

WORK 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, Sep 8, 2026	Alex Morgan	DEMO-NB-024

Fictional UK property and inspector, shown with US terminology. Illustrative photos include AI-generated images. AI draft for Alex Morgan to review and approve.

CONTRACTOR	WORKER 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.

ENTRY HALL 1 item

1.1 FL FLOORING NEEDED



FOUND Gray straight-laid planks have been installed. 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 installation 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-cabinet door is broken away, exposing the particleboard 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** WINDOWS AND GLASS 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 correct 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** WINDOWS AND GLASS 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 tub 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

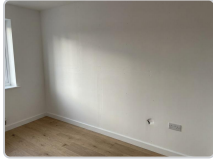
FOUND The silicone seal along the tub-to-wall joint is uneven and interrupted by visible gaps.
DO Remove the defective silicone and reseal the tub joint with a neat, continuous bead before the tub is used.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

PRIMARY BEDROOM 2 items

5.1 **PS** DRYWALL NEEDED

FOUND Horizontal and vertical drywall 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 repaint 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** DRYWALL NEEDED

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

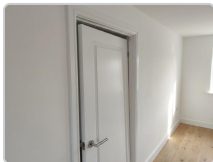
DO Repair the damaged drywall and finish it flush before the wall is repainted.

☐ 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 out of line with 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. Repair any disturbed finish.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY _____ DATE _____

6.2 **DC** PAINTING NEEDED

FOUND Raised paint runs and drips remain on the baseboard beside the door casing.

DO Remove the runs, prepare the surface and repaint the affected baseboard 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 nearby outlet did not illuminate from either receptacle of the double outlet low on the wall beside the window, with the outlet switches on.

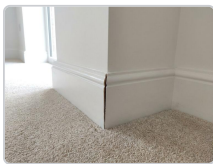
DO Ask a qualified electrician to investigate, correct the fault and verify operation before handover. No cause has been established by this functional check.

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY

DATE

7.2 **CP** CARPENTRY NEEDED

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

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

☐ Done ☐ Started, not finished ☐ Could not do

NOTES, MATERIALS USED, WHAT YOU FOUND

BY

DATE

7.3 PS DRYWALL MONITOR



FOUND A fine diagonal crack runs through the painted finish 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-US.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.