

LPh 8 duties checklist: 16 basic services, four phases, one piece of evidence per duty

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PROJECT	SERVICE PHASE	RESPONSIBLE	DATE
	8 — construction supervision (HOAI)		

The LPh 8 duties checklist maps the sixteen basic services of service phase 8 under the German HOAI (Annex 10.1, letters a to p) onto the four phases of a construction project — start of construction, ongoing execution, acceptance and the period after it. For every duty it names the concrete action, the evidence that must exist for it, and the rhythm in which the line falls due again. It is written for site supervisors, construction managers and client representatives who must not only perform their service but prove it in a dispute.

How to work with the checklist

- **Set it up once per project**
Enter project, service phase and responsible person in the header. It is deliberately blank — a sample entry would add nothing here.
- **The evidence column is the core**
It is not the tick that counts but the document behind it. Where the evidence is missing, the duty has not been performed in a dispute — no matter how often you were on site.
- **Keep the rhythm**
"per working day", "per inspection", "once": the last column tells you when a line falls due again. Ticked once rarely means done.
- **Strike out instead of leaving blank**
Not every basic service arises in every project — letter b (structures with low planning requirements) and I (public-law acceptances) depend on the building. A struck-out line is a decision, an empty one an omission.

A tick without evidence is a claim. Evidence without a tick is still evidence.

Phase 1 — at the start of construction

One-off decisions that carry every later line. What is missing here cannot be made up later.

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	a — Supervise execution	Compile the basis for checking: permit with conditions, construction contracts, approved execution documents per trade, applicable regulations and recognised rules of technology	Drawing register with revision index and approval date; list of permit conditions	once, updated with every drawing revision

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	b — Structures with low planning requirements	Clarify which components of the structural analysis the site supervision itself checks for conformity	Note of the components concerned; structural analysis on file	once
☐	c — Coordinate those involved	Set up the list of parties: client, specialist planners, contractors, authorities — with responsibility, deputy and contact details	List of parties with date; distribution list	once, maintained continuously
☐	d — Draw up the schedule	Draw up the schedule as a bar chart with milestones and dependencies between trades	Schedule with date and revision index	once
☐	e — Set up the site diary	Define the documentation routine: who records what, with which tool, by when; define the daily report type and distribution list	Minutes of the kick-off meeting recording the decision	once
☐	o — Prepare limitation periods	Record per contract: contractual basis (VOB/B or BGB), agreed limitation period, securities	List of limitation periods per trade, without start date for now	once, completed at acceptance

Phase 2 — ongoing execution

The phase in which the evidence is created — or missing for good. Trades that require intensive supervision have their own lines, because case law demands more there than spot checks.

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	a — Supervise execution	Inspections according to criticality: simple work by spot check, damage-prone work closely, up to being present	Inspection record per visit: date, location, finding, photo	per inspection
☐	a — Waterproofing (basement, roof, wet rooms)	Check connections, penetrations and layer build-up before they are covered	Photos with date and location reference before closing	per section, before covering
☐	a — Reinforcement	Release position, diameter, spacing and concrete cover before concreting	Release photo and release note per concreting section	per concreting section
☐	a — Thermal insulation	Check build-up, joints, connections and vapour barrier	Photo documentation per component; delivery notes of the insulation materials	per component, before closing
☐	a — Screed	Check build-up height, edge strips, movement joints and readiness for covering	Residual moisture measurement record; release before flooring works	per construction section
☐	a — Building services pipework	Check routes, gradients and tightness before shafts and stud walls are closed	Tightness test records; route photos before closing	per run, before closing

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	b — Structures with low planning requirements	Compare execution of the components concerned with the structural analysis	Check note with photo per component	per component
☐	c — Coordinate those involved	Hold site meetings, issue orders and instructions in writing, clarify interfaces between trades	Meeting minutes with distribution list; orders with date and addressee	per meeting, per order
☐	d — Update the schedule	Run the target-actual comparison, incorporate disruptions and hindrances, notify delay	Updated schedule with revision index; notices of hindrance under § 6 VOB/B	weekly, at every disruption
☐	e — Keep the site diary	Per working day: weather, firms present with headcount, work performed, deliveries, hindrances, orders, special occurrences	Daily report with timestamp — written promptly, not reconstructed	per working day
☐	f — Joint measurement	Measure work jointly with the contractor before it is covered	Measurement sheet, signed by both parties, dated	per section of work, before covering
☐	g — Check invoices	Check interim invoices technically and arithmetically, reconcile with measurements	Check note on the invoice with date and reason for every deduction	per invoice
☐	h — Compare check result with contract sum	Set checked sums against contract sum and change orders	Contract overview per trade with change-order status	per invoice
☐	i — Control costs	Check the account of work against contract prices, report deviations	Cost status with date and source	monthly
☐	k — Identify defects	Identify defects, document them with photo and location, notify the responsible party with a deadline, supervise rectification (§ 4 (7) VOB/B)	Defect with photo, location, responsible party and deadline; proof of receipt of the notice; clearance report	continuously, per defect
☐	m — Compile the documentation	File evidence continuously: test certificates, records, as-built drawings, photo documentation	Ordered project file with index	continuously

Phase 3 — acceptance

The date on which burden of proof, risk and time limits change hands. Two lines are regularly forgotten: the reservations and the start of the limitation period.

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	k — Organise acceptance	Check readiness for acceptance, agree the date with all contracting parties, involve the specialists, give the client a recommendation on acceptance	Request for acceptance; invitation; written acceptance recommendation	per acceptance and partial acceptance
☐	k — Identify defects at acceptance	Joint inspection; record every defect individually with location, photo and deadline; list outstanding work separately	Acceptance record with defect list, signed by both parties	per acceptance
☐	k — Declare reservations	Expressly reserve known defects and the contractual penalty (§ 12 (4) VOB/B, § 640 BGB)	Reservation in the record, verbatim	per acceptance
☐	l — Public-law acceptances	Apply for official acceptances and take part in them (building authority, fire protection, inspection experts)	Applications; acceptance certificates; note of attendance	per acceptance, depending on the building
☐	j — Determine costs	Determine costs according to DIN 276 and compare them with the cost calculation	Cost determination with date	once after acceptance
☐	o — List limitation periods	Enter acceptance date, start, end and contractual basis of the limitation period per trade	List of limitation periods, handed over to the client	per acceptance
☐	m — Complete the documentation	Bring together as-built documents, test and acceptance certificates, maintenance instructions and photo documentation	Handover index with acknowledgement of receipt	once
☐	n — Hand over the building	Carry out the handover with keys, briefings and documents	Handover record, signed by both parties	once

Phase 4 — after acceptance

Four or five years in which the project team has long moved on. What is not on a list expires.

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	p — Supervise defect rectification	Track the deadlines of acceptance defects, check rectification, document the clearance, set a grace period when a deadline expires	Deadline overview per defect; clearance report with photo; grace-period letter with proof of receipt	until the last defect is cleared
☐	o — Monitor limitation periods	Keep the end of the period per trade in view, inspect before expiry, notify new defects in writing (extends the limitation period under § 13 (5) VOB/B)	List of limitation periods with follow-up dates; defect notices with proof of receipt	every six months, at the latest six months before expiry

DONE	DUTY (HOAI ANNEX 10.1)	WHAT TO DO	EVIDENCE	RHYTHM
☐	g, h, i — Final invoice	Check the final invoice, compare it with contract sum and change orders, release securities	Check note on the final invoice; release of the security	once
☐	m — Close the file	Keep the project file complete and in order — at least until the end of the longest limitation period, longer because of possible secondary liability	Retention note with end date	once

Sources and legal basis

- HOAI, Annex 10 — no. 10.1, service phase 8: the basic services a to p in the original wording (German) — https://www.gesetze-im-internet.de/hoai_2013/anlage_10.html
- § 34 HOAI — scope of services for buildings and interiors (German) — https://www.gesetze-im-internet.de/hoai_2013/__34.html
- VOB/B (2016 edition), official text of the BMWSB — § 4 (execution), § 6 (hindrance), § 12 (acceptance), § 13 (defect claims) (German) — https://www.bmwsb.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/bauen/vob-teil-b.pdf?__blob=publicationFile&v=1
- § 640 BGB — acceptance and reservation of known defects (German) — https://www.gesetze-im-internet.de/bgb/__640.html

Legal framework: Germany (HOAI, VOB/B, BGB). Deviating contractual agreements take precedence. This working aid is no substitute for legal advice in the individual case.