**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12389&utm_source=template-word&utm_medium=content&utm_campaign=New+Build+Snag+List-word-12389&lpa=New+Build+Snag+List+word+12389)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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