



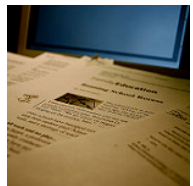
1. When you visit the site, bring a backpack with an I-Pad or a half-size set of drawings, a tape measure, a recorder/phone for voice notes, and a camera or phone for photos. Bring a comfortable pair of work boots, your hardhat (preferably with your firm's name on it), and eye protection and a safety vest (if they aren't available in the trailer). Pack water and snacks if you are going to be there for a while.



2. When you see a detail that doesn't work in the field, take several photos of the field conditions. When you get back to the office, review the detail with the designer and draftsman who developed the detail. That way you can show them what they drew and why it doesn't work, and explain how it was resolved in the field.



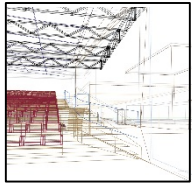
3. Spend time on the job site. This helps build relationships with the owner's reps and the contractor's staff. It also helps identify problems earlier and resolve them faster. You should take your time "walking the job." You will see more if you aren't in a hurry. If you see a condition that you think might be a safety hazard, alert the superintendent immediately, but do not record it in your Field Observation Report. Remember: site safety is entirely the contractor's responsibility.



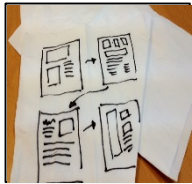
4. Establish a process early with contractor on revisions, RFIs, ASIs, etc. The process should be defined in Division 01 or the specs, but contractors often have their own systems, so for each project it's best to establish the workflow for each procedure so that all parties know how it works. Whatever process and tool used, make sure everything significant is formally documented. If it's not in writing, it doesn't exist.



5. Have the contractor create a two-week look-ahead schedule for construction that supplements the overall construction schedule, so that you are aware of the upcoming work on site. Also encourage the contractor to can send you a weekly priority list for RFIs and submittals to review with you; this will help all parties meet their responsibilities on time.



6. Get involved in 3D coordination meetings with contractor. Resolving conflict early in coordination significantly reduces time in the field. (If your CCA scope of services doesn't specifically include this service, you may need to convince the owner of its value so you get paid for it. It can be time consuming.)



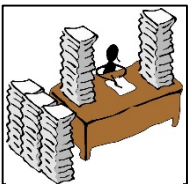
7. No matter how simple a sketch or ASI is, make sure you give it a date and number, and reference a contract document. It's simple and important: without a date, number, and CD reference, that sketch may be meaningless in the field. Not only that, but this information allows the contractor and subcontractor to accurately track the sketch as part of their contracts.



8. Schedule is usually the #1 driver on projects, so make sure you don't do anything that potentially delays the project. Furthermore, if you see activities on site that are not on schedule, note them in your field reports. Remember that if the project is delayed, someone will eventually, if not immediately, blame it on you.



9. Cost is usually the #2 driver on projects. The best way to avoid document-related change orders is to have good documents. If you are going to be leading the CCA effort, try to become involved in Quality Control review of the contract documents.



10. If there are excessive, repetitive, or unnecessary RFIs on a project, you may have grounds for seeking additional compensation. The current list in B101 §4.3.3 allows an architect to recover additional fees when the number of shop drawing reviews exceed a number defined in your contract with the client. Consider adding a line item for additional compensation when there are excessive, repetitive, or unnecessary RFIs. Likewise, make sure your contract defines the number of site visits (for you and your consultants), as well as inspections to determine substantial and final completion; this will give you a basis for seeking additional compensation when the site visits exceed that number.