

Project Information
Project Name:

SITE SAMURAI

Contract Ref:

Client:

FINAL ACCOUNT CHECKLIST

Original Title:

PC Date:

Complete before submitting final account to ensure nothing is missed

DLP End:

1. CONTRACT DOCUMENTATION

- Original contract and all amendments
Including any side agreements or letters of intent
- All contract drawings (as-built where applicable)
- Specification documents
- Schedule of rates / Bill of quantities
- Programme (original and as-built)

2. VARIATIONS & INSTRUCTIONS

- All Architect/Engineer Instructions (AIs/EIs) listed and valued
- Variation orders / Change orders
Ensure all are formally instructed and priced
- Site instructions / RFIs with cost implications
- Daywork sheets signed and submitted
Check submission deadlines in contract
- Variation register complete and reconciled

3. CLAIMS & LOSS & EXPENSE

- Extension of time claims submitted and agreed
- Loss and expense / prolongation claims
Documented with supporting records
- Disruption claims (if applicable)
- Acceleration claims (if applicable)
- All notices served within contractual timeframes

4. SUBCONTRACTOR ACCOUNTS

- All subcontract final accounts agreed
- Subcontractor retention releases processed
- CIS deductions correctly calculated and recorded
- Contra charges / back charges documented
- Warranties and guarantees collected

5. RETENTION & PAYMENTS

- All interim applications certified and paid
- First moiety of retention released (at PC)
- Second moiety release date noted
- Any disputed payments documented
- Interest on late payments calculated (if applicable)

6. DEFECTS & COMPLETION

- Practical completion certificate received
- Snagging list items completed
- Defects during DLP addressed
- Making good certificate received (end of DLP)
- O&M manuals and as-built drawings submitted

FINAL ACCOUNT SUMMARY

Description	Amount
Original Contract Sum	£
Agreed Variations (Additions)	£
Agreed Variations (Omissions)	£
Agreed Claims	£
Other Adjustments	£
FINAL ACCOUNT TOTAL	£
Less: Total Paid to Date	£
BALANCE DUE	£

Prepared By:

Name: _____

Position: _____

Date: ____/____/____

Approved By:

Name: _____

Position: _____

Date: ____/____/____