

## Combined List of Standard Forms for Management of Projects

Adapted from RAIC CHOP list Vol. 2, 2.4

Document	available from:		
	CCDC	RAIC	OAA
Guide to the Use of the Forms		⊙	
Purpose of the Forms		⊙	
Other Forms		⊙	
<b>1. Forms for General Communications</b>			
1.1 Memorandum		⊙	
1.2 Minutes of Meeting		⊙	
1.3 Transmittal		⊙	
1.4 Project Team Directory		⊙	
<b>2. Forms for the Bidding Phase of a Project</b>			
2.1 Bid Documents Distribution List	⊙		
2.2 Stipulated Price Contract Bid Form	⊙		
2.3 Addendum		⊙	
2.4 <i>Contractor's Qualification Statement</i> (CCDC 11)	⊙		
2.5 <i>Project Financial Information</i> (CCDC 12)	⊙		
2.6 Summary of Bids		⊙	
2.7 Letter of Acceptance		⊙	
2.8 Letter to Unsuccessful Bidders		⊙	
<b>3. Forms for Contract Administration</b>			
3.1 Field Review Report		⊙	
3.2 <i>Supplemental Instructions</i>	⊙		
3.3 <i>Proposed Change</i>	⊙		
3.4 <i>Change Order</i>	⊙		
3.5 <i>Combined Proposed Change and Change Order</i>	⊙		
3.6 <i>Change Directive</i>	⊙		
3.7 <i>Summary of Changes</i>	⊙		
3.8 <i>Notice</i>	⊙		
3.9 <i>Warranty Notice</i>	⊙		
3.10 <i>Product Warranty Notice</i>	⊙		
3.11 Request for Information		⊙	
<b>4. Forms for Certification</b>			
4.1 <i>Certificate for Payment</i>	⊙		
4.2 Certificate of Substantial Performance (PT.10)			⊙
4.3 <i>Statutory Declaration Forms</i> (CCDC 9A, 9B, and 9C)	⊙		
4.4 <i>Application for Payment</i>	⊙		
4.5 <i>Schedule of Values and Work Performed</i>	⊙		
4.6 Letters of Assurance		⊙	
<b>5. Other Forms for Project Management</b>			
5.1 Index of Supplemental Instructions		⊙	
5.2 Drawing Notations		⊙	
5.3 Shop Drawing Review Notations and Cover Letters		⊙	
5.4 Log of Shop Drawings and Samples		⊙	
<b>other OAA Forms</b>			

Document	available from:		
	CCDC	RAIC	OAA
OAA/PEO Joint Bulletin			⊙
OAA/OGCA Document 100 Take Over Procedures			⊙
Building Code Data Matrix (PT.3)			⊙
Statement of Deemed Completion (PT.10)			⊙
Project Code Review Worksheet (PT.4)			⊙
EABO Commitment Form – for General Review			⊙
OAA General Review Check List			⊙
General Review – Guideline (PT.10)			⊙
Form 6 & 7			

### Combined List of Standard Forms for Management of Practice

Adapted from RAIC CHOP list Vol. 2, 2.2

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	CCDC	RAIC	OAA
Guide to the Use of the Forms		⊙	
Purpose of the Forms		⊙	
Other Forms		⊙	
<b>1. Forms for Human Resources Management</b>			
1.1 Typical Job Description		⊙	
1.2 Application For Employment		⊙	
1.3 Interview Evaluation Form		⊙	
1.4 Employment Agreement		⊙	
1.5 Performance Evaluation Form		⊙	
<b>2. Forms for Financial Management</b>			
2.1 Invoice		⊙	
2.2 Fee Calculation Sheet		⊙	
2.3 Project Cost Control Chart		⊙	
2.4 Time Report		⊙	
2.5 Expense Claim Form		⊙	
2.6 Purchase Order		⊙	
<b>3. Forms and Stamps for the Management of the Practice</b>			
3.1 Project Directory		⊙	
3.2 Office Stamps		⊙	