



SPRINGFIELD UTILITY BOARD

WATER SERVICE CENTER 202 South 18th Street, Springfield, OR 97477-5240 Tel 541-726-2396 Fax 541-747-7348 www.subutil.com

TO: Name, Project Manager/Owner
Address line 1
Address line 2

DATE: October 1, 2021

SUBJECT: **Project Name**
Punch List Items

Your program manager has inspected and reviewed the above referenced project on **Date**. For your Project to obtain Acceptance, the following items must be completed in accordance with our Standard Construction Specifications:

1. Fill in #1
2. Fill in #2
3. Fill in #3
4. Fill in #4
5. Fill in #5

Consult your Project's "Design-Build Agreement" and the Springfield Utility Board Water Divisions Design and Construction Process for Land Division, Subdivision, and Partitions process for further information.

If you have any questions, please feel free to contact me at 541-726-2396.

Sincerely,

Program Manager

PGM Name, PGM Title

PRELIMINARY FOR REVIEW ONLY