

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none"> ▪ Issue written instructions to the contractor when applicable ▪ Any directions provided verbally on site to the contractor should be issued as a supplemental instruction (SI) and must be recorded as such ▪ Prepare and distribute general review reports. Note that these reports are not contractor punch lists, which are detailed lists of every single deficiency observed throughout the project 		<p>See also “Sample General Review Report” in Chapter 6.8.</p> <p>Regarding punch lists, contractors sometimes ask the consultants to prepare comprehensive interim deficiency lists, which are very different from the deficiencies noted in general review reports. Most client-architect agreements do not contemplate such interim comprehensive reviews. If requested and time is available, they should be considered as additional services and the client should approve additional fees before such reviews and punch lists are provided.</p>
<p>General review generally includes:</p> <ul style="list-style-type: none"> ▪ A quick overview, to get a general impression of the progress of the work relative to the schedule and to the last site visit ▪ A tour of specific areas with the contractor and/or owner to understand their problems and concerns ▪ A tour with the general contractor and specific subcontractors to concentrate on their progress at the time ▪ A tour with the contractor to review the status of previously identified deficiencies and non-conformances 	Architect and general contractor	
<p>General review reports</p> <p>Include in the report after each visit:</p> <ul style="list-style-type: none"> ▪ Name and position of the person conducting the general review ▪ Date, time and duration of the visit ▪ Weather conditions, including any extreme conditions ▪ Names of those present during the review plus names of the site superintendent and the general contractor ▪ Percentage of work completed by trade, if the review is for a progress draw ▪ Work progress compared to the contractor’s schedule 	Architect to general contractor, consultants and regulatory authority	<p>Where using electronic means to capture and communicate observations, deficiencies and non-conformances in “real time,” include this same information in a follow-up formal report that includes the other data noted at left.</p>