KEY DATES FOR THIS JOB

One sheet per contract, printed both sides. Fill it in the day the contract comes back, before the first claim and before anyone starts a variation.

CONSTRUCTION CLAIMS AND DISPUTES

Job / project		**Builder**	
Contract name and date		**Notices go to (name, email)**	
Notices clause (how notices must be given)		**"Business day" defined at clause**	

What	Clause	How long	Business or calendar days?	Clock starts from	What it must say or include	Miss it and...
Payment claim day *Look in: Payment clause, or the schedule item it points to*						
Builder's answer and payment due *Look in: Payment clause. Your state's payment Act can override a long payment term*						
Notice of delay *Look in: Extension of time clause*						
Extension of time claim *Look in: Same clause, usually the next sub-clause*						
Variation: before you start the work *Look in: Variation clause. Look for 'before commencing' and 'whichever is the earlier'. Notice? Price? Written direction?*						
Variation: price or claim *Look in: Variation or valuation clause*						
Daywork dockets *Look in: Daywork clause or the scope. Who signs, and by when?*						
Latent or site conditions notice *Look in: Latent conditions clause*						
Notice of a money claim *Look in: Often near the end: 'notification of claims'*						

What	Clause	How long	Business or calendar days?	Clock starts from	What it must say or include	Miss it and...
Notice of anticipated practical completion *Look in: Practical completion clause*						
Notice of practical completion *Look in: Practical completion clause and the definition*						
Defects liability period ends *Look in: Schedule item for the defects period*						
Retention or security release *Look in: Security clause and its schedule item*						
Final claim *Look in: Final payment clause*						

Before you fill it in

- Write the clause number next to every line. If you can't find a clause, write 'not found'. Don't guess, and don't copy it from another job.
- 'Days' and 'business days' are not the same. Check the definitions clause, and the Christmas shutdown in your state.
- Look for 'whichever is the earlier', 'before commencing', 'condition precedent' and 'shall not be entitled'. Those words tell you the deadline and what missing it costs.
- Read the schedule or annexure items as well as the clauses. A blank item can change what a clause means.
- General conditions not attached? Ask the builder for the copy that forms part of your contract.
- Pin it up where the paperwork gets done, and give a copy to whoever runs the job on site.