**New Build Snag List Template**

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| 1. Preparation |
| Timing |
| Conduct inspections during daylight hours for visibility. |
| Tools |
| Bring a flashlight, measuring tape, notepad, camera, and a spirit level. |
| Documents |
| Keep floor plans and specifications handy for reference. |

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| 2. Exterior Inspection |
| Roof |
| Are roof tiles securely fixed and aligned? |
| *Images* | *Comments* |
| Check for cracked or missing tiles |
| *Images* | *Comments* |
| Is the roof ridge capping properly sealed? |
| *Images* | *Comments* |
| Inspect the flashing around chimneys and vents for watertightness |
| *Images* | *Comments* |
| Are the gutters securely attached and clear? |

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| 2. Exterior Inspection (continued) |
| Roof (continued) |
| Check for signs of roof leaks or water damage |
| *Images* | *Comments* |
| Are soffits straight and free of gaps? Are soffits fitted and free from debris? |
| *Images* | *Comments* |
| Is there adequate ventilation in the roof space? |
| *Images* | *Comments* |
| Are downspouts properly connected and clear? |
| *Images* | *Comments* |
| Inspect roof underlay for signs of wear |
| *Images* | *Comments* |
| Are roofing nails correctly fastened? |
| *Images* | *Comments* |
| Check for signs of moss or fungus |
| *Images* | *Comments* |

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| Masonry |
| Cracks, uneven mortar, or discoloration in brickwork  |
| *Images* | *Comments* |
| Any issues with locks and hinges |
| *Images* | *Comments* |
| Cracks, uneven mortar, or discoloration in brickwork  |
| *Images* | *Comments* |
| Any gaps or drafts in seals  |
| *Images* | *Comments* |
| Confirm ground slopes away from the house (min 2% gradient) |
| *Images* | *Comments* |
| 3. Interior Inspection |
| Walls and Ceilings |
| Cracks, bubbles, or uneven finishes in plaster |
| *Images* | *Comments* |
| Drips, streaks, or unpainted areas |
| *Images* | *Comments* |
| Corners: Use a spirit level to check for squareness |
| *Images* | *Comments* |

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| Floors |
| Place a ball on the floor to check levelness; if it rolls, note slope |
| *Images* | *Comments* |
| Cracks, loose grout, or uneven edges in tiles |
| *Images* | *Comments* |
| Squeaks or gaps in floorboards  |
| *Images* | *Comments* |
| Doors |
| Doors close fully without sticking |
| *Images* | *Comments* |
| Even spacing or gaps around frames |
| *Images* | *Comments* |
| 4. Systems and Finishes |
| All sockets checked  |
| *Images* | *Comments* |
| Any issues with light switches and fixtures |
| *Images* | *Comments* |
| Taps tested for water pressure and leaks |
| *Images* | *Comments* |
| Drainage issues with toilet  |
| *Images* | *Comments* |
| Thermal imaging to check heat distribution for radiators |
| *Images* | *Comments* |
| Heat distribution for radiators |
| *Images* | *Comments* |

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| 5. Kitchen and Bathrooms |
| Alignment, handles, and scratches of cabinets |
| *Images* | *Comments* |
| Cracks, loose grout, or uneven edges in tiles |
| *Images* | *Comments* |
| 5. Kitchen and Bathrooms |
| Alarms and battery life of smoke/CO detectors |
| *Images* | *Comments* |
| Securely installed handrails |
| *Images* | *Comments* |
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| Reporting Issues |
| Note: All issues should be reported to the builder within 2 weeks. Please record a requested deadline for completing fixes. |

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