

**Subcontractor:**

**Date:**

**Project:**

**RCS Job Number:**

**PROJECT MANAGER:**

1. Manager assigned to the project is accessible at all times. Comments:	
2. Manager understands the scope of work and is knowledgeable of the project. Comments:	
3. Manager provides input and feedback on schedule and resource loading. Comments:	
4. Manager submits submittals timely and per exhibit and documents. Comments:	
5. Manager meets deadlines and commitments as promised. Comments:	
6. Manager returns change requests (CR's) within the time requested. Comments:	
7. Manager submits pricing broken down in such a way to allow for proper review. Comments:	
8. Change orders were valid and submitted in correct fashion and detail. Comments:	
9. Manager submits invoicing on time and accurately. Comments:	
10. Manager actively participates in jobsite meetings Comments:	

SAMPLE

**PROJECT MANAGER'S SCORECARD TOTAL**

1) Did not meet the minimum requirements 3) Met the minimum requirements a portion of the time 5) Met the minimum requirements 7) Exceeded the minimum requirements 9) Did an outstanding job

**SUPERINTENDENT:**

1. Subcontractor is aware of the schedule when arriving on site and is aware of expectations. Comments:	
2. Subcontractor shows up with correct manpower and a real knowledge of the project. Comments:	
3. Subcontractor works with a team to complete project as planned and adhere to reporting requirements. Comments:	
4. Subcontractor is aware of the components that are specified for the project. Comments:	
5. Subcontractor is aware of other subcontractor's scope as they affect their work. Comments:	
6. Subcontractor participates 100% in safety orientation and weekly meetings. Comments:	
7. Subcontractor conducts work with safe practices in mind. Comments:	
8. Subcontractor remains conscience of safety when performing work and reports issues immediately. Comments:	
9. Subcontractor critiques their own work during progress and passes planned inspections. Comments:	
10. Subcontractor works with the team in a manner that is beneficial to the project. Comments:	

**SUPERINTENDENT'S SCORECARD TOTAL**

1) Did not meet the minimum requirements 3) Met the minimum requirements a portion of the time 5) Met the minimum requirements 7) Exceeded the minimum requirements 9) Did an outstanding job

**PROJECT MANAGER ASSISTANT:**

1. Office handles correspondence wit organization, efficiency, and promptness. Comments:	
2. Office is easy to get a hold of and responds quickly. Comments:	
3. Monthly invoices were submitted in proper format. Comments:	
4. Monthly invoices were before the close of the draw. Comments:	

**PROJECT MANAGER ASSISTANT'S SCORECARD TOTAL**

**COMPLIANCE COORDINATOR:**

1. Provides all lien releases in a timely manner. Comments:	
2. Office handles initial uploading of documents into Textura timely. Comments:	
3. Monthly invoices and releases are done accurately. Comments:	
4. Insurance certificate listed additional insured properly. Comments:	

**COMPLIANCE COORDINATOR'S SCORECARD TOTAL**

**SCORECARD GRAND TOTAL**

1) Did not meet the minimum requirements 3) Met the minimum requirements a portion of the time 5) Met the minimum requirements 7) Exceeded the minimum requirements 9) Did an outstanding job

ADDITIONAL COMMENTS:

**SAMPLE**