

Task	Responsibility and Information Flow	Notes
<p>Purpose:</p> <ul style="list-style-type: none"> ▪ To observe specific events as required and to determine whether construction is in general conformity with contract documents 	<p>Architect and consultants</p>	
<p>General review frequency:</p> <ul style="list-style-type: none"> ▪ At intervals appropriate to the construction ▪ At the architect's sole discretion ▪ Near the start of a trade's work, to establish early that the expected quality of workmanship is occurring and to avoid later rejection of work that might have been observed as deficient earlier ▪ During the work of architectural trades whose work will later be covered ▪ At different times and on different days so that construction activity is not scheduled to conceal construction activity and the contractor does not become complacent about contractual obligations ▪ In keeping with scheduled milestones – contractor to provide notice of such events ▪ Before processing progress claim applications ▪ After serious or unexpected changes in the weather, or tremors or earthquakes, to determine if existing work has been damaged ▪ Before the owner takes early partial occupancy of an area 	<p>Architect and consultants</p>	<p>For the architect, specific trades needing review near the start of their work may include: architectural concrete; masonry; cladding; window and door systems; etc.</p> <p>Specific architectural trades whose work may later be covered include: insulation; firestopping; vapour and air barrier; waterproofing and damp-proofing; blocking and furring; many electrical and mechanical services.</p> <p>Examples of work to be reviewed after extreme weather events include: undermining of foundations; concrete or mortar freezing; frost penetration of sub-soil; roofing membranes; improper curing or drying.</p>
<p>General review preparation:</p> <ul style="list-style-type: none"> ▪ Bring a copy of the contract document and possibly relevant supplemental/site instructions, change directives, change orders, past site reviews or even shop drawing reviews with relevant RFIs to the site by means of hard copy or alternatively as a soft copy on a mobile electronic device 	<p>Architect and consultants</p>	<p>On many construction sites, the superintendent will have available a complete set of contract documents for the convenience of consultants and others reviewing progress.</p>