Appendix D – Warranty Items Procedure

Warranty Items Procedure

**Owner**
- Identify the problem

- Prepare Notice of Deficiency:
  - description of problem
  - priority / urgency
  - reference to Contract Documents
  - if known: suggested remedy, cost estimate, timing for remedy
  - or, request action from Contractor

- Owner’s Representative:
  - verify status as a Warranty Item
  - approve Notice
  - submit to Contractor’s Representative

- Evaluate Contractor’s remedy, if available

- Select preferred remedy, advise Contractor’s Representative

- Implement remedy with Contractor input as agreed

- Prepare final cost summary, with supporting documentation

**Contractor**

- Contractor’s Representative:
  - acknowledge receipt of Notice of Deficiency
  - agree with designation as a Warranty Item?

- Owners suggested remedy acceptable?
  - yes
  - Contractors Representative, provide input as appropriate
  - no

- Suggest alternative remedy with cost estimate, submit to Owner’s Representative

- Prepare initial remedy, as agreed

- Review cost statement

- Accept

- Advertise Owner’s Representative

- Dispute

- Prepare modified cost statement
  - Submit to Owner’s Representative

- Negotiate final disposition