

WORKS SHEET AND COMPLETION RECORD

Plot 24, Willow Gardens



Scan for the full report and evidence

ITEMS TO PRICE OR DO	URGENT	SURVEYED	SURVEYED BY	REFERENCE
14	0	Tue, 8 Sept 2026	Alex Morgan	DEMO-NB-024

Fictional property and inspector. Illustrative photos include AI-generated images. AI draft for Alex Morgan to review and sign off.

CONTRACTOR

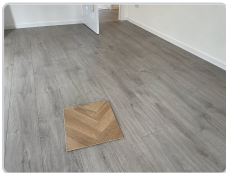
OPERATIVE ON SITE

CONTACT NUMBER	DATE STARTED	DATE FINISHED

Work down the list. Tick what you did on each line, write anything the office needs to know in the notes, and sign the last page. Photograph every page and send it back, or hand it in. If something differs from the recorded observation, explain it in the notes and keep the original wording intact.

ENTRANCE HALL 1 item

1.1 FL FLOORING NEEDED



FOUND Grey straight-laid planks have been fitted. The homeowner confirmed warm oak parquet as the selected finish and showed the approved sample during the visit.

DO Check the recorded selection with the homeowner and replace the hall flooring with the agreed finish and laying pattern before handover.

☐ Done

☐ Started, not finished

☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY

DATE

KITCHEN 1 item**2.1** **CP** CARPENTRY NEEDED

FOUND The lower outer corner of the white base-unit door is broken away, exposing the chipboard core.

DO Replace the damaged door with a matching door and check its alignment, opening and closing before handover.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

LIVING ROOM 2 items**3.1** **GL** GLAZING NEEDED

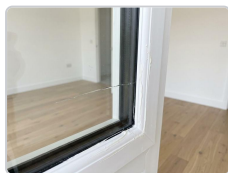
FOUND A long scratch is visible across the window glass at mid-height in daylight.

DO Ask the glazing contractor to assess the scratch and rectify it or replace the affected pane. Check the finished glass in daylight before handover.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

3.2 **GL** GLAZING NEEDED

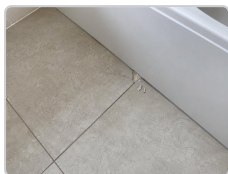
FOUND Excess sealant is smeared along the edge of the window frame, leaving an untidy visible finish.

DO Remove the excess without damaging the frame or glass and leave a neat, continuous sealant finish.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

BATHROOM 3 items**4.1** **TL** TILING NEEDED

FOUND A floor tile is cracked and chipped, with a piece missing from the damaged edge.
DO Replace the damaged tile with a matching tile and finish the surrounding grout neatly before handover.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

4.2 **TL** TILING NEEDED

FOUND The wall-tile joints beside the bath are incomplete, with open gaps in the grout.
DO Prepare and grout the unfinished joints, then clean the tile faces and check for remaining gaps.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

4.3 **PL** PLUMBING NEEDED

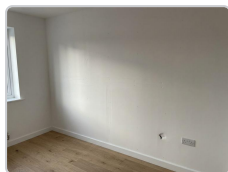
FOUND The silicone seal along the bath-to-wall junction is uneven and interrupted by visible gaps.

DO Remove the defective silicone and reseal the bath junction with a neat, continuous bead before the bath is used.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

MAIN BEDROOM 2 items**5.1** **PS** PLASTERING NEEDED

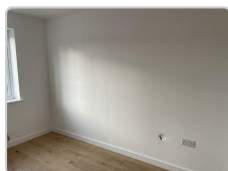
FOUND Horizontal and vertical plasterboard joints remain visible through the paint, with patchy areas apparent in light from the window.

DO Prepare and finish the affected joints to an even surface, then redecorate the wall and inspect it in natural light.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

5.2 **PS** PLASTERING NEEDED

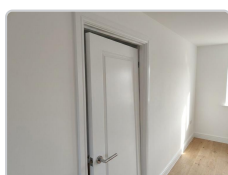
FOUND An unrepaired hole is visible low on the wall, to the left of the socket.

DO Repair the damaged plasterboard and finish it flush before the wall is redecorated.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

BEDROOM 2 2 items**6.1** **CP** CARPENTRY NEEDED

FOUND The bedroom door remained proud of the frame and did not latch when the handle was released during the operation check.

DO Check and adjust the door, hinges and latch so it closes freely and latches without being forced. Make good any disturbed finish.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

6.2 **DC** DECORATING NEEDED

FOUND Raised paint runs and drips remain on the skirting beside the door architrave.

DO Remove the runs, prepare the surface and repaint the affected skirting to a smooth, even finish.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

LANDING 3 items**7.1** **EL** ELECTRICAL NEEDED

FOUND A lamp that worked at a neighbouring socket did not illuminate from either outlet of the low-level double socket beside the window, with the socket switches on.

DO Ask a qualified electrician to investigate, rectify the fault and verify operation before handover. No cause has been established by this functional check.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

7.2 **CP** CARPENTRY NEEDED

FOUND The outside-corner mitre joint in the skirting is open, with an unfinished gap between the two sections.

DO Refit the corner joint so the sections meet neatly, then make good the painted finish.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

7.3 **PS** PLASTERING MONITOR

FOUND A fine diagonal crack runs through the painted plaster above the upper corner of the door opening.

DO Record and monitor the crack. Ask the builder to review any change before a cosmetic repair is agreed.

☐

Done

☐

Started, not finished

☐

Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY

DATE

COMPLETION

Plot 24, Willow Gardens · 14 items issued · DEMO-NB-024

- ☐ All items on this sheet are complete
- ☐ Some items remain, see the notes above

NAME	SIGNATURE	DATE
COMPANY		

Signed by the tenant or the client, if somebody was there

NAME	SIGNATURE	DATE



SEND IT BACK
Photograph every page of this sheet and send it to whoever gave you the job. Scanning the code opens the original report and its evidence.
sayscope.com/marketing/sample/new-build-report-en-GB.pdf

Issued with SayScope. The findings on this sheet are the surveyor's; what is written on it once it comes back is the contractor's.