

Task	Responsibility and Information Flow	Notes
<p>Special requirements for mock-ups:</p> <p>The contractor or subtrade prepares a mock-up, when specified, to:</p> <ul style="list-style-type: none"> ▪ Demonstrate a full understanding of the drawings and specifications ▪ Uncover any problems ▪ Represent the quality of construction expected by the architect 	General contractor	<p>Mock-ups are usually full-scale, partial constructions of a certain system or building component. Requirements for mock-ups are usually identified in the project specifications as they can sometimes incur additional costs to the project.</p> <p>The architect establishes at the pre-construction meeting with the contractor (in conjunction with the construction schedule) the protocol and time at which the construction mock-ups will be reviewed on site. It is important that the review of each mock-up includes all the parties who need to review it – piecemeal attendance on multiple occasions will result in conflicting conclusions.</p>
<p>Confirm in advance of each mock-up being prepared:</p> <ul style="list-style-type: none"> ▪ Preparation by same crews as will perform balance of construction ▪ No unapproved substitutions of any components ▪ Client invited and will be present ▪ Appropriate consultants invited and will be present ▪ Contractor’s project manager will be present 	Architect	<p>It is recommended to confirm all of the items at left before agreeing to attend a mock-up, also to advise the contractor that a mock-up review in the absence of the parties noted at left is informal and will require redoing.</p> <p>If any of these preconditions are missing, the mock-up should be rescheduled as it will be of limited value, or worse, it may indicate to the contractor that incorrect or incomplete workmanship is acceptable.</p>
<p>Conduct a mock-up review generally like a focused general review</p>	Architect	See previous description of general review reports.
<p>Prepare and distribute to all attendees a mock-up review report with the same content as a general review report, plus:</p> <ul style="list-style-type: none"> ▪ Clear identification of the scope and any limitations of the review ▪ Reference to the section(s) of specifications that the mock-up addresses ▪ A record of review comments made by others ▪ In the event of an unsuccessful review, the agreed date for re-review 	Architect	<p>Regarding the date for re-review, since all expected attendees are already at the review, this is the ideal time to determine with the contractor when required corrections can be made and when all of the attendees can return.</p> <p>Regarding the recording of others’ comments, this is essential to avoid later disagreements, such as “I wasn’t looking at that part,” etc.</p>