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| **STAGE 5** |
| Manufacturing and Construction |

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| **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* (Tenth 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.

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|  | Activities |  |  |
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| 1. | 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.*Enter notes here* | [ ]  Completed on |  |
|  |  |  |  |
|  |  |  |  |
| 2. | Check that all unsuccessful tenderers have been properly notified.*Enter notes here* | [ ]  Completed on |  |
|  |  |  |  |
|  |  |  |  |
| 3. | Remind the client of their responsibility for the building in terms of insurance, security and maintenance.Enter notes here | [ ]  Completed on |  |
|  |  |  |  |
|  |  |  |  |
| 4. | Compile a directory of all parties involved in the construction stage.*Enter notes here* |  |
|  |  |  |  |
| 5. | If applicable, remind the client of relevant statutory obligations under the CDM Regulations relating to the role of the principal designer and the competence of the principal contractor and other contractors’ performance in health and safety matters.If applicable, 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.*Enter notes here* | [ ]  Completed on |  |
|  |  |  |  |
| 6. | 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.It is wise to draw up an approvals and conditions tracker that identifies when and how each is discharged.Enter notes here | [ ]  Completed on |  |
|  |  |  |  |
| 7. | Check with the client that all necessary party wall awards are in place.Enter notes here | [ ]  Completed on |  |
|  |  |  |  |
| 8. | Convene and chair site progress meetings or attend progress meetings chaired by thecontractor. Keep accurate minutes of meetings, and record discussions, progress statementsand decisions.Enter notes here | [ ]  Completed on |  |
|  |  |  |  |
| 9. | 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.Enter notes here | [ ]  Completed on |  |
|  |  |  |  |
| 10. | Confirm the programme and procedures for site visits.Visit the site as provided for in your agreement with the client.Keep methodical records of all site visits and results of all tests witnessed or reported. 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, in a proper and workmanlike manner and in accordance with the health and safety plan.Enter notes here | [ ]  Completed on |  |
|  |  |  |  |
| 11. | Check that information relating to the health and safety file and operating and maintenance manual is complete. The principal designer will complete the health and safety file and issue it to the client on completion of the project. If the principal designer’s appointment concludes before practical completion, then the principal contractor will issue the health and safety file.Enter notes here | [ ]  Completed on |  |