



Project Documentation

The best way to handle claims is to anticipate them and avoid them to the extent possible. Despite the uniqueness of each project and its participants, there are certain recurring problems that cause disputes. History repeats itself. Some of those recurring problems can be avoided or their impact mitigated. At a minimum, some preparation can be made to more effectively address a dispute if one should occur. Consistent and complete project documentation is the key to successfully asserting and/or defending against construction claims. The process of project documentation should not be reserved for "problem" jobs. If adequate documentation is not maintained from start to finish, the circumstances giving rise to a dispute will often go unrecorded. Paper work on a construction project may seem to be overwhelming, but it is essential. The contractor typically generates and maintains the bulk of the documentation on a construction project, but all participants have an interest in it. A thorough review of appropriate and necessary project documentation and points to remember are included in Chapter 13 of *Common Sense Construction Law*.

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