

A COMMERCIAL CONSTRUCTION PROJECT

Project Description: _____
 Project Name: _____
 Project Number: _____
 Project Location: _____

Critical Level	Category	Applies	Action By	Required Date	Completed	Comments
1. INFORMATION						
A. CONTRACT REVIEW (Commercial Terms Management)						
•	Commercial Terms					
•	Insurance/Bonding					
•	WCB Clearance					
•	Type of Contract & Contract Structure					
	Review COAA Contracts Library page @ http://contractterms.coaa.ca/library.asp					
	EPCM					
	Lump Sum					
	Target Price / Reimbursable					
	Unit Price					
	Cost Plus Fixed Fee					
	Cost Plus (Reimbursable)					
	Reimbursable with Incentives					
▼	Signed Contract including Review/Verification					
▼	Warranties & Guarantees					
▼	Penalties/Rewards					
▼	Milestones					
	Delay Notice					
	invoicing Requirements / Signing Authority					
	Owners Cost Coding Structure					
	Change Management					
	Signing Authority					
•	Technical Terms Review					
•	Permits / License					
•	IFC Drawings					
	Latest Revisions					
	Delivery Schedule / Milestones for Delivery					
•	IFC Specifications					
	Latest Revisions					
	Delivery Schedule / Milestones for Delivery					
▼	General Execution Plan Overview					

CHECKLIST