

SNAG LIST

Walk the site room by room. One line per snag; tick it off when it is fixed.

YOUR LOGO HERE

Reference

Date

Project / site

Contract / order no.

Practical completion date

Builder's rep

Unit / house number

Site agent

Client / owner present

A. SNAGS

No.	Area / room	Defect	Trade	Fixed	Initials
1				☐	
2				☐	
3				☐	
4				☐	
5				☐	
6				☐	
7				☐	
8				☐	
9				☐	
10				☐	
11				☐	
12				☐	
13				☐	
14				☐	
15				☐	
16				☐	
17				☐	
18				☐	
19				☐	
20				☐	

B. NOTES

Snags found

Snags fixed

Re-inspection date

C. SIGN-OFF

Site agent - signature

SIGN

Full name

Date

Client / owner - signature

SIGN

Full name

Date

On a phone: open in Adobe Acrobat Reader and use Fill & Sign. A typed name and date are always accepted.



BEFORE YOU TEST THIS FILE

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SAMPLE

