Snag list

TEMPLATE

Record each snag with where it is, what is wrong, who fixes it and by when.

Project / property		**Site address**	
Client / developer		**Inspected by**	
Date of inspection		**Sheet no.**	

No.	Location (room, area)	Description: what is wrong and exactly where	Trade	Priority	Photo ref	Due	Status	Signed off
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Priority: Low / Medium / High / Critical Status: Open / In progress / Fixed / Closed

Snag list

EXAMPLE

Record each snag with where it is, what is wrong, who fixes it and by when.

Project / property	Plot 12, Riverside	**Site address**	12 Mill Lane, Leeds
Client / developer	Riverside Homes	**Inspected by**	Alex Morgan
Date of inspection	27 Nov 2026	**Sheet no.**	1 of 1

No.	Location (room, area)	Description: what is wrong and exactly where	Trade	Priority	Photo ref	Due	Status	Signed off
1	Kitchen	Hairline crack across two floor tiles, 300 mm in from the back door threshold. Replace both and regrout to match.	Tiling	High	1a, 1b	5 Dec	Open	
2	Bedroom 2	Double socket face plate missing, wall behind the door. Fit plate; check the box is secured.	Electrical	Critical	2a	1 Dec	Fixed	AM 2 Dec
3	Hallway	Paint runs on skirting by the understairs cupboard, about 400 mm long. Sand back and repaint.	Decorating	Medium	3a	12 Dec	In progress	
4	Bathroom	Door catches the frame at the top hinge side; does not close without force. Plane and rehang.	Joinery	Medium		12 Dec	Open	
5	Bathroom	Gap of 3–5 mm in silicone along the bath edge, tap end. Strip and reseal.	Plumbing	High	5a	5 Dec	Open	
6	Kitchen	Chip in worktop edge next to the hob, about 10 mm. Repair or replace the section.	Joinery	Low	6a	19 Dec	Open	
7	Rear elevation	Gutter joint above the patio door drips in rain. Reseal the joint and check the fall.	Roofing	High	7a	5 Dec	Open	
8	Living room	Window handle loose on the left-hand opener. Tighten or replace the handle.	Windows	Low		19 Dec	Closed	AM 2 Dec

Priority: Low / Medium / High / Critical Status: Open / In progress / Fixed / Closed