

Task	Responsibility and Information Flow	Notes
<b>Provide contract documents to contractor:</b> <ul style="list-style-type: none"><li>Furnish the contractor with required number of copies of contract documents or PDF copies of documents for contractor reproduction</li><li>Issue (in some cases) a set of updated “Issued for Construction” (IFC) documents showing all changes and revisions made during the bidding period to ensure that there is no confusion over the appropriate documents</li><li>Ensure that no obsolete document remains in circulation</li></ul>	Architect to contractor	See also Ch. 6.5 – <i>Construction Procurement</i> for details of contract preparation.
<b>Service permits:</b> <ul style="list-style-type: none"><li>Assist the client or direct the consultants to assist with applications for gas, water, electricity, telephone and other services, as required</li></ul>	Architect and consultants	Although the contractor is generally responsible for these, applications may require, for example, additional signed/sealed consultant documents, etc. Some may require client signatures as owner of the utilities’ accounts.
<b>Obtain additional information from contractor:</b> <ul style="list-style-type: none"><li>Complete list of subcontractors and suppliers</li><li>Statement of qualifications of contractor’s site superintendent</li><li>List of personnel with authorized access to the construction site</li></ul>	General contractor to architect	
<b>Site organization and hoarding plan</b>	General contractor to architect to consultant	
<b>Designs for temporary supports (such as shoring and underpinning, etc.)</b>	General contractor to architect to consultant	
<b>Construction waste management plan</b>	General contractor to architect	
<b>Other</b>		Add project-specific requirements