

# 6. Construction Administration (CA)



## What Happens:

- Site visits to confirm work matches design
- Review RFIs, submittals, and material swaps
- Handle changes, mistakes, and new issues
- Document everything: photos, notes, meeting logs

## Deliverables:

- Field reports
- Clarifications (SKs, ASIs)
- Change orders if needed

## Real Talk:

→ This is when architects earn their fee — or lose trust fast.

# Construction Administration In Architectural Practice

**K Payea**



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