



Foreman's defect mitigation checklist

Do you have a detailed and defined scope of work agreement in place?
(If no, take steps to establish a clear and defined scope of your work)

Yes No

Were changes made to your scope of work during construction?
(If yes, detail below)

Yes No

**Describe changes to scope, such as additions, subtractions, add-ons, change orders or RFIs, (with sign-offs).
Note dates of communication.**

Note: Retain ALL written communications in your project file, including emails, change orders, RFIs

if a problem is identified or rework requested, complete the information below:

Detailed description of situation requiring attention or rework:

Identify parties involved, such as Project Owner, Construction Manager, General Contractor, Specialty Contractors, and associated other subcontractors.

Company	Individual(s) Name	Contact Information

Notification and Preservation of Information

- Senior management/responsible parties notified of situation.
- Diagrams, photos or videos saved to project file.
- Written notes and emails or other electronic communication *saved to project file.*

Notify your agent and Nationwide Claims when you receive notification of a potential claim at nationwide.com or by calling 1-800-421-3535. Determine additional immediate ACTION STEPS to be taken (see page 2.)

Action steps

For work in progress:

- 1. Communicate the need for inspection/documentation within a designated window of time that allows for minimal delays in completing work.**
 - Preserving and documenting evidence is essential
- 2. Provide additional written description.**
 - Order parts/materials if necessary
- 3. Save your records/notes/emails/photographs in your project file.**
 - In your project file, create a project sub-file to save any notification(s) of potential issues or defects
 - Before tearing out or repairing defective work consider the need to allow the others, such as the project owner, to inspect the work or issue
- 4. Determine whether or not repairs are necessary to avoid the possibility of loss or damage. Early action can help prevent or minimize your loss exposure.**

When the project is completed:

- 1. Confirm when the issue was first brought to your attention and the timeline of when/what work activity or actions potentially took place on the project that potentially contributed to the Claim.**
- 2. Locate all documentation you have from your portion of the project that may relate to the claim.**
 - Field notes, workflow logs, submittals for payment, invoices, contractor meeting notes, daily log, change orders, project audits/inspections
 - Photos, diagrams, videos
 - Provide as many details as possible, including other contractors involved (names/titles)
- 3. Make this information available to your Nationwide Claims representative as soon as possible.**



Providing solutions to help our members manage risk.®

For your risk management and safety needs, contact Nationwide Loss Control Services at 1-866-808-2101 or [MyLossControlServices.com](https://www.nationwide.com/MyLossControlServices.com).