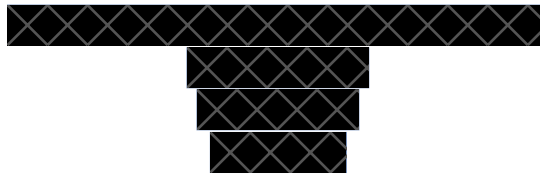


## Snagging List

of:



For: 

Date: **13<sup>th</sup> May 2025**

## **Table of contents**

- A      Introduction**
- B      Snagging List Shop Floor**
- C      Snagging List Offices**
- D      Snagging List Exterior and Grounds**

## **A Introduction to the report**

### **A.1 Limitations**

#### **A.1.1 Purpose of the Report**

A.1.2 A Snagging List is an itemised schedule identifying specific defects, incomplete works, or maintenance issues within the property that require rectification by the landlord prior to lease commencement. This document provides a focused assessment of remedial works necessary to bring the property to a condition suitable for occupation in accordance with a typical property in a similar location and of a similar use. The list is intended to support lease negotiations by clearly setting out the works that should be completed before the tenant takes possession, helping to ensure that the landlord addresses outstanding issues before the lease term begins.

#### **A.1.3 Scope of Inspection**

The inspection was non-intrusive and limited to those areas safely and readily accessible at the time of attendance. No opening up of the structure or testing of building services was undertaken. No items of furniture, fixtures, stored goods, floor coverings or linings were moved or removed. Roof coverings roof coverings and the exterior of the building were not included in the scope of this report.

#### **A.1.4 Condition Recording**

The list records only material and visible defects or features of note observable at the time of inspection. It does not identify latent defects or anticipate future failure of building elements. No allowance has been made for minor imperfections consistent with normal wear and tear.

#### **A.1.5 Photographic Records**

Photographs have been included to support the text where appropriate. They are intended to supplement, not replace, the written descriptions. Photographs should not be interpreted in isolation or as a comprehensive record of every feature or defect.

#### **A.1.6 No Testing Undertaken**

No testing or validation of mechanical, electrical or drainage installations was undertaken. Comments in respect of such systems are limited to visible components only.

#### **A.1.7 Legal and Statutory Matters**

This report does not constitute a legal opinion. No enquiries have been made in respect of ownership, boundaries, title matters, planning permissions, building regulations approvals, or statutory compliance. The client should seek legal advice where relevant.

This report does not constitute a full Building Regulations compliance check or an exhaustive review of statutory compliance. The report does not confirm adherence to planning permissions, fire safety regulations, health and safety requirements, or other legislative controls unless explicitly stated. Any observations relating to regulatory matters are general in nature and should not be relied upon as a formal compliance assessment.

A.1.8 Environmental and Hazardous Materials

No investigations have been carried out in respect of environmental or geotechnical risks, including contamination, asbestos-containing materials, or deleterious substances. Any references to such matters are observational only and should not be relied upon as conclusive. Specialist reports should be commissioned where required.

A.1.9 Reliance

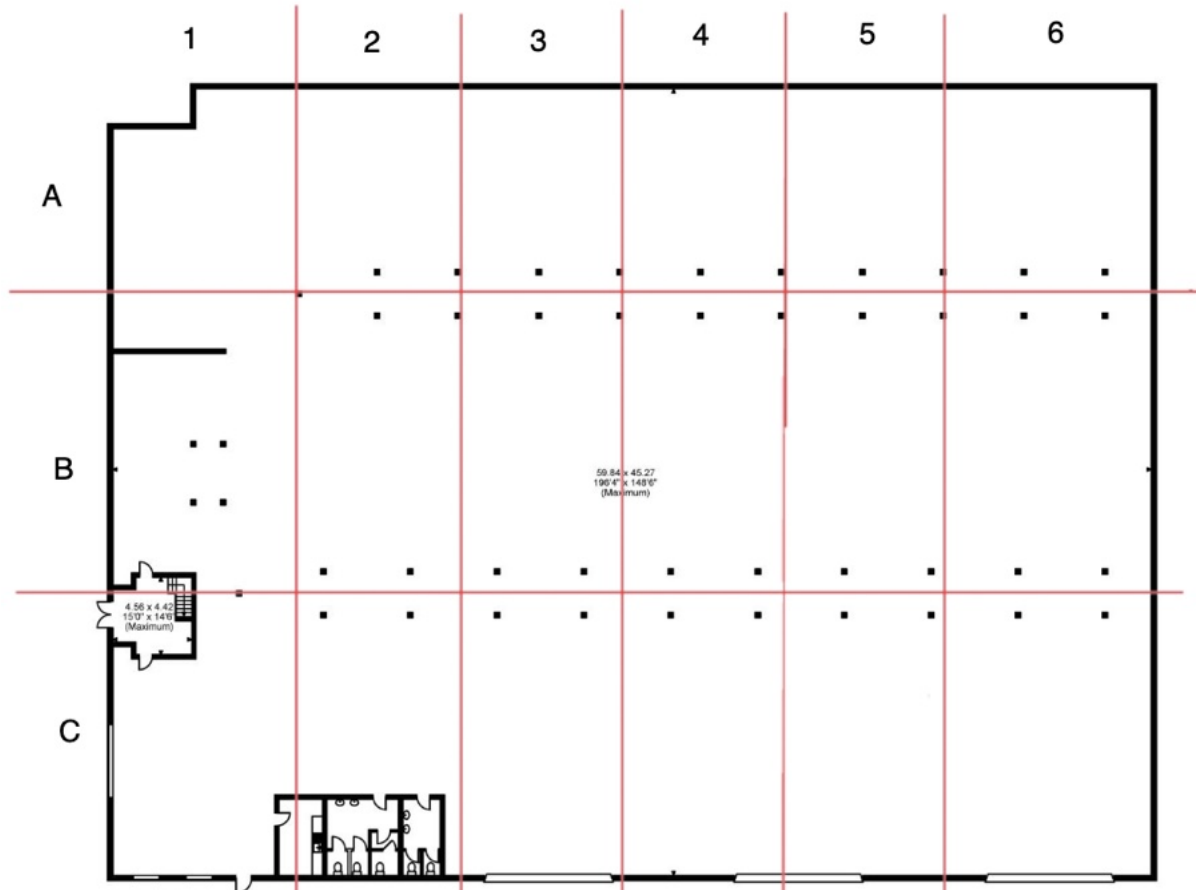
This document is confidential to the client for whom it is addressed and may not be disclosed to or relied upon by any third party without the express written consent of the surveyor. No responsibility is accepted to any third party for the contents of this report.

A.1.10 Limit of Liability


Our advice is provided for your benefit alone and solely for the purposes of the instruction to which it relates. Our advice may not, without our written consent, be used or relied on by any third party, even if that third party pays all or part of our fees or is permitted to see a copy of our advice. If we do provide written consent to a third party relying on our advice, any such third party is deemed to have accepted the terms of our engagement.

## B Snagging List Shop Floor

Key to grid references




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A1 <b>Element</b> Walls
<b>Item description</b> Block work walls coated in white paint.	<b>Item condition</b> Water staining indicating rising damp above skirting to east wall.
<b>Work required</b> Further investigation required to confirm existence of dampness.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A1 <b>Element</b> Doors
<b>Item description</b> The door is boarded up and could not be inspected	<b>Item condition</b> The door is boarded up and could not be inspected
<b>Work required</b> Open up boarding and validate door.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A1  <b>Element</b> Floor coverings
<b>Item description</b> Floor paint over surface.	<b>Item condition</b> Cracking and detachment to coatings in one localised area.
<b>Work required</b> Make good and renew paint coatings.	<b>Notes</b>




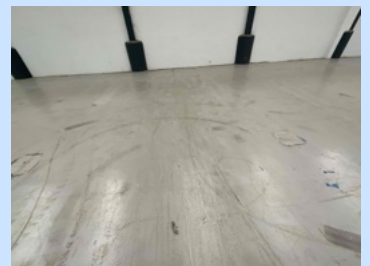
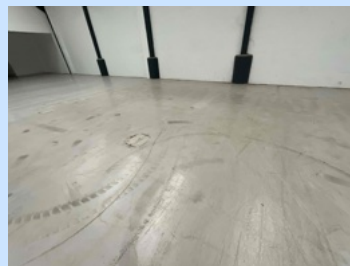
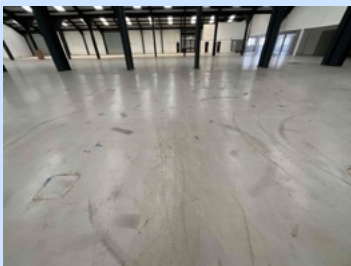
# Snagging Item

<b>Property Address</b> 	<b>Location</b> A2  <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Floor bolts ground off rather than removed in around 20 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts and make good.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A3 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Floor bolts ground off rather than removed in around 4 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove floor bolts and make good.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A4 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Floor bolts ground off rather than removed in around 2 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts and make good.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A5 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Floor bolts ground off rather than removed in around 1 location. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts and make good surface.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> A6 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Floor bolts ground off rather than removed in around 8 location. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts and make good.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> B1 <b>Element</b> Doors
<b>Item description</b> The door is boarded up and could not be inspected.	<b>Item condition</b> The door is boarded up and could not be inspected.
<b>Work required</b> Expose door and validate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> B1
<b>Item description</b> Floor paint over surface.	<b>Element</b> Floor coverings
<b>Work required</b> Repair damaged areas of paint and make good.	<b>Item condition</b> In an aged condition and cracking in a number of areas
	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> <p>B2</p>
<b>Item description</b> <p>Solid concrete floor structure with smooth screed.</p> <p>IC covers.</p>	<b>Element</b> <p>Floor structure</p>
<b>Work required</b> <p>Remove bolts and make.</p> <p>Reseat the IC covers.</p>	<b>Item condition</b> <p>Floor bolts ground off rather than removed in around 3 locations. Bolts protrude from floor surface.</p> <p>IC covers sitting proud/not level with floor.</p>
<b>Notes</b>	




# Snagging Item

<b>Property Address</b> 	<b>Location</b> B3 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed.	<b>Item condition</b> Floor bolts ground off rather than removed in around 8 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts, make good, and redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> B4 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed.	<b>Item condition</b> Floor bolts ground off rather than removed in around 8 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts, make good and redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> B5 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed. IC covers.	<b>Item condition</b> Floor bolts ground off rather than removed in around 3 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolt, make good, and redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> B6 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with screed.	<b>Item condition</b> Floor bolts ground off rather than removed in around 12 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts, make good, redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> C1 <b>Element</b> Walls
<b>Item description</b> Blockwork walls coated in white paint	<b>Item condition</b> Very dirty surfaces to windowsills.
<b>Work required</b> Arrange deep clean.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> C1 <b>Element</b> Doors
<b>Item description</b> <p>Factory finished door with brushed stainless ironmongery, kicker plates and closer.</p>	<b>Item condition</b> <p>Generally in a good condition, but with some marks and dents over the surface no that this is a factory finished door and may not be suitable for redecoration</p>
<b>Work required</b> <p>Make good damage to door, consider replacing door if necessary.</p>	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> C1  <b>Element</b> Windows
<b>Item description</b> <p>Polymer coated double glazed aluminium casement windows</p>	<b>Item condition</b> <p>Locked at the time of the inspection, the windows could not be tested.</p>
<b>Work required</b> <p>Arrange testing and validation of windows.</p>	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> C2 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Floor bolts ground off rather than removed in around 8 locations. Bolts protrude from floor surface.
<b>Work required</b> Remove bolts, make good, and redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> C5 <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Studs protruding in 3 locations.
<b>Work required</b> Remove bolts, make good, redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> C5  <b>Element</b> Floor coverings
<b>Item description</b> Floor paint over surface	<b>Item condition</b> In an aged condition, soiled. Cracking to finishes in localised areas.
<b>Work required</b> Make good cracked finishes.	<b>Notes</b>




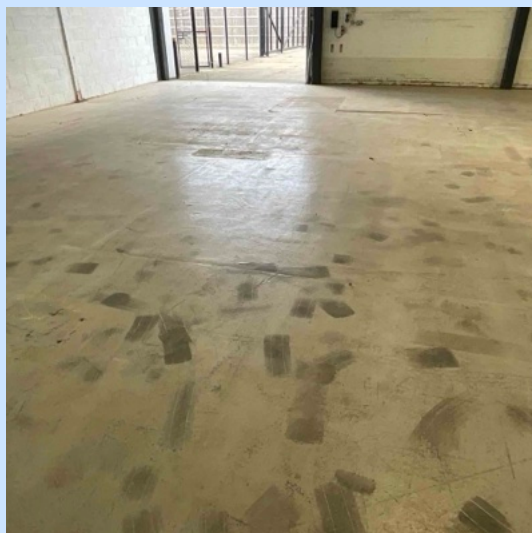
# Snagging Item

<b>Property Address</b> 	<b>Location</b> C6  <b>Element</b> Floor structure
<b>Item description</b> Solid concrete floor structure with smooth screed	<b>Item condition</b> Studs protruding in 3 locations. Multiple areas with cracked surface finishes.
<b>Work required</b> Remove bolts, make good, redecorate. Make good disturbed surface.	<b>Notes</b>




# Snagging Item

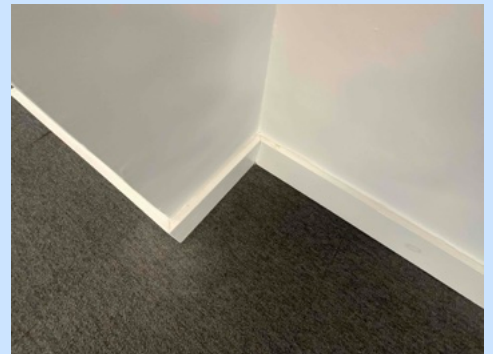
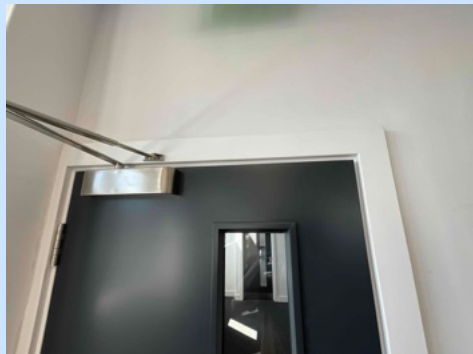
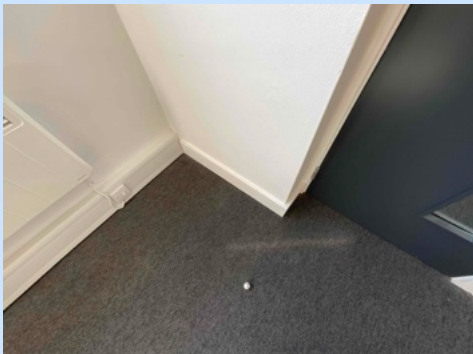
<b>Property Address</b> 	<b>Location</b> C6 <b>Element</b> Floor coverings
<b>Item description</b> Floor paint over surface	<b>Item condition</b> In an aged condition, soiled. Cracking to finishes in localised areas.
<b>Work required</b> Make good surfaces and redecorate.	<b>Notes</b>




## C Snagging List Offices

# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office North  <b>Element</b> Joinery
<b>Item description</b> MDF/timber joinery coated in flat paint	<b>Item condition</b> Generally in good condition, but with some cracking at door perimeter and abutment with walls
<b>Work required</b> Fill and redecorate.	<b>Notes</b>




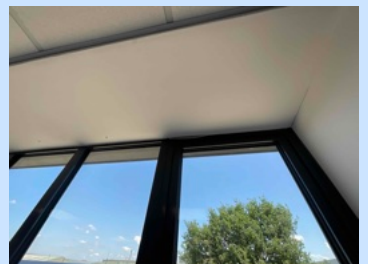
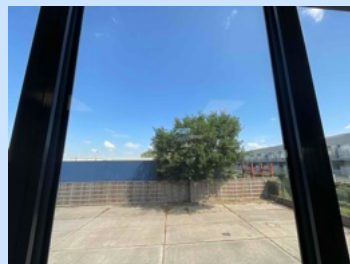
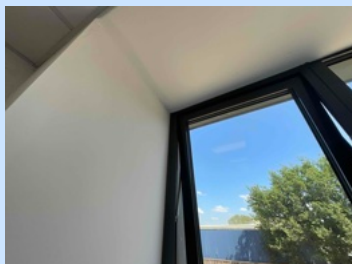
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office North  <b>Element</b> Floor coverings
<b>Item description</b> Carpet tiles	<b>Item condition</b> Generally in a good condition as new, but with some lifting at seams.
<b>Work required</b> Refix carpet tiles locally.	<b>Notes</b>




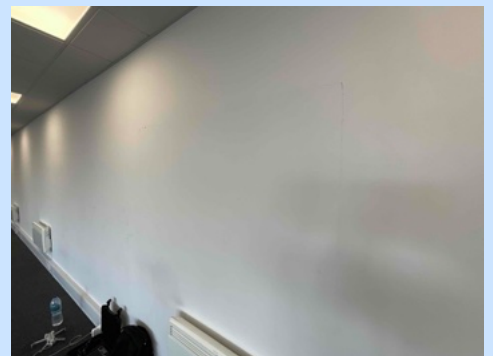
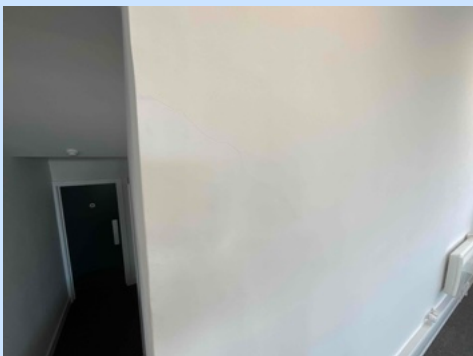
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office North  <b>Element</b> Windows
<b>Item description</b>  Powder coated aluminium windows with double glazing	<b>Item condition</b>  Generally, windows are soiled and cobwebs surrounds the windows and opening mechanisms  Water ingress was noted back to the north west window at the corner.  Tape noted to Sentral window paint to North West window group  Sealant joint has become dislodged to North West window group right most window.
<b>Work required</b>  Investigate water ingress to window frame, undertake remedial works (photo 40)  Clean down windows.  Remove tape and clean any residue (photo 45)  Refix sealant joint (photo 46)	<b>Notes</b>




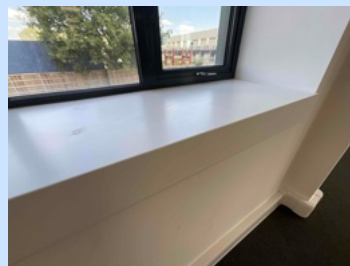
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office North  <b>Element</b> Walls
<b>Item description</b> Emulsion coated plaster	<b>Item condition</b> Hairline Cracking forming square panel to west wall. Fine crack adjacent to GWC door. Find cracking around windowsills to north wall.
<b>Work required</b>	<b>Notes</b>




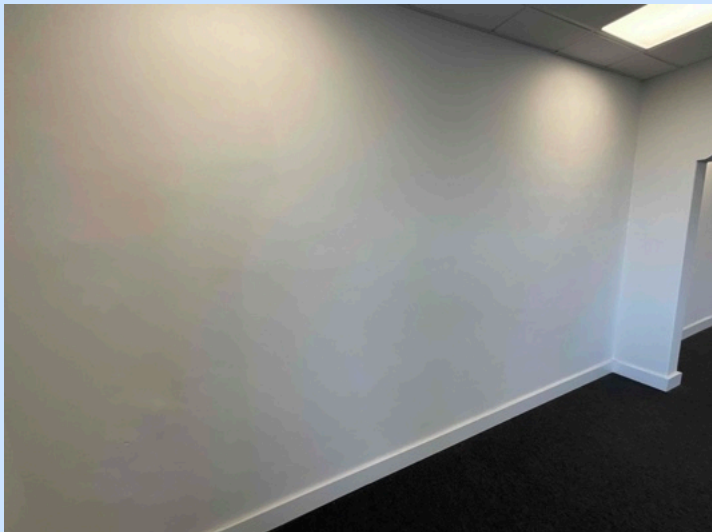
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office North  <b>Element</b> Windowsill
<b>Item description</b> Mdf coated in paint.	<b>Item condition</b> Cracking at perimeter abutments with walls.  Permanent marker to top surface to left most window group.  Popped screw caps generally over surface, breaking surface filler.
<b>Work required</b> Fill cracks and make good.  Remove markings and redecorate.  Remove broken filler and install new to appropriate specification.	<b>Notes</b>



# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office Central  <b>Element</b> Walls
<b>Item description</b> Emulsion coated plaster	<b>Item condition</b> In good condition generally but with poor decorative finish requiring redecoration.  Find crack above radiator to south of East facing wall.
<b>Work required</b> Fill cracks and redecorate.	<b>Notes</b>



# Snagging Item

## Property Address



## Location

1st Floor Office Central

## Element

Windows

## Item description

Powder coated aluminium windows with double glazing

## Item condition

Generally in satisfactory condition, many were locked and could not be opened at the inspection.

Windows are soiled and cobwebs surrounds the windows and opening mechanisms

## Work required


Check operation of windows.

Clean down windows.

## Notes




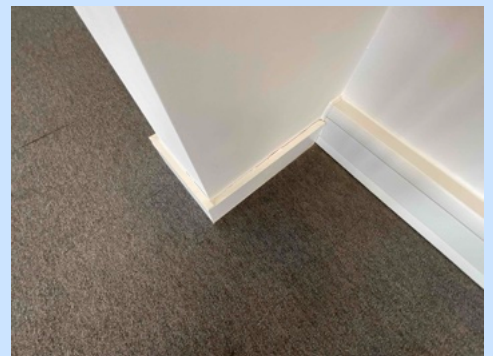
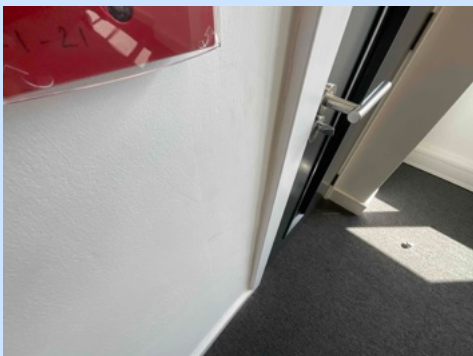
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office Central  <b>Element</b> Floor coverings
<b>Item description</b> Carpet tiles.	<b>Item condition</b> Generally in a good condition, four tiles lifted towards centre of Office.
<b>Work required</b> Refix lifted carpet tiles.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office Central  <b>Element</b> Joinery
<b>Item description</b> MDF/timber joinery coated in flat paint	<b>Item condition</b> Cracking at door perimeter and abutment with walls
<b>Work required</b> Fill cracks, make good, and redecorate.	<b>Notes</b>



# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office Central  <b>Element</b> Windowsills
<b>Item description</b> Mdf coated in paint.	<b>Item condition</b> Perimeter cracking to each sill.  Central crack to centre window group section.
<b>Work required</b> Fill and redecorate.	<b>Notes</b>



# Snagging Item

## Property Address



## Location

1st Floor Office South

## Element

Windows

## Item description

Powder coated aluminium windows with double glazing

## Item condition

Many windows were locked and could not be opened at the inspection.

Windows are soiled and cobwebs surrounds the windows and opening mechanisms.

Untidy sealant joint at central group junction with ceiling.

## Work required

Check operation of windows.


Clean down windows.

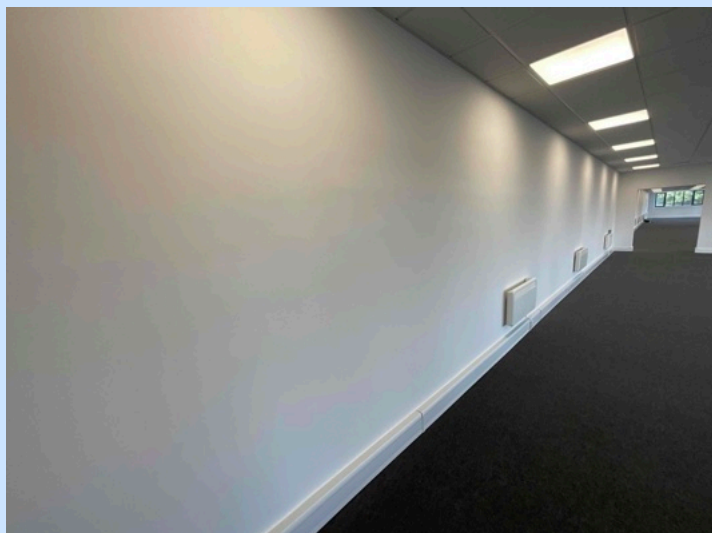
Renew sealant joints.

## Notes




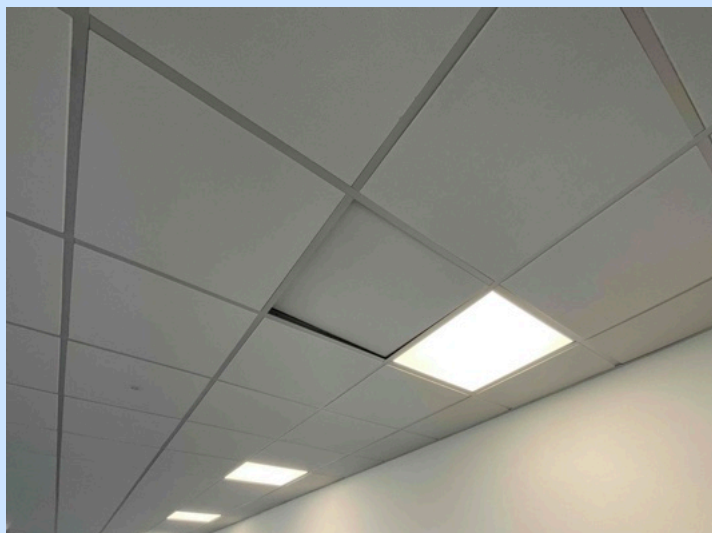
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office South  <b>Element</b> Walls
<b>Item description</b> Emulsion coated plaster	<b>Item condition</b> Fine crack above radiator to south of East facing wall
<b>Work required</b> Fill cracks, make good, redecorate.	<b>Notes</b>




# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office South  <b>Element</b> Ceiling
<b>Item description</b> Mineral tile suspended ceiling grid.  With inset panel lights and fire detection sounders and sensor.	<b>Item condition</b> One dislodged tile at entrance to adjoining room
<b>Work required</b> Refix tile.	<b>Notes</b>




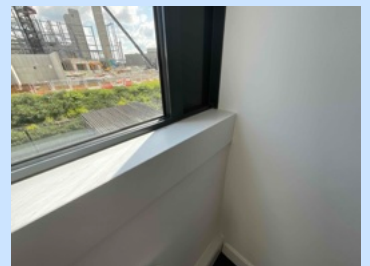
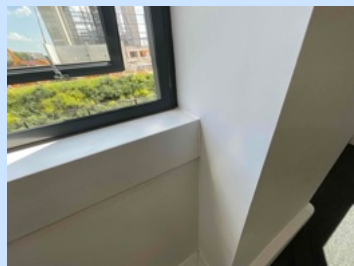
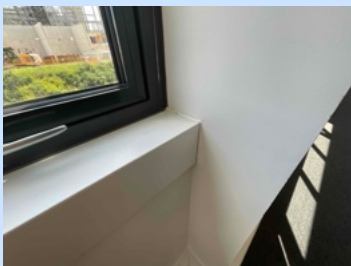
## Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office South  <b>Element</b> Joinery
<b>Item description</b> MDF/timber joinery coated in flat paint.	<b>Item condition</b> Generally in good condition, but with some cracking at door perimeter and abutment with walls
<b>Work required</b> Fill and redecorate.	<b>Notes</b>




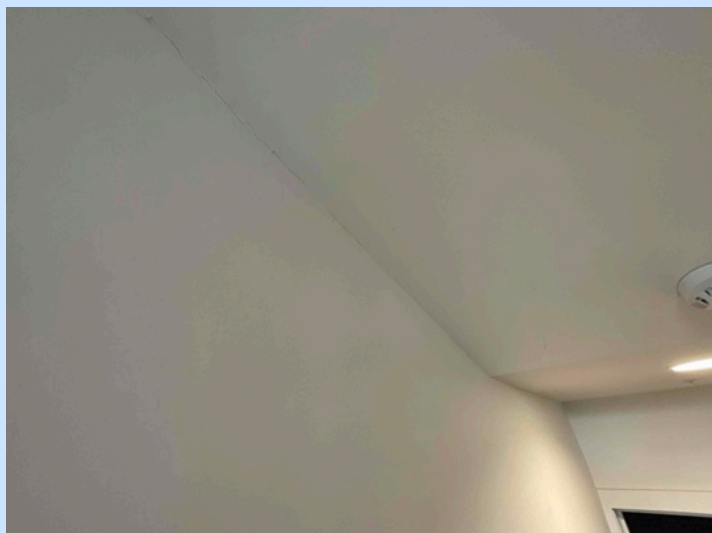
# Snagging Item

<b>Property Address</b> 	<b>Location</b> 1st Floor Office South  <b>Element</b> Windowsills
<b>Item description</b> Mdf with flat paint	<b>Item condition</b> Satisfactory with opening at sealant joint.
<b>Work required</b> Renew sealant joints where necessary.	<b>Notes</b>




# Snagging Item

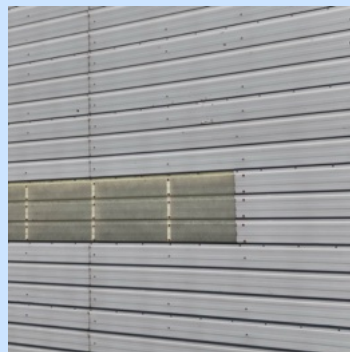
<b>Property Address</b> 	<b>Location</b> Lobby to WC
<b>Item description</b> Emulsion coated plaster	<b>Element</b> Walls
<b>Work required</b> Fill and redecorate.	<b>Item condition</b> General cracking between ceiling and wall junction.
	<b>Notes</b>




## **D      Snagging List Exterior and Grounds**

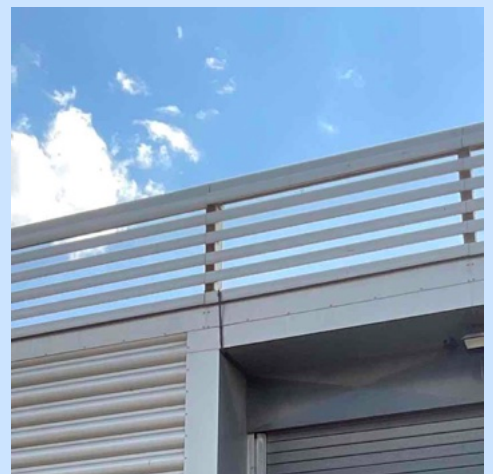
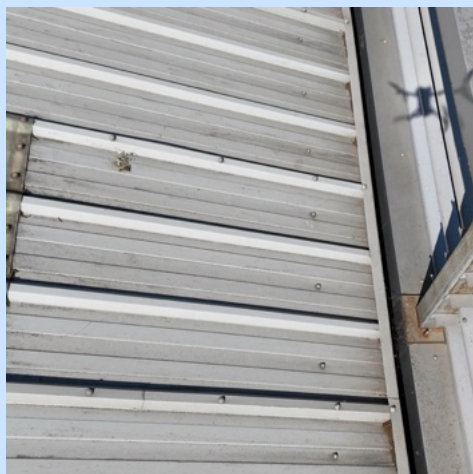
# Snagging Item

<b>Property Address</b> 	<b>Location</b> Roof 1  <b>Element</b> Roof covering and Rooflights
<b>Item description</b> <p>Profiled metal sheet roof covering with metal ridge flashings fixed with rivets.</p> <p>The roof sheets have a single lap at half length.</p> <p>Tek screw fixings into purlins.</p>	<b>Item condition</b> <p>Dark spots were observed to the surface of the roof sheets in localised areas, most likely either rust spots or bird droppings.</p> <p>Tek screws appear to have deteriorated and screws gaskets are generally cracked.</p>
<b>Work required</b> <p>Arrange walk over inspection to investigate dark spots.</p> <p>Undertake torque test and vacuum seal test for Tek screws to understand potential for roof leaks.</p>	<b>Notes</b>




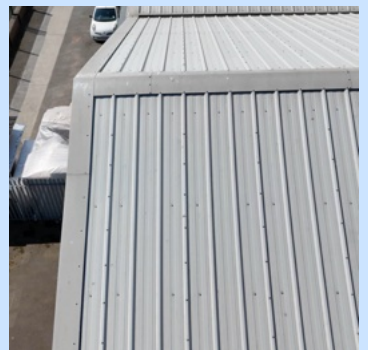
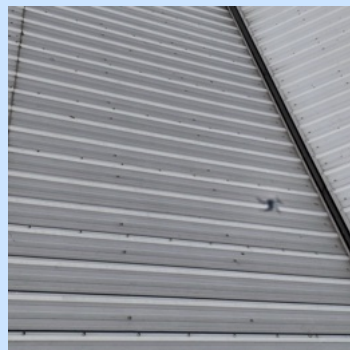
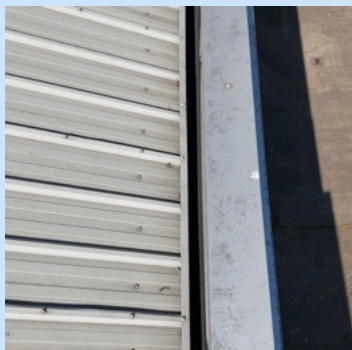
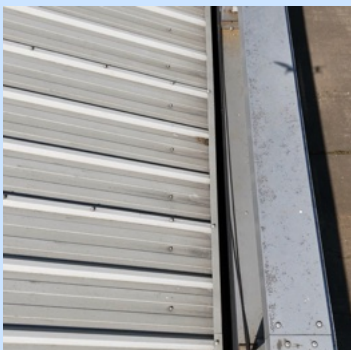
# Snagging Item

<b>Property Address</b> 	<b>Location</b> Roof 1  <b>Element</b> Parapet walls
<b>Item description</b> Metal edge balustrade.	<b>Item condition</b> Corrosion noted at bases and stanchions.
<b>Work required</b> Provide anti-corrosion treatment to stanchions and bases.	<b>Notes</b>




# Snagging Item

<p><b>Property Address</b></p> 	<p><b>Location</b></p> <p>Roof 2</p> <p><b>Element</b></p> <p>Roof covering.</p>
<p><b>Item description</b></p> <p>Profiled metal sheet roof covering with metal ridge flashings fixed with rivets.</p> <p>The roof sheets have a single lap at half length.</p> <p>Tek screw fixings into purlins.</p>	<p><b>Item condition</b></p> <p>Tek screws appear to have deteriorated and screws gaskets are generally cracked.</p>
<p><b>Work required</b></p> <p>Undertake torque test and vacuum seal test for Tek screws to understand potential for roof leaks.</p>	<p><b>Notes</b></p>



# Snagging Item

<b>Property Address</b> 	<b>Location</b> External roller doors  <b>Element</b> Door leaf
<b>Item description</b> Metal segmental roller door.	<b>Item condition</b> Soiling may conceal surface defects.
<b>Work required</b> Clean down and reevaluate condition.	<b>Notes</b>



# Snagging Item

## Property Address



## Location

Grounds

## Element

Surfaces

## Item description

Concrete hard standings set out in bays with asphalt concrete section adjacent to East elevation.

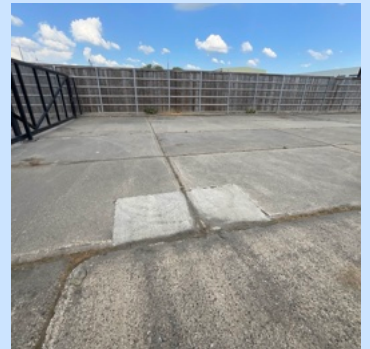
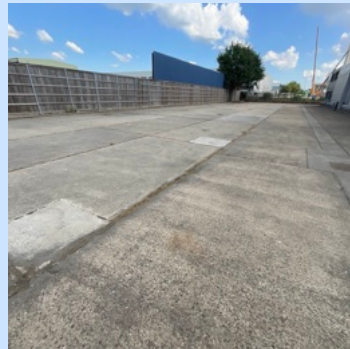
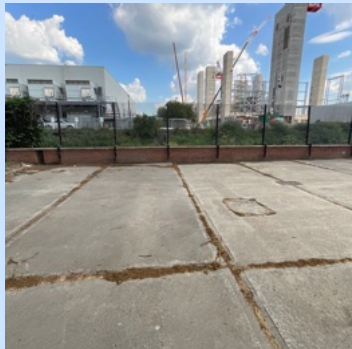
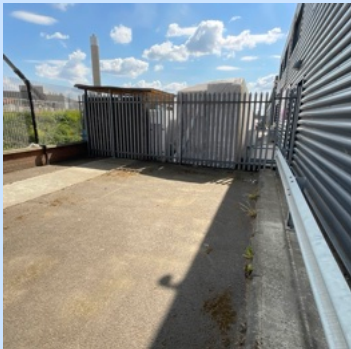
## Item condition

Generally aged and soiled with grass and plant growth between bays.


## Work required

Pressure wash and reinspect.

## Notes



# Snagging Item

<b>Property Address</b> 	<b>Location</b> Grounds  <b>Element</b> Edging
<b>Item description</b> Soft landscaped edging with soil and plant growth.	<b>Item condition</b> Generally untidy
<b>Work required</b> Consider planting or paving over.	<b>Notes</b>

