



RMW CA forms

the "Observation Report"

HOW AND WHEN TO USE IT

This form is intended for recording site observations when visiting the field.

WHERE IS THE FORM?

The form is in Rspace in Word and PDF formats.

CONSTRUCTION OBSERVATION ACTIVITIES

The Architect's responsibilities for observing construction and determining if the contractor is supporting the design intent fall into six categories:

- Construction observation,
- Document clarification,
- Submittal review,
- Payments to the contractor,
- Certification of completion, and
- Project closeout.

OBSERVING CONSTRUCTION

The Architect is typically required by contract to keep the owner apprised of construction progress and quality. The Owner relies on these reports to keep up with the progress and quality of the work, and a close Owner-Architect relationship can result from this direct form of communication.

- To document what the Architect has observed in the field and enable the delivery of this information to the Owner, the Architect can use the AIA Document G711TM, "Architect's Field Report". As with all document types issued repeatedly during a project, each report should be dated and sequentially numbered.

RISK MANAGEMENT

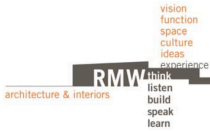
REMEMBER! During field visits



WE DO NOT INSPECT!

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FIELD OBSERVATION REPORT - SMALL PROJECT
No. [Number]

project no.	[Project Number]	date	[Date]
project	[Project Name] [Project Address - Street] [City, State, Zip]	to	[Name] [Contractor's organization name] [Address - Street] [City, State, Zip]
date of visit	[Date]	arrival	[Time]
by	[Name]	departure	[Time]

1.1 EVALUATION OF THE WORK

- A. These site observations by the Architect or the Architect's consultants consisted of the visual observation of materials or construction to become generally familiar with the portion of the Work completed and to determine, in general, if the Work, when fully completed, will be in accordance with the Contract Documents. This visit is not an inspection to verify quality or quantity of the Work. These site observations shall not be relied upon by others as acceptance of the work, nor shall they be construed to relieve the Contractor in any way from its obligations and responsibilities under the Construction Contract.
- B. The Contractor remains solely responsible for, and has control over, construction means, methods, construction safety means, techniques, sequences and procedures, and coordination of all portions of the Work under the Contract as well as over the installation, adequacy, and maintenance of temporary structures, utilities, and controls required for the execution of the Work.

1.2 REPORT ITEMS

A. Weather conditions at the time of the visit:

1. ☐ Rainy ☐ Overcast ☐ Sunny Temperature

present	company or trade
1 [Name of Owner or CM]	[Name]
2 [Name of Contractor's Representative]	[Name]
3 [Name of Subcontractor]	[Name]
4 [Name of Subcontractor]	[Name]
5 [Name of Subcontractor]	[Name]

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Project.docx

FIELD OBSERVATION REPORT - SMALL PROJECT
No. [number]

present	company or trade
6 [Name of Subcontractor]	[Name] <input type="checkbox"/>

work items to verify	observations
1 [Item] [Location]	[Description or photo]
2 [Item] [Location]	[Description or photo]
3 [Item] [Location]	[Description or photo]
4 [Item] [Location]	[Description or photo]
5 [Item] [Location]	[Description or photo]
6 [Item] [Location]	[Description or photo]
7 [Item] [Location]	[Description or photo]
8 [Item] [Location]	[Description or photo]
9 [Item] [Location]	[Description or photo]
10 [Item] [Location]	[Description or photo]
11 [Item] [Location]	[Description or photo]