

Claim Prep Checklist when evaluating Construction Delay Losses

CONSTRUCTION PROJECT INFORMATION

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

CHECKLIST

<input type="checkbox"/>	Take ample photographs and videos to memorialize cause of delay/ damage (if possible and however small), especially before mitigation efforts have begun <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> o Focus in on specific causes of delay/damages. o Time stamps to photos and videos.
<input type="checkbox"/>	If applicable, mitigate the delay loss / protect undamaged property from further loss or damage <ul style="list-style-type: none"> - 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.
<input type="checkbox"/>	Establish a separate Construction Delay Potential Change Order (PCO) in the project cost accounting system under which all delay-related costs will be captured.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Create list and track any changes in subcontractor staffing levels / workforce pre and post interruption by each subcontractor.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Identify any Expediting Expenses—costs incurred to speed up repair of damaged property, such as overtime wages and express transportation charges.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Identify any costs related to ingress / egress delays, enforcement of laws or ordinances regulating repair, demolition, and reconstruction of damaged buildings.
<input type="checkbox"/>	Create a list to identify anticipated comeback, remobilization by subcontractor.
<input type="checkbox"/>	Create list to track all additional general conditions for the project related to the delay's impact.