

# Snagging List

Defects and incomplete items — pre-handover record

Company: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Ref: \_\_\_\_\_

## Project Details

Project name:

Site address:

Client name:

Client contact:

Inspection date:

Inspected by:

Project reference:

## Snagging Items

No.	Location	Defect description	Trade	Priority	Raised	Target	Resolved	Verified by

### Status Summary

Total items raised:

Items open:

Items closed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Photograph Reference Log

Item no.	Photo ref (before)	Photo ref (after)

**Sign-Off**

All snags completed — Builder signature:

Builder name & date:

Client signature:

---

---

---

Client name & date:

---

**Notes**

Items requested by the client that fall outside the agreed scope should be recorded on a Variation Order Form, not as snags.

---

