

Consideration	N/A	✓	Notes
<p>The activities of item 1. occur continuously throughout the project. They are inserted here and at the beginning of each phase as a reminder. The beginning of each phase is always a good time for a team update and reminder about basic communications.</p>			
<p>1. Review:</p>			
<p>.1 Scope of work for this phase with stakeholders:</p>			
<ul style="list-style-type: none"> • client; 			
<ul style="list-style-type: none"> • project team, including consultants. 			
<p>.2 Update risk register:</p>			
<ul style="list-style-type: none"> • identify and analyze project risks on a regular basis; 			
<ul style="list-style-type: none"> • implement risk strategies to address project uncertainty; 			
<ul style="list-style-type: none"> • review unresolved risks whenever new team members are added and/or a new project phase is started. 			
<p>.3 Keep design coordination meeting notes:</p>			
<ul style="list-style-type: none"> • identify issues and their resolution; 			
<ul style="list-style-type: none"> • distribute to all project team members. 			
<p>.4 Identify additional services as required during this phase:</p>			
<ul style="list-style-type: none"> • obtain client agreement as to services and remuneration before executing. 			
<p>2. Hold pre-construction meeting with client, consultants, and contractor to clarify special requirements and contract administration procedures.</p>			
<p>3. Request from the contractor all bonds and insurance policies required in contract documents.</p>			
<p>.1 Forward documents to the client for analysis and acceptance by experts.</p>			
<p>.2 Advise the client to obtain legal confirmation.</p>			
<p>4. Advise the client to file copies of property insurance policies with the contractor, where applicable.</p>			

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<ul style="list-style-type: none"> Recommend client have their insurer review existing policies to confirm whether coverage includes construction activities. 			
5. Request the Client purchase special insurance (hazard, etc.) as part of property insurance policy, as appropriate.			
6. Remind the contractor to secure and pay for all required permits as specified in contract documents.			
7. Obtain and review the contractor's construction schedule.			
.1 Ensure appropriate time frames for submittal review, milestone general reviews, etc. are included.			
8. Obtain and review the contractor's schedule of required shop drawings and samples.			
.1 Ensure appropriate time frames for submittal review, milestone general reviews, etc. are included.			
9. Obtain and review the contractor's schedule of values.			
.1 Circulate to consultants for review of their discipline amounts and breakdown.			
10. Furnish the contractor with required copies of contract documents.			
11. Assist the client, or direct the consultants to assist with applications for gas, water, electricity, telephone and other services, as required.			