

Punch List (Snag List)

Everything that must be fixed before handover — walk the building room by room

Project	4-bedroom bungalow (example)	Location	Lugbe, Abuja
Client	Mr & Mrs Adeyemi (example)	Contractor	Example Builders Ltd
Inspection date	05-Mar-2027	Inspected by	Client, PM, contractor

[illegible]

Total items	8
Open	5
Fixed / closed	3

"Fixed" = contractor says it is done. "Closed" = client/PM has checked and accepted it. Release retention only when every item is closed.

Free template from [NigeriaBuildingCost.ng](https://nigeriabuildingcost.ng). Rates are indicative (Oct 2026) — check current prices in your location before relying on any figure.

Faster option: use the free Track My Build at <https://nigeriabuildingcost.ng/construction-management-software-nigeria>