



ASI CHECKLIST

- ☐ Confirm the ASI contains a signed cover letter from the architect summarizing the contents of the ASI as required by
- ☐ AIA standards requirements. If it does not, reject the ASI requesting that be provided.
- ☐ Make sure you understand all information contained within the ASI before distributing. If there is something you do not understand, clarify/research that BEFORE you send.
- ☐ Confirm all references contained on the ASI.
- ☐ Distribute the ASI requesting review, change identification, and change estimate/breakdown from the subcontractors within a given deadline.
- ☐ Review change requests from the subs. Make sure their requests provide a detailed breakdown that matches your PM's requirements for review. Confirm quantity takeoffs provided by the subcontractors.
- ☐ Compile and issue change requests from the subcontract to your PM for review with your review comments and markups.
- ☐ Post the ASI to the as-builts (see As-Builts).