

**RETENTION COMPUTATION WORKSHEET**

**CONREP**

	Yes	No
1. DRI's up-to-date	___	___
2. Compliance Notices Corrected	___	___
3. Site Cleanliness	___	___
4. Insurance up-to-date	___	___
5. Submittals up-to-date	___	___
6. Site Safety	___	___
7. Material Storage	___	___
8. As-builts up-to-date	___	___
9. Acceptable Level of Quality/Without Rework	___	___
Remarks	_____	

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**AROICC/AREICC**

	Yes	No
1. Progress Schedule-Received/Updated	___	___
a) Change Order Proposals Overdue	___	___
b) Change Order/Time Extension Pending	___	___
2. Schedule of Prices Contains		
a) Major Equipment Testing	___	___
b) TABS/ACATS	___	___
c) O&M Manuals/ As-Builts	___	___
3. Construction Progress _____ % Complete		
a) Up to 25% Late	___	___
b) Greater Than 25% Late	___	___
4. Completion Requirements		
a) BOD Established? Yes___ No___ If Yes, Date _____		
b) Punchlist Items Outstanding	___	___
c) O&M Manuals/OMSI Data packages Received	___	___
d) As-Builts Received	___	___
e) TABS/ACATS verification Acceptable	___	___
f) Warranty Items Outstanding	___	___
5. Retention Calculation		
a) Previous Retention Withheld	\$ _____	
b) Retention This Invoice	\$ _____	
c) Retention Released	\$ _____	
d) Total Retention This Invoice	\$ _____	
6. Remarks:	_____	

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**CONTRACT SPECIALIST**

1. Liquidated Damages _____ days at \$ _____/day	\$ _____
2. Payroll Violation	\$ _____