**CONTRACTOR’S PERFORMANCE REPORT (by Estates Office)**

Name of Main Contractor*: ____________________________

Project Title: ____________________________

Tender No.: ____________________________ P.O. No.: ____________________________ Job No.: ____________________________

Subcontractor: (MVAC) ____________________________ (Electrical) ____________________________ (FS) ____________________________

Date of Completion: ____________________________ Est. Contract Sum: ____________________________

* If not a building contractor, please specify the discipline after the company name: (M) MVAC, (FS) Fire Services, (E) Electrical

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**To be completed by Project Co-ordinator AND Project Director.**

<table>
<thead>
<tr>
<th>Assessment Attributes</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Excellent (5)</td>
</tr>
<tr>
<td>Standard of Workmanship</td>
<td></td>
</tr>
<tr>
<td>Rate of Progress</td>
<td></td>
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<tr>
<td>Adherence to Contractual Obligations / Instructions</td>
<td></td>
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<tr>
<td>Organization of Work</td>
<td></td>
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<tr>
<td>Compliance with Safety Regulations</td>
<td></td>
</tr>
<tr>
<td>Compliance with House Rules</td>
<td></td>
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</tbody>
</table>

**Contractors average score:**
Average score equals the overall total score divided by 6 (the number of entries)

If the average score is 2.0 or less, OR if the House Rules or Safety Score falls below a score of 3, the work will be deemed unacceptable. EO will take disciplinary action by issuing a warning letter to the contractor as well as implementing a 6-month review of performance monitoring. If any adverse feedback is received during the 6-month review period, the contractor will be suspended from tendering for one year. If the Safety Score is 2, 0.5 point from the average score will be deducted; however, if the Safety Score is 1 or below, 1 point will be deducted from the average score.

**Additional remarks on contractor’s performance (including the sub-contractors):**

Certification
I certify that we have inspected the above works and that they have been carried and assessed as above.

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**Project Co-ordinator** (Name) ____________________________ (Signature) ____________________________ (Date) ____________________________

**Project Director** (Name) ____________________________ (Signature) ____________________________ (Date) ____________________________

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For EO Internal Use:
Report issue date: …………………………… to email address: ……………………………

* This report is to be issued within two weeks from date of completion for project with contract sum above $200,000.

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**To be completed by the Contractor for return of comments, if any:**

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If a written objection from the Contractor is not received by the Estates Office within 14 day of this report, it will be deemed as accepted and any further appeals will not be entertained.