

COURSE OUTLINE
ARCM-205
Construction Documentation
3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

This course introduces the student to the technical and legal documents that are used in the construction industry. The course includes a review of plans, designs, specifications and construction contracts, and incorporates a detailed examination of the parts of a contract and associated liabilities. An overview of construction law as it relates to construction documentation is included. Prerequisite: ARCM-102. (2 hours lecture, 2 hours lab)

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Identify the components of a construction contract.
2. Recognize and apply the terminology related to construction documentation.
3. Demonstrate an ability to develop and manage a documentation system.
4. Discuss the coordination requirements of each design team document.
5. Define the term “value engineering” and describe the role that it plays in the design process.
6. Identify the roles and responsibilities of each contracting party for each portion of the construction documents.
7. Discuss field documentation procedures.
8. Demonstrate an understanding of the importance of construction documentation and construction law.

Major Topics

- I. Construction Documents
 - A. Plans and Specifications
 - B. Contracts
 - C. Geotechnical Reports

- II. Contracts
 - A. AIA General Principles
 - B. Types of Contracts
 - C. AIA Requisition Forms
 - D. Contract Attachments

- III. Contract Administration
 - A. Change Order Preparation
 - B. Payment Process
 - C. Project Closeout

- IV. Project Communication
 - A. Progress Meetings
 - B. Request for Information
 - C. Architects Supplemental Instructions

- V. Construction Law
 - A. Contract Formation
 - B. Contract Interpretation
 - C. Risk Management
 - D. Changes and Claims
 - E. Differing Site Conditions

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will be calculated on the basis of exams, homework assignments and group projects.

Other Course Information

This course is required in the Architectural and Construction Management Program.