Procedure

The amount certified on a progress draw shall reflect the actual value of work completed satisfactorily.

The value of all defects and deficiencies shall be removed before determining the value to be paid or certified for payment on a contract.

The use of the lien holdback to address the cost of correcting known defects and deficiencies is not acceptable.

To determine whether a subcontractor has placed a lien against our property because the main contractor has not yet paid them for their services. If liens are registered, they need to be taken care of before remitting further payments to the general contractor.

Lien searches are done before every holdback release on a major project, and upon request of the Project Manager. On a long project, lien searches should be done periodically to ensure there are no property liens. Lien Searches are performed by Renovation and Capital Accounting staff as per 2.3.22 – Lien Searches.