

# Foreman's Defect Mitigation Sample Checklist

Do you have a detailed and defined scope of work agreement in place?  Yes  No  
*(If no, take steps to establish a clear and defined scope of your work)*

Were changes made to your scope of work during construction?  Yes  No  
*(If yes, detail below)*

**Describe changes to scope, such as additions, subtractions, add-ons, change orders or RFIs, (with sign-offs). Note dates of communication.**

**Note:** Retain ALL written communications in your project file, including emails, change orders, RFIs

**IF A PROBLEM IS IDENTIFIED OR REWORK REQUESTED, COMPLETE THE INFORMATION BELOW:**

**Detailed description of situation requiring attention or rework:**

Identify parties involved, such as Project Owner, Construction Manager, General Contractor, Specialty Contractors, and associated other subcontractors.

Company	Individual(s) Name	Contact Information

**Notification and Preservation of Information**

<input type="checkbox"/>	Senior management/ responsible parties notified of situation.
<input type="checkbox"/>	Diagrams, photos or videos saved to project file.
<input type="checkbox"/>	Written notes and emails or other electronic communication <i>saved to project file.</i>

**Notify your agent and Nationwide Claims when you receive notification of a potential claim at [nationwide.com](http://nationwide.com) or by calling 1-800-421-3535.**

**Determine additional immediate ACTION STEPS to be taken (see page 2.)**

## ACTION STEPS

### For work in progress:

**1. Communicate the need for inspection / documentation within a *designated window of time* that allows for minimal delays in completing work.**

- Preserving and documenting evidence is essential

**2. Provide additional written description.**

- Order parts/materials if necessary

**3. Save your records/notes/emails/photographs in your project file.**

- In your project file, create a project sub-file to save any notification(s) of potential issues or defects
- Before tearing out or repairing defective work consider the need to allow the others, such as the project owner, to inspect the work or issue

**4. Determine whether or not repairs are necessary to avoid the possibility of loss or damage. Early action can help prevent or minimize your loss exposure.**

### When the project is completed:

**1. Confirm when the issue was first brought to your attention and the timeline of when/what work activity or actions potentially took place on the project that potentially contributed to the Claim.**

**2. Locate all documentation you have from your portion of the project that may relate to the claim.**

- Field notes, workflow logs, submittals for payment, invoices, Contractor meeting notes, daily log, change orders, project audits/inspections
- Photos, diagrams, videos
- Provide as many details as possible, including other contractors involved (names/titles)

**3. Make this information available to your Nationwide Claims representative as soon as possible.**