# Construction Project Loss/Delay checklist when impacted by Coronavirus

## PROJECT INFORMATION

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<tbody>
<tr>
<td><strong>Project:</strong></td>
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<td><strong>Owner / Developer:</strong></td>
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<td><strong>Time/Date (Approx.) Project Delays Began:</strong></td>
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<tr>
<td><strong>Time/Date (Approx.) Project Resumed:</strong></td>
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## PROJECT IMPACTS

- Prior to shut down, take ample photographs and videos to memorialize project status before closure. Slowly walk the perimeter of the site and take a 360° video of each area - Time stamps to photos and videos.

- Establish a separate Potential Change Order (PCO) in the project cost accounting system under which all Coronavirus loss-related costs will be captured.

- Identify the most recent pre-shutdown construction project schedule to memorialize status and pre-shutdown construction milestones and dates such as Temporary COO, inspections and/or final completion.
  - Pre-incident CPM project schedule(s)
  - This will be crucial when job site resumes and review of post-incident critical path schedule and impacts are compared.

- Develop a Rough Order of Magnitude (ROM) that outlines all areas of anticipated loss amounts based on a projected project delay period. Update estimates accordingly during delay.

- Identify Extra Expenses - costs above normal related to the event. Any cost or expense incurred, that would not have been incurred “but for” the event, should be tracked.

- Identify any Expediting Expenses—costs incurred once job resumes to speed up back to normal, such as overtime wages and express transportation charges.

- Identify costs related to ingress / egress delays, enforcement of laws or ordinances regulating repair, demolition, and reconstruction of damaged buildings.

- Create list to track all additional general conditions for the project related to Coronavirus impact.
  - Trade Timesheets
  - Office, trailers, overhead costs
  - Added field labor costs must be documented clearly

## NOTICES

- Track and compile relevant Notices, Declarations of Emergency, State or City instructions
Track and compile relevant Notices from Owner/Client/Workers/Employees

**IMPACTED SUBCONTRACTORS**

- Instruct Subcontractors to create their own Potential Change Order (PCO) in the project cost accounting system under which all Coronavirus loss-related costs will be captured.
- Create list and track any changes in subcontractor staffing levels / workforce pre and post Coronavirus interruption by each subcontractor.
- Create a list to identify anticipated comeback, remobilization by subcontractor.
- Log correspondence related to Coronavirus (letter, notices, claims, cost proposals) from subcontractors

**EQUIPMENT**

- Compile Executed subcontract or Service Agreement or Rental Agreements
- Compile invoices & lien waivers
- Compile Proof of Payment-canceled checks or ACH payments

**NARRATIVES**

- Prepare a detailed narrative / summary of job status at the time of closure

**This is not meant to be an exhaustive list.**

**For a more detailed analysis please contact Procor Solutions + Consulting at (800) 871-5832.**