



# CONSTRUCTION CONTRACT CHECKLIST

CLEAR TERMS . STRONG AGREEMENTS . SUCCESSFUL PROJECTS.

 PROJECT NAME : \_\_\_\_\_

 CONTRACT NO. : \_\_\_\_\_

 DATE : \_\_\_\_\_

 CONTRACTOR : \_\_\_\_\_



This checklist ensures that all essential terms and conditions are included in the construction contract to protect the interests of all parties and support smooth, transparent and legally compliant project execution.

	CHECKPOINTS	YES	NO	N/A	REMARKS
 <b>1. PARTIES &amp; BASIC DETAILS</b>	1 Names and legal details of all parties are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Project name, location & description defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 Contract date & effective date specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Scope of work clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	5 Contract documents list attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>2. SCOPE OF WORK</b>	1 Detailed scope of work included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Inclusions and exclusions clearly stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 Specifications, drawings & BOQ attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Standards and quality requirements defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	5 Changes to scope process defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>3. CONTRACT PRICE &amp; PAYMENT TERMS</b>	1 Contract price clearly stated (lumpsum/item rate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Payment schedule / milestones defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 Advance payment terms (if any) specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Retention / withholding amount defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	5 Variations & price adjustment terms included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	6 Taxes, duties & other charges clarified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>4. TIME &amp; SCHEDULE</b>	1 Commencement date specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Project completion date defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 Milestone schedule included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Extension of time (EOT) process defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	5 Liquidated damages for delay specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>5. OBLIGATIONS &amp; RESPONSIBILITIES</b>	1 Contractor's obligations clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Employer's obligations clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 Subcontracting terms specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Site access & possession terms defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	5 Permits, approvals & statutory compliance defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	6 Insurance requirements stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>6. LEGAL &amp; RISK MANAGEMENT</b>	1 Defect liability / warranty period specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Indemnity & limitation of liability included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 Termination conditions defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Dispute resolution / arbitration clause included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	5 Governing law & jurisdiction specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	6 Force majeure clause included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>7. CONTRACT DOCUMENTS</b>	1 List of contract documents attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	2 Precedence of documents defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	3 All annexures & attachments included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	4 Signatures of authorized representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



**A STRONG CONTRACT  
BUILDS A STRONG  
FOUNDATION.**

PREPARED BY : \_\_\_\_\_

REVIEWED BY : \_\_\_\_\_

DATE \_\_\_\_\_