

# RIBA Stage 5 - Checklist

## Construction

### PROCUREMENT

- ☒ Review the post tender situation. Alert the client to any additional costs, fees or alterations to the Project Programme.
- ☒ Prepare Building Contract documents for signature and ensure the contract is properly signed.
- ☒ Notify all unsuccessful tenders.
- ☒ Provide the contractor with copies of contract documents as required under the Building Contract.
- ☒ Remind the client of their responsibility for the building in terms of insurance, security and maintenance in good time.

### PROGRAMME

- ☒ If acting as Contract Administrator, check that the contractor is working according to the Construction Programme and report to the employer on this. The contractor will be expected to review the progress against the Construction Programme and annotate the programme accordingly.

### PLANNING POLICY

- ☒ Check compliance of contractor's proposals against any planning conditions.

### APPOINTMENT

- ☒ Establish the scope, content and context for Stage 5 activities.
- ☒ If coming new to the project at this stage, ascertain that previous stage checks have been carried out and allow for familiarisation and reviewing of all usable material.
- ☒ Assess office resources needed for Stage 5 are available and adequate.
- ☒ Confirm extent of Contract Administration and Site Inspection services and frequency and procedures for site visits for Stage 5.

### CLIENT

- ☐ If a clerk of works or site inspector is to be appointed, check whether the client has confirmed the appointment.
- ☐ Remind the Client to take out insurances if they have accepted this responsibility.
- ☐ Discuss with the client the main contractor's master programme. Draw to the client's attention significant dates by which further decisions or information will be needed.
- ☐ Confirm the to the client their responsibilities and obligations under the Building Contract as employer. Confirm architect's role and duties as agent and contractor administrator.
- ☐ Remind the client of their obligation to pay within stated time periods following the issuance of Interim Certificates.

- ☐ Remind the client of the role of instructions and the importance of their issuance from the Contract Administrator.
- ☐ Remind the client of their statutory obligations under the CDM regulations.
- ☐ Explain to the client the implications of Practical Completion, should partial possession be desired, advise the client about the contractual implications and procedures.
- ☐ Discuss with the client the requirements for 'As-constructed' information and operation and maintenance manuals.
- ☐ 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.

## **BUILDING INFORMATION MANAGMENT**

- ☐ If appointed as information manager, for residual design activities occurring at this stage, 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 BIM model at agreed stages.
- ☐ Coordinate and release 'end of construction' BIM record model data.

## **PROJECT TEAM**

- ☐ Check the scope of professional services agreed with the client for continued presence of the design team members as members of the project team
- ☐ Agree the scope of the timetable for any amendments needed to Building Contract documents as a result of post-tender negotiations
- ☐ Agree with the cost consultant a timetable for the preparation of a bill of reductions or similar document setting out agreed adjustments to the tender figure, if relevant.
- ☐ Brief the Site Inspectorate.
- ☐ Convene and chair site progress meetings or attend progress meetings chaired by the contractor.
- ☐ Confirm all the instructions concerning specialist subcontractors or suppliers are to be channelled through the architect. If acceptable, they will be included under a contract administrator's instructed issued to the main contractor.
- ☐ Confirm that consultants are to supply relevant information for the preparation of operating instructions, maintenance manuals, record drawings of installations, etc.
- ☐ Confirm that consultants are to carry out detailed inspection of specialist work and report to the architect. If authorised, consultants should also attend commissioning, testing and witnessing and report
- ☐ Confirm with the client and cost consultant the procedures for valuation and certification.
- ☐ Confirm arrangements for reporting regularly to the client, and for providing regular financial reports.
- ☐ Agree the timing and scope of Soft Landings activities.

## **IN-HOUSE GENERAL MATTERS**

- ☐ Review implementation of the Handover Strategy, including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of 'As-Constructed' information.

- ☐ Update Health and Safety Strategy
- ☐ Regularly check the progress against the timetable for services.
- ☐ Report regularly to the client on fees and expenses incurred, and submit accounts at agreed intervals (usually monthly)
- ☐ 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.
- ☐ Compile a directory of all parties involved in the construction stage.
- ☐ Set up procedures to issue fee accounts regularly.
- ☐ Confirm dates for commencement and completion.
- ☒ ~~Clarify any queries from the contractor.~~
- ☒ ~~Establish and inspect the contractor's programmes and confirm information schedules.~~
- ☐ Call for all the contractor's insurance policies. Pass on to the employer for checking by their brokers or insurance advisers.
- ☐ Check bonds and warranties required from the contractor.
- ☐ Check quality management proposals and procedures with the contractor.
- ☐ Check proposed site planning and accommodation with the contractor.
- ☐ 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.
- ☐ Arrange for the handover of site and/or existing buildings, allowing the contractor exclusive possession or to the extent previously agreed.
- ☐ Arrange for the handover of site and/or existing buildings, allowing the contractor exclusive possession or to the extent previously agreed.
- ☐ Meet the contractor on site to note setting out, including boundaries, fencing and hoardings, site huts, amenities and welfare arrangements, protective measures, spoil heaps, etc. to establish compliance with the contractor's methods statements and the requirements of the Building Contract.
- ☐ Issue certificates as empowered and required in accordance with the Building Contract procedures. Request vouchers from the contractor as empowered under the contract.
- ☐ Initiate pre-completion checks on the works and make records of outstanding items.
- ☐ When completion is near, make sure that the contractor is fully aware that commissioning must be completed and operating manuals available before the building is handed over.
- ☐ Identify responsibility for commissioning, testing and witnessing of engineering services and ensure they are carried out according to the provisions of the Building Contract.
- ☐ Make sure that operating manuals have been properly checked and are ready by the time of handover.
- ☐ Issue the certificate of Practical Completion in accordance with the provisions of the Building Contract.
- ☐ Hold a formal handover meeting, if the terms of appointment or Building Contract require it.

## INSPECTIONS/TESTS

- ☐ Confirm the programme and procedures for the architect's site visits.

- ☐ Brief site inspection staff about their duties and the procedures to be followed.
- ☐ 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.
- ☐ Keep methodical records of all site visits and results of all tests witnessed or reported.
- ☐ Inspect the contractor's progress measured against the Construction Programme, and generally inspect goods and materials delivered to the site.
- ☐ Check the contractor's quality management performance measured against the plan submitted in the contractor's method statement.

## CONSULTATIONS, APPROVALS AND CONSENTS

- ☐ Check that any necessary approvals and consents have been obtained and are on file. If any are still outstanding, explain to the client the consequences of starting on site prematurely.
- ☐ Check that all notices granting planning permission and approval under Building Regulations are to hand. Check that statutory approvals are still valid within time limits.
- ☐ Check with the client that all necessary party wall awards are in place.

## COST PLANNING

- ☐ Check with the cost consultant, if appointed, the contractor's schedule of rates and the contract sum analysis where relevant.
- ☐ Liaise with the cost consultant to monitor costs arising from contract administrator's instructions, and for forecasting monthly reports.
- ☐ Provide the client with estimates of costs arising from the contract administrator's instructions, including variations.
- ☐ 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.
- ☐ Liaise generally with the cost consultant over remeasurement, valuations and the issue of monetary certificates, and applications for direct loss and/or expense.
- ☐ Deal with applications for reimbursement of direct loss and/or expense fairly and promptly.
- ☐ Report to the client on cost matters at agreed intervals.

## SUSTAINABILITY

- ☐ Review and update the Sustainability Strategy.
- ☐ Pass the Site Waste Management Plan to the contractor.
- ☐ Design stage sustainability assessment to be certified.
- ☐ Develop construction sustainability procedures with the contractor.
- ☐ Review the commissioning and handover programme.
- ☐ Review and observe the contractor's interim testing and monitoring of construction, particularly airtightness and continuity

of insulation.

- ☐ Review the implications of changes to the specification or design against agreed sustainability criteria.
- ☐ Complete the non-technical user guide and aftercare service set-up.
- ☐ Assist in collating as-built information for post-construction sustainability certification.
- ☐ Collaborate with the contractor to maximise construction phase potential to meet sustainability criteria as economically as possible.
- ☐ Submit final information for statutory approval and certification, including Building Regulations Part L submission and energy performance certificates (EPC).
- ☒ Visit the site to check that quality, installation, etc is in line with sustainability targets.
- ☒ Review the content of the operating and maintenance manual with the facilities manager, who should sign it off when it is complete and acceptable.
- ☒ Work with the client's facilities managers to ensure a smooth handover, with all records finalised and coordinated and with adequately trained operating and maintenance staff in place in advance of completion.
- ☒ Check that adequate maintenance contracts are in place and that they will commence immediately after handover.
- ☐ Confirm responsibilities and routines for data recording to monitor performance and assist in fine tuning.
- ☐ Identify aftercare representative(s) and when they will be available on site.

## INFORMATION EXCHANGES

- ☐ If appropriate, prepare a bill of reductions or similar document setting out agreed adjustments to the tender figure, if relevant, to arrive at an acceptable contract figure.
- ☐ Building Contract documents duly signed and initialled as appropriate by the employer and contractor as parties to the contract
- ☐ Requisite sets of drawings, schedules and other documents for issue to the main contractor.
- ☐ Approved tenders and numbered documents in respect of specialist subcontractors for issue to the main contractor.
- ☐ Construction phase Health and Safety Plan and HSE notification by the principal contractor.
- ☐ Requisite forms and documents for issue to the clerk of works if appropriate.
- ☐ Outputs from construction might include the following:
  - ☐ 'As-constructed' Information
  - ☐ Information (drawn and written), decisions and instructions (obligatory or discretionary), as necessary for the contractor to perform their obligations under the Contract Building, issued during the progress of the works.
  - ☐ Valuations (on minor works) and certificates (monetary and otherwise), issued in accordance with the Building Contract, during the progress of the works.
  - ☐ Records of all correspondence, instructions and certificates, and 'state of the art' documents, whether from the manufacturers or other sources, which should be retained in case there are later disp,
  - ☐ Manuals or other maintenance information required under the Building Contract
  - ☐ Health and Safety File information, as required under the CDM Regulations

☐ Programmes for maintenance, if required.

**Make and Share Free Checklists**  
[checkli.com](https://checkli.com)