MW User Checklist

This is a checklist of the key information that will help you to complete the Articles of Agreement.

**Parties’ details**
- Employer’s name and address
- Contractor’s name and address

**Works** (First Recital)
- nature
- location

**Documents which the Employer has had prepared to show and describe the work to be done** (Second Recital)
- Contract Drawings: identification
- Contract Specification
- Work Schedules

**Pricing document provided by the Contractor** (Third Recital)
- a copy of the priced Contract Specification
- a copy of the priced Work Schedules
- a Schedule of Rates

**Construction Industry Scheme** (Fourth Recital and clause 4·2)
- Is the Employer a ‘contractor’?

**CDM Regulations** (Fifth Recital)
- Is the project notifiable?
  - CDM Co-ordinator (Article 4)
    - name and address
  - Principal Contractor (Article 5)
    - name and address
  - CDM Planning Period (clause 1·1)
    - period (days/weeks)
    - commencement/end date

**Framework Agreement** (Sixth Recital)
- Is the Contract supplemented by a Framework Agreement?
- details (date, title, parties)
Supplemental Provisions (Seventh Recital and Schedule 3)

Collaborative working (Schedule 3, paragraph 1)
  □ applicable?

Health and safety (Schedule 3, paragraph 2)
  □ applicable?

Cost savings and value improvements (Schedule 3, paragraph 3)
  □ applicable?

Sustainable development and environmental considerations (Schedule 3, paragraph 4)
  □ applicable?

Performance Indicators and monitoring (Schedule 3, paragraph 5)
  □ applicable?

Notification and negotiation of disputes (Schedule 3, paragraph 6)
  □ applicable?
  □ name of the Employer’s nominee
  □ name of the Contractor’s nominee

Contract Sum (Article 2)
  □ amount

Architect/Contract Administrator (Article 3)
  □ name and address

Adjudication (Article 6 and clause 7·2)
  □ applicable?
  □ Adjudicator’s name?
  □ Adjudicator nominating body?

Arbitration (Article 7 and Schedule 1)
  □ applicable?
  □ appointor of Arbitrator?

Base Date (Fourth Recital and Schedule 2)
  □ date

Date for Commencement of the Works (clause 2·2)
  □ date

Date for Completion (clause 2·2)
  □ date

Liquidated damages (clause 2·8)
  □ rate and period
Rectification Period (clause 2·10)
  □ period

Percentage of the total value to be certified before practical completion (clause 4·3)
  □ percentage

Percentage of the total value to be certified on and after practical completion (clause 4·4)
  □ percentage

Supply of documentation for computation of amount to be finally certified (clause 4·8·1)
  □ period

Fluctuations Option (clause 4·11 and Schedule 2)
  □ applicable?
  □ percentage addition (paragraph 13)

Insurance: Contractor’s liability – injury to persons or property (clause 5·3·2)
  □ amount

Insurance of the Works etc. (clauses 5·4A, 5·4B and 5·4C)
  □ applicable option:
    i) clause 5·4A on its own (Works insurance by Contractor in Joint Names)/
    ii) clause 5·4B on its own (Works and existing structures insurance by Employer in Joint Names)/
    iii) clauses 5·4A and 5·4C together (Works insurance by Contractor; existing structures insurance by Employer)?
  □ percentage to cover professional fees (clauses 5·4A·1 and 5·4B·1·2)

Attestation
  □ Execution under hand
  □ Execution as a Deed
  □ Other forms of Attestation needed?