# Claim Prep Checklist when evaluating Construction Delay Losses

## CONSTRUCTION PROJECT INFORMATION

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

- Take ample photographs and videos to memorialize cause of delay/ damage (if possible and however small), especially before mitigation efforts have begun
  - Show the full loss in it’s initial state (if applicable)
  - Photos/Videos of area around the site should be clearly captured (if applicable). If possible contrast photos of site pre and post delay/loss.
  - Slowly walk the perimeter of the site and take a 360° video of each area
    - Focus in on specific causes of delay/damages.
    - Time stamps to photos and videos.

- If applicable, mitigate the delay loss / protect undamaged property from further loss or damage
  - Separate damaged property from undamaged property
  - Remove all damaged or contaminated materials to prevent further damage, but don’t discard anything unless first confirmed by insurance adjuster.

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

- Identify the most recent pre-delay construction project schedule to memorialize status and pre-delay key construction milestones and dates such as Temporary COO, inspections and/or final completion.

- Create list and track any changes in subcontractor staffing levels / workforce pre and post interruption by each subcontractor.

- Account for all construction delay related temporary and permanent work invoices, change orders, work tickets, proposals, quotes, etc., with detailed descriptions of the repair/replacement work to be performed.

- Develop a Rough Order of Magnitude (ROM) that outlines all areas of anticipated loss amounts by category:
  - Debris Removal, Permanent Works, Temporary Works, Pollutant Cleanup and Removal, Preservation of Property, Valuable Papers, Trees, Shrubs, and Plants, Site Preparation, Paved Surface, Testing/Hot Testing, Other
  - Round Numbers and “TBDs” are sufficient at this time.

- Identify any Expediting Expenses—costs incurred to speed up repair of damaged property, such as overtime wages and express transportation charges.

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

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

- Create a list to identify anticipated comeback, remobilization by subcontractor.

- Create list to track all additional general conditions for the project related to the delay’s impact.