

Description	N/A	✓	Notes
1. Lines of communication: remind consultants that all communications must pass through architect to contractor <i>and vice versa</i> .			
2. All discussions/instructions confirmed in writing.			
3. All instructions/confirmations issued through/by architect whenever possible. (Only exceptions could be urgent field instructions; these must be recorded in writing/forwarded to architect immediately.)			
4. Shop drawings/samples processing:			
.1 Architect may choose to instruct contractor to forward structural/mechanical/electrical shop drawings/samples directly to consultants for greater efficiency;			
.2 All transmittals copied to architect to note in shop drawing record;			
.3 Consultants return reviewed shop drawings through architect;			
.4 Provides opportunity for final review by architect prior to return to contractor;			
.5 Sign and date samples: retain one / return other to architect for forwarding to contractor to retain on site.			
5. Changes/supplemental instructions:			
.1 Prepare supplemental details/instructions <i>as required</i> ;			
.2 Evaluate quotations for changes in contract sum/time forwarded by architect for review;			
.3 Superficial review/routine acceptance of charges/unit prices not acceptable.			
6. Review/follow up on field review reports.			
7. Review/comment on contractor's updated progress schedule <i>as required</i> .			
8. Review of monthly draws: evaluate work performed/materials supplied in relation to contractor's progress applications.			