



CONTRACT ADMINISTRATION

- Maintain Log to Track Required Shop Drawings, Samples and Submittals
- Review/Approve Shop Drawings & Product Submittals
- Examine Delivered Samples and Observe Field Testing
- Coordinate and Monitor Work Schedule Between Owner and Contractor
- Provide Periodic, Daily or Full-Time Inspections
- Review and Recommend Payment Requisitions
- Conduct Periodic On-Site Meetings
- Keep Owners Informed Through Progress Reports
- Tracking of Construction Schedule and Budget
- Conduct Substantial Completion and Final Closeout Inspections
- Prepare Punchlists and Expedite Project Sign Offs
- Review and Approve As-Builts, Maintenance Manuals and Warrantees
- Turn Over Project Documentation to Owner