



Contract Administration

Check
Box *

No.

01	Read relevant Practice Notes and Law Notes on the subject if you are not familiar with them.	
02	Read and understand contract documents. Note particularly specific requirements where there is no agreement on method of valuing variations.	
03	Establish regular programme of site visits and site reporting. Also plan for the conducting of the periodic "unscheduled" visits.	
04	Develop/adopt checklist system for site visits.	
05	Define clearly the duties of the site administrator; submit copies of same to builder and to client.	
06	Establish regular in-office meetings. Circulate to all attendees and client.	
07	Maintain minute record of all in-office meetings. Circulate to all attendees and client.	
08	Obtain builder's anticipated progress payment claim schedule; monitor actual approved progress payments closely against it.	
09	Establish procedures for monitoring/controlling time and cost variation claims. Confirm with client.	
10	Obtain builder's detailed construction progress schedule; monitor actual progress from site administrator's reports (V 27).	
11	Advise client regularly of deviations from builder's progress schedule.	
12	Maintain log of all critical deadlines and decision points; record actual dates of achievement.	
13	Advise client of any significant delay in meeting any deadlines.	
14	Check promptly any requests for time extension or extra cost, and make dated written record of circumstances surrounding claim.	
15	Review monthly progress claim on-site with builder.	
16	Receive insurance certificates and other provisions as specified for all materials stored off site for which progress claim is made.	
17	Advise client in writing of progress claim review and any adjustments made.	
18	Assemble all supporting materials, do all research, then meet with builder on claims for time extension or variation.	
19	If possible, arrive at agreement with builder before presenting X 18 claim recommendation to client (refer JCC Clause 10.16)	
20	Keep supporting data, make record of negotiation and reasons for recommendation on claims. Certify claims where required. (refer JCC clause 10.17 or 10.18)	
21	If possible, consolidate add and deduct items into one claim resolution to cancel each other out. Refer to contract for specific requirements. (eg JCC 10.17.04(c))	
22	Where possible, insist on resolution of claims prior to practical completion.	
23	Regular report to client: Estimated adjusted contract sum to include most recent variation order.	
24	Regular report to client: Established or probable extensions of time due to industrial determinations and awards, disputes and other causes of delay.	
25	Regular report to client: Established or probable extensions of time relating to variations.	
26	Regular report to client: Anticipated practical completion date taking into account X 24 and X 25.	
27	Regular report to client: Listing of unresolved claims for variation and time extension and possible effect on X 23 and/or X 26.	
28	Regular report to client: Anticipated deviations from cash flow (disbursement) schedule.	