SNAGGING REPORT FOR

Canal Wharf Fit-Out

14, Waterside Way, Nottingham, NG2 3AB

CLIENT Hannah Clarke

PREPARED BY

Your Company

REPORT DATE

8 Nov 2026

REPORT VERSION

v1.0

Canal Wharf Fit-Out

14, Waterside Way, Nottingham, NG2 3AB

CLIENT	REPORT DATE	REFERENCE
Hannah Clarke	8 Nov 2026	CW-2041

SNAG SUMMARY

6	2	2	2
TOTAL SNAGS	OPEN	IN PROGRESS	RESOLVED

Resolution progress **33% complete**

PLANS INCLUDED IN THIS REPORT

1	Ground floor	6 snags

PROJECT MEMBERS

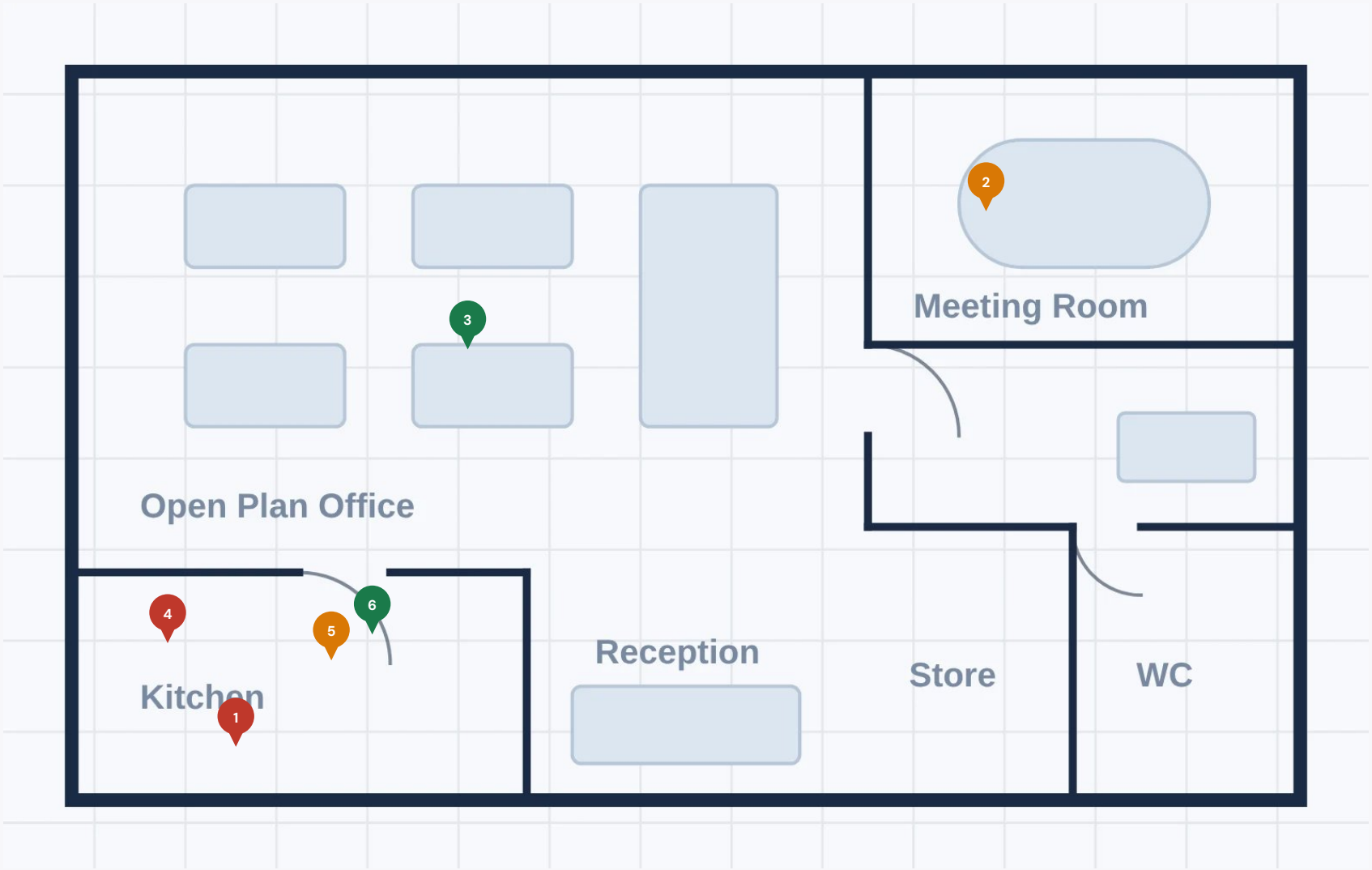
YC	Your Company	Project Lead

REPORT VERSIONS

VERSION	DATE	AUTHOR	NOTES
v1.0	8 Nov 2026	Chris Walker	This report

FLOOR PLAN

Open In Progress Resolved



SNAG DETAILS

1 Damaged wall units

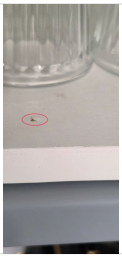
Priority **High** · Status **Open**

LOCATION	ASSIGNEE	RAISED	DUE
Kitchen	Sam Hill	25 Oct 2026	12 Nov 2026

DESCRIPTION

Laminate punctured by the fixing screws during install. Wall units need replacing.

PHOTOS


COMMENTS

Sam Hill 6 Nov 2026, 10:00
Replacement units ordered, due on site next week.

2 Acoustic panels not braced

Priority **Medium** · Status **In Progress**

LOCATION	ASSIGNEE	RAISED	DUE
Meeting Room	Lee Moss	25 Oct 2026	10 Nov 2026

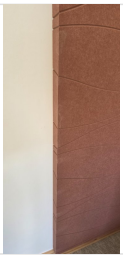
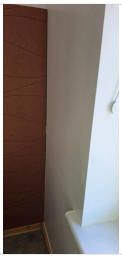
DESCRIPTION

Panels haven't been braced correctly and there are glue stains. Remove, brace at the joints and around the sockets, then reinstall.

CHECKLIST

- [x] Remove panels
- [ ] Brace at joints and around sockets
- [ ] Clean glue stains and reinstall

PHOTOS

3 Damaged carpet tiles

Priority **N/A** · Status **Resolved**

LOCATION	ASSIGNEE	RAISED	DUE
Open Plan Office	Jo Reed	25 Oct 2026	5 Nov 2026

DESCRIPTION

Replace the damaged carpet tiles.

PHOTOS



CLIENT REVIEW

Hannah Clarke · 6 Nov 2026

Accepted

4 Tall unit door damaged

Priority **High** · Status **Open**

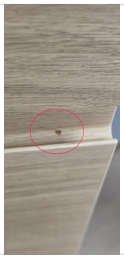
LOCATION	ASSIGNEE	RAISED	DUE
Kitchen	Sam Hill	25 Oct 2026	12 Nov 2026

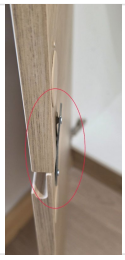
DESCRIPTION

A screw has gone through the laminate face during install. Replace the door.

PHOTOS







5 Wall units damaged inside

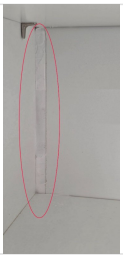
Priority **Medium** · Status **In Progress**

LOCATION	ASSIGNEE	RAISED	DUE
Kitchen	Sam Hill	25 Oct 2026	11 Nov 2026

DESCRIPTION

Fixing marks and damage inside the wall units. Replace the affected units.

PHOTOS





6 Gap at end of wall units

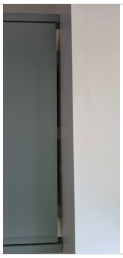
Priority **N/A** · Status **Resolved**

LOCATION	ASSIGNEE	RAISED	DUE
Kitchen	Sam Hill	25 Oct 2026	6 Nov 2026

DESCRIPTION

Gap to the wall at the end of the run. Fit an end panel.

PHOTOS



CLIENT REVIEW

Hannah Clarke · 7 Nov 2026

● Accepted