

# Contract Administration Checklist

To complete this checklist, click on the tick boxes in the approved column corresponding to the activity done. Afterwards, sign the authorisation box and email to the approving Project Manager or similar.

Contract Administration Checklist		Provided
<b><i>Pre-Construction</i></b>		
- Building Certification Issued		
- Tender Approved by the Department		
- Contract(s) Signed		
- Construction Insurance in Place		
- Trade Breakdown Provided		
- Security/Bank Guarantee		
- Nominated Superintendent		
- Contractors Security		
- Program supplied by Contractor and approved by Superintendent		
- Nominated Foreman		
- List of Subcontractors		
- Delegated Authority		
- Variation Approved Limit		
<b><i>Construction Period</i></b>		
- Review of Program		
- Site Meeting Formats		
- Site Meeting Formats		
- Progress Claim / Payment Dates		
- Monthly Reports / Financial Statements		
- Provisional Sums		
- Contingency Sum		
- Extension of Time Claims		
- Variations Approved		
- Prolongation Costs		
- Practical Completion		
- Certificate of Occupancy Issued		
- 50% Release of Security		

Provided

**Contract Administration Checklist**

***Post Construction***

- Defects Liability Period	
- Partial Release of Security	
- Final Certification of Completion	
- Full Release of Security	

Certified by	
Principal Consultant	Date

Endorsed by	
Consultant Project Manager	Date

Checked by	
CMB Project Manager	Date