



Selvaggio, Teske & Associates
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Quality Control Supplement

Firm Name:	
Contact Name:	
Firm Address:	
Phone Number:	
Fax Number:	

Do your firm's quality control procedures include:

1. Does your firm utilize a written quality control manual? YES NO

2. What are your procedures for reviewing all client and sub consultant contracts before they are signed?

3. Who is the authorized signature on contracts?

4. Have you formed any Joint Venture, Limited Liability Company, "In Association with.." or "Contractual Relationships"? YES NO

If yes, please explain.

5. Please provide a copy of your pre-project evaluation checklist.
Please provide a copy of your post-evaluation checklist.
6. Do you use specification/ design checklists as well as procedures for their review? YES NO
7. Do you utilize Masterspec? or another specification software program? YES NO
8. Do you use procedural or technical manuals for both in-house and field personnel? YES NO
9. Do you offer continuing education and training programs for professional and technical personnel? YES NO
If appropriate, please explain your in-house education program:

10. What is the percentage of professionals participating in continuing education % ?
11. What states is your firm or its professionals licensed in?

12. Do you share employees with other firms or has any other firm shared employees with you?
 YES NO

If yes, please explain.

13. What is your average employee turnover ?
 Less than 5 years 5-10 years 10 + years 20 + years

14. What percentage of your firm's revenues is derived from repeat clients? %

15. What percentage of your firm's revenues was derived from your largest client? %

16. Did you decline work last year?
Why?

17. How many days are your accounts receivable running?

- 30-45 45-60 60-75 75+

18. What is your firm's policy of suing for fees?

19. Are you ISO certified? YES NO

20. Have you ever participated in an organizational or technical peer review through a professional association? YES NO

If yes, when and by whom?

21. What steps are you taking to minimize exposure as it relates to mold?

22. Are you advising clients of mold risks? YES NO

23. If existing moisture problems (such as leaks, flooding, sewer backups, structural deficiencies, humidity problems) are encountered during the performance of your operations, how is this situation handled and documented?

24. Do you communicate to the client that mold problems almost certainly will reoccur if moisture problems are not resolved? YES NO

If yes, how is this documented?

25. What contractual provisions are in force to protect your firm against mold-related exposures? (Please attach copies.)

26. Are you disclaiming responsibility to discover mold during site observation? YES NO

If yes, please attach copy of clause.

27. What is your policy upon discovery of mold on a job site?

28. Do you alert the appropriate parties in the event of seeing conditions that might lead to a mold development? YES NO
29. Are you passing on responsibility to the MEP for design that will not foster mold growth and seeking indemnification? YES NO
If yes, please attach a copy of the indemnification clause.