

CIC Guidelines

Post Completion

Post Completion

- One click:
Party(ies) required to input, assist, and coordinate.
- Two clicks:
Deliverable required and party(ies) responsible.

Approvals and Inputs

Client Approval: To commence post-completion.

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Client Approval: To commence post-completion.	Report																		

Health and Safety

Health and Safety at Work – Design (HSD): Include residual risks and operation and maintenance risks in handover documentation. Update report to reasonably address Health and Safety issues during use, maintenance, demolition or disposal and during defects liability period.

Public Safety: Develop adequate plans to reasonably manage risk to the public during defects rectification.

Other: (specify)

Health and Safety at Work – Design (HSD): Include residual risks and operation and maintenance risks in handover documentation. Update report to reasonably address Health and Safety issues during use, maintenance, demolition or disposal and during defects liability period.	Report																		
Public Safety: Develop adequate plans to reasonably manage risk to the public during defects rectification.	Co-ordinate																		
Other: (specify)	Other: (Specify)																		

General

Documentation Register: Update and issue final.

Seismic Design: Certify for all elements across relevant disciplines.

Observation: Inspect defects rectification works and update and progressively issue defects schedule. Provide supplementary input/information as required.

Defects Rectification: Confirm fully complete.

As Built Documentation: confirm fully complete.

Warranties: Confirm all received.

Operation and Maintenance Manuals: confirm all received.

Compliance: Provide statements/certificates.

Collate: As built information from all disciplines and issue at agreed milestones.

Other: (specify)

Documentation Register: Update and issue final.	Schedule																		
Seismic Design: Certify for all elements across relevant disciplines.	Co-ordinate																		
Observation: Inspect defects rectification works and update and progressively issue defects schedule. Provide supplementary input/information as required.	Report																		
Defects Rectification: Confirm fully complete.	Schedule																		
As Built Documentation: confirm fully complete.	Draw/schedule/spec																		
Warranties: Confirm all received.	Report																		
Operation and Maintenance Manuals: confirm all received.	Report																		
Compliance: Provide statements/certificates.	Certify																		
Collate: As built information from all disciplines and issue at agreed milestones.	Co-ordinate																		
Other: (specify)	Other: (Specify)																		

BIM: Develop and agree strategies and objectives.

Modelling: Deliver BIM model for post completion use in accordance with BIM Execution Plan (BEP).

Other: (specify)

Modelling: Deliver BIM model for post completion use in accordance with BIM Execution Plan (BEP).	Report																		
Other: (specify)	Other: (Specify)																		

Post Completion

Carbon and Sustainable Design

	Deliverables	Required	Client	Project Manager	Townplanning/Traffic	Topographical Surveyor	Architect	Designer/LBP	Quantity Surveyor	Structural	Civil	Mechanical	Electrical	Plumbing and Drainage	Fire Engineering	Fire Protection	Builder	Other	N/A
Final Performance Report: Submitted showing final performance results for approval by rating system organisation for the buildings final formal rating accreditation.	Report																		
Guides: Building user guides and operation and maintenance manuals completed and issued.	Report																		
Measure Performance: document and report against design targets.	Report																		
Evaluation: Hold post occupancy evaluation	Report																		
Other: (specify)	Other: (Specify)																		

Compliance

Compliance: Provide Code compliance documentation required in resource consent conditions.	Co-ordinate																		
Producer statements: Obtain post-construction producer statements.	Report																		
Other: (specify)	Other: (Specify)																		

Management

Construction Programme: Monitor defects rectification against programme, liaise with Contractor on matters arising, co-ordinate owners/ tenants/occupiers' needs during defect rectification.	Report																		
Insurances, Retentions, Bonds etc.: Review all and confirm status, timing and cancellation etc.	Report																		
Consultant Payments: Review and certify claims.	Certify																		
PCG/Client Meetings: Facilitate, chair, minute, notate, attend.	Minute/Note																		
Tenants: base build defects rectification with tenant works.	Co-ordinate																		
Post-Construction Meetings: Establish, facilitate, chair, minute, notate, attend.	Minute/Note																		
Contract Administration: Agree and establish processes for post-completion correspondence.	Report																		
Contract Correspondence: Arrange, schedule and progressively audit, communications per PEP (RFIs etc.)	Report																		
Final Account: Receive and distribute, co-ordinate comments, certify.	Report																		
As Built Documentation: Collate and issue.	Report																		
Disputes: Proactively seek to resolve per contract, attend/ manage mediation if required.	Minute/Note																		
Defects Completion: Identify and report all Completion requirements and activities.	Certify																		
Final Certificate: Issue and oversee transfer/discharge insurances, retentions, bonds etc.	Co-ordinate																		
Other: (specify)	Other: (Specify)																		

Cost

Financial Report: Update to incorporate final cost and agreed contract sum.	Report																		
Other: (specify)	Other: (Specify)																		