

# CLAIM DOCUMENTATION CHECKLIST

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FROM GRANTLUN CORPORATION'S SEMINAR  
**PROJECT MANAGEMENT: CONTRACT MANAGEMENT**

1. Routine Contract Execution Notices, Orders, Directives
2. Letters of Transmittal and Submittal
3. Letters of Notice under the Contract
4. Letters Requesting Instructions
5. Letters Disputing or Protesting Instructions
6. Routine Job Records
7. Ancillary Records

**1 ROUTINE CONTRACT EXECUTION NOTICES, ORDERS, DIRECTIVES**

**1.1 PURPOSE**

To satisfy contract requirements, the owner or

**1.2 EXAMPLES**

- Notice
- Stop Work
- Cure Notice
- Suspension
- Acceleration
- Termination
- Work Order
- Change Order
- Field Order
- Stop Work
- Certificate

**1.3 KEY ELEMENTS**

- Date of
- Statement



## 2 LETTERS OF TRANSMITTAL AND SUBMITTAL

### 2.1 PURPOSE

To establish a

### 2.2 EXAMPLES

- Contract
- Material
- Design
- Test Re
- Shop D
- Schedu

### 2.3 KEY ELEMENTS

- Date o
- Descri
- Reque
- Reque

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### 3 LETTERS OF NOTICE UNDER THE CONTRACT

#### 3.1 PURPOSE

To alert contra  
notice; and, in

#### 3.2 EXAMPLES

- Notice
- Encoun
- Verbal
- Writte
- Notice
- Notice
- Notice
- Notice

#### 3.3 KEY ELEMENTS

- Date of
- Descrip
- Positio
- Basis fo
- Extra c
- Time
- Money
- Impact

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## 4 LETTERS REQUESTING INSTRUCTIONS

### 4.1 PURPOSE

To clarify an  
document ve

### 4.2 EXAMPLES

- Requ
- Verba

### 4.3 KEY ELEMENTS

- Date
- Descr
- Descr
- Specif

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**5 LETTERS DISPUTING OR PROTESTING INSTRUCTIONS**

**5.1 PURPOSE**

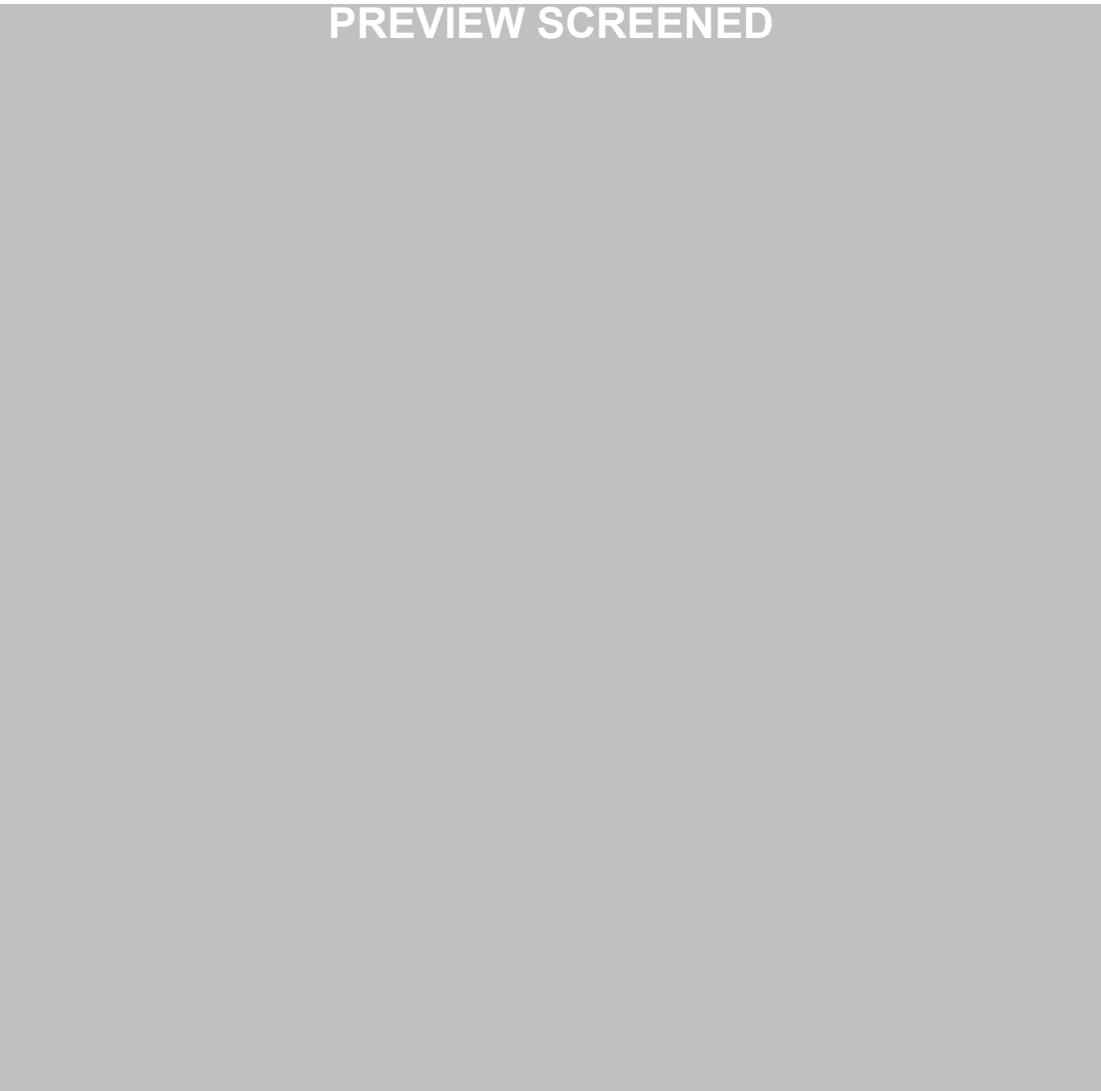
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**5.2 EXAMPLES**

- Protes
- Protes
- Protes
- Protes

**5.3 KEY ELEMENTS**

- Date o
- Descri
- Declar
- Plan o
- Impac
- Impac



## 6 ROUTINE JOB RECORDS

### 6.1 PURPOSE

Record the fac

### 6.2 EXAMPLES

- Daily R
- Work P
- Force A
- Deliver
- Corresp
- Test Re
- Drawin
- Schedu
- As-Bid
- Baselin
- Current
- As-Built

### 6.3 KEY ELEMENTS

- Date of
- Critical
- Effecte
- Delay e

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**7 ANCILLARY RECORDS**

**7.1 PURPOSE**

Record the fac

**7.2 EXAMPLES**

- Daily D
- PM
- PE
- Superi
- Forem
- Photo
- Weath

**7.3 KEY ELEMENTS**

- Date o
- Facts o

