

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none"> <li>▪ Expect to participate in the contractor's site safety briefing/instruction, such as: safety orientation, working at height, Ministry of Labour 5 Steps</li> <li>▪ Wear personal protective equipment (PPE), including: hard hat, safety glasses or side shields, reflective vest, safety boots, gloves and/or ear protection as may be dictated by the contractor</li> <li>▪ Equipment to: take photographs; measure distance, sound, temperature, etc.</li> <li>▪ Use checklists to assist with review</li> </ul>		<p>Some database apps (tablet and smartphone) that can be synchronized with office applications now allow consultants to have immediate access to all contract documents, general reviews, etc. Some provide for "real time" interaction on-site so that reviews and other work can be created, amended and issued from site. Architects should invest in <i>all</i> of the PPE noted for their protection.</p> <p>Where the consultant has a tablet or smartphone, the quality of its photographs is generally more than adequate for general review purposes.</p> <p>See Appendices regarding checklists.</p>
<p><b>General review procedures on and after site visit:</b></p> <ul style="list-style-type: none"> <li>▪ Check in with the superintendent and determine if they will accompany architect on review. This is always preferable as it allows for more rapid action by the contractor relating to observations made</li> <li>▪ Do not leave the site without first speaking with the superintendent and advising what observations you have made. Ideally advise the superintendent of deficiency and non-conformance status</li> <li>▪ Advise the superintendent of any life safety concerns observed</li> <li>▪ If possible, leave with the superintendent a list of any non-conformances and deficiencies observed; these may be confirmed later in a formal report</li> <li>▪ For reviews pursuant to progress claim applications, observations need to include: percentage of work completed for each element in the schedule of values; amount of material stored on site; value of deficiencies and non-conforming work</li> <li>▪ Submit to the client, to the contractor, and to authorities having jurisdiction (AHJ) all general review reports, including those of professional engineering consultants</li> </ul>	Architect and general contractor	<p>Most contractors do not understand the importance to consultants of observations; they only care about deficiencies, non-conformances and the identification of areas and trades successfully reviewed on the day.</p> <p>Many apps now allow the immediate issuance of observations, including deficiencies and non-conformances on an immediate or automatic basis. Contractors generally appreciate this. This should not be a problem for the consultant provided the contractor understands that follow-up or formal review reports may be issued from the consultant's office.</p> <p>Calculations in relation to progress claims are best made after review in the consultant's office.</p> <p>Many jurisdictions discourage receipt of all general review reports. If there is resistance, confirm in writing to the AHJ that reports are not to be submitted.</p>