

Snagging list

✓ Photograph every snag and put the photo number on its line.

Project		Area or level		Inspected by	
Date of inspection		Contractor or trade		Handover date	

One line per snag. Say exactly where it is, so whoever fixes it can find it without asking.

Ref	Location	Snag	Photo ref	Trade	Priority	Target date	Fixed (date, initials)	Checked by

Priority: A, fix before handover. B, fix by the agreed date. C, minor or cosmetic.

Snags closed out

	Name	Signature	Date
Contractor			
Client or representative			