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

**Contractor’s Designed Portion (Second Recital)**

- [ ] description

**Documents which the Employer has had prepared to show and describe the work to be done (Third Recital)**

- [ ] Contract Drawings: identification
- [ ] Contract Specification
- [ ] Work Schedules

**Pricing document provided by the Contractor (Fourth Recital)**

- [ ] a copy of the priced Contract Specification
- [ ] a copy of the priced Work Schedules
- [ ] a Schedule of Rates

**Construction Industry Scheme (Fifth Recital and clause 4.2)**

- [ ] Is the Employer a ‘contractor’?

**CDM Regulations (Sixth Recital)**

- [ ] Is the project notifiable?

**Framework Agreement (Seventh Recital)**

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

**Supplemental Provisions (Eighth Recital and Schedule 3)**

  **Collaborative working (Schedule 3, Supplemental Provision 1)**
  - [ ] applicable?

  **Health and safety (Schedule 3, Supplemental Provision 2)**
  - [ ] applicable?
Cost savings and value improvements (Schedule 3, Supplemental Provision 3)
□ applicable?

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

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

Notification and negotiation of disputes (Schedule 3, Supplemental Provision 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

Principal Designer (Article 4)
□ name and address

Principal Contractor (Article 5)
□ 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 (Fifth Recital and Schedule 2)
□ date

Works commencement date (clause 2.3)
□ date

Date for Completion (clause 2.3)
□ date

Liquidated damages (clause 2.9)
□ rate and period
### Rectification Period (clause 2.11)
- ☐ 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 4.3)
- ☐ percentage

### Percentage of the total value to be certified on and after practical completion (clause 4.3)
- ☐ percentage

### Fluctuations provision (clauses 4.3 and 4.8)
- ☐ applicable option: Schedule 2, no fluctuations provision, or other provision?
- ☐ percentage addition (Schedule 2, paragraph 13)

### Supply of documentation for computation of amount to be finally certified (clause 4.8.1)
- ☐ period

### Insurance: Contractor’s Public Liability insurance – injury to persons or property (clause 5.3)
- ☐ amount

### Insurance of the Works etc. (clauses 5.4A, 5.4B and 5.4C)
- ☐ applicable option:
  - i) clause 5.4A (Works insurance by Contractor in Joint Names)/
  - ii) clause 5.4B (Works and existing structures insurance by Employer in Joint Names)/
  - iii) clause 5.4C (Works and existing structures insurance by other means)?
- ☐ percentage to cover professional fees (clauses 5.4A and 5.4B)
- ☐ insurance arrangements – details of the required policy or policies (clause 5.4C)

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