[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Construction snag list

Defects and unfinished work - listed, assigned and signed off.

Date: _____

Snags

No.	Location	Defect	Trade responsible	Due date	Signed off

Sign-off

Name: _____ **Signature:** _____ **Date:** _____