

Snag List / Defect Report

Sample defect tracking template for handover and inspection walks — Facilities Management

Project / Building: _____ Inspection Date: _____

Inspected by: _____ Contractor / Vendor: _____

Snag / Defect Register

#	Location	Description of Defect	Trade	Priority	Status	Target Date
1					Open	
2					Open	
3					Open	
4					Open	
5					Open	
6					Open	
7					Open	
8					Open	
9					Open	
10					Open	
11					Open	
12					Open	

Priority Key

- High — safety-related or blocks handover/occupancy.
- Medium — functional issue, does not block occupancy.
- Low — cosmetic or minor finish issue.

Summary

Total Items	High Priority	Medium Priority	Low Priority	Closed

Sign-off

Role	Name	Signature	Date
Inspected by			
Contractor Representative			

Role	Name	Signature	Date
Client / FM Representative			