

Snag List Template

Room-by-room snagging schedule for new builds and handovers, with responsibility and sign-off. · Free template from SiteAudit — siteaudit.app/templates

PROPERTY / PLOT

ADDRESS

DEVELOPER / BUILDER

INSPECTED BY

INSPECTION DATE

HANDOVER DATE

[illegible]

[illegible]

How to use this template

1. Work room by room in a fixed order and finish each room before moving on — it is the only reliable way to avoid missing areas.

2. Element means what the snag is on: wall, ceiling, window, door, floor, sanitaryware, electrical, external.
3. Describe what is wrong and where in the room, not what you want done. "Paint runs to left of window reveal" is checkable; "needs repainting" is not.
4. Photograph every snag as you raise it. A snag with no photo is the first one to be disputed.
5. Check the same list again at the end of the defects liability period, not just at handover.

SiteAudit runs this checklist on your phone or tablet, works fully offline, attaches photos to every line and exports a signed PDF report before you leave site. Free to start at siteaudit.app