

STAGE 5

Manufacturing and Construction

Job no

Job Title

Team members

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Instruction for use

This checklist is an rtf (rich text format) form, optimised for editing in Microsoft Office Word. Parts of it have been temporarily locked to preserve the default wording found in the *RIBA Job Book* (Ninth Edition). The parts that are not locked are the check boxes, the 'notes' fields and the 'completed on' fields. In other words, it is possible to add your own text and subsequently edit these fields.

It is recognised that the default wording, which is currently locked, may need to be added to and edited. To unlock it, please follow the instructions below:

Microsoft Office Word 2003

- Select *View>Toolbars>Forms* from the main menu. The *Forms* toolbar will appear.
- Click the *Protect Form* button  to unlock the checklist. To lock it again, click it again.
- If needed, click the *Form Field Shading* button  to hide the grey shading that appears around the editable fields. To show it again, click it again.

Microsoft Office Word 2007

- Click the Office button  to bring up a menu. Select *Word Options* from the bottom of the menu.
- The *Word Options* dialog window will open. Select the *Show Developer Tab* option. At the bottom of the window, click *OK*.
- A new *Show Developer* tab appears at the top of your screen. Click on it.
- In the *Protect* group, select *Protect document*. A window will appear on the right-hand side of your screen.
- In this window, select *Stop protection* from the bottom of the list.

Microsoft Office Word 2010

- Click the *File* tab to bring up a menu. Select *Word Options* from the bottom of the menu.
- The *Word Options* dialog window will open. Select the *Customize Ribbon* option.
- Select *Developer* box in the right hand side menu and click *OK* on the bottom of the screen.
- A new *Show Developer* tab appears at the top of your screen. Click on it.
- In the *Protect* group, select *Restrict Editing*. A window will appear on the right-hand side of your screen.
- In this window, select *Stop protection* from the bottom of the list.

5.1	Client team	
5.1.1	<p>Check that the client's instruction to proceed has been given and confirmed in writing.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
5.1.2	<p>Check that the client has settled all accounts submitted to date.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
5.1.3	<p>Check appointing documents with respect to services and fees:</p> <ul style="list-style-type: none"> • if the services, cost or time targets are different from those agreed with the client, agree a formal variation by letter or deed as appropriate • if the extent of professional services for Stage 5 is not yet settled, agree with the client and confirm in writing • if the methods and levels of charging for Stage 5 are not yet settled, agree with the client and confirm in writing. <p><i>Remember that the agreed services must reflect the role of the architect under the form of building contract selected. Inform the client in advance if more frequent visits are required than those allowed for in the agreement and which would incur additional expenditure.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
5.1.4	<p>Check whether the client wishes to make any changes to the brief.</p> <p><i>Any changes to the brief should be strenuously avoided at this stage as there will be significant cost and time consequences. Any changes that are made must be done following the Change Control Procedures.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
5.1.5	<p>If a clerk of works or site inspector is to be appointed, check whether the client has confirmed the appointment.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <input type="checkbox"/> Completed on

5.1.6	<p>Remind the client that any insurances for which they have accepted responsibility should have been taken out. Policies should be kept available for inspection by the contractor at all reasonable times. It is usually the employer's responsibility to insure existing buildings.</p> <p><i>Enter notes here</i></p>	<p>5/N4 CA</p> <p><input type="checkbox"/> Completed on</p>
5.1.7	<p>Discuss with the client the main contractor's master programme. Draw to the client's attention significant dates by which any further decisions or information will be needed, and by which any persons directly employed are programmed to start and finish.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.1.8	<p>Confirm to the client their responsibilities and obligations under the Building Contract as employer. Confirm the architect's role and duties as agent and contract administrator.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.1.9	<p>Remind the client of the obligation to honour monetary certificates within the periods stated in the Building Contract and of the procedure should any deduction be anticipated, for example in respect of liquidated damages.</p> <p><i>Explain the certificates' provisions in detail. If any deduction is intended from amounts certified, it will be essential to issue notices as required by the Building Contract.</i></p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.1.10	<p>Remind the client that empowered instructions to the contractor can only be issued by way of a contract administrator's instruction, and advise the client of their obligations as employer under the Building Contract and of the role and duties of the architect in administering the Building Contract.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.1.11	<p><i>Check with the client that the Building Contract documents have been completed and signed as a simple contract or a deed as applicable.</i></p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>

5.1.12	<p>Check that the site or existing buildings have been given into the possession of the appointed contractor for the duration of the works.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> <i>Completed on</i></p>
5.1.13	<p>Remind the client of relevant statutory obligations under the CDM Regulations.</p> <p><i>Enter notes here</i></p>	<p><input type="checkbox"/> <i>Completed on</i></p>
5.1.14	<p>Explain to the client the implications of Practical Completion. Should partial possession be desired, advise the client about the contractual implications and procedures.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> <i>Completed on</i></p>
5.1.15	<p>Discuss with the client the need to appoint maintenance staff in time to attend the Commissioning of the project, and to enter into maintenance agreements if relevant.</p> <p><i>Enter notes here</i></p>	<p><input type="checkbox"/> <i>Completed on</i></p>
5.1.16	<p>Discuss with the client the requirements for Asset Information and the Building Manual.</p> <p><i>Enter notes here</i></p>	<p><input type="checkbox"/> <i>Completed on</i></p>
5.1.17	<p>Remind the client of the requirement for a Health and Safety File to be deposited in a safe place at the completion of the project.</p> <p><i>Enter notes here</i></p>	<p><input type="checkbox"/> <i>Completed on</i></p>
5.1.18	<p>If procurement is through design and build for an employer client, check whether the client has confirmed the appointment of an employer's agent. The authority of this person should be clearly stated in writing, and the contractor should be informed.</p> <p><i>Enter notes here</i></p>	<p><input type="checkbox"/> <i>Completed on</i></p>
5.2	<p>Design team</p>	
5.2.1	<p>Check the scope of professional services agreed with the client for continued presence of the design team members as members of the project team.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> <i>Completed on</i></p>
5.2.2	<p>Confirm that consultants are to supply relevant information for the preparation of operating instructions, maintenance manuals, record</p>	<p>CA</p> <p><input type="checkbox"/> <i>Completed on</i></p>

	drawings of installation, etc. <i>Enter notes here</i>	
5.2.3	Confirm that consultants are to pass relevant information to the Principal Designer for inclusion in the Health and Safety File. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.3	Construction team	
5.3.1	Obtain the contractor's forecast date for Practical Completion and advise the client of the procedures. <i>Enter notes here</i>	5/N11 CA <input type="checkbox"/> <i>Completed on</i>
5.3.2	If procurement is through design and build and if novated, notify the client and the contractor about the novation and confirm the new reporting lines. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
5.3.3	Convene and chair site progress meetings or attend progress meetings chaired by the contractor. Keep accurate minutes of meetings, and record discussions, progress statements and decisions. In assessing subsequent claims or allegations, these records may prove invaluable and more than justify the effort needed to maintain them. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.3.4	Confirm that all instructions concerning specialist subcontractors or suppliers are to be channelled through the architect. If acceptable, they will be included under a contract administrator's instruction issued to the main contractor. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.3.5	Brief the site inspectorate. Site inspectorate who are under the direction of the architect should be thoroughly briefed. If one has been appointed, give the clerk of works clear instructions on procedures and reporting. <i>Enter notes here</i>	CA 5/N2 <input type="checkbox"/> <i>Completed on</i>

5.3.6	<p>Confirm the programme and procedures for the architect's site visits.</p> <p><i>Enter notes here</i></p>	<p>5/N7</p> <p><input type="checkbox"/> Completed on</p>
5.3.7	<p>Brief site inspection staff about their duties and the procedures to be followed.</p> <p>Visit the site as provided for in the agreement with the client, whether for periodic checks, predictive checks or spot checks, to observe and comment on the contractor's site supervision and examples of work.</p> <p><i>Enter notes here</i></p>	<p>5/N2</p> <p>5/N3</p> <p>5/N7</p> <p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.3.8	<p>Prepare an inspection plan which identifies when visits should be made, and when checks can be made on tests which the contractor is obliged to make under the Building Contract, including visits by building control.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.3.9	<p>Keep methodical records of all site visits and results of all tests witnessed or reported.</p> <p>Allow adequate time on site to carry out checks properly. Make careful notes and compile a systematic record of visits. It helps to prepare checklists relating to the stage of the work. Check that work is being executed generally in accordance with the provisions of the Building Contract.</p> <p><i>Enter notes here</i></p>	<p>5/F4</p> <p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.3.10	<p>Inspect the contractor's progress measured against the Construction Programme, and generally inspect goods and materials delivered to the site.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.3.11	<p>Set up procedures for ensuring that drawings and other information are prepared and provided to the contractor as required, or as set out in the Building Contract.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.3.12	<p>Establish and inspect the contractor's programmes and confirm information schedules.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.3.13	<p>Ask the contractor to provide evidence that any insurances for which they are</p>	<p>5/N4</p> <p>CA</p>

	<p>responsible are in place. Pass on to the employer for checking by their brokers or insurance advisers.</p> <p>Check original documents carefully for cover and renewal dates. Do not accept assurances.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.3.14	<p>Check bonds and warranties required from the contractor.</p> <p>These should be obtained before the Building Contract is signed – it may be impossible to obtain them later.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.3.15	<p>Arrange for the handover of site and/or existing buildings, allowing the contractor exclusive possession or to the extent previously agreed.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.3.16	<p>Administer the Building Contract in accordance with the procedural rules and the conditions, acting fairly and impartially between the parties.</p> <p>It is essential to acquire a good knowledge and understanding of all the Building Contract documents. Keep a copy to hand at all times.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.3.17	<p>Issue contract administrator's instructions, discretionary or obligatory, as empowered under the Building Contract and in accordance with the contract provisions.</p> <p><i>All instructions to the contractor should be in writing: it is good practice to issue them on a contract administrator's instruction form (not via correspondence or site meeting minutes).</i></p> <p><i>Only empowered instructions should be issued: keep the wording concise and unambiguous.</i></p> <p><i>Confirm oral instructions as soon as necessary to avoid difficulties and to ensure that cost appraisals are realistic.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.3.18	<p>Check that the contractor is working according to the Construction Programme and report to the client on this. The contractor will be expected to review progress against the Construction Programme and annotate the</p>	CA

	programme accordingly. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	
5.4	Cost		
5.4.1	Confirm with the client and cost consultant the procedures for valuation and certification. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.2	Confirm arrangements for reporting regularly to the client, and for providing regular financial reports. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.3	Check with the cost consultant, if appointed, the contractor's schedule of rates and the contract sum analysis where relevant. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.4	Liaise with the cost consultant to monitor costs arising from contract administrator's instructions, and for forecasting monthly reports. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.5	Provide the client with estimates of costs arising from contract administrator's instructions, including variations. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.6	Notify the cost consultant of any work against which monies must be withheld or where 'an appropriate deduction' is to be made from the contract sum. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.7	Liaise generally with the cost consultant over remeasurement, valuations and the issue of monetary certificates, and applications for direct loss and/or expense. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.8	Deal with applications for reimbursement of direct loss and/or expense fairly and promptly. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA
5.4.9	Report to the client on cost matters at agreed intervals. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>	CA

5.5	Other activities	
5.5.1	<p>Assess the office resources needed for Stage 5 and ensure that they are available and adequate.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.2	<p>Confirm contract administration and site inspection services and frequency and procedures for site visits for Stage 5.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.3	<p>Review implementation of the Plan for Use Strategy, including agreement of information required for Commissioning, training, handover, Facilities Management, future monitoring and ongoing compilation of Asset Information.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.4	<p>Regularly check progress against the timetable for services.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.5	<p>Set up procedures to issue fee accounts regularly.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.6	<p>Continue resource control procedures for the job (usually monthly):</p> <ul style="list-style-type: none"> • check expenditure against the office job cost allocation for Stage 5 • monitor fee income against projected fee income. <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.7	<p>Report regularly to the client on fees and expenses incurred, and submit accounts at agreed intervals (usually monthly).</p> <p>Check that the client settles all accounts promptly.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.8	<p>Compile a directory of all parties involved in the manufacturing and construction stage.</p>	

	<i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
5.5.9	<p>Confirm dates for commencement and completion.</p> <p><i>Enter notes here</i></p>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.10	<p>Carefully inspect the contractor's preliminary programme, particularly if it indicates dates by which critical information is required. Comment as appropriate, but do not approve it.</p> <p><i>Enter notes here</i></p>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.11	<p>Hold a pre-contract meeting with the employer, main contractor, consultants, cost consultant and clerk of works. Chair the initial project meeting, if appropriate, and issue minutes.</p> <p>When chairing the initial project team meeting, be fair, firm and pleasant. This is an opportunity to make relevant introductions and establish clear procedures.</p> <p><i>Enter notes here</i></p>	5/N3 CA <input type="checkbox"/> <i>Completed on</i>
5.5.12	<p>Provide information as set out on the information release schedule, or provide additional necessary information to the contractor as required under the provisions of the Building Contract.</p> <p><i>It is important to ensure that there is no reasonably necessary information outstanding, general or specific.</i></p> <p><i>Enter notes here</i></p>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.13	<p>Watch the contractor's programme and progress for indicated dates and signs.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.14	<p>Deal with claims as empowered under the terms of the Building Contract.</p> <p><i>Variations should be pre-priced if possible, otherwise the likely full implications should be estimated and agreed before action is taken.</i></p> <p><i>It may be that negotiation is the best way</i></p>	5/N9

	<p><i>forward, but do not exceed your authority.</i></p> <p><i>Do not be overawed by the volume of documents sometimes presented by claims consultants – quantity does not equate with the validity of a case.</i></p> <p><i>Beware of claims regarding matters not dealt with under the express terms of the Building Contract because the architect has no power to settle these; they must be dealt with between the parties.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
5.5.15	<p>Issue instructions with respect to provisional sums and the appointment of specialist subcontractors, etc.</p> <p><i>If possible, named subcontractors should be appointed at the commencement of the Building Contract, always strictly in accordance with stipulated procedures. Note the subcontract dates for compatibility with the main contractor's programme.</i></p> <p><i>Enter notes here</i></p>	<p>5/N8</p> <input type="checkbox"/> <i>Completed on</i>
5.5.16	<p>Issue certificates as empowered and required in accordance with the Building Contract procedures.</p> <p>Be punctilious about valuations and certificates for payment. Notify the cost consultant in writing of any work not properly carried out, so that such work is not included in any valuation. Alert the client to any rights to make a deduction from the amount certified, and the procedures involved.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p>5/N10</p> <input type="checkbox"/> <i>Completed on</i>
5.5.17	<p>Initiate pre-completion checks on the works and make records of outstanding items.</p> <p><i>Any lists are for the benefit of the design team and the client, and not normally for issue to the contractor. Under traditional procurement, quality control on site, snagging, etc. is entirely the responsibility of the contractor.</i></p> <p><i>Enter notes here</i></p>	<p>CA</p> <input type="checkbox"/> <i>Completed on</i>
5.5.18	<p>When completion is near, make sure that the contractor is fully aware that Commissioning must be completed and the Building Manual is available before the building is handed over.</p>	<p>CA</p>

	<i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
5.5.19	Identify responsibility for Commissioning, testing and witnessing of engineering services and ensure they are carried out according to the provisions of the Building Contract. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.20	Check that information relating to the Health and Safety File and Building Manual is complete and ready for handing over to the Principal Designer. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.21	Make sure that the Building Manual has been properly checked and is ready by the time of handover. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.22	Cooperate with the Principal Designer, who will want to make sure that the Health and Safety File has been compiled and is ready at the time of handover. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.23	Issue the certificate of Practical Completion in accordance with the provisions of the Building Contract. <i>Certify Practical Completion only when, in your opinion, this state has been attained. Be very wary of pressure from the contractor or client to certify Practical Completion early – the consequences can be serious for all concerned.</i> <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.24	Hold a formal handover meeting, if the terms of appointment or Building Contract require it. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
5.5.25	Set up a notification for the end of the 6- or 12-year liability period, after which project records can be destroyed. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>

5.6	Procurement	
5.6.1	<p>Review the post-tender situation. In the event of an omission or a substitution necessitating revisions to detail design, take appropriate action if authorised by the client. Alert the client to any additional costs, fees or alterations to the Project Programme.</p> <p><i>Post-tender cost-reduction exercises usually mean additional work. Allow time for this.</i></p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.6.2	<p>Prepare Building Contract documents for signature. Send by registered/recorded post or deliver by hand. It is customary to send these first to the contractor and then to the employer.</p> <p><i>When preparing Building Contract documents for signature or completion as a deed, check meticulously that entries are correct and relate to the tender documents. If there is more than one copy, check that they are identical.</i></p> <p><i>Enter notes here</i></p>	<p>5/N1 CA</p> <p><input type="checkbox"/> Completed on</p>
5.6.3	<p>Check that parties have properly signed the Building Contract documents and that any agreed alterations are initialled.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.6.4	<p>Check that all unsuccessful tenderers have been properly notified.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.6.5	<p>Check that additional copies of drawings and other documents are handed to the main contractor as required by the Building Contract. If an information release schedule does not form part of the Building Contract, agree with the contractor a schedule for further necessary information.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>
5.6.6	<p>Provide the contractor with copies of contract documents as required under the Building Contract.</p> <p><i>Enter notes here</i></p>	<p>CA</p> <p><input type="checkbox"/> Completed on</p>

5.6.7	Remind the client of their responsibility for the building in terms of insurance, security and maintenance in good time.	CA
	<i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>

5.7	BIM and digital technology
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5.7.1	If appointed as information manager, for any residual detailed design activities occurring at this stage: <ul style="list-style-type: none">• assist members of the design team to develop the design using the BIM model, ensuring that data-sharing protocols are followed• check and sign off the model at agreed stages• issue or assist in the issue of design data at agreed times throughout the development of the design• assist in the development of data relative to the agreed levels of detail• assist in the integration of contractor's, sub-contractors' and suppliers' data into the BIM model.	
	<i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>

5.7.2	Coordinate and release 'end of construction' BIM record model data.	
	<i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>