RRC FIELD FORMS · FORM B

Work-Order Punch List

One card per repair, routed by skill level and verified before close-out

Royal Roofing Construction
Repairs • Roofing • Handyman
512-348-7663
RoyalRCInc@outlook.com
rrcestimate.com
Austin & the Rio Grande Valley

USE ONE CARD PER REPAIR. Carry the Form A item ID across, and close the card only after someone other than the installer verifies the result. A walkthrough finding or estimate does not authorize work: get approval before dispatch or billable cost, except under a separately agreed emergency protocol.

TABLET USE: open in Adobe Acrobat Reader, Apple Files/Preview or any PDF form app. Tap a blue field to type or pick from the list. Save a copy per property before you start (Save As, then rename).

WORK-ORDER CARD

PREPARED FOR / CLIENT

JOB REF.

WORK ORDER #

DATE RECEIVED

ACCESS WINDOW

PROPERTY / UNIT

REQUESTED BY / CONTACT

ROOM CODE / FORM A ITEM ID

ASSIGNED TO

ISSUE / REQUESTED WORK

OBSERVED CONDITION

LEVEL ☐ DIY ☐ Maint ☐ Contractor

PRIORITY ☐ Urgent ☐ High ☐ Normal ☐ Low

IMMEDIATE SAFETY ACTION

APPROVED BY / DATE

SAMPLE • NOT FOR USE

AUTHORIZATION ☐ Pending ☐ Approved ☐ Declined

NOT-TO-EXCEED AMOUNT APPROVED

ESTIMATED LABOR HOURS

MATERIALS ☐ Client-supplied, on site ☐ Purchased on client's behalf (receipt attached)

STORE RUN NEEDED ☐ Yes ☐ No

BEFORE PHOTO #

SCHEDULED DATE

AFTER PHOTO #

WORK PERFORMED

PARTS / MATERIALS USED

TEST / VERIFICATION RESULT

COMPLETED DATE

VERIFIED BY / DATE

FOLLOW-UP OR LIMITATIONS

Observational, non-invasive walkthrough only. "None observed" never means "none present." Not a licensed home inspection or code inspection; makes no conclusion on structure, mold, electrical safety or roof condition. Signatures confirm observations only and do not authorize work.

© 2026 Royal Roofing Construction Inc. Business license: rrcestimate.com/license
Completed client records may be shared. No redistribution of blank templates. Keep RRC attribution.

CLIENT / MANAGER SIGN-OFF

DATE

BEFORE EACH VISIT

- ☐ Parts, paint (color and sheen), filters, bulbs and alarms are on site
- ☐ Access confirmed: key or code, pets, whether someone will be present
- ☐ Authorization and not-to-exceed amount recorded
- ☐ Contractor-level items split out and quoted separately
- ☐ Home built before 1978: lead-safe prep confirmed before any sanding or scraping

ROUTING GUIDE BY ROOM

Use this when Form A does not already name a level. Contractor items are quoted separately and are never folded into a maintenance visit.

Room	DIY	Maint	Contractor
EXT	Trash and debris, mowing and edging, sweeping, ground-level bulbs, house numbers	Rail and gate hardware, downspout and splash-block fixes, screen repair, caulk and paint touch-up, weatherstrip, pressure washing, hose-bib parts	Roof and flashing, concrete and deck structure, fence posts and rails, rot and siding replacement, pest control, tree work
ENT	Cleaning, bulbs, cover plates, mats	Door and lock hardware, re-key, weatherstrip and threshold, patch and touch-up paint	Replacement door or frame rot, wiring faults
LV, DIN	Cleaning, decluttering, bulbs, alarm test button	Patch holes and touch-up paint, door hardware, screens and window hardware, like-for-like light or fan swap, outlet and switch swaps, GFCI replacement, blinds repair, wired smoke-alarm swap	New circuits or recessed lights, water staining, sag or mold, flooring replacement, full repaint
KIT	Wipe and degrease, drip pans, bulbs, filters	Cabinet hinges and pulls, re-caulk, faucet, aerator and supply-line swap, disposal swap, hood filter, dishwasher hose and basket parts, GFCI and outlet replacement	Gas range ignition or gas lines, failed appliances, leaks inside walls, countertop replacement, pest control
BDRM	Cleaning, bulbs, alarm test, closet tidy	Patch and paint, closet doors and rods, window locks and screens, door hardware, fan swap, outlet and switch swaps	Carpet restretch or replacement, water staining, egress window replacement
BTH	Cleaning, toilet seat, bulbs	Toilet fill valve and flapper, small re-caulk and regrout, faucet and drain parts, exhaust-fan cover or motor swap, accessories, GFCI, outlet and switch swaps	Valve behind the wall, leak inside a wall, widespread mold, subfloor repair, tub refinishing, fan duct to exterior
LAU	Lint trap, mopping	Washer hoses and valves, dryer vent clearing, cover plates	Dryer gas line, 240-volt circuit, drain-line repair, appliance repair
HALL	Clear exits, cleaning, bulbs, alarm tests	Handrail tightening, trim and door hardware, patch and paint	Structural stair repair, new rails or guards, attic access work
GAR	Sweeping, removing flammables, shelf cleaning	Door-sensor alignment, remotes, weatherstrip, entry-door closer, shelf mounting	Springs, cables, tracks, new opener, fire-separation repair, concrete repair
HVAC	Filter swap, clearing grilles, clearing debris at the outdoor unit	Thermostat swap or batteries, clearing a condensate line, grille replacement	Anything involving refrigerant, burners, blowers or electrical diagnosis, coil cleaning, duct repair
ELEC	Cover plates, panel clearance, alarm test button	Outlet, switch, GFCI and AFCI device swaps and checks, like-for-like fixture and fan swaps, wired smoke-alarm swap	Panel work, new circuits, exposed wiring, recessed lights, anything scorched
PLBG	Locating and photographing shutoffs	Supply lines, traps, toilet internals, hose bibs, clearing drains with hand tools	In-wall leaks, sewer, water-heater service, gas, pressure regulator
ATT	Observe from the hatch or walkway only	Authorized visual check	All work: insulation, pests, ducts, leaks, mold, asbestos or lead
COM	Trash-out, cleaning, restocking	Door closers, ceiling tiles, fixtures and lamps	Fire and life-safety service, access control, accessibility upgrades, storefront glazing, roofing
FIN	Photos, counts, sign-off	Re-key and re-test	None

SAMPLE • NOT FOR USE

Observational, non-invasive walkthrough only. "None observed" never means "none present." Not a licensed home inspection or code inspection; makes no conclusion on structure, mold, electrical safety or roof condition. Signatures confirm observations only and do not authorize work.

© 2026 Royal Roofing Construction Inc. Business license: rrcestimate.com/license
Completed client records may be shared. No redistribution of blank templates. Keep RRC attribution.