

Snagging list

Project: 7 Larch Close, Otley LS21 2NE (rear extension and kitchen refit)

Contract: PDB-2026-118

Client: Gemma Archer

Contractor: Pickard Design & Build Ltd

Inspection date: 5 October 2026

Inspected by: Gemma Archer (client), Dan Pickard and Ollie Shaw (Pickard Design & Build Ltd)

Snags

No.	Location	Description of the snag	Photo ref	Responsible	Priority	Target date	Done (date and initials)
1	Kitchen, north wall	Cracked tile behind hob, 2nd row	P01	Tiler	High	16 October 2026	
2	Kitchen island	Drawer front misaligned, rubs on end panel	P02	Joiner	Normal	16 October 2026	
3	Extension, rear bifold doors	Draught at bottom threshold	P03	Contractor (door supplier)	High	12 October 2026	
4	Extension ceiling	Hairline crack in plaster near rooflight	P04	Plasterer	Cosmetic	23 October 2026	
5	Utility room	Extractor fan not ducted outside, vents into void	P05	Electrician	High	12 October 2026	
6	Downstairs WC	Silicone to basin incomplete at tap end	P06	Contractor	Normal	16 October 2026	

Total snags: 6

Items not agreed as snags: 1 item: the colour of the external render on the side wall. The contractor says it matches the agreed sample; the client disputes this until a second sample panel has been seen.

Next steps

The contractor will complete all items by 23 October 2026 and will tell the client when they are ready for re-inspection. Re-inspection is arranged for 26 October 2026 at 10am.

Agreeing this list does not mean the client accepts the work as free of defects. Defects found later can still be reported under the contract or any guarantee.

Client: Name: Gemma Archer Signature: _____ Date: _____

Contractor: Name: Pickard Design & Build Ltd Signature: _____ Date: _____

Sign-off on completion of snags

All items above have been completed to the client's reasonable satisfaction, except any items listed here,
which are carried forward to the date shown:

Items carried forward: _____ to: _____

Client: Signature: _____ Date: _____

Contractor: Signature: _____ Date: _____