Contract risk clause checklist

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Contract	Clause	Found? ▾	Page / section	What it says	Acceptable? ▾	Flow down to subs? ▾	Reviewer	Notes

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/guides/ai-construction-document-review

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Contract	Clause	Found? ▾	Page / section	What it says	Acceptable? ▾	Flow down to subs? ▾	Reviewer	Notes
	Pay-when-paid / pay-if-paid							
	Liquidated damages							
	Notice period for changes							

How to fill it in

Options for the ▾ columns

- **Found?:** Yes / No
- **Acceptable?:** Yes / No
- **Flow down to subs?:** Yes / No