

# **PROJECT VISITS AND OBSERVATIONS**

**Assess Job Progress And Improve Communications Among Team Members.**

Project visits by the Design Professionals promote compliance with contract documents, and facilitate communication to help keep the work running smoothly.

Project Visits and Observations do not constitute an “inspection”. These visits are intended to provide the Owner with confidence that the design is being properly executed. Providing “inspection” services would be beyond normal basic services provided by Design Professionals, and may be included as additional services.

“Observation”: is the collection of information regarding the Contractor’s work, visually in most cases, during project walkthroughs. This typically occurs from time to time during the project and is intended to allow a design professional to become familiar with the progress of construction and the general conformance to the design.

- The Owner and Design Professional should agree to make provisions for the Design Professional to visit the construction site on a regular basis
- Frequency of visits, as defined in the contract, should be based on the size and complexity of the project, typically weekly or every two weeks.
- The Design Professional’s visits should be documented and serve many valuable purposes including:
  - Observe the Contractor’s work for general compliance
  - Make prompt written notification of noncompliance
  - Assist Contractor in interpreting and understanding Contract documents
  - Resolve conflicts within Contract documents
  - Determine extent of work completed, to support Contractor’s requests for payment
- The Design Professional should coordinate with the Contractor’s representatives in advance of any visit. Design Professionals must follow proper safety and site protocol.
- The Contractor should keep the Design Professional informed of the progress of the work so that the Design Professional can coordinate timely visits.

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American Institute of Architects, St. Louis Chapter  
American Council of Engineering Companies of Missouri  
Associated General Contractors of Missouri  
Greater St. Louis Chapter, Construction Specifications Institute  
St. Louis Chapter of International Facilities Management Association

**REFERENCES:**

AIA A201 - General Conditions

AIA B101 – Owner/Architect Agreement

EJCDC (Engineers' Joint Contract Documents Committee) Standard Form of Agreement between  
Owner and Engineer for Professional Services

CSI Project Delivery Practice Guide

Consensus DOCS form 240 Agreement between Owner and A/E

Consensus DOCS form 200 General Conditions

Construction Guideline – *“Inspection of the Construction Project”*

Construction Guideline - *“Safety Considerations”*

Issued: 2001

Revised: 2008, 2013, 2018, 2020

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