

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none">▪ Work currently underway or being accomplished▪ Work scheduled to be completed before next visit▪ Questions raised by the contractor or the owner and any answers given at the time▪ Determinations made by the architect during the review or as a part of the report▪ Outstanding issues requiring action▪ Status of deficiencies or outstanding issues from previous report▪ New issues identified during the current general review, including observed deficiencies and non-conformances▪ The list of people receiving copies of the report▪ The report number for filing purposes		