

SELF-BUILD · FINISH WITH CONFIDENCE

The Snagging Checklist

A practical worksheet to help you record, track and close out defects before final sign-off.

Work through this room by room and system by system, recording what needs attention, confirming when it has been completed, and keeping a clear record ready for final payment.

PROJECT

CLIENT

SITE ADDRESS

CONTRACTOR

INSPECTION DATE

INSPECTED BY

SNAGGING STATUS

- ☐ Outstanding
- ☐ In Progress
- ☐ Completed
- ☐ Re-inspection Required

01

External works.

EXTERNAL WORKS

ITEM	ACTION REQUIRED	COMPLETED	DATE
Brickwork clean and free from mortar stains	_____	☐	_____
Pointing complete and consistent	_____	☐	_____
Render complete with no cracks or damage	_____	☐	_____
External cladding complete and secure	_____	☐	_____
Roof coverings complete with no damaged tiles/slates	_____	☐	_____
Ridge and verge details complete	_____	☐	_____
Flashings properly installed	_____	☐	_____
Gutters and downpipes secure and operational	_____	☐	_____
External decoration complete	_____	☐	_____
Paths, patios and driveways completed	_____	☐	_____

02

Windows, doors and floors.

WINDOWS & EXTERNAL DOORS

ITEM	ACTION REQUIRED	COMPLETED	DATE
Frames clean and undamaged	_____	☐	_____
Glass free from scratches	_____	☐	_____
Locks operate correctly	_____	☐	_____
Handles secure	_____	☐	_____
Hinges adjusted correctly	_____	☐	_____
Seals complete	_____	☐	_____
Trickle vents operational	_____	☐	_____

FLOORS

ITEM	ACTION REQUIRED	COMPLETED	DATE
Floor finishes complete	_____	☐	_____
No damaged flooring	_____	☐	_____
Thresholds secure	_____	☐	_____
Expansion joints complete	_____	☐	_____

03

Internal finishes.

INTERNAL FINISHES

ITEM	ACTION REQUIRED	COMPLETED	DATE
Walls free from damage	_____	☐	_____
Ceilings smooth and blemish free	_____	☐	_____
Decoration complete	_____	☐	_____
Skirting boards fixed and decorated	_____	☐	_____
Architraves complete	_____	☐	_____
Internal doors adjusted correctly	_____	☐	_____
Door furniture fitted	_____	☐	_____
Staircase secure and finished	_____	☐	_____

04

Kitchen and bathrooms.

KITCHEN

ITEM	ACTION REQUIRED	COMPLETED	DATE
Units aligned correctly	_____	☐	_____
Doors and drawers adjusted	_____	☐	_____
Worktops free from damage	_____	☐	_____
Sink and taps operational	_____	☐	_____
Appliances installed and tested	_____	☐	_____
Silicone seals complete	_____	☐	_____

BATHROOMS & EN-SUITES

ITEM	ACTION REQUIRED	COMPLETED	DATE
Sanitaryware securely fixed	_____	☐	_____
Baths and showers sealed	_____	☐	_____
Taps functioning correctly	_____	☐	_____
WCs operating correctly	_____	☐	_____
Tiles complete with sound grout	_____	☐	_____
Extract fans operational	_____	☐	_____

05

Electrical, plumbing and heating.

ELECTRICAL INSTALLATION

ITEM	ACTION REQUIRED	COMPLETED	DATE
Socket outlets secure	_____	☐	_____
Switches operate correctly	_____	☐	_____
Light fittings operational	_____	☐	_____
Consumer unit labelled	_____	☐	_____
Smoke/heat alarms tested	_____	☐	_____
External lighting operational	_____	☐	_____

PLUMBING & HEATING

ITEM	ACTION REQUIRED	COMPLETED	DATE
Heating system commissioned	_____	☐	_____
Radiators secure and balanced	_____	☐	_____
No plumbing leaks	_____	☐	_____
Hot water operational	_____	☐	_____
External taps operational	_____	☐	_____

06

Final items.

FINAL ITEMS

ITEM	ACTION REQUIRED	COMPLETED	DATE
Building thoroughly cleaned	_____	☐	_____
Waste materials removed	_____	☐	_____
Keys handed over	_____	☐	_____
Operating manuals provided	_____	☐	_____
Guarantees and warranties supplied	_____	☐	_____
Building Regulations Completion Certificate received	_____	☐	_____
Electrical Installation Certificate provided	_____	☐	_____
Gas Safe/Heating commissioning certificate provided	_____	☐	_____
Air tightness/SAP documentation provided (where applicable)	_____	☐	_____

07

Sign-off.

OUTSTANDING ITEMS REMAINING

CONFIRM BEFORE SIGN-OFF

- ☐ All snagging items completed.
- ☐ Client satisfied with completed works.
- ☐ Final payment authorised.

CLIENT SIGNATURE

DATE

CONTRACTOR SIGNATURE

DATE

CONTRACT ADMINISTRATOR (IF APPLICABLE)

Houseplansdirect recommendation

Walk the property with your contractor rather than sending a list alone, agree a realistic date for each item to be closed out, and only sign off once you have physically checked the outstanding items yourself.

HOUSEPLANSDIRECT

Keep Building With Confidence

This is one of a growing library of free self-build resources from Houseplansdirect. Explore the full collection to support every stage of your project.

www.houseplansdirect.co.uk