



Protocol for signing off on Completed Works for Fingal County Council Maintenance and Small Works Contracts.

CAT 1's, CAT 2's (Relet/Voids),DPG's and Extensions

- Contractor to arrange Meeting with project Clerk Of Works to inspect completed works giving a reasonable notice
- Contractor presents attached Task Order Completion Certificate (TOCC)(below) for signing by the Clerk Of Works
- If works are completed to the satisfaction Fingal County Council(F.C.C) Specification and Standards it is signed and dated by the Clerk Of Works
- The Contractor submits TOCC with their monthly valuation for Payment
- If the works are not completed to (F.C.C) Specification and Standards , the Clerk Of Works takes the TOCC but does not sign it and presents it back to the Chief Technician unsigned but dated Stating why the works are in their opinion in-complete.
- Contractor re-arranges Meeting with Clerk Of Works to inspect completed works giving a reasonable notice and process continues.
- Contractors will not be able to claim for payment if there is no signed TOCC attached to their monthly valuation.
- Any changes to the works not included for in the original task order (Schedule B) must have a written instruction from the Technician or Quantity Surveyor nominated to that particular contact prior to submission of Monthly Valuations.
- For the avoidance of doubt non-compliance with the above procedures will prevent the process of payments for that specific project.



Task Order

COMPLETION CERTIFICATE

I certify that refurbishment works as determined by the Task Order(Schedule B) and any additional works requested by the Clerk of Works and Instructed in writing by the Technician and Quantity Surveyor, have been completed satisfactorily to Fingal County Council Specification and Standards at the below address.

Address: _____

Contractor: _____

Signed by Clerk of Works: _____

Date Completed: _____