**[](https://fr.smartsheet.com/try-it?trp=17108&utm_language=FR&utm_source=integrated+content&utm_campaign=/free-punch-list-templates&utm_medium=ic+commercial+construction+walkthrough+checklist+template+word+fr&lpa=ic+commercial+construction+walkthrough+checklist+template+word+fr&lx=aYf7K2kMaKALvWovhVtmDgBAgeTPLDIL8TQRu558b7w)LISTE DE VÉRIFICATION DE LA PROCÉDURE PAS À PAS POUR LA CONSTRUCTION COMMERCIALE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FERME** | | **PRÉPARÉ PAR** | | **ID DE PROJET** |
|  | |  | |  |
| **NOM ET ADRESSE DU SITE** | | | **CLIENT** | **DATE** |
|  | | |  |  |
| **TRAVAUX EFFECTUÉS** | **DATE D'ACHÈVEMENT** | | **TRAVAUX EFFECTUÉS** | |
|  |  | |  | |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **RÉCEPTION / ENTRÉE** | |  |  |  |  |  | **$-** |
| 1 | MURS |  |  |  |  |  | $- |
| 2 | COUPER |  |  |  |  |  | $- |
| 3 | LAMBRIS |  |  |  |  |  | $- |
| 4 | PEINTURE |  |  |  |  |  | $- |
| 5 | PAPIER |  |  |  |  |  | $- |
| 6 | ÉTAGES |  |  |  |  |  | $- |
| 7 | PLINTHE |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VERRE |  |  |  |  |  | $- |
| 10 | PORTES |  |  |  |  |  | $- |
| 11 | SERRURES / MATÉRIEL |  |  |  |  |  | $- |
| 12 | PLAFOND |  |  |  |  |  | $- |
| 13 | ÉCLAIRAGE |  |  |  |  |  | $- |
| 14 | INTERRUPTEURS D'ÉCLAIRAGE |  |  |  |  |  | $- |
| 15 | PRISES ÉLECTRIQUES |  |  |  |  |  | $- |
| 16 | PRISES TÉLÉPHONIQUES |  |  |  |  |  | $- |
| 17 | INTERNET PORT |  |  |  |  |  | $- |
| 18 | DÉPÔT DE COURRIER |  |  |  |  |  | $- |
| 19 | SIGNALÉTIQUE |  |  |  |  |  | $- |
| 20 | SIGNALISATION D'URGENCE / PÉDAGOGIQUE |  |  |  |  |  | $- |
| 21 | RÉPERTOIRE |  |  |  |  |  | $- |
| 22 | INTÉGRÉS |  |  |  |  |  | $- |
| 23 | INTERRUPTEURS D'ASCENSEUR |  |  |  |  |  | $- |
| 24 | ENTRÉE D'ASCENSEUR |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |
| 26 |  |  |  |  |  |  | $- |
| 27 |  |  |  |  |  |  | $- |
| 28 |  |  |  |  |  |  | $- |
| 29 |  |  |  |  |  |  | $- |
| 30 |  |  |  |  |  |  | $- |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **TOILETTES** | |  |  |  |  |  | **$-** |
| 1 | MURS |  |  |  |  |  | $- |
| 2 | COUPER |  |  |  |  |  | $- |
| 3 | LAMBRIS |  |  |  |  |  | $- |
| 4 | PEINTURE |  |  |  |  |  | $- |
| 5 | PAPIER |  |  |  |  |  | $- |
| 6 | ÉTAGES |  |  |  |  |  | $- |
| 7 | PLINTHE |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VERRE |  |  |  |  |  | $- |
| 10 | MIROIRS |  |  |  |  |  | $- |
| 11 | PORTES |  |  |  |  |  | $- |
| 12 | SERRURES / MATÉRIEL |  |  |  |  |  | $- |
| 13 | PLAFOND |  |  |  |  |  | $- |
| 14 | ÉCLAIRAGE |  |  |  |  |  | $- |
| 15 | INTERRUPTEURS D'ÉCLAIRAGE |  |  |  |  |  | $- |
| 16 | PRISES ÉLECTRIQUES |  |  |  |  |  | $- |
| 17 | VENTILATION |  |  |  |  |  | $- |
| 18 | ÉVIERS |  |  |  |  |  | $- |
| 19 | EAU COURANTE |  |  |  |  |  | $- |
| 20 | TOILETTES |  |  |  |  |  | $- |
| 21 | URINOIRS |  |  |  |  |  | $- |
| 22 | PLOMBERIE |  |  |  |  |  | $- |
| 23 | DIVISEURS |  |  |  |  |  | $- |
| 24 | POUBELLES |  |  |  |  |  | $- |
| 25 | VANITÉ / ÉTAGÈRE |  |  |  |  |  | $- |
| 26 | DISTRIBUTEUR DE SAVON |  |  |  |  |  | $- |
| 27 | DISTRIBUTEUR DE DÉSINFECTANT |  |  |  |  |  | $- |
| 28 | DISTRIBUTEUR DE SERVIETTES |  |  |  |  |  | $- |
| 29 | UNITÉ DE SÉCHAGE DES MAINS |  |  |  |  |  | $- |
| 30 | DISTRIBUTEUR DE PRODUITS |  |  |  |  |  | $- |
| 31 | TABLE À LANGER / UNITÉ |  |  |  |  |  | $- |
| 32 | SIGNALÉTIQUE |  |  |  |  |  | $- |
| 33 | INTÉGRÉS |  |  |  |  |  | $- |
| 34 |  |  |  |  |  |  | $- |
| 35 |  |  |  |  |  |  | $- |
| 36 |  |  |  |  |  |  | $- |
| 37 |  |  |  |  |  |  | $- |
| 38 |  |  |  |  |  |  | $- |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **ZONE DE BUREAU GÉNÉRALE** | |  |  |  |  |  | **$-** |
| 1 | MURS |  |  |  |  |  | $- |
| 2 | COUPER |  |  |  |  |  | $- |
| 3 | LAMBRIS |  |  |  |  |  | $- |
| 4 | PEINTURE |  |  |  |  |  | $- |
| 5 | PAPIER |  |  |  |  |  | $- |
| 6 | ÉTAGES |  |  |  |  |  | $- |
| 7 | PLINTHE |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VERRE |  |  |  |  |  | $- |
| 10 | PORTES |  |  |  |  |  | $- |
| 11 | SERRURES / MATÉRIEL |  |  |  |  |  | $- |
| 12 | PLAFOND |  |  |  |  |  | $- |
| 13 | ÉCLAIRAGE |  |  |  |  |  | $- |
| 14 | INTERRUPTEURS D'ÉCLAIRAGE |  |  |  |  |  | $- |
| 15 | PRISES ÉLECTRIQUES |  |  |  |  |  | $- |
| 16 | PRISES TÉLÉPHONIQUES |  |  |  |  |  | $- |
| 17 | INTERNET PORT |  |  |  |  |  | $- |
| 18 | ARMOIRES |  |  |  |  |  | $- |
| 19 | SIGNALÉTIQUE |  |  |  |  |  | $- |
| 20 | SIGNALISATION D'URGENCE / PÉDAGOGIQUE |  |  |  |  |  | $- |
| 21 | INTÉGRÉS |  |  |  |  |  | $- |
| 22 | PLACARDS / CROCHETS À MANTEAU |  |  |  |  |  | $- |
| 23 | CHALEUR |  |  |  |  |  | $- |
| 24 | A / C |  |  |  |  |  | $- |
| 25 | VENTILATION |  |  |  |  |  | $- |
| 26 |  |  |  |  |  |  | $- |
| 27 |  |  |  |  |  |  | $- |
| 28 |  |  |  |  |  |  | $- |
| 29 |  |  |  |  |  |  | $- |
| 30 |  |  |  |  |  |  | $- |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **COULOIRS / COULOIRS** | |  |  |  |  |  | **$-** |
| 1 | MURS |  |  |  |  |  | $- |
| 2 | COUPER |  |  |  |  |  | $- |
| 3 | LAMBRIS |  |  |  |  |  | $- |
| 4 | PEINTURE |  |  |  |  |  | $- |
| 5 | PAPIER |  |  |  |  |  | $- |
| 6 | ÉTAGES |  |  |  |  |  | $- |
| 7 | PLINTHE |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VERRE |  |  |  |  |  | $- |
| 10 | ARMOIRES |  |  |  |  |  | $- |
| 11 | PORTES |  |  |  |  |  | $- |
| 12 | SERRURES / MATÉRIEL |  |  |  |  |  | $- |
| 13 | PLAFOND |  |  |  |  |  | $- |
| 14 | ÉCLAIRAGE |  |  |  |  |  | $- |
| 15 | INTERRUPTEURS D'ÉCLAIRAGE |  |  |  |  |  | $- |
| 16 | PRISES ÉLECTRIQUES |  |  |  |  |  | $- |
| 17 | VENTILATION |  |  |  |  |  | $- |
| 18 | INTÉGRÉS |  |  |  |  |  | $- |
| 19 | POUBELLES |  |  |  |  |  | $- |
| 20 | ALARME INCENDIE |  |  |  |  |  | $- |
| 21 | EXTINCTEUR |  |  |  |  |  | $- |
| 22 | SEUILS |  |  |  |  |  | $- |
| 23 | SIGNALÉTIQUE |  |  |  |  |  | $- |
| 24 | SIGNALISATION D'URGENCE / PÉDAGOGIQUE |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |
| 26 |  |  |  |  |  |  | $- |
| 27 |  |  |  |  |  |  | $- |
| 28 |  |  |  |  |  |  | $- |
| 29 |  |  |  |  |  |  | $- |
| 30 |  |  |  |  |  |  | $- |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **BUREAU / CHAMBRE 1** | |  |  |  |  |  | **$-** |
| 1 | MURS |  |  |  |  |  | $- |
| 2 | COUPER |  |  |  |  |  | $- |
| 3 | LAMBRIS |  |  |  |  |  | $- |
| 4 | PEINTURE |  |  |  |  |  | $- |
| 5 | PAPIER |  |  |  |  |  | $- |
| 6 | ÉTAGES |  |  |  |  |  | $- |
| 7 | PLINTHE |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VERRE |  |  |  |  |  | $- |
| 10 | PORTES |  |  |  |  |  | $- |
| 11 | SERRURES / MATÉRIEL |  |  |  |  |  | $- |
| 12 | PLAFOND |  |  |  |  |  | $- |
| 13 | ÉCLAIRAGE |  |  |  |  |  | $- |
| 14 | INTERRUPTEURS D'ÉCLAIRAGE |  |  |  |  |  | $- |
| 15 | PRISES ÉLECTRIQUES |  |  |  |  |  | $- |
| 16 | PRISES TÉLÉPHONIQUES |  |  |  |  |  | $- |
| 17 | INTERNET PORT |  |  |  |  |  | $- |
| 18 | ARMOIRES |  |  |  |  |  | $- |
| 19 | SIGNALÉTIQUE |  |  |  |  |  | $- |
| 20 | INTÉGRÉS |  |  |  |  |  | $- |
| 21 |  |  |  |  |  |  | $- |
| 22 |  |  |  |  |  |  | $- |
| 23 |  |  |  |  |  |  | $- |
| 24 |  |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **BUREAU / CHAMBRE 2** | |  |  |  |  |  | **$-** |
| 1 | MURS |  |  |  |  |  | $- |
| 2 | COUPER |  |  |  |  |  | $- |
| 3 | LAMBRIS |  |  |  |  |  | $- |
| 4 | PEINTURE |  |  |  |  |  | $- |
| 5 | PAPIER |  |  |  |  |  | $- |
| 6 | ÉTAGES |  |  |  |  |  | $- |
| 7 | PLINTHE |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VERRE |  |  |  |  |  | $- |
| 10 | PORTES |  |  |  |  |  | $- |
| 11 | SERRURES / MATÉRIEL |  |  |  |  |  | $- |
| 12 | PLAFOND |  |  |  |  |  | $- |
| 13 | ÉCLAIRAGE |  |  |  |  |  | $- |
| 14 | INTERRUPTEURS D'ÉCLAIRAGE |  |  |  |  |  | $- |
| 15 | PRISES ÉLECTRIQUES |  |  |  |  |  | $- |
| 16 | PRISES TÉLÉPHONIQUES |  |  |  |  |  | $- |
| 17 | INTERNET PORT |  |  |  |  |  | $- |
| 18 | ARMOIRES |  |  |  |  |  | $- |
| 19 | SIGNALÉTIQUE |  |  |  |  |  | $- |
| 20 | INTÉGRÉS |  |  |  |  |  | $- |
| 21 |  |  |  |  |  |  | $- |
| 22 |  |  |  |  |  |  | $- |
| 23 |  |  |  |  |  |  | $- |
| 24 |  |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |

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| **TÂCHE / ÉLÉMENT** | | **TRAVAUX TERMINÉS** | | **EN CONTRAT** | | **INFOS SUPPLÉMENTAIRES** | **COÛT EST. HORS CONTRAT** |
| **Y** | **N** | **Y** | **N** |
| **DIVERS** | |  |  |  |  |  | **$-** |
| 1 |  |  |  |  |  |  | $- |
| 2 |  |  |  |  |  |  | $- |
| 3 |  |  |  |  |  |  | $- |
| 4 |  |  |  |  |  |  | $- |
| 5 |  |  |  |  |  |  | $- |
| 6 |  |  |  |  |  |  | $- |
| 7 |  |  |  |  |  |  | $- |
| 8 |  |  |  |  |  |  | $- |
| 9 |  |  |  |  |  |  | $- |
| 10 |  |  |  |  |  |  | $- |
| 11 |  |  |  |  |  |  | $- |
| 12 |  |  |  |  |  |  | $- |
| 13 |  |  |  |  |  |  | $- |
| 14 |  |  |  |  |  |  | $- |
| 15 |  |  |  |  |  |  | $- |
| 16 |  |  |  |  |  |  | $- |
| 17 |  |  |  |  |  |  | $- |
| 18 |  |  |  |  |  |  | $- |
| 19 |  |  |  |  |  |  | $- |
| 20 |  |  |  |  |  |  | $- |
| 21 |  |  |  |  |  |  | $- |
| 22 |  |  |  |  |  |  | $- |
| 23 |  |  |  |  |  |  | $- |
| 24 |  |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |

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| **COMMENTAIRES SUPPLÉMENTAIRES** | | | | | | | |
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|  |  |  |  |  |  |  |  |
| **LOCATAIRE** | | **DATE DE L'INSPECTION** | | | | **INSPECTEUR** | |
|  | |  | | | |  | |