Handover Snagging List

Hollins & Reed Contracting Ltd

Project	Plot or area	Client	Date
Office fit-out, Unit 3	**First floor**	**Thornley Vale Estates Ltd**	**9 October 2026**

No.	Location	Description of snag	Priority	Trade	Date done	Initials	Accepted	Comments
1	Reception	Paint touch-ups needed beside the entrance door	Low	Decorator	12/10/26	DH	☑	
2	Reception	Manifestation missing on the glazed screen	High	Signage	12/10/26	DH	☑	
3	Reception	Company sign wrong, needs replacing	Medium	Signage			☐	New sign ordered
4	Reception	Scratch on the glazed screen	Medium	Glazier			☐	Pane to be replaced
5	Reception	Mastic around the screen frame not complete	Low	Glazier	12/10/26	DH	☑	
6	Reception desk	Joints not tight, cabinet doors not level	Medium	Joiner	12/10/26	DH	☑	
7	Open-plan office, by windows	Two ceiling tiles misaligned	Low	Ceiling fixer	12/10/26	DH	☑	
8	Open-plan office, bay 3	Ceiling tile damaged	Low	Ceiling fixer	12/10/26	DH	☑	
9	Open-plan office, bay 4	Carpet seam showing	Medium	Floor layer			☐	Client to view in daylight
10	Open-plan office, doorway	Floor covering not bonded	Medium	Floor layer	12/10/26	DH	☑	
11	Tea point threshold	Transition strip missing	Medium	Floor layer	12/10/26	DH	☑	
12	Open-plan office, east wall	Skirting not tight to the wall	Low	Joiner	12/10/26	DH	☑	
13	Open-plan office, bay 2	Lighting sensor not working	Medium	Electrician			☐	Date to be agreed
14	Meeting room 2	Lighting control not working	Medium	Electrician	12/10/26	DH	☑	

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

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15	Open-plan office, south wall	Sockets set out of square	Low	Electrician	12/10/26	DH	☑	
16	Open-plan office, column C	Socket not working	High	Electrician	12/10/26	DH	☑	
17	Open-plan office, bay 5	Heating and cooling out of balance	Medium	Mechanical			☐	Not yet tested in full
18	Meeting room 1	Door does not latch first time	Medium	Joiner	12/10/26	DH	☑	
19	Meeting room 1	Handle not fitted	Medium	Joiner	12/10/26	DH	☑	
20	Meeting room 2	Wall panel joinery out of alignment	Low	Joiner	12/10/26	DH	☑	
21	Meeting room 2	Paint runs on the door frame	Low	Decorator	12/10/26	DH	☑	
22	Director’s office	Scratch on the factory-finished door, seen at 0.5 m	High	Joiner			☐	Door to be refinished
23	Director’s office	Sheen varies on the window wall	Medium	Decorator	12/10/26	DH	☑	
24	Director’s office	Timber veneer varies between panels	Low	Joiner			☐	Client to decide
25	Corridor	Self-closer does not fully close the fire door	High	Joiner	12/10/26	DH	☑	
26	Corridor	Fire door gap over 3 mm	High	Joiner	12/10/26	DH	☑	
27	Corridor	Emergency lighting not tested	High	Electrician			☐	Test booked
28	Tea point	Worktop joint not tight	Medium	Joiner	12/10/26	DH	☑	
29	Tea point	Grout not finished behind the tap	Low	Tiler	12/10/26	DH	☑	

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30	Tea point	Silicone not complete at the sink	Low	Tiler	12/10/26	DH	☑	
31	Tea point	Hot water flow not tested at the tap	Medium	Plumber	12/10/26	DH	☑	
32	WCs, cubicle 2	WC does not operate	High	Plumber	12/10/26	DH	☑	
33	WCs, cubicle 3	Cubicle lock not working	Medium	Joiner	12/10/26	DH	☑	
34	WCs	Extract fan not working	Medium	Mechanical	12/10/26	DH	☑	
35	Whole floor	Fire alarm not yet certified	High	Fire alarm engineer			☐	Certificate to follow
36	Whole floor	M&E commissioning not complete	High	Mechanical			☐	Date to be agreed
37	Whole floor	BMS demonstration not given	Medium	Mechanical			☐	Date to be agreed
38	Whole floor	Final clean not done	Medium	Cleaner			☐	After the snags are done
39	Handover documents	O&M manuals not received	High	Site team			☐	Draft received
40	Handover documents	As-built drawings not issued	High	Site team			☐	
41	Handover documents	Test and commissioning certificates not collated	High	Site team			☐	
42	Handover documents	Warranties not registered	Medium	Site team			☐	
43	Handover documents	Keys and spares not handed over	Medium	Site team			☐	

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44							☐	
45							☐	
46							☐	
47							☐	
48							☐	
49							☐	
50							☐	
51							☐	
52							☐	
53							☐	
54							☐	
55							☐	
56							☐	
57							☐	

For the contractor	For the client	Date

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