

Punch List

Instructor Setup

1. Create the projects needed for the scenarios,
2. Assign student(s) to project(s).
3. Add trade options to Trades List in Company Admin
4. Encourage students to complete the survey once they have completed the required scenarios. *(QR code to survey included on last page)*

Things to Consider

- All scenarios are web based- to be completed on a desktop/laptop.
- Make sure you have the proper Student Permissions set up (Standard for each Role but Admin for Student acting as GC)
- First three scenarios are assuming you are working with a group of 3 (GC, Sub, Architect)
- Times listed are estimates and can vary depending on student groups.
- For scenario 4, you can use this as an exercise for the Mobile app and have Students find punch items throughout the classroom/campus.

Recommended Student Permissions:

Punch List: Standard (Admin only for the Student acting as the GC Superintendent)

Roles Involved:
General Contractor - Superintendent
Specialty Contractor - Project Manager
Design Team - Architect

Scenario 1 | Wacky Windows (5 min)

The Architect of the Design firm is doing a project walk for closeout during the final phase of Construction and sees an issue. They found that a window was misaligned in one of the rooms and needs adjustments.

Make sure the Architect notifies the Superintendent of this deficiency through the proper channels in Procore. The Superintendent will then take it from there and assign it to the specialty trade responsible for the repairs.

Reference support.procore.com if you get stuck to find support articles that will help walk you through this process.

Scenario 2 | Suspicious Sprinklers (10 min)

During the closeout walk, the Architect finds that there is a Sprinkler Drain missing in one of the rooms which is a major safety concern. They want to get this resolved so they create this item and assign it to the GC Superintendent.

However for a Sprinkler Drain to be installed, the Concrete contractors must install a different concrete slab in the floor first.

Make sure you get this issue resolved while making sure the proper workflow is followed on a single item in Procore.

Reference support.procore.com if you get stuck to find support articles that will help walk you through this process.

Scenario 3 | The ol Switcher-oo

Your team just got an urgent notification that the current GC superintendent has to be pulled off from this job because of an emergency on another job site.

Your team must change all of the Punch List Items to a different Deficiency Manager who will be closing these items out. Make sure you do this all at once, and not individually as that will waste valuable productivity time.

Reference support.procore.com if you get stuck to find support articles that will help walk you through this process.

Scenario 4 | Gotta catch em all

Your team of superintendents are on a large jobsite and need to find all of the punch list items to send to the specialty contractors immediately. Photos are required for each punch item before sending them off

Reference support.procore.com if you get stuck to find support articles that will help walk you through this process.

Let the Procore.org team know what you thought of this activity. Use a smartphone or tablet to scan the QR Code below. Complete the survey and be entered to win Procore swag!

