

# CONSTRUCTION CONTRACT REVIEW - CHECKLIST

Project Name:

\_\_\_\_\_

Project Address:

\_\_\_\_\_

Owner:

\_\_\_\_\_

General Contractor (GC):

\_\_\_\_\_

Primary Contact (Name / Email / Phone):

\_\_\_\_\_

Architect / Engineer:

## KEY DATES & TIMEFRAMES

Contract Execution Date:

\_\_\_\_\_

Notice to Proceed Date:

\_\_\_\_\_

Substantial Completion Date:

\_\_\_\_\_

Final Completion Date:

\_\_\_\_\_

Liquidated Damages (if any): \$\_\_\_\_\_ /  
day

Claim / Notice Deadlines: \_\_\_\_\_

## PAYMENT & PAY APPLICATIONS

Contract Price:

\$ \_\_\_\_\_

Pay Application Due Date (each month):

\_\_\_\_\_

Payment Terms (Net \_\_\_ days): \_\_\_\_\_

Pay-If-Paid or Pay-When-Paid? (Circle  
one)

Retainage %: \_\_\_\_\_

Interest or penalties on late payment?

\_\_\_\_\_

## SCOPE & CONTRACT DOCUMENTS

- Scope of work clearly defined
- Drawings and specifications identified
- Conflicts between documents addressed

- Responsibility gaps clarified

## CHANGE ORDERS

- Written change order required
- Deadline to submit pricing: \_\_\_\_\_ days
- Time extension process defined
- Waiver of claims language reviewed

## TIME & DELAYS

- Schedule requirements identified
- No-damages-for-delay clause reviewed
- Delay and acceleration language reviewed

## INSURANCE & RISK

- Insurance limits confirmed
- Additional insured language reviewed
- Waiver of subrogation included
- Indemnity scope acceptable

## TERMINATION & WARRANTIES

- Termination rights reviewed
- Warranty period defined
- Correction of work obligations reviewed

## DISPUTE RESOLUTION

- Mediation / Arbitration / Litigation reviewed

## LIENS & BONDS

- Lien rights preserved
- Bond claim deadlines identified

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_



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