

Build Process Checklist

This checklist is not intended as a replacement for the project schedule. It highlights a number of key areas that should be considered before, during and after the build process. Depending on the project structure, some items listed may fall outside of your responsibility. However, it useful for all clients to be aware of them.

Item	Check	Notes
PRIOR TO CONSTRUCTION BEGINNING		
The main contractor should obtain a Contract Works Policy to cover the full replacement value of the project. This protects the project from hazards like fire and malicious damage. In addition to providing safety, the insurance will be needed for the bank to release any funds.	<input type="checkbox"/>	
You should arrange for the site to be cleared and handed over to the builder. This includes removing any objects that obstruct access or work. Once the site is handed over, the builder will be responsible for it until the project is completed.	<input type="checkbox"/>	
Set dates within the schedule for when key construction stages need to be signed off and paid for. Because sums to be disbursed are usually large, talk to the bank so money is ready at the right time.	<input type="checkbox"/>	
If resource consents have been submitted, check for additional inspections that may be required and plan for them in the project schedule.	<input type="checkbox"/>	
If you are providing any materials or intending on doing work on site, plan ahead with the builder to ensure their work isn't held up.	<input type="checkbox"/>	
The contract administrator should review the construction and shop drawings to ensure the information is complete and accessible to builders.	<input type="checkbox"/>	
The contract administrator should set up risk assessment methods to identify and reduce the impact of risks during the project.	<input type="checkbox"/>	
Document a Health and Safety Plan that covers: <ul style="list-style-type: none"> • The person responsible for health and safety on site • identification and control of potential hazards • posting of notices and warnings of potential hazards • guidance on ensuring a safe working environment at all times • instructions on safe methods and practices • provision for safety meetings • recording and investigation of accidents. 	<input type="checkbox"/>	
You should create a filing system for information	<input type="checkbox"/>	

Item	Check	Notes
about the project and start a photo or video diary for future reference.		
DURING CONSTRUCTION		
Keep neighbours informed about the progress and expected completion times.	<input type="checkbox"/>	
The builder should request council inspections once the listed work is ready.	<input type="checkbox"/>	
The contract administrator should check that work is completed to an acceptable standard and provide you with advice when sign-offs need to be made. They should carry out site visits alongside you, review any documentation submitted by the builder, and authorise payments.	<input type="checkbox"/>	
Provision should be made for the proper handling and storage of materials on site. In order for them to perform as expected, most should be protected from the rain and other natural conditions.	<input type="checkbox"/>	
You should purchase spare fixings and extra finishes for when damage occurs in future.	<input type="checkbox"/>	