



**STANDARD OPERATING PROCEDURE
FACILITIES MANAGEMENT APPROVAL OF FINAL ACCOUNT**

ACTION	SIGN-OFF
Note	
Bill of Quantities attached or from UFS archive	
Is it Provisional BoQ - if yes it must be remeasured in total	
Final Statement	
Final statement to correspond with contract amount	
Final statement Signed by QS	
Signed by contractor	
Penalties or practical completion certificate proofing contractual completion on time	
- If not on time - Approved extension of time	
Is preliminaries same as per BoQ	
- If not - proof of adjustment	
Detail	
All Provisional measured items as well as allowances remeasured	
All Contingency amounts omitted/adjusted	
Remeasurement of -	
- Foundations	
- Plumbing & Drainage	
- Site works / external works	
Contract Instructions - all Additions with new rates to be either	
- As per BoQ reference	
- Proof of new rate's	
- Quotations attached	
Adjustment of Profit and Attendance - is it the same relationship than tender	
Attachments	
Approved Contract instructions attached	

Completed by	Date