**[](https://es.smartsheet.com/try-it?trp=27103&utm_language=ES&utm_source=integrated+content&utm_campaign=/free-punch-list-templates&utm_medium=ic+commercial+construction+walkthrough+checklist+template+word+es&lpa=ic+commercial+construction+walkthrough+checklist+template+word+es&lx=pQhW3PqqrwhJVef8td3gUgBAgeTPLDIL8TQRu558b7w)LISTA DE VERIFICACIÓN DE TUTORIALES DE CONSTRUCCIÓN COMERCIAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRME** | | **PREPARADO POR** | | **ID DEL PROYECTO** |
|  | |  | |  |
| **NOMBRE Y DIRECCIÓN DEL SITIO** | | | **CLIENTE** | **FECHA** |
|  | | |  |  |
| **TRABAJOS REALIZADOS** | **FECHA DE FINALIZACIÓN** | | **TRABAJOS REALIZADOS** | |
|  |  | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **RECEPCIÓN / ENTRADA** | |  |  |  |  |  | **$-** |
| 1 | PAREDES |  |  |  |  |  | $- |
| 2 | RECORTAR |  |  |  |  |  | $- |
| 3 | REVESTIMIENTO |  |  |  |  |  | $- |
| 4 | PINTAR |  |  |  |  |  | $- |
| 5 | PAPEL |  |  |  |  |  | $- |
| 6 | PISOS |  |  |  |  |  | $- |
| 7 | RODAPIÉ |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VIDRIO |  |  |  |  |  | $- |
| 10 | PUERTAS |  |  |  |  |  | $- |
| 11 | CERRADURAS / HARDWARE |  |  |  |  |  | $- |
| 12 | TECHO |  |  |  |  |  | $- |
| 13 | ILUMINACIÓN |  |  |  |  |  | $- |
| 14 | INTERRUPTORES DE ILUMINACIÓN |  |  |  |  |  | $- |
| 15 | TOMAS DE CORRIENTE |  |  |  |  |  | $- |
| 16 | TOMAS DE TELÉFONO |  |  |  |  |  | $- |
| 17 | PUERTO DE INTERNET |  |  |  |  |  | $- |
| 18 | ENTREGA DE CORREO |  |  |  |  |  | $- |
| 19 | SEÑALIZACIÓN |  |  |  |  |  | $- |
| 20 | SEÑALIZACIÓN DE EMERGENCIA / INSTRUCCIÓN |  |  |  |  |  | $- |
| 21 | DIRECTORIO |  |  |  |  |  | $- |
| 22 | EMPOTRADOS |  |  |  |  |  | $- |
| 23 | INTERRUPTORES DE ASCENSOR |  |  |  |  |  | $- |
| 24 | ENTRADA AL ASCENSOR |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |
| 26 |  |  |  |  |  |  | $- |
| 27 |  |  |  |  |  |  | $- |
| 28 |  |  |  |  |  |  | $- |
| 29 |  |  |  |  |  |  | $- |
| 30 |  |  |  |  |  |  | $- |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **BAÑOS** | |  |  |  |  |  | **$-** |
| 1 | PAREDES |  |  |  |  |  | $- |
| 2 | RECORTAR |  |  |  |  |  | $- |
| 3 | REVESTIMIENTO |  |  |  |  |  | $- |
| 4 | PINTAR |  |  |  |  |  | $- |
| 5 | PAPEL |  |  |  |  |  | $- |
| 6 | PISOS |  |  |  |  |  | $- |
| 7 | RODAPIÉ |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VIDRIO |  |  |  |  |  | $- |
| 10 | ESPEJOS |  |  |  |  |  | $- |
| 11 | PUERTAS |  |  |  |  |  | $- |
| 12 | CERRADURAS / HARDWARE |  |  |  |  |  | $- |
| 13 | TECHO |  |  |  |  |  | $- |
| 14 | ILUMINACIÓN |  |  |  |  |  | $- |
| 15 | INTERRUPTORES DE ILUMINACIÓN |  |  |  |  |  | $- |
| 16 | TOMAS DE CORRIENTE |  |  |  |  |  | $- |
| 17 | VENTILACIÓN |  |  |  |  |  | $- |
| 18 | FREGADEROS |  |  |  |  |  | $- |
| 19 | AGUA CORRIENTE |  |  |  |  |  | $- |
| 20 | ASEOS |  |  |  |  |  | $- |
| 21 | URINARIOS |  |  |  |  |  | $- |
| 22 | PLOMERÍA |  |  |  |  |  | $- |
| 23 | DIVISORES |  |  |  |  |  | $- |
| 24 | PAPELERAS |  |  |  |  |  | $- |
| 25 | TOCADOR / ESTANTE |  |  |  |  |  | $- |
| 26 | DISPENSADOR DE JABÓN |  |  |  |  |  | $- |
| 27 | DISPENSADOR DE DESINFECTANTE |  |  |  |  |  | $- |
| 28 | DISPENSADOR DE TOALLAS |  |  |  |  |  | $- |
| 29 | UNIDAD DE SECADO DE MANOS |  |  |  |  |  | $- |
| 30 | DISPENSADOR DE PRODUCTOS |  |  |  |  |  | $- |
| 31 | CAMBIADOR / UNIDAD |  |  |  |  |  | $- |
| 32 | SEÑALIZACIÓN |  |  |  |  |  | $- |
| 33 | EMPOTRADOS |  |  |  |  |  | $- |
| 34 |  |  |  |  |  |  | $- |
| 35 |  |  |  |  |  |  | $- |
| 36 |  |  |  |  |  |  | $- |
| 37 |  |  |  |  |  |  | $- |
| 38 |  |  |  |  |  |  | $- |

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| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **ÁREA DE OFICINAS GENERALES** | |  |  |  |  |  | **$-** |
| 1 | PAREDES |  |  |  |  |  | $- |
| 2 | RECORTAR |  |  |  |  |  | $- |
| 3 | REVESTIMIENTO |  |  |  |  |  | $- |
| 4 | PINTAR |  |  |  |  |  | $- |
| 5 | PAPEL |  |  |  |  |  | $- |
| 6 | PISOS |  |  |  |  |  | $- |
| 7 | RODAPIÉ |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VIDRIO |  |  |  |  |  | $- |
| 10 | PUERTAS |  |  |  |  |  | $- |
| 11 | CERRADURAS / HARDWARE |  |  |  |  |  | $- |
| 12 | TECHO |  |  |  |  |  | $- |
| 13 | ILUMINACIÓN |  |  |  |  |  | $- |
| 14 | INTERRUPTORES DE ILUMINACIÓN |  |  |  |  |  | $- |
| 15 | TOMAS DE CORRIENTE |  |  |  |  |  | $- |
| 16 | TOMAS DE TELÉFONO |  |  |  |  |  | $- |
| 17 | PUERTO DE INTERNET |  |  |  |  |  | $- |
| 18 | EBANISTERÍA |  |  |  |  |  | $- |
| 19 | SEÑALIZACIÓN |  |  |  |  |  | $- |
| 20 | SEÑALIZACIÓN DE EMERGENCIA / INSTRUCCIÓN |  |  |  |  |  | $- |
| 21 | EMPOTRADOS |  |  |  |  |  | $- |
| 22 | ARMARIOS / GANCHOS DE ABRIGO |  |  |  |  |  | $- |
| 23 | CALOR |  |  |  |  |  | $- |
| 24 | Aire acondicionado |  |  |  |  |  | $- |
| 25 | VENTILACIÓN |  |  |  |  |  | $- |
| 26 |  |  |  |  |  |  | $- |
| 27 |  |  |  |  |  |  | $- |
| 28 |  |  |  |  |  |  | $- |
| 29 |  |  |  |  |  |  | $- |
| 30 |  |  |  |  |  |  | $- |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **PASILLOS / PASILLOS** | |  |  |  |  |  | **$-** |
| 1 | PAREDES |  |  |  |  |  | $- |
| 2 | RECORTAR |  |  |  |  |  | $- |
| 3 | REVESTIMIENTO |  |  |  |  |  | $- |
| 4 | PINTAR |  |  |  |  |  | $- |
| 5 | PAPEL |  |  |  |  |  | $- |
| 6 | PISOS |  |  |  |  |  | $- |
| 7 | RODAPIÉ |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VIDRIO |  |  |  |  |  | $- |
| 10 | EBANISTERÍA |  |  |  |  |  | $- |
| 11 | PUERTAS |  |  |  |  |  | $- |
| 12 | CERRADURAS / HARDWARE |  |  |  |  |  | $- |
| 13 | TECHO |  |  |  |  |  | $- |
| 14 | ILUMINACIÓN |  |  |  |  |  | $- |
| 15 | INTERRUPTORES DE ILUMINACIÓN |  |  |  |  |  | $- |
| 16 | TOMAS DE CORRIENTE |  |  |  |  |  | $- |
| 17 | VENTILACIÓN |  |  |  |  |  | $- |
| 18 | EMPOTRADOS |  |  |  |  |  | $- |
| 19 | PAPELERAS |  |  |  |  |  | $- |
| 20 | ALARMA DE INCENDIO |  |  |  |  |  | $- |
| 21 | EXTINTOR |  |  |  |  |  | $- |
| 22 | UMBRALES |  |  |  |  |  | $- |
| 23 | SEÑALIZACIÓN |  |  |  |  |  | $- |
| 24 | SEÑALIZACIÓN DE EMERGENCIA / INSTRUCCIÓN |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |
| 26 |  |  |  |  |  |  | $- |
| 27 |  |  |  |  |  |  | $- |
| 28 |  |  |  |  |  |  | $- |
| 29 |  |  |  |  |  |  | $- |
| 30 |  |  |  |  |  |  | $- |

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| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **OFICINA / SALA 1** | |  |  |  |  |  | **$-** |
| 1 | PAREDES |  |  |  |  |  | $- |
| 2 | RECORTAR |  |  |  |  |  | $- |
| 3 | REVESTIMIENTO |  |  |  |  |  | $- |
| 4 | PINTAR |  |  |  |  |  | $- |
| 5 | PAPEL |  |  |  |  |  | $- |
| 6 | PISOS |  |  |  |  |  | $- |
| 7 | RODAPIÉ |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VIDRIO |  |  |  |  |  | $- |
| 10 | PUERTAS |  |  |  |  |  | $- |
| 11 | CERRADURAS / HARDWARE |  |  |  |  |  | $- |
| 12 | TECHO |  |  |  |  |  | $- |
| 13 | ILUMINACIÓN |  |  |  |  |  | $- |
| 14 | INTERRUPTORES DE ILUMINACIÓN |  |  |  |  |  | $- |
| 15 | TOMAS DE CORRIENTE |  |  |  |  |  | $- |
| 16 | TOMAS DE TELÉFONO |  |  |  |  |  | $- |
| 17 | PUERTO DE INTERNET |  |  |  |  |  | $- |
| 18 | EBANISTERÍA |  |  |  |  |  | $- |
| 19 | SEÑALIZACIÓN |  |  |  |  |  | $- |
| 20 | EMPOTRADOS |  |  |  |  |  | $- |
| 21 |  |  |  |  |  |  | $- |
| 22 |  |  |  |  |  |  | $- |
| 23 |  |  |  |  |  |  | $- |
| 24 |  |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **OFICINA / SALA 2** | |  |  |  |  |  | **$-** |
| 1 | PAREDES |  |  |  |  |  | $- |
| 2 | RECORTAR |  |  |  |  |  | $- |
| 3 | REVESTIMIENTO |  |  |  |  |  | $- |
| 4 | PINTAR |  |  |  |  |  | $- |
| 5 | PAPEL |  |  |  |  |  | $- |
| 6 | PISOS |  |  |  |  |  | $- |
| 7 | RODAPIÉ |  |  |  |  |  | $- |
| 8 | WINDOWS |  |  |  |  |  | $- |
| 9 | VIDRIO |  |  |  |  |  | $- |
| 10 | PUERTAS |  |  |  |  |  | $- |
| 11 | CERRADURAS / HARDWARE |  |  |  |  |  | $- |
| 12 | TECHO |  |  |  |  |  | $- |
| 13 | ILUMINACIÓN |  |  |  |  |  | $- |
| 14 | INTERRUPTORES DE ILUMINACIÓN |  |  |  |  |  | $- |
| 15 | TOMAS DE CORRIENTE |  |  |  |  |  | $- |
| 16 | TOMAS DE TELÉFONO |  |  |  |  |  | $- |
| 17 | PUERTO DE INTERNET |  |  |  |  |  | $- |
| 18 | EBANISTERÍA |  |  |  |  |  | $- |
| 19 | SEÑALIZACIÓN |  |  |  |  |  | $- |
| 20 | EMPOTRADOS |  |  |  |  |  | $- |
| 21 |  |  |  |  |  |  | $- |
| 22 |  |  |  |  |  |  | $- |
| 23 |  |  |  |  |  |  | $- |
| 24 |  |  |  |  |  |  | $- |
| 25 |  |  |  |  |  |  | $- |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TAREA / ELEMENTO** | | **OBRA COMPLETA** | | **EN CONTRATO** | | **INFORMACIÓN ADICIONAL** | **COSTO EST. FUERA DEL CONTRATO** |
| **Y** | **N** | **Y** | **N** |
| **MISCELÁNEO** | |  |  |  |  |  | **$-** |
| 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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| --- | --- | --- | --- | --- | --- | --- | --- |
| **COMENTARIOS ADICIONALES** | | | | | | | |
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|  |  |  |  |  |  |  |  |
| **ARRENDATARIO** | | **FECHA DE LA INSPECCIÓN** | | | | **INSPECTOR** | |
|  | |  | | | |  | |