

Project Documentation Checklist

Owner Documentation:

- Project Program
- Project Budget
- Owner-Contractor Agreement & General Conditions
- Design Phase Sign-Offs
- Owner Accepted VE Substitutions
- Owner's Separate Consultants
- Owner's RFIs
- Other Owner Written Approvals

Contractor Documentation:

- Construction & Submittal Schedule
- Contractor Meeting Reports
- Contractor Submittals
- Contractor Mock-ups
- Contractor RFIs
- Schedule of Values (Prior to 1st GC Application for Payment)
- Contractor Applications for Payment (notarized)
- Contractor Change Order Pricing
- Contractor Prepared Punch Lists
- Contractor Notices of Substantial Completion
- Contractor Closeout Documents
- Contractor Notice of Final Completion & Final Application for Payment

Architect Documentation:

- Owner-Architect Agreements & General Conditions
- Owner Suspended Services
- Site Observation Reports & Site Images
- Meeting Notes & Reports
- Document Logs (Submittal, RFIs, Change Orders, CCDs, ASIs)
- Architect RFIs
- Change Documents
- Application & Certificate for Payment
- Certificate(s) of Substantial Completion
- Owner-Accepted Nonconforming Work
- Other Relevant Project Documents