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Construction Project Loss/Delay checklist when impacted by Coronavirus

PROJECT INFORMATION	
Project:	
Owner / Developer:	
Time/Date (Approx.) Project Delays Began:	
Time/Date (Approx.) Project Resumed:	

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.