



## Guilty Until Proven Innocent: Claims Defense Documentation

We hope you enjoyed reading the risk report and have learned much about project documentation and the documents that are typically required of the owner, contractor, and architect on a project. The following 10 questions cover essential facts about the report. Please circle your answer to each question, scan the completed test and email it to [AIATrust@aia.org](mailto:AIATrust@aia.org) along with your name and AIA member number. After we receive your test we will add the Learning Unit to your online transcript and will email the answer sheet with the correct responses to you.

1. The need for documentation has decreased with the emergence of the digital age:
  - a. True
  - b. False
  
2. A written meeting report provides:
  - a. A record of discussions
  - b. A record of decisions
  - c. A timeline for activities
  - d. Persons in attendance
  - e. a & b
  - f. All of the above
  
3. Typical owner provided documentation includes:
  - a. Project program
  - b. Project land cost
  - c. Project budget
  - d. Owner-contractor agreement and general conditions
  - e. a, b & c
  - f. a, c & d
  
4. The architect must accept the owner's and contractor's general conditions regardless of its content:
  - a. True
  - b. False
  
5. The following is true regarding Value Analysis (VE) substitutions:
  - a. The owner must approve them
  - b. The contractor must approve them
  - c. The architect must approve them
  - d. a & b
  - e. All of the above

6. Contractor documentation required by the architect at the start of construction include:
  - a. Construction schedule
  - b. Submittal schedule
  - c. Subcontractor safety meeting schedule
  - d. Schedule of values
  - e. a, b & d
  - f. All of the above
  
7. AIA documents require the punch list to be prepared by:
  - a. The owner
  - b. The contractor
  - c. The architect
  
8. The contractor is solely responsible for which of the following:
  - a. The work
  - b. Project safety
  - c. The construction schedule
  - d. b & c
  - e. All of the above
  
9. The following notices are typically required of the contractor:
  - a. Notice to proceed
  - b. Notice of substantial completion
  - c. Notice of final completion
  - d. b & c
  - e. All of the above
  
10. Good reasons to have an archival management system include:
  - a. Marketing
  - b. Quality management
  - c. Future project phases
  - d. Claims defense
  - e. a, b & c
  - f. All of the above