

DAMMON ENGINEERING, INC.

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ARCHITECTS

ENGINEERS

CONSULTING

DESIGN

STUDIES

EXPERT WITNESS

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January 25, 2011

E. L. Habetz Builders, Inc.
414 East Northern Avenue
Crowley, LA 70526

Re: **New Office Complex**
PUNCH LIST

General

1. Record Contract, initiate lien period, provide "clean Lien".
2. Provide operation and maintenance manuals, parts lists, and all warranties. Warranties include Contractor's One Year project warranty; termite treatment; wood doors; auto closers; and various mechanical and electrical items such as hot water heaters, air handlers, condensing units compressors, emergency light batteries, etc.
3. Provide all keys including master keys and electrical panel keys.
4. Coordinate transfer of insurance liability from Contractor to Owner.
5. Conduct any remaining demonstrations or trainings for the Owner.

Exterior

1. Complete site clean up, monitor and establish lawn.
2. Drill hole for second gate drop rod at dumpster enclosure.
3. Provide missing water proof outlet cover at front of building.
4. Caulk and seal penetrations through brick veneer especially at mechanical yard at rear of building.
5. Provide telephone conduit from building to pole at street as per plans.

Interior

1. Complete any paint touch-up.
2. Provide finger pulls for sliding windows at Reception.
3. Provide door stops at all Restrooms including entrance doors and toilet partition doors that hit the wall.
4. Provide door stop for Pantry / Utility Room door and adjust closer for proper operation.
5. Provide and install two fold down baby changing tables.
6. Caulk around door frames at floor.
7. Patch and seal holes in wall at hot water heater in Pantry / Utility.
8. Complete installation of folding partition, adjust for proper operation.
9. Complete connection of air handler condensate drip lines. Replace broken components. Test, start, and provide proper operation of HVAC equipment. Test and balance system and provide report.
10. Coordinate with and complete any punch list items from Owner.