

# 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	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Establish a separate Potential Change Order (PCO) in the project cost accounting system under which all Coronavirus loss-related costs will be captured.
<input type="checkbox"/>	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. <ul style="list-style-type: none"> <li>• Pre-incident CPM project schedule(s)</li> <li>• This will be crucial when job site resumes and review of post-incident critical path schedule and impacts are compared.</li> </ul>
<input type="checkbox"/>	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.
<input type="checkbox"/>	Identify Extra Expenses - costs above normal related to the event. Any cost or expense incurred, that would not have been incurred <b>“but for”</b> the event, should be tracked.
<input type="checkbox"/>	Identify any Expediting Expenses—costs incurred once job resumes to speed up back to normal, such as overtime wages and express transportation charges.
<input type="checkbox"/>	Identify costs related to ingress / egress delays, enforcement of laws or ordinances regulating repair, demolition, and reconstruction of damaged buildings.
<input type="checkbox"/>	Create list to track all additional general conditions for the project related to Coronavirus impact. <ul style="list-style-type: none"> <li>• Trade Timesheets</li> <li>• Office, trailers, overhead costs</li> <li>• Added field labor costs must be documented clearly</li> </ul>

NOTICES	
<input type="checkbox"/>	Track and compile relevant Notices, Declarations of Emergency, State or City instructions

<input type="checkbox"/>	Track and compile relevant Notices from Owner/Client/Workers/Employees
<b>IMPACTED SUBCONTRACTORS</b>	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Create list and track any changes in subcontractor staffing levels / workforce pre and post Coronavirus interruption by each subcontractor.
<input type="checkbox"/>	Create a list to identify anticipated comeback, remobilization by subcontractor.
<input type="checkbox"/>	Log correspondence related to Coronavirus (letter, notices, claims, cost proposals) from subcontractors
<b>EQUIPMENT</b>	
<input type="checkbox"/>	Compile Executed subcontract or Service Agreement or Rental Agreements
<input type="checkbox"/>	Compile invoices & lien waivers
<input type="checkbox"/>	Compile Proof of Payment-canceled checks or ACH payments
<b>NARRATIVES</b>	
<input type="checkbox"/>	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 ProcCor Solutions + Consulting at  
(800) 871-5832.**