

ADELIE CONSTRUCTION

Contracts and Payments Guide

Questions to answer before signing or releasing money.

HOMEOWNER PLANNING TOOL

Project name: _____

Property address: _____

Date started: _____ Target start: _____

Use this workbook to organize questions and decisions before they become expensive field changes. It is a planning aid, not project-specific legal, design, engineering or code advice.

Scope Test

Does the contract name materials, quantities and model numbers?

Are demolition, disposal and protection included?

Are permit and inspection responsibilities stated?

Are exclusions written clearly?

Payment Test

What completed work supports each payment?

Are deposits and progress payments legal and proportionate?

How are owner purchases and allowances reconciled?

What remains unpaid until closeout?

Change Orders

Who may authorize a change?

Must price and time effects be approved before work?

How are hidden conditions documented?

Where are signed changes stored?

Questions for ADELIE

Use this space for decisions that require a site visit, drawings, trade input or a written proposal.
