

## MW User Checklist

This is a checklist of the key information that will help you to complete the Articles of Agreement.

### Parties' details

- Employer's name and address
- Contractor's name and address

### Works (First Recital)

- nature
- location

### Documents which the Employer has had prepared to show and describe the work to be done (Second Recital)

- Contract Drawings: identification
- Contract Specification
- Work Schedules

### Pricing document provided by the Contractor (Third Recital)

- a copy of the priced Contract Specification
- a copy of the priced Work Schedules
- a Schedule of Rates

### Construction Industry Scheme (Fourth Recital and clause 4.2)

- Is the Employer a 'contractor'?

### CDM Regulations (Fifth Recital)

- Is the project notifiable?

#### CDM Co-ordinator (Article 4)

- name and address

#### Principal Contractor (Article 5)

- name and address

#### CDM Planning Period (clause 1.1)

- period (days/weeks)
- commencement/end date

### Framework Agreement (Sixth Recital)

- Is the Contract supplemented by a Framework Agreement?
- details (date, title, parties)

## **Supplemental Provisions** (Seventh Recital and Schedule 3)

**Collaborative working** (Schedule 3, paragraph 1)

applicable?

**Health and safety** (Schedule 3, paragraph 2)

applicable?

**Cost savings and value improvements** (Schedule 3, paragraph 3)

applicable?

**Sustainable development and environmental considerations** (Schedule 3, paragraph 4)

applicable?

**Performance Indicators and monitoring** (Schedule 3, paragraph 5)

applicable?

**Notification and negotiation of disputes** (Schedule 3, paragraph 6)

applicable?

name of the Employer's nominee

name of the Contractor's nominee

## **Contract Sum** (Article 2)

amount

## **Architect/Contract Administrator** (Article 3)

name and address

## **Adjudication** (Article 6 and clause 7.2)

applicable?

Adjudicator's name

Adjudicator nominating body?

## **Arbitration** (Article 7 and Schedule 1)

applicable?

appointor of Arbitrator?

## **Base Date** (Fourth Recital and Schedule 2)

date

## **Date for Commencement of the Works** (clause 2.2)

date

## **Date for Completion** (clause 2.2)

date

## **Liquidated damages** (clause 2.8)

rate and period

**Rectification Period** (clause 2·10)

period

**Percentage of the total value to be certified before practical completion** (clause 4·3)

percentage

**Percentage of the total value to be certified on and after practical completion** (clause 4·4)

percentage

**Supply of documentation for computation of amount to be finally certified** (clause 4·8·1)

period

**Fluctuations Option** (clause 4·11 and Schedule 2)

applicable?

percentage addition (paragraph 13)

**Insurance: Contractor's liability – injury to persons or property** (clause 5·3·2)

amount

**Insurance of the Works etc.** (clauses 5·4A, 5·4B and 5·4C)

applicable option:

- i) clause 5·4A on its own (Works insurance by Contractor in Joint Names)/
- ii) clause 5·4B on its own (Works and existing structures insurance by Employer in Joint Names)/
- iii) clauses 5·4A and 5·4C together (Works insurance by Contractor; existing structures insurance by Employer)?

percentage to cover professional fees (clauses 5·4A·1 and 5·4B·1·2)

**Attestation**

Execution under hand

Execution as a Deed

Other forms of Attestation