

Snagging

Snagging Form

Please fill out the [snagging form](#) in order to flag any items that need attention from the contractor in the new buildings.

Snagging Form

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Your Name *

Your answer

Your email address (not required)

Your answer

Location

Choose

Details of the problem *

Please describe the item you want to flag with as many details as possible (type, precise location, what needs to be fixed, etc.)

Your answer

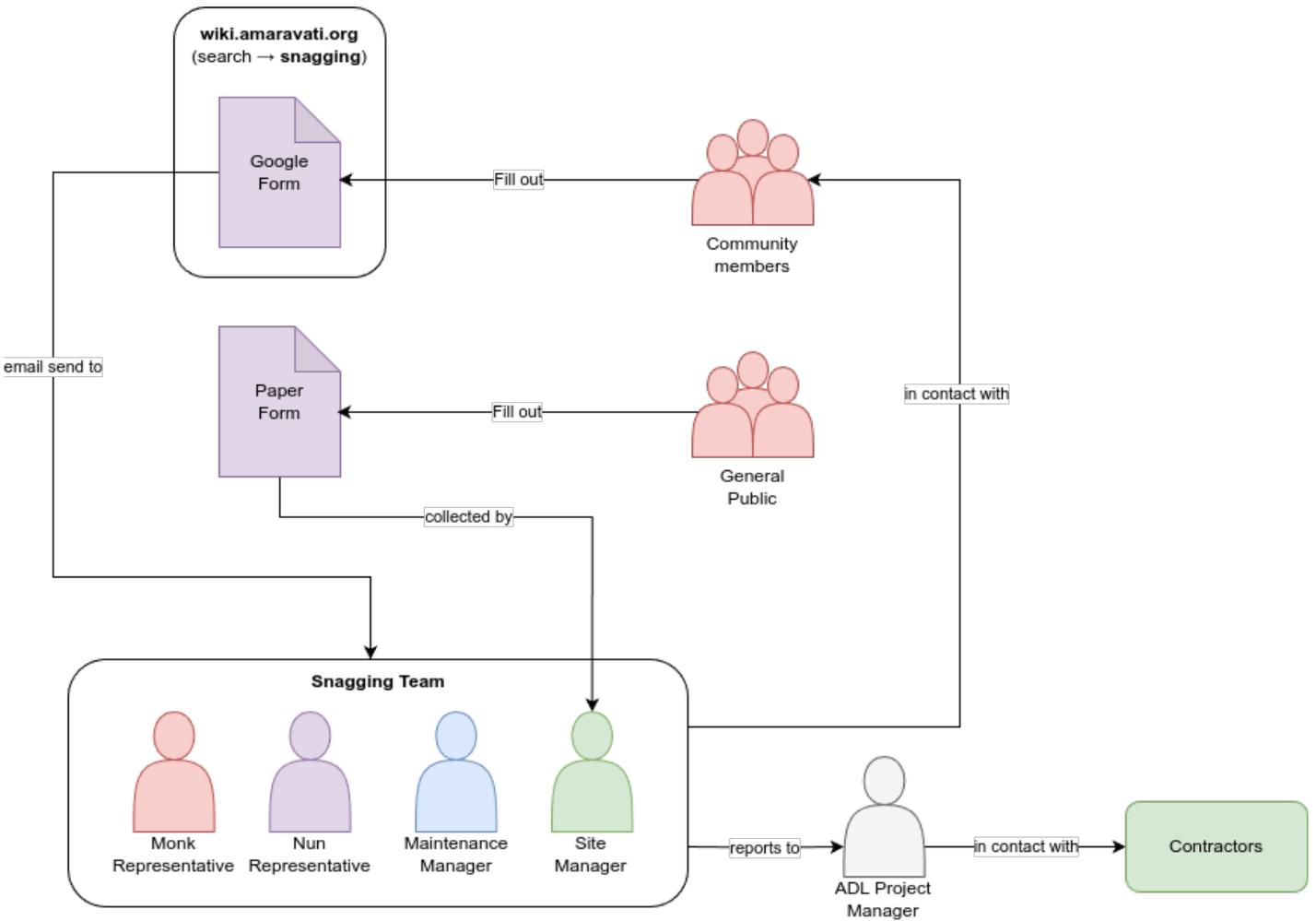
Submit Clear form

Snagging Form



Link to [paper form](#)

Snagging Process



Snagging Team

This is the team that will keep track of the defects and items that need to be repaired during the one-year defect liability period. The contractor will repair these items, not ABM.

Ideally, the Snagging Team should include the Site Manager, the Maintenance Manager, one monk, one nun. And the Sala Snagging List should be reported and discussed at the ABC meeting.

The team will be active after the handover.

Members:

- Site Manager
- Maintenance Manager
- Work Monk
- Work Nun
- Transition Officer (Tan Cittadhammo)

Monk Representatives: Tan Karunno, Aj. Jivako, Tan Cittadhammo

Nun Representatives: Sr. Tejasa, Sr. Nyanasiri

Snagging List

Please add any defects to be reported to the constructor to be fixed in the [spreadsheet](#)

[Link to Google Spreadsheet](#)

https://docs.google.com/file/d/1VQvHnMHZRmihAuNKLzgsLZqy0gTBDJzWON_w6dA5oyU/preview

Other Information

[Snagging form link to edit](#)

Receiving notification

- Open [Google Sheet](#).
- Go to **Tools > Notification rules**.
- Choose "**A user submits a form**", depending on your needs.
- Select how often you'd like to be notified:
 - "**Email - right away**" for instant notifications.
 - "**Email - daily digest**" for a summary.
- Click **Save**.

Paper Form

[Snagging form \(1\).pdf](#)

2 pages [Snagging form \(2\).pdf](#)

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