Snagging List

Room-by-room snag list with photos, trade responsible and target dates, ready for sign-off at handover.

Details

Project / property *	
Address	
Date of inspection *	_____ / _____ / _____
Inspected by *	

Snags

Snags 1

Room / area *	
Snag description *	
Trade responsible	
Priority	☐ Low ☐ Medium ☐ High
Target completion date	_____ / _____ / _____
Snag photo *	*Attach photo or sketch*
Status *	☐ Open ☐ Completed ☐ Disputed

Snags 2

Room / area *	
Snag description *	
Trade responsible	

Priority	☐ Low ☐ Medium ☐ High
Target completion date	_____ / _____ / _____
Snag photo *	*Attach photo or sketch*
Status *	☐ Open ☐ Completed ☐ Disputed

Snags 3

Room / area *	
Snag description *	
Trade responsible	
Priority	☐ Low ☐ Medium ☐ High
Target completion date	_____ / _____ / _____
Snag photo *	*Attach photo or sketch*
Status *	☐ Open ☐ Completed ☐ Disputed

Sign-off

Additional comments	
Inspector name *	
Inspector signature *	

Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required