Snag Sheet

Hollins & Reed Contracting Ltd

Project	Trade or subcontractor	Issued by	Complete by
House extension, House 9	**Second-fix joiner**	**Dan Hollins**	**2 October 2026**

No.	Location	Description of snag	Priority	Done	Date done	Initials
1	Utility door	Catches at the head and needs force to close	Medium	☑	30/09/26	PS
2	WC door	Will not latch	Medium	☑	30/09/26	PS
3	Bedroom 4 door	Gap to the jamb over 4 mm	Medium	☑	30/09/26	PS
4	Bedroom 4 door	Lining more than 5 mm out of plumb	Medium	☐		
5	En-suite door	Door distorted more than 5 mm over its height	Medium	☐		
6	Kitchen-diner door	Gap under the door too small for the floor covering	Medium	☐		
7	Landing cupboard door	Hinge not flush, screw missing	Medium	☑	30/09/26	PS
8	Bedroom 4 door	Door stop not fitted	Low	☑	30/09/26	PS
9	Utility door	Handle loose	Medium	☑	30/09/26	PS
10	En-suite door	Thumbturn does not engage	High	☑	30/09/26	PS
11	Hall door	Architrave reveal not the same on both sides	Low	☐		
12	Bedroom 4 door	Architrave not parallel to the lining	Low	☐		
13	Kitchen-diner door	Architrave mitre open at the head	Low	☐		
14	Landing door	Architrave leg not cut square to the skirting	Low	☐		
15	Kitchen-diner, window corner	Internal skirting corner mitred and opening up, scribe it	Low	☐		
16	Hall, wall end	External skirting mitre open	Low	☐		
17	Kitchen-diner, long wall	Skirting joints not consistent, seen at 2 m in daylight	Low	☐		
18	Bedroom 4	Skirting gap to the floor over 5 mm, no covering laid	Medium	☐		
19	Utility	Skirting loose, gap to the wall	Medium	☐		
20	Utility, by boiler pipes	Skirting not scribed around the pipe	Low	☐		
21	Bedroom 4	Skirting fixed only at the ends and gapping	Medium	☐		
22	En-suite	Pipe boxing not square	Low	☐		
23	Bedroom 4 window	Window board not level across its depth	Medium	☐		
24	Kitchen-diner window	Seal missing at the window board	Low	☐		

Worked example. Change it to fit your job before you use it.

Snag Sheet

Hollins & Reed Contracting Ltd

Project	Trade or subcontractor	Issued by	Complete by
House extension, House 9	**Second-fix joiner**	**Dan Hollins**	**2 October 2026**

No.	Location	Description of snag	Priority	Done	Date done	Initials
25	Bedroom 4 window	Window board not scribed to the reveal, gap showing	Low	☐		
26	Stairs	Handrail loose	High	☑	30/09/26	PS
27	Stairs	Handrail fixed to plasterboard alone, fix to the stud	High	☐		
28	Stairs	Tread 6 loose	High	☑	30/09/26	PS
29	Stairs	Gap between tread 2 and the string	Low	☐		
30	Stairs	Two balusters loose	High	☑	30/09/26	PS
31	Stairs	Newel not fixed to the structure	High	☐		
32	Stairs	Creak on tread 3	Medium	☐		
33	Landing	Guarding gap fails the 100 mm sphere check	High	☐		
34	Bedroom 4	Fitted wardrobe doors not aligned, gaps not consistent	Medium	☐		
35	Bedroom 4	Wardrobe rail loose	Low	☐		
36	Landing	Loft hatch does not close well	Medium	☐		
37	Kitchen-diner door	Factory-finished door scratched, seen at 0.5 m	Medium	☐		
38	Door to integral garage	Fire door gap over 3 mm	High	☐		
39	Hall door	Internal glazing bead loose	Medium	☐		
40	Stairs	Treads not protected while other trades finish	Medium	☐		
41	Hall	Nail holes not filled before decoration	Low	☐		
42	Kitchen-diner	Room not left clean and ready for decoration	Low	☐		
43				☐		
44				☐		
45				☐		
46				☐		
47				☐		
48				☐		

Completed by	Checked by	Date

Worked example. Change it to fit your job before you use it.