

MW/Scot User Checklist

This is a checklist of the key information that will help you to complete the Agreement.

Parties' details

- ☐ Employer's name and address
- ☐ Contractor's name and address

Works (First Recital)

- ☐ nature
- ☐ location

Documents which the Employer has had prepared to show and describe the work to be done (Second Recital)

- ☐ Contract Drawings: identification
- ☐ Contract Specification
- ☐ Work Schedules
- ☐ Bills of Quantities

Pricing document provided by the Contractor (Third Recital)

- ☐ a copy of the priced Contract Specification
- ☐ a copy of the priced Work Schedules
- ☐ a Schedule of Rates
- ☐ a Bill of Quantities

Construction Industry Scheme (Fourth Recital and clause 5.2)

- ☐ Is the Employer a 'contractor'?

CDM Regulations (Fifth Recital)

- ☐ Is the project notifiable?

Framework Agreement (Sixth Recital)

- ☐ Is the Contract supplemented by a Framework Agreement?
- ☐ details (date, title, parties)

Supplemental Provisions (Seventh Recital and Schedule Part 2)

Health and safety (Schedule Part 2, Supplemental Provision 1)

- ☐ applicable?

Cost savings and value improvements (Schedule Part 2, Supplemental Provision 2)

- ☐ applicable?

Performance Indicators and monitoring (Schedule Part 2, Supplemental Provision 3)

- ☐ applicable?

Named Specialists (Schedule Part 2, Supplemental Provision 6)

- ☐ applies to both Pre-Named and Post-Named Specialist Work
- ☐ applies to Pre-Named Specialist Work only
- ☐ applicable?

Contract Sum (Article 2)

- ☐ amount

Architect/Contract Administrator (Article 4)

- ☐ name and address

Principal Designer (Article 5)

- ☐ name and address

Quantity Surveyor (Article 6)

- ☐ name and address

Principal Contractor (Article 5)

- ☐ name and address

Adjudication (Article 7 and clause 8.3)

- ☐ applicable?
- ☐ Adjudicator's name?
- ☐ Adjudicator nominating body?

Arbitration (Article 8 and Schedule Part 1)

- ☐ applicable?
- ☐ appointor of Arbitrator?

Arbitration Default Rules (Article 8, clause 8.4 and Schedule Part 1)

- ☐ list the default rules that do not apply

Base Date (Fourth Recital and SBC Fluctuations Option)

- ☐ date

Addresses for service of notices by the Parties (clause 1.6.2)

- ☐ Employer's address
- ☐ Contractor's address
- ☐ Employer's email address
- ☐ Contractor's email address

Works commencement date (clause 2.2)

- ☐ date

Date for Completion (clause 2.2)

- ☐ date

Liquidated damages (clause 2.8)

- ☐ rate and period

Rectification Period (clause 2.10)

- ☐ period

Interim payments – Interim Valuation Date (clause 5.3)

- ☐ first Interim Valuation Date
- ☐ period for the intervals between Interim Valuation Dates

Percentage of the total value to be certified before practical completion (clause 5.4)

- ☐ percentage

Percentage of the total value to be certified on and after practical completion
(clause 5.4)

- ☐ percentage

Fluctuations provision (clauses 5.4 and 5.9)

- ☐ applicable option: SBC Fluctuations Option no fluctuations provision, or other provision?
- ☐ percentage addition (SBC Fluctuations Option, paragraph 13)

Supply of documentation for computation of amount to be finally certified
(clause 5.9.1)

- ☐ period

Insurance: Contractor's Public Liability insurance – injury to persons or property
(clause 6.3)

- ☐ amount

Insurance of the Works etc. (clauses 6.4, 6.5 and 6.6)

- ☐ applicable option:
- i) clause 6.4 (Works insurance by Contractor in Joint Names)/
 - ii) clause 6.5 (Works and existing structures insurance by Employer in Joint Names)/
 - iii) clause 6.6 (Works and existing structures insurance by other means)?
- ☐ percentage to cover professional fees (clauses 6.4 and 6.5)
- ☐ insurance arrangements – details of the required policy or policies (clause 6.6)

Service of notices by email (clause 7.2.3.2)

- ☐ applicable?
- ☐ Employer's email address
- ☐ Contractor's email address

Notification and negotiation of disputes (clause 8.1)

- ☐ name of the Employer's nominee
- ☐ name of the Contractor's nominee

Signing

- ☐ Testing clause completed
- ☐ Full names and capacity of parties
- ☐ Signature, full names and addresses of witnesses

Contract Documents (Schedule Part 3 and Second Recital)

- ☐ List completed