

## **2.6. CLOSING – OUT AND HANDING OVER (OF DESIGN DOCUMENTS)**

### **2.6.1. Inspection by client**

Construction is a complicated business: project timelines are long, there are any number of companies and products involved, and plans often change. Proper documentation before, during, and after the project process is vital to a long-term success. Not only can effective documentation be crucial during court proceedings and in other disputes, it can increase customer satisfaction and help jobs finish on time – ultimately leading to higher profits.

Documentation is necessary to record construction activities, determinations, and results in order to, reflect the scope and costs, and provide adequate evidence of compliance with laws, regulations, codes, and sponsor requirements.

Effective document control assures that all of the contractual and procedural requirements are met during project execution while providing a ready answer as to the status of any of the myriad documents required. The basic principles of Documentation which are to be followed are:

1. Get everything in writing.
2. Document all conversations.
3. Use and keep key documents.
4. Do periodic project status checks.

The importance of effective documentation within an organization begins with upper management. Within the entire company, there must be a culture stressing the need to document everything. This culture must start at the top of the organization and work its way down.

Two things must happen to create such a culture: Senior management must want the culture because of the positive benefits that will result, and the three main parts of an organization sales, construction, and customer service-must all be involved and must be able, as much as possible, to share and have access to the documentation.

### **STANDARD PRACTICE: CONSTRUCTION DOCUMENTATION**

Responsibilities:

**Line Manager:** Determines (on the basis of regulations, company policy or procedure, project plans, and input from appropriate management and disciplines) the key job activities,

systems, processes, and equipment that require specific records, as well as the content and format of the documentation.

Designates who has the authority to create and authenticate construction records.

Requests and ensures that all organizations that generate and/or modify construction records provide construction line management with a project signature or initials log with the name, title, signature, and initials.

Determines the distribution of construction documents and ensures that they are distributed to the appropriate personnel.

**Site Supervisor:** Documents the key job activities, systems, processes and equipments using the correct format and content that satisfies the line management's needs.

Maintains the construction signature log which contains the name, title, signature, and initials of personnel who generate or modify construction records.

Documents site conditions on the construction field inspection log, noting any unusual, abnormal, or unexpected conditions in accordance with established procedures.

Completes construction documentation and distributes it to the appropriate organizations and personnel in a timely manner.

## **RECORDING CONSTRUCTION ACTIVITIES**

Use still photographic images and narrated video camera recording to enhance all written documentation from preexisting site conditions to final inspections.

A documented factual report should be performed for the following.

- Construction Contract and Purchase Orders.
- Bid documents.
- Schedule data and devices.
- Change orders and change order logs.
- Employee payroll records.
- All changes that might affect cost and schedule.
- Incoming and outgoing correspondence
- Major Project status changes.

- Minutes of meetings where significant decisions were announced.
- Significant design calculations
- Personnel accidents or injuries, safety infractions, and corrections.
- Safety meetings held on site.
- Names of visitors to the site.
- Significant events, such as unexpected power outages, severe weather occurrences, or spills of hazardous materials.
- Construction inspections and quality control tests performed. Include time of tests and inspections and results.
- Purchasing documents.
- Signatures that acknowledge notifications or changes in construction activities.
- Equipment on-site and used.
- Hours worked.

There is a cost for maintaining good document control. This is an obvious cost. More subtle costs are those involved if good document control is not maintained. The cost of not having current information readily available can be very high in a rapidly moving project setting. A well organized document control and retrieval system may save many times its original cost in the preparation necessary to defend or to initiate a legal action.

## **STORAGE AND PROTECTION**

Documents should be filed in a construction file no later than the end of the work week when the documents were generated or received.

Documents pending filing must be maintained in a single location as identified by the project manager.

Some of the documents on a project may need to receive careful consideration with respect to control because of its confidential nature. For any such materials, special procedures should be implemented so that each document is under the personal control of a specific individual.