

Description	N/A	✓	Notes
1. Clarify site visit procedures:			
.1 required attendance at all site meetings unless no work under way related to a specific discipline;			
.2 review by appropriate discipline (not acceptable for mechanical engineer to review/report on electrical work, for example);			
.3 frequency of visits governed by status of work at the site;			
.4 all site instructions recorded in writing and copied to contractor/ architect immediately.			
2. Forward written field review reports to architect/contractor (architect will submit to client/ authorities having jurisdiction as required).			
3. Emphasize that deal-making will not be tolerated:			
.1 acceptance of changes/ substitutions prohibited without prior review/ approval by architect. (Such approval should be contemplated only in extraordinary circumstances, after client approval.)			
4. Monitor each consultant's performance; advise promptly if not satisfactory:			
.1 assist in evaluation of subtrade/ unit/ alternative prices <i>as required</i> ;			
.2 assist in preparation of separate contracts <i>as required</i> ;			
.3 participate in negotiations <i>as required</i> .			