

Defect list

PROJECT / SITE		INSPECTED BY		DATE OF INSPECTION		STAGE (PC / HANDOVER / WARRANTY)		
#	LOCATION	TRADE	DEFECT — WHAT IS WRONG	ASSIGNED TO	PHOTO REF	DUE DATE	RECTIFIED — DATE & BY	SIGNED OFF
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

One line per defect. Be specific about location — "chip in architrave, bed 2, north wall" beats "paint damage".