THE UNIVERSITY OF HONG KONG ESTATES OFFICE

CONSULTANT'S PERFORMANCE REPORT (by Estates Office)

	Report	Stage of Project	Date of Last Report, if any
	1st Report	Completion of Detailed Design	
	2 nd Report	Completion of Construction	
	Final Report	Completion of Defects Liability Period	
Sub-C Projec	e of Consultant: Consultants (if a ct Title: ct Description:	ny):	
Projec	ct Value:		Job No.:
Date	of Appointment		Date of Completion:

To be completed by Project-in-Charge <u>AND</u> Project Director.

		Rating						
Asses	sment Attributes	Excellent	Good	Acceptable	Needs	Not Acceptable	N/A	
		Excellent	Good	Acceptable	Improvement	Acceptable	IN/A	
1.1	Cost Control							
1.2	Time Control							
1.3	Quality Control							
1.4	Fulfillment of Planning Brief							
1.5	Organization of Project							
1.6	Crises Management							
1.7	Resourcefulness & Alternatives							
1.8	Innovativeness							
1.9	Completeness of Information							
1.10	Sustainable & Green Initiatives							
1.11	User Feedback							
Overa	ll Comment: 🔲 Excellent	Good Good	A A		Not Acceptable			
Addit	ional remarks on consultant's perfo	rmance (includ	ing the sub-c	consultants):				
		Project-in-Charge (Name)						

Project Director (Name)

(Signature)

(Date)

 For EO Internal Use:

 Report issue date:
 to email address:

 * This report is to be issued within 2 weeks from date of completion for a project with a contract sum above \$500,000.

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

(Name and Signature)

(Date)

Note: If a written objection from the Consultant is not received by the Estates Office within 14 days of this report, it will be deemed as accepted and any further appeal will not be entertained.

PNPS A5 Appendix A (February 2025)