Snag list

Example for a kitchen refurbishment. One line per snag, grouped by trade.

EXAMPLE

Project: Walked by:

Date of walk-round: Date to be fixed by:

No.	Room and exact place	What is wrong	Photo	Who fixes	Done
1	Kitchen ceiling, by the extractor	Board joint showing through the paint	P1	Decorator	
2	Wall by the window	Roller marks in the top coat	P2	Decorator	
3	Door to the hall	Catches on the frame at the top	P3	Carpenter	
4	Plinth under the sink	Does not sit flush. New plinth to order (O1)	P4	Carpenter	
5	Splashback, left of the hob	Grout missing in one joint	P5	Tiler	
6	Sink tap	Drips at the spout when closed	none	Plumber	

Items to order

Ref	Item	For snag no.	Ordered on
O1	Replacement plinth to match the units	4	

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Snag list

Blank. One line per snag. Tick each one off on site when it is fixed.

BLANK

Project: Walked by:

Date of walk-round: Date to be fixed by:

No.	Room and exact place	What is wrong	Photo	Who fixes	Done
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Items to order

Ref	Item	For snag no.	Ordered on

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