment		MEDIA	ES
() Getting Started			Kaylie SCA PO A - SCA Sandbox - 3/21/202 PO dispute reason	3 12:48 PM		
		2	oncur with PO Add Item to Punch Li	st		
You last logged in Thursday, July 7, 2022 a	t 2:53 PM Eastern Time (US & Canada)		E	1.9.38.96 - DEVWEEKLY	ي ا	🎄 kahua

#### **Option 2**: Enter **Comments** > **Add Item to Punch List**

Tasks		~	COMMENTS		ITEM DAT	TES AND WOR
Messages			New comment		REFEREN	CES
(') Getting Started			Kaylie SCA PO A - SCA Sandbox - 3/21/20 PO dispute reason	123 12:48 PM		
		Ĕ	Concur with PO	List		
You last logged in Thursday, July 7, 2022 at 2	2:53 PM Eastern Time (US & Canada)	= 11	Ē	1.9.38.96 - DEVWEEKLY	ŵ	校 kahua

A task is generated for the AEoR to Withdraw Disputed Punch List item.

### AEoR Withdraws Item or Disputes Withdrawal

SPO has concurred with the PO on the disputed punch list item.

1. Go to Tasks > Open task with subject Withdraw Punch List Item

Ê	Tasks			C000080185 - X077 C80185 New Bldg, Reno,Early Demo 🖍 St Adam SCA In Hous	e AEoR	□ ×
		←	≡ List Active ✓	SHARE		ŧ
Ŀ	Project Finder		Q = View: Defa	ult -		
			FROM	SUBJECT	DATE ASSIGNED	DUE DATE
	Apps		Natalia SCA SPO Bronx	Withdraw Punch List Item D012938 - X077 PL-0003 on C000080185 X077 C80185 New Bldg, Reno, Early Demo	3/21/2023	
Ö	Calendar		2	1 Item(s)		
Q	Search					
<b>e</b>	Tasks					
	Messages					
<b>.</b>	Punch Lists					
ባ	Getting Started					
You las	st logged in today at 8:57	AM Easterr	n Time (US & Canada)	■ ■ ■ 1.9.38.96 - DEVWEEKLY	ي ا	辏 kahua

Option 1: Enter Comments > Click Withdraw Item

		✓ COMMENTS		ITEM DAT	TES AND WOR
Tasks		1		COMMEN	NTS
Messages		New comment		MEDIA	ICES
Punch Lists		Natalia SCA SPO Bronx - SC SPO concur comment	CA Sandbox - 3/21/2023 1:16 PM		
() Getting Started		Kaylie SCA PO A - SCA San PO dispute reason	dbox - 3/21/2023 12:48 PM		
		2 Withdraw Item Dispu	te		
You last logged in today at 8:57 AM Eastern	i Time (US & Canada)	≡ ∥ 🗉	1.9.38.96 - DEVWEEKLY	ß	🕸 kahua

**Option 2:** Enter **Comments** > Click **Dispute** 

				✓ COMMENTS		ITEM DAT	ES AND WOR
<b>P</b>	Tasks			0		COMMEN	TS
				New comment		MEDIA	
Ľ	Messages					REFEREN	CES
[ <del>]</del>	Punch Lists			Natalia SCA SPO Bronx - SCA Sandbox SPO concur comment	к - 3/21/2023 1:16 РМ		
ባ	Getting Started			Kaylie SCA PO A - SCA Sandbox - 3/21 PO dispute reason	/2023 12:48 PM		
				Withdraw Item Dispute			
You la	st logged in today at 8:57 AM Eastern	n Time (US & Canada)	= 11		1.9.38.96 - DEVWEEKLY	函	袋 kahua

A task is generated for the DPM/DM to Withdraw Disputed Punch List item.

# DPM/DM Withdraws Item or Adds Item to Punch List

1. Go to Tasks > Open task with subject Withdraw Disputed Punch List Item

۲	Tasks			SCA DEVQA End SCA AE	···· - c	×
		←	≡ Active ✓ SH	ARE		8
Ê	Project Finder		Q, 🐺 View: Default *			۵
			FROM	SUBJECT	DATE ASSIGNED	DUED
	Apps		Adam SCA in House AEoR	Withdraw Disputed Punch List Item D012938 - X077 PL-0003 on C300080185 X077 C80185 New Bldg, Reno,Ea	. 3/21/2023	
۲	Calendar		9	1 Bern(s)		
۹	Search					
<b>e</b>	Tasks					
P	Messages					

### Option 1: Enter Comments > Click Withdraw Item

	FROM	SUBJECT		View So	ource Record >		
	Adam SCA In House AEoR	Withdraw Disputed Punch List Item D012938 - >	(077 PL-0003 on C00	08			> SECTIONS
H		1 Item(s)		✓ COM	MENTS	PROJE	CT INFORMATION
				0-		DETAIL	LS
Q				New	/ comment	LIST D.	ATES AND WOR
_						ITEM D	ATES AND WOR
Ē				Ada	m SCA In House AEoR - SCA Sandbox -	COMM	IENTS
				AEo	R disputes withdrawing the item	MEDIA	i.
				Nata 3/21 SPC	alia SCA SPO Bronx - SCA Sandbox - I/2023 1:16 PM ) concur comment	REFER	ENCES
ڻ ا				Kayl PO d	ie SCA PO A - SCA Sandbox - 3/21/2023 12:48 PM dispute reason		
				MEDI	A		
				Withda	raw Item Add Item to Punch List	1	
You last	logged in Wednesday, July 14, 2	2021 at 4:54 AM Eastern Time (US & Canada)	= 11	E	1.9.38.96 - DEVWEEKLY	Ŵ	र्森 kahua

**Option 2:** Enter **Comments** > **Add Item to Punch List** 

	FROM	SUBJECT			View Source Record >		
	Adam SCA In House AEoR	Withdraw Disputed Punch List Item D012938 - X077 F	PL-0003 on C0000	8	× COMMENTS		> SECTIONS
Ö		1 Item(s)			1	PROJEC	CT INFORMATION
Q					New comment	LIST DA	ATES AND WOR
<b>e</b>					Adam SCA In House AEoR - SCA Sandbox - 3/21/2023 1:37 PM AFoR disputes withdrawing the item	COMME	ENTS
P					Natalia SCA SPO Bronx - SCA Sandbox - 3/21/2023 1:16 PM SPD concur comment	REFERE	INCES
ባ					Kaylie SCA PO A - SCA Sandbox - 3/21/2023 12:48 PM PO dispute reason		
					V MEDIA Withdraw Item 2 Add Item to Punch List		
You last	logged in Wednesday, July 14, 2	021 at 4:54 AM Eastern Time (US & Canada)	= 11	E	1.9.38.96 - DEVWEEKLY	ß	綾 kahua

# GC Acknowledges Punch List

1. Go to Messages > Open message with subject PO Reviewed Punch List > Click Open in Kahua

	Messages			X077 C80185 New Bldg, Rend	,Early Demo	Jordan External Contractor A _	×	
		←	≣ List <b>∨</b> NEW			REPLY REPLY ALL FORWARD DELETE ····		
£	Project Finder		Q Inbox V O		t 🗈	PO Reviewed Punch List D012938 - X077 on Preview 📋 🖸	×	
~			From	Subject		✓ DETAILS > SECTION	IS	
	Apps		Kaylie SCA PO A	PO Reviewed Punch List D0129	38 - X077 on ()	Received 3/21/2023 1:49 PM	TO	
Ħ	Calendar		2			From Kaylie SCA PO A	3	
						To Jordan External Contractor A		
Q	Search					CC Jordan External Contractor A, Natalia SCA SPO Bronx, Kaylie SCA PO A		
` 	Tasks					Subject PO Reviewed Punch List D012938 - X077 on C000080185 X077 C80185 New Bldg, Reno,Early Demo		
	145115	1				Jordan,		
P	Messages					The Punch List D012938 - X077 on C000080185 X077 C80185 New Bldg,		
(1)	Getting Started					Reno.Early Demo has been reviewed and		
Ũ						accepted by the PO. Please acknowledge the punch list and sein to complete each item.		
						Link to punch lin: Open in Kahua		
				1 Item(s)		This Message was sent to multiple recipients:		
You la	You last logged in yesterday at 9.43 AM Eastern Time (US & Canada) 🗧 🔢 🗐 🗐 1.9.38.96 - DEVWEEKLY 🖻 🄅 kaht							

2. Select item in the desired punch list with the status PO Reviewed > Select ACKNOWLEDGE PUNCH LIST

Ê	Punch Lists	X077 C80185 New Bldg, Reno,Early	Demo 🧪	Jordan External Contractor JE Construction	A	- 0	×
≡		SE	ND HISTORY	c⊃ URL 🙀			
ഺ	Q Default V C	🕏 🗎 PL	-0001 Areaway		Preview	2:	: ×
L.	X □ ↑ Number ↑ Trade Building Location	n Description Status	Trade A	rchitectural		> SEC	FIONS

3. Click Acknowledge Receipt of Punch List

Ê	Punch	n Lis	ts				X077	C80185 New	Bldg, Reno,I	arly Demo	ľ		0	Jordan E JE Constru	xternal Co action	ontractor A	-		×
=	E	∎ (	2	ACKNOWLEDGE	PUNCH LIS	ST				SEND HIS	STORY	GÐ URL	ŧ						
Ŀ	C	2	Ack	nowledge Punch	List												*	×	×
_	>	χ.																	IONS
		<u> </u>		PO Reviewed Date		3/21/2023											> SECTIO	ONS	
				AEoR Completed P	unch List	No										LICT DA			ATION
Ħ		C		AEoR Completion [	Date											LIST DA	ES AND W	UR	
																			/OR
۹	,	By clicking the button below, you are acknowledging that you have received the list of Punch List items. After acknowledgement, you will be assigned tasks to complete each item.											VOR						
<b>1</b>		ſ		5	·														
E	10			LLW/Design No.	Number	Trade	Building	Location	Subject	Status									
	ŀ	(		D012938 - X077	PL-0001	Architectural		West Facade	Areaway	PO Reviewed									H
				D012938 - X077	PL-0002	Elevators		Lobby	Doors	PO Reviewed									
Ē																			
			1	Acknowledge Rece	eipt of Pun	ch List													
			-							Item Wo	orkflow St	tatus PO	Reviewe	ed				-	

The GC acknowledges the punch list and receives tasks to complete each item.

# GC Completes Acknowledged Punch List Items

# For GC who Acknowledged Punch List

- 1. Go to Tasks
- 2. Select the Complete Punch List Item task (or go to the item in the Punch List app)

Ê	Tasks		C000080185 - X077 C80185 New Bldg, Reno,Ea	arly Demo 🧪	Jordan External Contractor A JE Construction	- (	×
		←	≣ List Active ✔ SHARE				ŧ
Ŀ	Project Finder		Q = View: Default *				
			FROM SUBJECT			DATE ASSIGNE	D DUE I
	Apps		Jordan External Contractor A Complete Punch List Item D012938 - X077 PL-0001	1 for C000080185 X077	C80185 New Bldg, Reno,Early Demo	3/21/2023	
Ö	Calendar		Jordan External Contractor A Complete Punch List Item D012938 - X077 PL-0002	2 for C000080185 X077	C80185 New Bldg, Reno,Early Demo	3/21/2023	
Q	Search		21	tem(s)			
ť	Tasks						
$\square$	Messages						
<b>1</b>	Punch Lists						
ባ	Getting Started						
You la	ist logged in yesterday at	9:43 AM Ea	ern Time (US & Canada) 🛛 🗮 📗 🗐		1.9.38.96 - DEVWEEKLY	□ ↓	kahua

- 3. Add a **Comment**
- 4. Click Submit Item to PO

Ê Ta	asks	C000080185 - X077 C8	0185 New Bl	dg, Reno,Early Demo 🧳	Jordan External Contractor J JE Construction	· – –	×		
≡	≅ Active ✔ SHAI	RE 🕏	HISTORY	ŧ					
Ê	Q = View: Default *		PL-0001 A	reaway		Task 🗎 🗙			
	FROM	SUBJECT	View Sor						
	Jordan External Contractor A	Complete Punch List Item D012938 - X077 PL-0001 fo	GC Sub	omitted Date		> SECTIONS			
Ħ	Jordan External Contractor A	Complete Punch List Item D012938 - X077 PL-0002 fo	AEoR A	Accepted Date		PROJECT INFORMAT	ION		
-		2 Item(s)	Date W	/ithdrawn		DETAILS			
Q					LIST DATES AND WOR				
			COIMIN	IEN IS		ITEM DATES AND WO	)R		
Ē			0-			COMMENTS			
			New	comment		MEDIA			
						REFERENCES			
Ē									
_			✓ MEDIA	A Contraction of the second se					
Ċ									
					E FOR PRINT REMOVE				
			Save	Submit Item to PO	Dispute Item				
You last	logged in yesterday at 9:43 AM Ea	istern Time (US & Canada)	= 11		1.9.38.96 - DEVWEEKLY	🖾 🕸 kat	nua		

### for Others

- 1. In the **Punch Lists app**, select the desired item
- 2. Click Edit

Ē.	Punch Lists	;			C00008018	85 - X077 C80	185 New Bldg, Reno,Early Demo 💉 👔 Jordan External Contrac	tor A 🗕 🗆 🗙				
≡							SEND EDIT HISTORY C= URL					
ዾ	Q De	fault 🗸 C	!			4	PL-0001 Areaway	Preview 💾 🖸 🗙				
<del>م</del> ا	× 🗆	↑ Number	↑ Trade	Building	Location	Description	AE DM Brad SCA AE DM	> SECTIONS				
	^ D01	9986 - X077						PROJECT INFORMATION				
Ħ		PL-0002	Fire Protection	X077	3rd Floor	Missing Cover	✓ DETAILS	DETAILS				
_		PL-0001	Structural	X077	1st Floor	Slab Reinforce	Punch List D012938 - X077	LIST DATES AND WOR				
Q	^ D01	2938 - X077					Building X077 - P.S. 195/196 - BRONX Number PL-0001	COMMENTS				
<b>2</b>	0	PL-0001	Architectural	X077	West Facade	Areaway	Trade Architectural	MEDIA				
		PL-0003	Architectural	X077	East Elevation	Parapet Copin	Location West Facade Description Areaway	REFERENCES				
$\square$		PL-0002	Elevators	X077	Lobby	Doors	Date 3/21/2023					
-		_						_				

- 3. Add a Comment
- 4. Click Save / Close

Ê Pu	inch List	s			C00008018	85 - X077 C80	185 New Bldg, Reno,Early Demo 🕜 🛛 👰 Jordan External Contractor JE Construction	• – 🗆 ×
≡	■ [	5					⊂∋ URL 😫	
£	Q D	efault 🗸 C				8	PL-0001 Areaway	Edit 🛛 🖸 🗙 🗙
<u>ب</u>	× 🗆	↑ Number	↑ Trade	Building	Location	Description	PO Concurred Date	> SECTIONS
	^ D0	19986 - X077					AEoR Accepted Date	PROJECT INFORMATION
Ħ		PL-0002	Fire Protection	X077	3rd Floor	Missing Cover		DETAILS
		PL-0001	Structural	X077	1st Floor	Slab Reinforce	✓ COMMENTS	LIST DATES AND WOR
Q	^ D012938 - X077						1	COMMENTS
<b>e</b>		PL-0001	Architectural	X077	West Facade	Areaway	New comment	MEDIA
_		PL-0003	Architectural	X077	East Elevation	Parapet Copin		REFERENCES
		PL-0002	Elevators	X077	Lobby	Doors		
Ē			-				✓ MEDIA	
(h)							SELECT ADD INCLUDE FOR PRINT REMOVE	
Ŭ								
			5 lte	em(s)			Save / Close ~	
You last l	ogged in ye	esterday at 9:43 A	M Eastern Time (U	S & Canada)			E 1.9.38.96 - DEVWEEKLY	函 🎄 kahua

5. Click Submit Item to PO

	✓ LIST DATES AND WORKFLOW		
ل 5 ttem(s)	Punch List Status List Acknowledged AEoR Submission Date 3/21/2023 Submit Item to PO Dispute Item		
You last logged in yesterday at 9:43 AM Eastern Time (US & Canada)	■ I.9.38.96 - DEVWEEKLY	函 🕸 ka	ahua

### PO Concurs or Returns to GC

1. Go to Tasks > Open task with subject Accept Punch List Item

Ê	Tasks			SCA DEVQA ESCA P	0 A —	□ ×
		←	≅ List Active ✔ SH	ARE		방
Ŀ	Project Finder		Q = View: Default *			
			FROM	SUBJECT	DATE ASSIGNED	DUE DA
	Apps		Jordan External Contractor	A Accept Punch List Item D012938 - X077 PL-0001 for C000080185 X077 C80185 New Bidg, Reno,Early Demo	3/22/2023	
Ħ	Calendar	4		1 Item(s)		
Q	Search					
<b>e</b>	Tasks					
P	Messages					

#### Option 1: Click Concur with GC



Option 2: Enter Comments> Click Return to GC.

	FROM	SUBJECT	View Source Record >			
			PO Concurred Date			
	Jordan External Contractor A	Accept Punch List Item D012938 - X077 PL-00011	AEoR Accepted Date			> SECTIONS
H		1 Item(s)	GC Disputed Date	3/21/2023	PROJE	CT INFORMATION
			PO Concurred with Dispute	3/22/2023	DETAI	LS
			SPO Concurred with Dispute	3/22/2023	LICT D	ATEC AND WOD
Q			AEoR Disputed Withdrawal Date	3/22/2023	LIST D	ATES AND WOR
			DPM Disputed Date	3/22/2023	ITEM D	DATES AND WOR
<b>P</b>			Date Withdrawn		COMM	IENTS
-					MEDIA	
<b>P</b>			✓ COMMENTS		REFER	ENCES
			1			
			New comment			
			Jordan External Contractor A -	JE Construction - 3/22/2023 12:37 PM		
			Completed	2		
			Save Concur with GC	C Return to GC		
You last	logged in Monday, March 20, 2023	3 at 10:22 AM Eastern Time (US & Canada)	≡ II E	1.9.38.96 - DEVWEEKLY	ŵ	🔅 kahua

If the PO concurs with the GC, the item is available for the AEoR to accept. However, there is no notification until all items in the list have been concurred by PO or withdrawn.

# Dispute Acknowledged Punch List Items

GC Disputes Acknowledged Punch List Item

1. Go to Tasks > Select the Complete Punch List Item task (you can also select the item in the Punch List app)

Ê	Tasks		C000080185 - X077 C8	0185 New Bldg, Reno,Early Demo 🛛 🧪	Jordan External Contractor A JE Construction		×
		←	≅ List ✓ SHARE				ŧ
Ŀ	Project Finder		Q = View: Default *				
		6	FROM SUBJECT			DATE ASSIGNED	DUE
	Apps		Jordan External Contractor A Complete Punch List	Item D012938 - X077 PL-0001 for C000080185 X077 C	80185 New Bldg, Reno,Early Demo	3/21/2023	
Ö	Calendar		Jordan External Contractor A Complete Punch List	Item D012938 - X077 PL-0002 for C000080185 X077 C	80185 New Bldg, Reno,Early Demo	3/21/2023	
Q	Search			2 Item(s)			
~		1					
ť	Tasks						
	Messages						
<b>1</b>	Punch Lists						
ባ	Getting Started						
You la	ast logged in yesterday at 9	:43 AM Eas	rn Time (US & Canada)		1.9.38.96 - DEVWEEKLY	函校	kahua

2. Add a **Comment** > Click **Dispute Item** 

🖹 Ta	asks	C000080185 - X077 C8	0185 New Bl	dg, Reno,Early Demo	Jordan External Contractor	<b>^ –</b>	□ ×
≡	≅ Active ✓ SHAP	RE 🐉	HISTORY	상			
Ê	Q = View: Default *		PL-0001 A	reaway		Task	l) ×
	FROM	SUBJECT	View Sou				
	Jordan External Contractor A	Complete Punch List Item D012938 - X077 PL-0001 fo	GC Sub	> SECTIONS			
Ħ	Jordan External Contractor A	Complete Punch List Item D012938 - X077 PL-0002 fo	AEoR A	ccepted Date		PROJECT INF	FORMATION
		2 Item(s)	Date W	ithdrawn		DETAILS	
Q						LIST DATES /	AND WOR
			✓ COMM	ENTS		ITEM DATES	AND WOR
<b>2</b>			1			COMMENTS	
			New	comment		MEDIA	
$\square$						REFERENCES	s
<b>[</b> ]							
_			✓ MEDIA				
Ċ							
				SELECT ADD INC			
			Save	Submit Item to P	0 Dispute Item		
You last	logged in yesterday at 9:43 AM Ea	stern Time (US & Canada)	= 11	∃	1.9.38.96 - DEVWEEKLY	÷ لگ	巅 kahua

### PO Concurs or Returns Disputed Item to GC

1. Go to Tasks > Open task with subject Review Disputed Punch List Item

Ê	Tasks		COC	0080185 - X077 C80185 New Bldg, Reno,Early Demo 🖍 😢 Kaylie scA Po A	) - 🗆	×
		←	≅ Active ✔ SHA	RE		\$
Ê	Project Finder		Q = View: Default *			
			FROM	SUBJECT	DATE ASSIGNED	DUE
	Apps		Jordan External Contractor A	Review Disputed Punch List Item D012938 - X077 PL-0001 for C000080185 X077 C80185 New Bldg, Reno,Ear	3/21/2023	
⊟	Calendar		2	1 item(s)		
۹	Search	1				
Ê	Tasks					
P	Messages					

### **Option 1:** Enter **Comments** > Click **Concur with GC**

	FROM	SUBJECT		View Source Record >			
	Jordan External Contractor A	Review Disputed Punch List Item D012938 - X077 PL-000	2	SPO Concurred with Dispute			> SECTIONS
Ö		1 Item(s)		Date Withdrawn		PROJEC	
Q			~	COMMENTS		LIST DA	TES AND WOR
						ITEM DA	TES AND WOR
E						MEDIA	115
2				Jordan External Contractor A - JE Construction - 3/21/2023 5	5:43 PM	REFERE	NCES
				oo usputes tern competion			
d			~	MEDIA			
			k	Save Concur with GC Return to GC			
You last	logged in today at 9:52 AM Eastern	n Time (US & Canada)	= 1	E 1.9.38.96 - DE	VWEEKLY	Ŵ	🕸 kahua

Option 2: Enter Comments > Click Return to GC

_	FROM	SUBJECT	View Source Record >			
	Jordan External Contractor A	Review Disputed Purch List Item D012038 - Y077 DL-000	PO Concurred with Dispute			
	Soldan External Contractor A		Date Withdrawn		PRO IEC.	TINEORMATION
Ö		1 Item(s)			PROSEC	
			✓ COMMENTS		DETAILS	
Q					LIST DAT	ES AND WOR
			0		ITEM DA	TES AND WOR
Ē			New comment		COMMEN	NTS
0					MEDIA	
			Jordan External Contractor	A - JE Construction - 3/21/2023 5:43 PM	REFEREN	VCES
<b>79</b> 0			GC disputes item completio	on		
1 <b>=</b> 2 <b>=</b>						
da			✓ MEDIA			
U						
			SELECT AD	INCLOSE FOR PRINT REMOVE		
			Save Concur with	h GC Return to GC		
You last	logged in today at 9:52 AM Easterr	n Time (US & Canada) 📃		1.9.38.96 - DEVWEEKLY	应	🔅 kahua

1. Go to Tasks > Open task with subject Review Disputed Punch List Item

Ê	Tasks			SCA DEVQA ScA anduc	A SPO Bronx		×
		$\leftarrow$	≡ List Active ヽ	· SHARE			\$
Ŀ	Project Finder		Q = View:	Default ▼			
			FROM	SUBJECT	DATE ASSIGNED	DUE DATE	APF
	Apps		Kaylie SCA PO A	Review Disputed Punch List Item D012938 - X077 PL-0001 on C000080185 X077 C80185 New Bldg, Reno,Earl	3/22/2023		Pur
Ö	Calendar	- <b>1</b>		1 item(s)			
Q	Search						
<b>_</b>	Tasks						
4	Messages						

### Option 1: Enter Comments> Click Concur with PO

	FROM	SUBJECT	View Source I	tecord >			
	Kaylie SCA PO A	Review Disputed Punch List Item D012938 - X077 PL-0001 on C000	AEoR				> SECTIONS
Ö		1 Item(s)	✓ DETAILS			PROJEC	T INFORMATION
থ 			Punch List Building Number	D012938 - X077 X077 - P.S. 195/196 - BRONX PL-0001		LIST DA	TES AND WOR ATES AND WOR
<u> </u>			Trade Location Description	Architectural West Facade Areaway		MEDIA	NCES
ባ			Date ✓ LIST DATE	3/21/2023 S AND WORKFLOW			
			Punch List	Status List Acknowledge PO Return to GC	d		
You last	logged in yesterday a	t 12:50 PM Eastern Time (US & Canada)	= II E		1.9.38.96 - DEVWEEKLY	<u>ل</u> م	綾 kahua

Option 2: Enter Comments> Click Return to GC

_	FROM	SUBJECT	View Source Record >	
	Kaylie SCA PO A	Review Disputed Punch List Item D012938 - X077 PL-0001 on C000	Date Withdrawn	> SECTIONS
Ħ		1 Item(s)	✓ COMMENTS	PROJECT INFORMATION
			0	DETAILS
Q			New comment	LIST DATES AND WOR
<b></b>				COMMENTS
			Kaylie SCA PO A - SCA Sandbox - 3/22/2023 11:05 AM PO concurs with GC dispute comment	MEDIA
			Jordan External Contractor A - JE Construction - 3/21/2023 5:43 PM GC disputes item completion	REFERENCES
dy				
Ŭ			✓ MEDIA	
			Concur with PO Return to GC	
You last	logged in yesterday a	t 12:50 PM Eastern Time (US & Canada)	■ I.9.38.96 - DEVWEEKLY	區 🎄 kahua

1. Go to Tasks > Open task with subject Review Disputed Punch List Item

Ê	Tasks			X077 C80185 New Bldg, Reno,Early Demo 🖍 😢 Adam SCA In House	AEoR _	□ ×
		←	≅ List Active ✔ 5	SHARE		\$
Ê	Project Finder		Q = View: Default			
			FROM	SUBJECT	DATE ASSIGNED	DUE DATE
	Apps		Natalia SCA SPO Bronx	Review Disputed Punch List Item D012938 - X077 PL-0001 on C000080185 X077 C80185 New Bldg, Reno,Earl	3/22/2023	
Ö	Calendar			1 Item(s)		
Q	Search					
e	Tasks					
<b>P</b>	Messages					

**Option 1:** Click **Concur and Withdraw Item** 

	FROM	SUBJECT	View Source Re	ecord >				
	Natalia SCA SPO Bronx	Review Disputed Punch List Item	✓ DETAILS				_	> SECTIONS
Ö		1 Item(s)	Punch List	D012938 - X07	7		PRO	JECT INFORMATION
0			Building	X077 - P.S. 195	5/196 - BRONX		LIST	DATES AND WOR
~			Number Trade	PL-0001 Architectural			ITEM	DATES AND WOR
<b>P</b>			Location Description	West Facade Areaway			СОМ	MENTS
<b>_</b>			Date	3/21/2023			REFE	RENCES
ڻ ا			✓ LIST DATES	AND WORKFL	ow			
			Punch List St AEoR Submis PO Reviewed	tatus ssion Date I	List Acknowledged 3/21/2023 Yes			
			Concur and V	Withdraw Item	Dispute Withdrawal			
You last	logged in yesterday at 1:17 l	PM Eastern Time (US & Canada)		= 1	E	1.9.38.96 - DEVWEEKLY	应	袋 kahua

Option 2: Enter Comments> Click Dispute Withdrawal

	FROM	SUBJECT	View Source Record >			
	Natalia SCA SPO Bronx	Review Disputed Punch List Item	Date Withdrawn			> SECTIONS
Ö		1 ltem(s)	✓ COMMENTS		PROJECT	INFORMATION
۹			New comment		LIST DAT	ES AND WOR
e			Kaylie SCA PO A - SCA Sandbox - 3/22/2023 11:05 AM			ITS
P			PO concurs with GC dispute comment Jordan External Contractor A - JE Construction - 3/21/2023 5:43 PM GC disputes item completion		REFEREN	CES
			∽ MEDIA			
			Concur and Withdraw Item Dispute Withdrawal			
You last	logged in yesterday at 1:17 F	PM Eastern Time (US & Canada)		1.9.38.96 - DEVWEEKLY	Ŕ	袋 kahua

1. Go to Tasks > Open task with subject Review Disputed Punch List Item

Ê	Tasks			SCA DEVQA Brad SCA A E D SCA Sandtox	M — 1	⊐ ×
		$\leftarrow$	≅ Active ✔ SH	ARE		8
Ŀ	Project Finder		Q = View: Default =			
			FROM	SUBJECT	DATE ASSIGNED	DUE DA
	Apps		Adam SCA In House AEoR	Review Disputed Punch List Item D012938 - X077 PL-0001 on C000080185 X077 C80185 New Bldg, Reno,Earl	3/22/2023	
Ö	Calendar		2	1 Item(s)		
۹	Search	_				
ľ	Tasks					
<b>_</b>	Messages					

#### Option 1: Enter Comments> Click Withdraw Item



Option 2: Enter Comments> Click Add Item to Punch List



### AEoR Accepts or Returns Completed Item

1. Go to Messages > Open message with subject PO Concurred with Punch List > Select Open in Kahua



Option 1: Select item with the status PO Concurred > Click Accept

Clo	seou	t Items	Substantial	Completion Certifica	ite Deficie	ncies		Aunch List Commis	isioning FMSI	Substantial/Transfers	
	۵	NE	W PUNCH LIST	ITEM				SEND HISTORY	GD URL 18		
Q,	De	isult ~	c		1	8 8	6	PL-0001 Areaway		Preview 🔲 🖸	,
×		ng	Location	Description	Status	Assig	ne	V PROJECT INFOR	MATION	> SECTI	ION
			3rd Floor	Missing Cover	Draft			Expense Contract	C000080185 - JJ Construction	PROJECT INFORMA	ATTO
			1st Floor	Slab Reinforcement	Draft			Design Number	LLW	LIST DATES AND W	NOR.
	6							0019986	121693 - (PHASE II) EXIS	COMMENTS	
	0	-	West Facade	Areaway	P0 Concurred	Adar	15	D012938	111705 - BUILDING ADDI	MEDIA	
			East Elevation	Parapet Coping	Withdrawn			D012938 Chief Project Office	1216/95 - EARLY DEMO P Ger Ed SCA CPO Bronx	REFERENCES	
				5 Item(s)				Accept R	eturn to PO		
-	0.00	Canada)	is a	-					1.9.38.96 DEVWERKLY	CD 15-1	abu

Option 2: Click Return to PO> Enter a Reason> Click Continue



### AEoR Completes Punch List

- 1. Select an item within the desired punch list
- 2. Select **COMPLETE PUNCH LIST**

CI Clo	seout			X077 (	C80185 N	New B	ldg, Reno,Ea	arly C	Demo	ľ			Ada SCA	m SCA In Ho Sandbox	use AEoR	) -		ı x
=	Closeout Items	Substantial (	Completion Certifica	ate Deficie	encies	Punc	h List Co	mmis	ssionin	g	FMSI	Subs	stantial/Tr	ansfers				
	■ E NEW	PUNCH LIST I		PUNCH LIST			SEND HIS	TORY	( )	∋ URL	ġ							
Ë	Q Default ∽	G	2		\$		PL-0001 Ar	reawa	ay						Pi	review	0	:: ×
	X □ ing L	ocation	Description	Status	Assigne	ed To	Building	)	X077 -	P.S. 195	i/196 - B	RONX					> SE(	CTIONS
							Number Trade	r	PL-000 Archite	)1 ectural						PROJECT	INFOR	MATION
	3	Brd Floor	Missing Cover	Draft			Locatio	n	West F	acade						DETAILS		
Q	1	st Floor	Slab Reinforcement	Draft			Descrip Date	tion	Areaw 3/21/2	ay 1023						LIST DAT	ES ANE	WOR
ciên.																	IES AN	D WOR
E	<b>–</b> v	Vest Facade	Areaway	Accepted	Adam S	CA Ir	✓ LIST D/	ATES	AND W	ORKFL	OW					MEDIA		
	E	ast Elevation	Parapet Coping	Withdrawn			Punch L	_ist St	atus		List A	cknowled	ged			REFEREN	ICES	
CI	L	obby	Doors	Accepted	Adam S	CA In	AEoR S PO Revi	ubmis iewed	ssion Da	ite	3/21/2 Yes	2023						
CI	_						PO Revi	iewed	Date		3/21/2	2023						
Ċ							AEoR C	omple omple	eted Pui etion Da	nch List te	No							
			5 Item(s)				✓ ITEM D	ATES	S AND V	VORKFL	.OW							
You last logged in today at 11:53 AM Eastern Time (US & Canada) 📃 📗 🗐													1.9.38.96	- DEVWEEKL		应	燊	kahua

- 3. Enter Comment (Optional)
- 4. Click Complete Punch List

CI Closeout					X077 C80185 New Bldg, Reno,Early Demo 🧪						(	Adam SCA In House AEoR — 🗆 🗙				
=	Close	out Ite	ems Substantial Comple	tion Certificate	Deficiencies	Pun	ich List	Commissio	ning	FMSI	Substa	antial/Transfers				
	■	Ð	NEW PUNCH LIST ITEM	COMPLETE PUNCI	H LIST		SEND	HISTORY	ωU	RL 🔂						
Ŀ	٩	Con	nplete Punch List											*	×	×
	ΧC	[ Ions														
			Punch List	D012938 - X077										> SECTION	ONS 🛔	ATION
Ö			AEoR Submission Date	3/21/2023									LIS	T DATES AND W	OR	
~			PO Reviewed	Yes									_			OR
Q	C		PO Reviewed Date	3/21/2023												VOP
			AEoR Completed Punch List	No												юк
Ê			AEOR Completion Date													
$\square$	C	Please confirm that the Punch List has been completed.														
	C															
CI	- 1	AEoR Comment														
d																
0		2	Complete Punch List													
		-				_							_		_	
			5 Iter	m(s)			PO	) Concurred Da	ite	3/	22/2023					
You last l	logged in	today a	t 11:53 AM Eastern Time (US & C		=		E				1.9.38.96 - DEVWEE	KLY	密	猋 ka	ahua	

Completed punch lists will have a green indicator on the left. In addition, the Punch List Status within the List Dates and Workflow section will be Completed.