

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>			
1. Review:			
<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. 			
.2 Update risk register:			
<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. 			
.3 Keep design coordination meeting notes:			
<ul style="list-style-type: none"> • identify issues and their resolution; 			
<ul style="list-style-type: none"> • distribute to all project team members. 			
.4 Identify additional services as required during this phase:			
<ul style="list-style-type: none"> • obtain client agreement as to services and remuneration before executing. 			
2. Establish with the contractor requirements for testing and inspection of specific materials and work by inspection and testing companies.			
.1 Arrange for distribution of reports through proper channels for action if necessary.			
3. Prepare colour and finish selections. (Note: this is sometimes done in construction documents phase.)			
.1 Obtain the client's approval.			
.2 Issue to the contractor.			
4. Review submitted shop drawings including:			
.1 Submittals			
<ul style="list-style-type: none"> • shop drawings; 			
<ul style="list-style-type: none"> • samples; 			
<ul style="list-style-type: none"> • manufacturers literature; 			

Consideration	N/A	✓	Notes
<ul style="list-style-type: none"> • sample warranties; 			
<ul style="list-style-type: none"> • other. 			
<p>.2 Instruct the consultants to review as appropriate.</p>			
<p>5. Maintain submittal records (see <i>Log of Shop Drawings and Samples</i> in Chapter 6.8).</p>			
<p>6. Interpret contract documents.</p>			
<p>.1 Issue supplemental details and instructions as required (see <i>Supplemental Instruction Form</i> in Chapter 6.8).</p>			
<p>7. Attend site meetings.</p>			
<p>.1 Review site meeting notes for accuracy and completeness. Advise contractor of any discrepancies.</p>			
<p>.2 Use risk register to manage emergent issues.</p>			
<p>8. Make site visits to observe specific events and general progress as specified, scheduled and required. Make unscheduled site visits at the professional discretion of the architect and consultants.</p>			
<p>9. Submit field review reports, including those of professional engineering consultants, to the client, contractor and consultants, and to authorities having jurisdiction — all (see Chapter 6.8 – <i>Field Review Report Form</i>).</p>			
<p>10. Submit field review reports, including those of professional engineering consultants, to authorities having jurisdiction as required by regulations in the jurisdiction of the place of the work (see Chapter 6.8 – <i>Field Review Report Form</i>).</p>			
<p>.1 Issue written instructions to the contractor when applicable.</p>			
<p>11. Advise on interpretation of contract documents and on contemplated changes.</p>			
<p>.1 Process and coordinate changes to contract after consultation with the client.</p>			
<p>.2 Review contractor’s submissions for changes in contract sum and time in conjunction with professional engineering consultants.</p>			
<p>.3 Advise the client on validity of claims for extras.</p>			
<p>.4 Issue change orders as required.</p>			
<p>.5 Obtain the client’s signature/approval.</p>			
<p>.6 Copy appropriate authorities as applicable.</p>			