

Task	Responsibility and Information Flow	Notes
<p>As the work of each trade approaches completion, ensure sufficient funds remain to cover both work remaining and incomplete deficiencies. This can be managed by, for example, establishing in the schedule of values from the outset a percentage to be held back against expected deficiencies during construction. Another approach is to value deficiencies throughout construction, then reduce progress payments as percentage remaining approaches the value of deficiencies identified.</p>	<p>Architect and consultants</p>	<p>This change of mindset from “percentage complete” to “funds available to complete” is often resisted by the contractor.</p>
<p>Prepare a Certificate for Payment and necessary documentation for progressive release of lien holdbacks where permitted by province or territory and forward to the owner</p>	<p>Architect</p>	<p>Where allowed, progressive holdback release lien regulations may differ between provinces and territories.</p>