

Punch List / Snagging Report

Open defects, responsible trades and closure evidence — for close-out and handover.

How to use: walk the site, log one row per defect with its exact location; add a photo reference; assign a trade and a due date; strike through or mark Done when verified.

Open items

#	Location / room	Defect description	Photo ref.	Trade / assignee	Priority	Due	Status
1	e.g. Room 2.04, N wall	e.g. paint scratched by door frame	IMG_0231	Painting — J.M.	Low / Med / High		To do

Closed / verified

#	Defect	Fixed by	Verified by	Date

Prepared by — name, role, signature, date

Accepted by — client / receiving party, signature, date



Tired of filling this by hand?

Drop photo & voice pins on your plan on site — PinMy keeps every finding in place, assigned and trackable. Free to start → scan or visit pinmy.co