

# MW User Checklist

This is a checklist of the key information that will help you to complete the 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?

## Framework Agreement (Sixth Recital)

- Is the Contract supplemented by a Framework Agreement?
- details (date, title, parties)

## Supplemental Provisions (Seventh Recital and Schedule 2)

### Health and safety (Schedule 2, Supplemental Provision 1)

- applicable?

### Cost savings and value improvements (Schedule 2, Supplemental Provision 2)

- applicable?

### Performance Indicators and monitoring (Schedule 2, Supplemental Provision 3)

- applicable?

**Contract Sum (Article 2)**

- amount

**Architect/Contract Administrator (Article 4)**

- name and address

**CDM Regulations – Principal Designer (Article 5)**

- name and address

**CDM Regulations – Principal Contractor (Article 5)**

- name and address

**Building Regulations – Principal Designer (Article 6)**

- applicable?
- name and address

**Building Regulations – Principal Contractor (Article 6)**

- applicable?
- name and address

**Adjudication (Article 7 and clause 7.3)**

- applicable?
- Adjudicator's name?
- Adjudicator nominating body?

**Arbitration (Article 8 and Schedule 1)**

- applicable?
- appointor of Arbitrator?

**Base Date (Fourth Recital and the JCT Fluctuations Option)**

- date

**Addresses for service of notices by the Parties (clause 1.6.2)**

- Employer's address
- Contractor's address
- Employer's email address
- Contractor's email address

**Works commencement date (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

**Interim payments – Interim Valuation Date (clause 4.3)**

- first Interim Valuation Date  
 period for the intervals between Interim Valuation Dates

**Percentage of the total value to be certified before practical completion (clause 4.4)**

- percentage

**Percentage of the total value to be certified on and after practical completion (clause 4.4)**

- percentage

**Fluctuations provision (clauses 4.4 and 4.9)**

- applicable option: JCT Fluctuations Option, no fluctuations provision, or other provision?  
 percentage addition (JCT Fluctuations Option, paragraph 13)

**Supply of documentation for computation of amount to be finally certified (clause 4.9.1)**

- period

**Insurance: Contractor's Public Liability insurance – injury to persons or property (clause 5.3)**

- amount

**Insurance of the Works etc. (clauses 5.4, 5.5 and 5.6)**

- applicable option:  
i) clause 5.4 (Works insurance by Contractor in Joint Names)/  
ii) clause 5.5 (Works and existing structures insurance by Employer in Joint Names)/  
iii) clause 5.6 (Works and existing structures insurance by other means)?  
 percentage to cover professional fees (clauses 5.4 and 5.5)  
 insurance arrangements – details of the required policy or policies (clause 5.6)

**Service of notices by email (clause 6.2.3.2)**

- applicable?  
 Employer's email address  
 Contractor's email address

## **Notification and negotiation of disputes (clause 7.1)**

- name of the Employer's nominee
- name of the Contractor's nominee

## **Attestation**

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