

# Project Documentation

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# Our Focus



- Construction Litigation
- Government Contracting
- Claims Avoidance
- Claims Management
- Construction Transactions

# Documentation

- Pre-Bid Documents
- Daily Reports
- Meeting Minutes
- Correspondence
- Accounting Records
- Conversation Logs
- Testing Reports
- Photographs & Videos
- Schedules & Updates
- Labor & Material

# Daily Reports

- THE Key Document
- Must be made daily
- Must be complete
- Must be sent to the Home Office
- The LINK between the field and home office
- Must be regularly reviewed by management



# Form of Daily Reports

- Project Diary
- Forms
- Electronic



# Essential Content

- Daily
- Record of
- Operators
- Productivity
- Materials
- Equipment utilized
- Activities Performed
- Labor hours
- Standby time

# Time & Material Tickets

- Use on EVERY change order
- Use a separate T&M for each change
- Documents extra costs
- Get them signed by the contractor

# Claim Files

- Segregate records for identified claims.
- Track and Segregate Time and Costs for identified claims and extra work.
- Get work tickets signed.



# Photographs

## ■ When

- At least once a week
- All changes
- All completed work/milestones
- All impacts of the general or other trades
- Keep a camera handy at all times

# Photographs

## ■ How?

- At least once per week
- Stand in same physical location
- Looking in the same direction
- Use camera with date stamp
- Use measuring devices and objects to indicate scale
- Keep camera handy at all times

# Changed Conditions?









MVC-001S.JPG

12/20/2004 4:36:44 PM











MVC-024S.JPG

1/3/2005 2:42:48 PM

# Video

- Regular Basis (monthly)
- Traditional Camera
- Web Camera
- Drones





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# Correspondence

- Timely Transmitted
- State Facts
- Explain the Resulting Impact

# Impacts

- Standby or idle time for equipment,
- Productivity impacts are occurring,
- Acceleration is ordered or is occurring,
- Changes are ordered or are occurring,
- Extra work is directed/ordered, and/or
- Delays are occurring.

- **Never make notice & documentation assumptions**
  - Frequently a condition precedent to recovery
  - Strictly enforced
  - Prejudice will result in a lost claim
  - Memory and Common Knowledge  $\neq$  Written Notice