

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>

Updated: <insert last update date>

		Item #	Description	Status (Y/N)	Date(s)	Comments
PRODUCTS	SUBMITTALS	1	Verify that the Contractor submitted the schedule with the following included: 1. Scheduled date for first submittal. 2. Specification Section number and title. 3. Submittal category (action or informational). 4. Name of subcontractor. 5. Description of the Work covered.			
		2	Verify that the Preliminary Construction Schedule were submitted.			
		3	Verify that the Initial Contractor's Construction Schedule, large enough to show entire schedule for entire construction period, were submitted.			
		4	Verify that that electronic copies of the Daily Construction Reports are submitted at weekly intervals.			
		5	Verify that electronic copies of the Material Location Report are submitted at monthly intervals.			
		6	Verify that electronic copies that the Field Conditions Report are submitted at time of discovery of differing conditions.			
		7	Verify that electronic copies of Special Reports are submitted at the time of unusual event.			
	COORDINATION	8	Verify that the Contractor coordinated preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.			
		9	Verify that the Contractor coordinated Contractor's Construction Schedule with the Schedule of Values, lists of subcontracts, Submittal Schedule, progress reports, payment requests, and other required schedules and reports.			
ACTS	ROLE	Preparation				

PRODUCTOR'S CONSTRUCTION SCHEDULE, GENERAL	SUBMITTALS SCHEDULE	10	Verify that the Contractor submitted a schedule of submittals, arranged in chronological order by dates required by construction schedule. Verify that the schedule includes time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.				
		11	Verify that the Contractor coordinated the Submittals Schedule with list of subcontractors, the Schedule of Values, and Contractor's Construction Schedule.				
		12	Verify that the Contractor submitted the Initial Submittal within 15 days of the Notice to Proceed. Verify that the schedule included submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufactured of fabrication.				
		Final Submittal					
		13	Verify that the Final Submittal Schedule is submitted concurrently with the first complete submittal of Contractor's Construction Schedule.				
	Time Frame						
	14	Verify that the schedule extends from date established for the Notice to Proceed to date of Final Completion					
	15	Verify that the Contract completion date does not change by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.					
	Activities						
	16	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.					
	17	Verify that the schedule includes procurement process activities for the following long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.					
	18	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.					
	19	Verify that the schedules includes not less than 30 days for startup and testing.					
	20	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						
	21	Verify that the schedule includes constraints and work restrictions and shows how the sequence of Work is affected.					
	22	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-Furnished product.					

	25	Verify that the effects of the following work restriction items are shown on the schedule: a. Coordination with existing construction. b. Limitations of continued occupancies. c. Uninterruptible services. d. Partial occupancy before Substantial Completion. e. Use of premises restrictions. f. Provisions for future construction. g. Seasonal variations. h. Environmental control.				
	Milestones					
	26	Verify schedule includes milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notices to Proceed, Substantial Completion, and Final Completion, Phasing and Building Enclosure.				
	Contract Modifications					
	27	For each proposed contract modification and concurrent with its submission, verify that the Contractor prepared a time-impact analysis to demonstrate the effect of the proposed change on the overall project schedule.				
	28	Verify that the baseline can only be changed with approval from the PM.				
	PRELIMINARY CONSTRUCTION SCHEDULES	29	Prior to any work conducted on-site, verify that the Contractor prepared a preliminary work schedule for the first 60 days of the planned activities, covering the initial work on-site. Verify that the schedule includes mobilization, submittals, and all related start-up activities.			
		30	Verify that the Contractor prepared a two (2) week look ahead schedule for coordination of work and review by the PM. Verify that the Contractor submits this schedule in conjunction with the bi-weekly progress meeting, and continue this submittal throughout the duration of construction. Submit in Bar-Chart format.			
CONSTRUCTION SCHEDULE (CPM SCHEDULE) FOR LARGE PROJECTS	CPM Schedule					
	31	Prepare Contractor's Construction Schedule using a computerized, time-scaled CPM network analysis diagram for the Work.				
	CPM Schedule Preparation					
	32	Verify that the Contractor prepared a list of all activities required to complete the Work. Using the preliminary network diagram, prepare a skeleton network to identify probable critical paths				
	Initial Issue of Schedule					
33	Verify that the Contractor prepared a initial network diagram from a list of straight "early start-total float" sort, identified critical activities, and prepared tabulated reports showing the following: 1. Contractor or subcontractor and the Work or activity. 2. Description of activity. 3. Principal events of activity. 4. Immediate preceding and succeeding activities. 5. Early and late start dates. 6. Early and late finish dates. 7. Activity duration in workdays. 8. Total float or slack time. 9. Average size of workforce.					
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"> 1. Identification of activities that have changed. 2. Changes in early and late start dates. 3. Changes in early and late finish dates. 4. Changes in activity durations in workdays. 5. Changes in the critical path. 6. Changes in total float or slack time. 7. Changes in the Contract Time. 				
		REPORTS					
		Daily Construction Reports					
		35	<p>Verify that the daily construction report include the following information:</p> <ol style="list-style-type: none"> 1. List of subcontractors at Project site. 2. List of separate contractors at Project site. 3. Approximate count of personnel at Project site. 4. Equipment at Project site. 5. Material deliveries. 6. High and low temperature and general weather conditions. 7. Accidents. 8. Meetings and significant decisions. 9. Unusual events (refer to special reports). 10. Stoppages, delays, shortages, and losses. 11. Emergency procedures. 12. Orders and requests of authorities having jurisdiction. 13. Change Orders received and implemented. 14. Construction Change Directives received and implemented. 15. Services connected and disconnected. 16. Equipment or system tests and startups. 17. Partial Completions and occupancies. 18. Substantial Completions authorized. 				
		Material Location Reports					
		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>				
		Field Conditions Reports					
	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>					
	CONSTRUCTION SCHEDULE	Contractor's Construction Schedule Updating					
		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>				

CONTRACTOR'S CON	41	Verify that the updated schedule report indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.			
	42	Verify that as the Work progresses, the schedule indicates the Actual Completion percentages for each activity.			
	Distribution				
	43	Verify that the Contractor is distributing copies of the approved schedule to Architects, FP&C PM, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.			
	44	Verify that the Contractor is posting copies in the Project meeting rooms and temporary field offices.			
	45	Verify that when revisions are made, the Contractor is distributing updated schedules to the same parties and post in the same locations.			