

PROJECT CLOSEOUT TOOL

Interior snag list and handover record

Record one visible issue per row. Give it an exact location, evidence, required response, owner, due date and status. Reinspect the actual work before closing the row. Use responsible qualified parties for technical diagnosis, testing and safety decisions.

Inspection basis

Project / property		List revision		Inspection date	
Prepared by / role		Issued to		Response due	
Current drawings			Current scope / BOQ		
Areas inspected					
Access / test limits					

Five-step use

1. Observe		2. Reference		3. Assign		4. Reinspect		5. Close	
Record the room, item and visible fact.		Link the photo and accepted project requirement.		Name the response, responsible party and date.		Check the actual work and any related damage.		Preserve the result, date and handover status.	
URGENT CONCERN		Use the responsible safety or emergency process immediately. Do not wait for the normal snag cycle.							
UNKNOWN CAUSE		Record the visible condition and request inspection. Do not invent a technical diagnosis.							
DISPUTED ITEM		Keep the original observation and both positions. Follow the contract notice or dispute process.							
CLOSURE		A reply saying done is not closure. Record reinspection, result and evidence.							

SHEET 1

Snag list - items 1 to 8

Use one row per issue. State the visible condition in simple words. Do not combine several rooms or actions in one row.

ID	Room / exact location	Item and observed condition	Photo / requirement reference	Required response	Responsible party	Due	Status
SN-01							
SN-02							
SN-03							
SN-04							
SN-05							
SN-06							
SN-07							
SN-08							

Status vocabulary

OPEN	RESPONSE PENDING	ACTION AGREED	ACTION COMPLETE	REINSPECT	CLOSED	DISPUTED
Awaiting response	Inspection or clarification	Scope and date recorded	Reported complete	Ready for checking	Accepted after check	Positions preserved

SHEET 2

Snag list - items 9 to 16

Continue the same master list. Filter copies by room or responsible party if useful, but preserve one complete issue history.

ID	Room / exact location	Item and observed condition	Photo / requirement reference	Required response	Responsible party	Due	Status
SN-09							
SN-10							
SN-11							
SN-12							
SN-13							
SN-14							
SN-15							
SN-16							

PHOTO RULE	Take one wider location image and one close image where needed. Name each file with the snag ID and keep the original date.
REQUIREMENT RULE	Link the accepted drawing, scope, sample, specification, BOQ or approved change. A photo alone does not prove the requirement or cause.
REPAIR INTERFACE	Before rectification, record adjacent finishes and other work that may be affected.
NEW DAMAGE	If corrective work creates another issue, add a linked snag instead of hiding it in the old row.

CLOSEOUT

Reinspection, documents and final account

Close each snag only after the authorized check. Keep handover documents and commercial reconciliation visible; practical use of a room does not prove that every obligation is complete.

Reinspection record

Snag ID	Reported action / date	Reinspection result	New evidence	Checker / date	Final status
SN-					
SN-					
SN-					
SN-					
SN-					
SN-					
SN-					

HANDOVER

Handover and commercial record

Use this page to track the records, items and open actions that must be resolved at handover. Check each item against the signed scope and actual project requirements.

Handover item	Required source / reference	Received / checked	Open action / owner / due
Test and commissioning records			
Warranties and supplier invoices			
Care instructions and manuals			
Keys, codes and labelled controls			
Final schedules and record drawings			
Spare and retained materials			
Approved changes, omissions and credits			
Final account and payment evidence			

Final payment, retention and defects-liability decisions depend on the actual signed contract, completed work, notices, open items and applicable law. This worksheet does not set a universal amount or release rule.