

I'm not robot!



**LOCAL OR TRIBAL GOVERNMENT  
CERTIFICATE OF COMPLETION OF CONSTRUCTION CONTRACT**

Project No. \_\_\_\_\_ Bid Opening Date \_\_\_\_\_  
 Project Name \_\_\_\_\_ Contract Award Date \_\_\_\_\_  
 Notice to Proceed Date (if working day project): \_\_\_\_\_  
 Work Started \_\_\_\_\_ Work Completed \_\_\_\_\_  
 Contract Time or Completion Date \_\_\_\_\_  
 Approved Time Extensions (Days) \_\_\_\_\_  
 (Contractor) \_\_\_\_\_  
 Revised Contract Time or Date \_\_\_\_\_ Number of Working Days Used \_\_\_\_\_  
 Gross Overrun (+) in Contract time or Net Time Credit (-) (in days) \_\_\_\_\_

I, the Project Manager for this project, hereby certify that on \_\_\_\_\_ the contractor certified this project's completion. The contractor certified that the project was completed in full compliance with the plans, specifications and special provisions, as authorized by the MDT. I certify that I had final inspection of the project made by the Local or Tribal Government project personnel on \_\_\_\_\_ and they verified the completion and the fact that the project was fully and satisfactorily completed on that date. Therefore, I recommend as the authorized representative of the Local or Tribal Government, that the contract for the above project be finally accepted by the MDT.

Date \_\_\_\_\_ Local or Tribal Government Project Manager  
**CONCURRED:** \_\_\_\_\_  
 Date \_\_\_\_\_ Project Engineer  
**ACCEPTED:** \_\_\_\_\_  
 Date \_\_\_\_\_ District Liaison

**Property Damage Report  
Andrews University**

(Orhid)

**Information about the property**

1. Describe the property that was damaged or stolen \_\_\_\_\_
2. Please provide estimated replacement or repair cost \_\_\_\_\_
3. Who owns the property (university, department or you personally)? \_\_\_\_\_  
 Your name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
 Home address (if you own the property) \_\_\_\_\_

**Information about the damage or theft**

1. What were the date and time when the loss occurred? \_\_\_\_\_
2. Please describe what happened. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Was campus safety notified? \_\_\_\_\_ If yes, what date were they notified? \_\_\_\_\_

**If property was damaged:**

1. Where did the damage occur (be as specific as you can). \_\_\_\_\_
2. Describe the damage that occurred. \_\_\_\_\_
3. Did anybody see it happen? \_\_\_\_\_  
 If so, provide their names and phone numbers.  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_



**Claim Prep Checklist when evaluating Construction Delay Losses**

CONSTRUCTION PROJECT INFORMATION	
Project:	_____
Owner / Developer:	_____
Time/Date (Approx.) Project Delays Began:	_____
Time/Date (Approx.) Project Resumed:	_____

- CHECKLIST**
- Take ample photographs and videos to memorialize cause of delay/ damage (if possible and however small), especially before mitigation efforts have begun
    - Show the full loss in it's initial state (if applicable)
    - Photos/Videos of areas around the site should be clearly captured (if applicable). If possible contrast photos of site pre and post delay/loss.
    - Slowly walk the perimeter of the site and take a 360° video of each area
      - o Focus in on specific causes of delay/damages
      - o Time stamps to photos and videos.
  - If applicable, mitigate the delay loss / protect undamaged property from further loss or damage
    - Separate damaged property from undamaged property
    - Remove all damaged or contaminated materials to prevent further damage, but don't discard anything unless first confirmed by insurance adjuster.
  - Establish a separate Construction Delay Potential Change Order (PCO) in the project cost accounting system under which all delay-related costs will be captured.
  - Identify the most recent pre-delay construction project schedule to memorialize status and pre-delay key construction milestones and dates such as Temporary COO, inspections and/or final completion.
  - Create list and track any changes in subcontractor staffing levels / workforce pre and post interruption by each subcontractor.
  - Account for all construction delay related temporary and permanent work invoices, change orders, work tickets, proposals, quotes, etc., with detailed descriptions of the repair/replacement work to be performed.
  - Develop a Rough Order of Magnitude (ROM) that outlines all areas of anticipated loss amounts by category:  
 Debris Removal, Permanent Works, Temporary Works, Pollutant Cleanup and Removal, Preservation of Property, Valuable Papers, Trees, Shrubs, and Plants, Site Preparation, Paved Surface, Testing/Hot Testing, Other  
 Round Numbers and "TBIDs" are sufficient at this time.
  - Identify any Expediting Expenses—costs incurred to speed up repair of damaged property, such as overtime wages and express transportation charges.
  - Identify Extra Expenses and costs above normal related to the event. Any cost or expense incurred, that would not have been incurred "but for" the delay, should be tracked.
  - Identify any costs related to ingress / egress delays, enforcement of laws or ordinances regulating repair, demolition, and reconstruction of damaged buildings.
  - Create a list to identify anticipated comeback, remobilization by subcontractor.
  - Create list to track all additional general conditions for the project related to the delay's impact.







CLAIM FORM

Please complete all the pages without fail. Do not put "Dots" (.) Or Dashes (-)

Name of the Insurance Company, Policy No, Sl. No/ Certificate No, Name & Address of the Primary Insured, Details of the Insured Person Hospitalized, Name of the Hospital where treated, etc.

Date: Signature of the Claimant. Please send this claim form duly completed with all enclosures to:

Initial Damage Assessment Report form with fields for Name of Family, Address, Type of Property, Occurrence Type, etc.

Simplify receiving insurance quotes and information with an insurance form template. With a fully customizable insurance form template, streamline processes and cut out the paperwork by receiving the information you need. Insurance data will be safely and securely collected, and neatly stored in your Jotform dashboard.



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