## Construction Management Checklist

### Pre-Construction Services
1. Help identify the experts needed to translate GCNA & Energy Audit recommendations into construction documents (ie design-build General Contractor and/or mechanical, electrical, plumbing, structural engineers)
2. Help prepare for and participate in design-build meetings
3. Review plans and specifications
4. Assist owner in negotiations with General Contractor (GC) and with contract preparations
5. Prep meetings Owner, Consultants and General Contractor (GC)
6. Analyze development schedule
7. Review all Contract Documents for consistency and accuracy
8. Coordinate and confirm that all necessary Permits are secured in a timely manner
9. Identify any special waste management issues and ensure that GC and subs are in compliance
10. Assist Owner coordination with pre-construction meetings as required by all funders/lenders

### Construction Services
1. Establish document management system
2. Evaluate proposed revision/upgrades
3. Coordinate work of other consultants (ie structural engineer)
4. Monitor testing and inspection
5. Review schedule and monitor progress
6. Attend job meetings and facilitate resolution of issues
7. Maintain records and files
8. Draft regular progress reports and meeting minutes
9. Review and revise as necessary Payment Applications
10. Review and negotiate Change Order Requests
11. Participate in and/or coordinate punchlist walk

### Construction Close-Out Services
1. Generate punchlist and make sure items are addressed
2. Assist Operations & Maintenance, Warranty manuals and Project Manager O&M training
3. Assist QA&V, systems testing
4. Prepare written summary reports
5. Participate in 9-month and 12-month walk-throughs