Construction Checklist

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# Tasks:

☐ **Prior To Start Of Construction**

☐ **Get written approval of the bid award.**

☐ **Send Notice of Award Letter to the contractor.**

☐ **Send the Contract Award Report immediately after the Notice of Award has been issued.**

☐ **Get the signed contract, performance and payment bonds, insurance certificates and registration from the contractor.**

☐ **Get the name of the architect or engineer responsible for monitoring the project.**

☐ **Get the name of the Local Entity employee or elected official who will have overall responsibility of the project.**

☐ **Set conference date and time and invited the contractor, subcontractors and other agencies with interests in the construction.**

☐ **Prepare materials for the conference.**

☐ **Discuss labor standards, civil rights provisions, contract terms and project schedule with the contractor and subcontractors.**

☐ **Discuss the responsibilities of the Local Entity, contractor and architect or construction engineer.**

☐ **Distribut the minutes of the conference to all attendees and filed a copy in the project file.**

☐ **Provide a written Notice to Proceed to the contractor.**

☐ **During Construction**

☐ **Periodically check the contractor's Job Bulletin Board.**

☐ **Conduct spot check interviews with the contractor and subcontractors employees.**

☐ **Compare the results of the spot check interviews with the contractor's certified payroll information.**

☐ **Ensure all personnel working on project site are noted on the contractor certified payroll at the appropriate wage rate and classification.**

☐ **Ensure that the contractor or subcontractor was actually supervising and performing the designated work.**

☐ **Ensured the employment goals were met by the contractor and each subcontractor.**

☐ **Receive weekly certified payroll and statements of compliance from the contractor and subcontractors.**

☐ **Investigate and resolve labor complaints or other labor violations, where applicable.**

☐ **Check and document all quantities used on the project.**

☐ **Prepare monthly progress reports for inclusion with the monthly invoices.**

☐ **Submit monthly progress reports and invoices.**

☐ **Pay the contractor based on the quantities used on the project.**

☐ **Conduct sampling and testing of all materials used on the project.**

☐ **Conduct regular inspections of the contractor's work.**

☐ **Evaluate and maintain a record of the contract time.**

☐ **Ensure that the architect or engineer was on-site during key construction periods.**

☐ **Prepare construction change orders when the plans and/or specifications were revised.**

☐ **Receive approval for all change orders.**

☐ **Receive approval for use of the Local Entity's personnel, equipment and/or materials on the project.**

☐ **Prepare the final payment estimate based on quantity calculations and documentation.**

☐ **Project Closeout**

☐ **Submit the final payment to the contractor after securing the release of all claims.**

☐ **Conduct the final inspection.**

☐ **Conduct a review of the project records.**

☐ **Receive the signed Certification of Completion from the Contractor.**

☐ **Sign the Certification of Completion.**