

## Liquidated Damage Checklist

Date: \_\_\_\_\_

Project No. \_\_\_\_\_

Project Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E&AS PM: \_\_\_\_\_

A/E PM: \_\_\_\_\_

The following is the basis for calculating a reasonable approximation of the daily cost damages to the Owner, should the completion of this construction project exceed the Substantial Completion date. The Contract Completion date is the date written into the contract and/or as adjusted by Change Order.

The damages may change depending upon the variables associated with time. Therefore, some contracts may require more than one liquidated damage amount to calculate a fair estimated cost. In Section I, indicate each condition of probable damage due to time. In Section II, calculate the unit cost for each item listed in Section I, add additional Section II sheets as necessary.

For information on actual damages, see the General Conditions, paragraph 3.07.

### **SECTION I - Probable Conditions at Time of Damage**

The estimated liquidated damages for this project were calculated based on the following assumptions:

- A) The Owner will not have occupancy and usage of the project as specified.
- B) The Owner will have occupancy and usage of the project as intended, but the project is not substantially complete.
- C) Interim milestones:
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_

**SECTION II - Damage calculation for Section I**

These estimated damages are based on the time from the scheduled Substantial Completion Date to the actual Substantial Completion Date. All information supporting these estimates should be attached.

	<u>Daily Cost</u>	<u>Notes</u>
1) Temporary Facilities	_____	_____
2) Leasing Costs	_____	_____
3) Rental Costs	_____	_____
4) Utilities	_____	_____
5) A/E Consultant Fees	_____	_____
6) Site Representative Fees	_____	_____
7) Agency Project Management	_____	_____
8) Additional staff or temporary employees, i.e. guards, nurses, etc.	_____	_____
9) Additional Facility costs	_____	_____
10) Other costs:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>LIQUIDATED DAMAGE TOTAL:</b>	_____	_____

**Notes** (Required if liquidated damages in bid documents differs from checklist):