



**Renovations and Improvements to Hidalgo County Parks
Project No. 2022.05 Veterans Memorial Pavilion**



Date of Site Visit: Friday, June 27, 2025







Date Issued: Monday, July 07, 2025

Punchlist

Item	Description	Location	Image	Status
	PENDING ITEMS REQUIRING ACTION FROM CONTRACTOR			
1	GENERAL NOTE: Remove tape from all exterior metal wall panels	Exterior Metal Wall Panels. Various Locations		
2	GENERAL NOTE: Use a magnet to remove all discarded screws and other metal elements from a minimum 20' perimeter away from building	20' perimeter away from building		
3	GENERAL NOTE: Remove/Cut all exposed yellow urethane foam	Exterior Metal Wall Panels. Various Locations		
4	GENERAL NOTE: Final general cleaning of floors in all interior areas. Remove all construction dust, debris, etc.	A101, A102, A104, A105, A106, A107, A108 Various Locations		
5	GENERAL NOTE: Final general cleaning of walls in all interior areas, including wood panels, wainscoat, gyp. board walls, foam insulation, etc. Remove all construction dust, debris, etc.	A101, A102, A104, A105, A106, A107, A108 Various Locations		
6	GENERAL NOTE: Cover all screw holes in wood panels	A101, A105, A106, A107, A108 Various Locations		

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Item	Description	Location	Image	Status
7	GENERAL NOTE: Final general cleaning of ducts. Remove all construction dust, hand prints, etc.	A101		
8	Remove Damaged Trim	South Exterior Wall		
9	Seal all penetrations and openings	Exterior Metal Wall Panels. Various Locations.		
10	Add corner/end trim.	Exterior Metal Wall Panels (Corners). Various Locations.		
11	Remove tape from door	Door A101G		
12	Replace not properly cut metal panel or provide trim.	Door A101B		

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Item	Description	Location	Image	Status
13	Provide corner/end trim.	Exterior Metal Wall Panels (Corners). Various Locations.		
14	Replace not properly cut metal panel or provide trim. Fill Void.	Exterior Metal Wall Panels (Door A101B)		
15	Repaint.	(Door A101B)		
16	Fill/Weld Hollow Metal Knockdown Frames	(Door A101B)		
17	Remove Paint from Rubber	(Door A101H)		
18	Set ceiling tile properly	A108		






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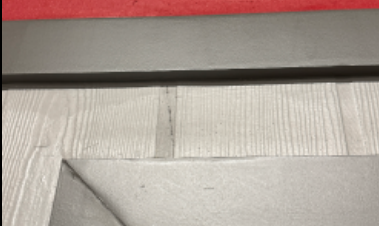

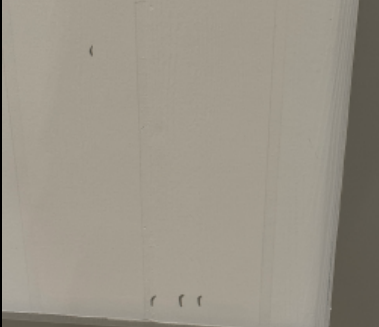
Item	Description	Location	Image	Status
19	Seal all penetrations and openings	Various Locations		
20	Remove plastic from mop sink drain	A106		
21	Complete installation of mop sink cabinet. Install doors, and clean all stainless steel.	A106		
22	Install sink and escutcheon	A106		
23	Remove plastic from top/around mop sink cabinet. Install mop sink cabinet flush to wall and floor and caulk around it.	A106		
24	Add Missing Screw	Door A101A		

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Item	Description	Location	Image	Status
25	Remove Wood Shim	A101A		
26	Install weatherproof strip/door sweep to prevent daylight at all doors	All Doors		
27	Clean Windows, Remove Paint from Mullions, and Remove all adhesive/tape/plastic.	A101A		
28	Fix Window Gasket	A101A		
29	GENERAL NOTE: Repaint Red Along Grey Trim.	A101 Various Locations.		




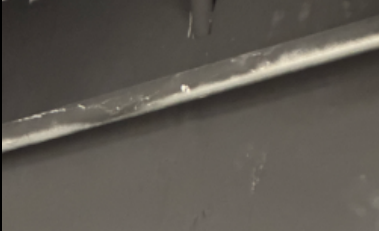





Item	Description	Location	Image	Status
30	Remove Black Paint from Wall	A101		
31	GENERAL NOTE: Confirm in writing installation of specified and originally submitted door hardware, including ALL door hardware.	Various Locations		
32	Fix broken wood panel	A101		
33	Fill all corners near floor of overhead doors to prevent sunlight, install weatherstrip for insulated door function.	A101G		
34	Remove Paint Stains	A101		



Item	Description	Location	Image	Status
35	Paint Properly	A101. Various Locations		
36	Paint Above garage doors	A101C		
37	Fill Corners and Paint			
38	Repaint (Remove particles from surface prior to painting)			
39	Remove tape from Overhead Door	A101B		
40	Install strike and lockset in proper lockable direction, verify direction, dead latch plunger to outside.	A105		






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Item	Description	Location	Image	Status
41	Paint Black Wall Properly	A105		
42	Paint all Conduits, Supports, etc Black	A105		
43	Seal all penetrations and openings. Paint Properly.	A105		
44	Remove Wire and Paint Wood Support Black	A105		
45	Properly Insulate Copper Line	A105		
46	Clean Floor Drain or Replace Drain Cover	A105		
47	Seal all penetrations and openings.	A105		





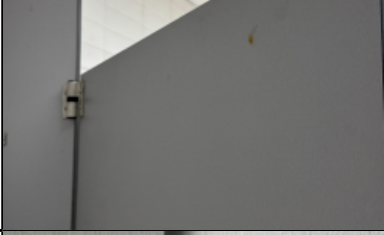
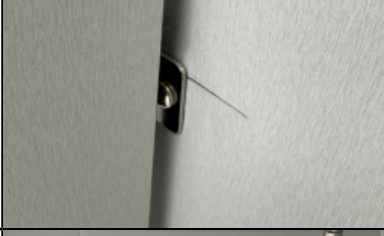

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Item	Description	Location	Image	Status
48	Remove Stain with Meldew Stain Remover and Repaint.	A105		
49	Clean Water Heater Pan	A105		
50	Install Missing New Drinking Fountain. (2 Total) See fixture schedule sheet PG01, per submittal, ADA Compliant	A101		
51	Install Owner Provided Soap Dispensers and Paper Towel Dispensers. Coordinate w/Owner.	A102/A104		
52	GENERAL NOTE: Clean all Doors/Door Hardware	A101, A102, A104, A105, A106, A107, A108		
53	Caulk at trim/tile, Clean and Remove Paint from Tile	A102/A104		
54	Clean and Remove Stains from Floor and Tile, Paint Wood Trim Properly	A102/A104		






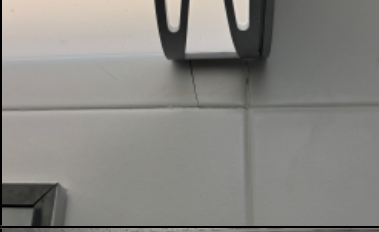

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Item	Description	Location	Image	Status
55	Caulk at tile and base	A102/A104		
56	Install escutcheon at all wall penetrations	A102/A104		
57	Remove Tape	A104		
58	Remove all Labels	A102/A104		
59	Install Hooks at Toilet Compartment Doors at ADA Compliant Height	A104		
60	Remove Pencil Marks from Toilet Compartments	A102/A104		
61	Install escutcheon at wall penetrations/ Replace Tile and Cut properly.	A104		



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Item	Description	Location	Image	Status
62	Screw Covers?	A102		
63	Confirm Toilet Component Color to be All White	A102		
64	Remove labels from Toilet Compartments	A102		
65	Clean and Remove Stains from Floor and Tile, Paint Wood Trim Properly	A102/A104		
66	Remove Plastic from Mirrors	A102/A104		
67	Replace Broken Tile	A102		
68	Clean Lights	A102/A104		

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Item	Description	Location	Image	Status
69	Clean Lights	A102/A104		
70	Properly seal door edges from daylight	A101E		

Contractor has thirty (30) calendar days from receipt of this document to complete and/or correct all items. If you should have questions, please contact us. Please provide written notice when all items have been completed.

Disclaimer: The above punchlist is not an all encompassing list of items that need to be addressed. The contractor continues to have the responsibility to adhere to all items in contract documents whether noted above or not. Other punch list items from consultants and /or owner’s punch list may follow.

1. Note: Completion of all items does not relieve the contractor from contractual responsibilities from conforming to the contract documents.

Respectfully submitted,
ROFA Architects

**Renovations and Improvements to Hidalgo County Parks
Project No. 24-103 Veterans Memorial Pavilion**







**HINOJOSA
ENGINEERING, INC.**
STRUCTURAL ENGINEERING
CIVIL ENGINEERING
108 W. 18TH ST. MISSION, TEXAS
(956) 581-0143 FAX:(956) 581-2071
E-MAIL: HinojosaEngInc@aol.com
REGISTRATION NUMBER F908 EXPIRATION DATE 09/30/2025

Date of Site Visit: Tuesday, July 8, 2025

Date Issued: Tuesday, July 8, 2025



Structural Punch List

Item	Description	Location	Image	Status
PENDING ITEMS REQUIRING ACTION FROM CONTRACTOR				
1	<p>GENERAL NOTE: Missing Screws from Wall Metal Panel to Supporting Member</p>	<p>Exterior Metal Wall Panel. Various Locations</p>		
2	<p>GENERAL NOTE: Missing Screws from Wall Metal Panel to Supporting Member</p>	<p>Exterior Metal Wall Panel. Various Locations</p>		
3	<p>GENERAL NOTE: Missing Screws from Wall Metal Panel to Supporting Member</p>	<p>Exterior Metal Wall Panel. Various Locations</p>		
4	<p>GENERAL NOTE: Missing Screws from Wall Metal Panel to Supporting Member</p>	<p>Exterior Metal Wall Panel. Various Locations</p>		

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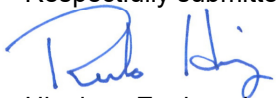
5	<p>GENERAL NOTE: Missing Screws from Wall Metal Panel to Supporting Member</p>	<p>Exterior Metal Wall Panel. Various Locations</p>		
6	<p>GENERAL NOTE: Missing Screws from Wall Metal Panel to Supporting Member</p>	<p>Exterior Metal Wall Panel. Various Locations</p>		

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Note: Completion of all items does not relieve the contractor from contractual responsibilities from conforming to the contract documents.

Respectfully submitted,



Hinojosa Engineering Inc.

MEPF Punchlist REPORT

Project: Renovations and Improvements to Hidalgo County Veterans
Memorial Pavilion
Architect: ROFA
Date of Observation: 7.10.25
Time: 2:00 PM
Field Report No.:
Site Visited By: Leo Munoz, PE
Observation Accompanied by:

Areas observed: All Areas

**ALL ITEMS ON THIS PUNCH LIST SHALL BE CHECKED OFF,
INITIALED, AND SIGNED BY THE PERSON AND COMPANY
RESPONSIBLE FOR THE CORRECTION OR VERIFICATION OF ITEM.**

Items needed correction or verification:

1. Provide close-out documents.
2. Include As-built drawings as part of close-out documents.
3. All small construction debris shall be removed from electrical rooms, mechanical room, site and building.
4. Contractor shall provide all owner training required by specifications for all MEP Systems. Contractor shall provide all training sign-up sheets to engineer.
5. Seal around wall plate covers.

MEPF Punchlist REPORT

MECHANICAL:

1. Provide test and balance report.
2. Provide a new set of air filters before turning the building over to the owner.
3. Contractor shall self-commission all control points to assure proper control functionality for HVAC equipment.
4. All HVAC equipment shall include labels.
5. Assure all ceiling mount diffusers are cleaned.
6. CU-1 refrigerant line wall opening shall include the line wall penetration housing/panel equal to "TGS series pro system kit" by Airex manufacturing inc.
7. Seal around wall louvers.
8. Condenser unit shall be secure as indicated on the mechanical details.
9. DXRTU-1,2 shall be secure to surface.

Verification Box - Mechanical

Items Corrected by:		
_____ Company Name:		
_____ Trade:		
_____ Date:		

Technician's Name	Initials	Signature

The verification box shall be filled out and signed by the contractor responsible for the correction of the punchlist items. Additionally, each individual item in this report shall be checked off and initialed.

MEPF Punchlist REPORT

ELECTRICAL:

1. All electrical receptacles shall be finished and tested for polarity.
2. All electrical junction boxes are to include covers even for the unused boxes.
3. Exterior electrical receptacles "in use" cover needs to be of metal material.
4. AHU-1 raceway to the disconnect, please route over the duct to disconnect.
5. CU-1 raceway to the disconnect shall be secure.
6. All unused wall boxes shall include a blank cover plate.
7. All electrical gear shall be labeled as labeled on the plans.
8. All junction boxes shall be label with respective circuit numbers.

Verification Box - Electrical

Items Corrected by:		
_____ Company Name:		
_____ Trade:		
_____ Date:		

Technician's Name	Initials	Signature

The verification box shall be filled out and signed by the contractor responsible for the correction of the puchlist items. Additionally, each individual item in this report shall be checked off and initialed.

MEPF Punchlist REPORT

PLUMBING:

1. All water lines need to be labeled per specifications.
2. All domestic water lines need to be sanitized per specifications.
3. All water lines shall be insulated.
4. The expose water service entrance shall include insulation and protective cover.
5. All restroom existing floor drains assure the trap primers are in operation.
6. Floor drain in break room/kitchen and storage room, assure the trap primer is in operation.
7. Water heater missing the temperature pressure relief pipe.
8. Seal around the VTR wall opening.

Verification Box - Plumbing

Items Corrected by:		
_____ Company Name:		
_____ Trade:		
_____ Date:		

Technician's Name	Initials	Signature

The verification box shall be filled out and signed by the contractor responsible for the correction of the puchlist items. Additionally, each individual item in this report shall be checked off and initialed.

END OF REPORT