

**Appendix 10.2a**

**Facilities Planning and Construction (FP&C)**

**UAA FP&C Schedule Management Checklist Template for FP&C Project Manager**

Project: <insert Project name>

PM: <insert PM>

Project ID: <insert Project ID>

The table area is mostly blank, with a grey header bar at the top. On the left side, there is a vertical grey bar. Below the grey bar, there is a green bar, followed by a yellow bar, and a blue bar at the bottom. The rest of the table area is empty.

PRODUCT

SUBMITTALS SCHEDULE

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CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

Time Frame

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Activities

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Verify that the Contractor treats each story or separate area as a separate numbered activity utilizing the Work Breakdown Structure (WBS) for each principal element of the Work.

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Include review and resubmittal times indicated in Division 1 Section " Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.

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Verify that the schedules includes not less than 30 days for startup and testing.

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Verify that the schedule indicate completion in advance of date established for Substantial Completion, and allow time for Architects and Owner's Representative administrative procedures necessary for certification of Substantial Completion.

Constraints

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Verify that the schedule includes constraints and work restrictions and shows how the sequence of Work is affected.

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Verify that the list of activities on the schedule are arranged by phase.

23

Verify that the schedule includes a separate activity for each portion of the Work performed by Owner.

24

Verify that the schedule includes a separate activity for each Owner-Milestone activity. Verify that the schedule includes a separate activity for each Owner-Milestone activity.

25

**Milestones**

26 Verify schedule includes milestones indicated in the Contract Documents in schedule, including, but not limited to, the SCHEDULES

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**Initial Issue of Schedule**

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**Schedule Updating**

EXECUTION	CONSTR	34	<p>Verify that concurrent with making revisions to schedule, the Contractor prepared tabulated reports showing the following:</p> <ol style="list-style-type: none"> <li>1. Identification of activities that have changed.</li> <li>2. Changes in early and late start dates.</li> <li>3. Changes in early and late finish dates.</li> <li>4. Changes in activity durations in workdays.</li> <li>5. Changes in the critical path.</li> <li>6. Changes in total float or slack time.</li> <li>7. Changes in the Contract Time.</li> </ol>				
		<b>REPORTS</b>					
	<b>Daily Construction Reports</b>						
	35	<p>Verify that the daily construction report include the following information:</p> <ol style="list-style-type: none"> <li>1. List of subcontractors at Project site.</li> <li>2. List of separate contractors at Project site.</li> <li>3. Approximate count of personnel at Project site.</li> <li>4. Equipment at Project site.</li> <li>5. Material deliveries.</li> <li>6. High and low temperature and general weather conditions.</li> <li>7. Accidents.</li> <li>8. Meetings and significant decisions.</li> <li>9. Unusual events (refer to special reports).</li> <li>10. Stoppages, delays, shortages, and losses.</li> <li>11. Emergency procedures.</li> <li>12. Orders and requests of authorities having jurisdiction.</li> <li>13. Change Orders received and implemented.</li> <li>14. Construction Change Directives received and implemented.</li> <li>15. Services connected and disconnected.</li> <li>16. Equipment or system tests and startups.</li> <li>17. Partial Completions and occupancies.</li> <li>18. Substantial Completions authorized.</li> </ol>					
	<b>Material Location Reports</b>						
	36	<p>Verify that at monthly intervals, the Contractor prepares and submits a comprehensive list of materials delivered to and stored at Project site. Verify that the list is cumulative, showing materials previously reports plus items recently delivered. Verify the list includes a statement of progress on the delivery dates form materials or items of equipment fabricated or stored away from Project site.</p>					
	<b>Field Conditions Reports</b>						
37	<p>Verify that immediately on discovery of a difference between field conditions and the Contract Documents, the Contractor prepared and submitted a detailed report; with a request for interpretation.</p>						
EXECUTION	CONSTRUCTION SCHEDULE	<b>Contractor's Construction Schedule Updating</b>					
		38	<p>Verify that the Contractor is updating the schedule on a monthly basis to reflect actual construction progress of activities.</p>				
		39	<p>Verify that the Contractor is issuing the schedule before each regularly scheduled progress meeting.</p>				
		40	<p>Verify that the Contractor is revising the schedule immediately after each meeting or other activity where revisions have been recognized or made and is issuing the updated schedule concurrently with the report of each such meeting.</p>				

