5/F7 RECORD FORM FOR DEFECTIVE WORK

Job no:	Job title:
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Record of defective work

Date	Item	Contractor notified	Value if deducted	Cleared (date)
1.8.19	Priming to some steelwork	2.8.19		2.9.19
	unsatisfactory			
16.9.19	Nosing to boiler house steps not	16.9.19		11.10.19
	satisfactory, shuttering poor			

- 1. Describe the work in sequence of work element/location; condition as rejected; rectification required.
- 2. Check and update this record regularly with clerk of works and design team.
- 3. Notify cost consultant of any values deducted against valuations made and when items are cleared.
- 4. Check against and coordinate with your site inspection reports.