

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none"> Review findings in relation to contract and provincial lien legislation Review deficiencies to confirm completion Issue final general review report Issue statement of completion or notify contractor if project not found to be complete, with reasons Architect issue certificates for payment of lien and deficiency holdbacks for work based on the contractor's application for statement of completion 		
Receive and review final application for payment <ul style="list-style-type: none"> Issue final application for payment Make final adjustments to determine a final contract price – issue credit change orders for unspent allowances 	General contractor to architect to owner	
Architect services at completion <ul style="list-style-type: none"> Submit final invoice to client Prepare record drawings if part of contract Advise professional liability insurer of project completion date, as required 	Architect to owner	