



## How to fill out a Snagging Sheet

Print out as many blank sheets as you require or just print out one and get copies printed out. Remember that when you have completed your snag you will have to give copies to the Site manager and Sales department. You can make carbon copies when doing your original snag, or make as many copies (of the completed sheets) as you need later.

When you go to snag a dwelling ask if you go unaccompanied; it is best if you can do it at the weekend, the sales staff are always there then. Try to snag on a sunny day if you can. If the site manager or his assistant goes round with you they will try to deter you from putting items on the snag sheet. Their comments will range from veiled threats ("Well, if you don't really want the house....") to blatant lies ("You will find that it is well within the tolerances allowed in New House Building Regulations.").

## GENERAL DEFECTS TO LOOK FOR IN A NEW HOME.

When going to inspect a house it is helpful to take a few things with you. Blank snag sheets and printed out Bozzle Snagging Checklists and pen, a small (9") spirit level, a tape measure and a camera (to record views from windows which may be used as a selling point and six months after you move in the view is hidden by a block of flats.) and if you are really particular, a small make-up mirror to look behind pipes, tops of doors etc. , and perhaps a pair of binoculars to check roof and upper part of the house externally, especially if it is a three storey.

## SNAGGING PROCEDURE

Use the Snagging Checklist to help you through each area of the dwelling. As you find the faults enter them on the Blank Snag Sheets. Don't be timid about the number of pages you fill out; if it needs 50 pages, do it. The more faults you find the more terrified the Site Manager will be of you. There are specific instructions on the accepted way to do this shown lower on this page. There is also a list of commonly used abbreviations on snagging sheets, below the snag sheet example.

### INTERNAL.

Common faults can be found under washbasins, behind toilet pans, around boilers, in airing cupboards, where pipes go into ceilings and floors, front and back doors, bay windows and patio doors, and window sills.

Check ceilings and walls for holes, dents, lumps, bad joints, patchy paintwork and uneven plastering; especially the top joints between ceilings and walls, and in all corners. Areas above skirting board, around all architrave and trim, reveals of windows and doors need to be closely looked at.

All sockets, switches and fittings, and draught strips should be checked that they are paint free.

Check all glass, tiles, sinks baths, showers, all electrical fittings, door furniture and kitchen units for cracks, chips and scratches.

All windows and doors should open and close properly. Fire doors should close gently and completely without having to be pulled or pushed.

Make sure that carpets (where fitted) are tight and stain free.

Walk round every part of every room and stairs to check for creaking and uneven surface.

Switch on and off all lights, fans, heating, boiler, appliances. Press test button on smoke alarms.

Check all drawers and doors of cupboards for smoothness; look in cupboards for missing shelves.

Turn on and off all taps; flush toilets; check showers.

### EXTERNAL

Walk over all the paving slabs to ensure they are securely laid. Putting your weight on the corners of each slab will expose any defect. Look for cracks and bits broken off.

Check all turfing for flatness. Look for dried out turfs and bad joints between them.

Look at guttering, down-pipes and lead flashing.

Look at drains and manhole covers (flush with the ground). Check garage, driveway and all fencing and gates.

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