

Snag list template

A snag list template gives every defect the same record: exact location, trade, priority, owner and a photo of the fix. Use it on paper, in a spreadsheet, or in Integrío.

Project	Site	Completed by	Date
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1. Snag details

Filled in once per snag, on the spot.

1.1 Snag reference

Numbered automatically in Integrío, e.g. SNG-014.

TEXT

1.2 Project and site Required

TEXT

1.3 Date raised Required

DATE

1.4 Raised by Required

TEXT

2. Where it is

Precise enough that someone who wasn't there can walk straight to it.

2.1 Building and floor Required

TEXT

2.2 Room or area Required

TEXT

2.3 Exact position

e.g. roof array B row 3, car park bay 12, plant room panel 2.

TEXT

3. What's wrong

3.1 System or trade Required

DROPDOWN

- ☐ Solar PV

☐ Battery storage

☐ EV charging

☐ Electrical

☐ Mechanical and BMS

☐ Fire and security

☐ Data and networks

☐ Civils and groundworks

☐ Finishes

☐ Other

3.2 Fault type **Required**

CHOOSE ONE

☐ Missing

☐ Damaged

☐ Incorrect

☐ Incomplete

☐ Not working

☐ Not labelled

3.3 Priority **Required**

CHOOSE ONE

☐ Urgent: safety risk or blocks handover

☐ High: fix before practical completion

☐ Normal: fix before client sign-off

☐ Low: next scheduled visit

3.4 Description **Required**

What's wrong, and what 'fixed' looks like.

NOTES

3.5 Photo of the snag **Required**

Mark up the photo to point at the fault.

PHOTO

4. Who owns it

4.1 Whose snag is it? **Required**

CHOOSE ONE

Stops you fixing other people's damage for free.

☐ Ours

☐ Another trade

☐ Client change or damage

4.2 Other trade responsible

↳ Shown when "Whose snag is it?" is Another trade

TEXT

4.3 Assigned to **Required**

TEXT

4.4 Target date **Required**

DATE

5. Close-out

A snag isn't closed until someone can see it's fixed.

5.1 Status **Required**

CHOOSE ONE

☐ Open

☐ In progress

☐ Resolved

5.2 Photo of the fix

Same angle as the original photo.

↳ Shown when Status is Resolved

PHOTO

5.3 Fixed by

↳ Shown when Status is Resolved

TEXT

5.4 Date fixed

↳ Shown when Status is Resolved

DATE

5.5 Verified by (supervisor)

↳ Shown when Status is Resolved

SIGNATURE

5.6 Client or main contractor accepted

☐ Yes ☐ No

YES / NO