ARQUIFLOW

Acceptance record

> A guide template: it follows no format set by any authority. It gathers what article 6 of the LOE requires the record to state; on public works, the acceptance also follows the contract. Adapt it to your project.

Project details	
Project Name and location, as they appear in the project.	
Contract The construction contract between the developer and the contractor, with its date; on public works, the contract and its file.	
Date and place Day, time and place of the acceptance.	

Parties
Developer Name or company name, and who represents it at the acceptance.
Contractor The construction company and who represents it at the acceptance.
Works management team The works director and the director of works execution, if they attend.

Works accepted	
Scope The whole of the works, or the complete and finished phase being accepted if the parties have agreed so.	
Final completion certificate The date of the final completion certificate for the whole of the works or for the phase being accepted.	
Final cost The final cost of the material execution of the works.	

Statement of acceptance

Acceptance

Whether the works are accepted without reservations, with reservations, or rejected; a rejection is reasoned in writing and sets the new date for acceptance.

Reservations

Each defect observed, described objectively: where it is and what it consists of.

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Remedy period

The period within which the defects must be remedied. Their remedy is recorded in a separate record, signed by the same signatories.

Closing

Guarantees

Any guarantees required of the contractor to secure its liabilities.

Annexes

The final completion certificate signed by the works director and the director of works execution, which is attached to the record, and any other document enclosed.

Closing

Signatures

Name, role and signature of the developer, the contractor and anyone else who signs the record.
