THE UNIVERSITY OF HONG KONG
ESTATES OFFICE

CONSULTANT'S PERFORMANCE REPORT (by Estates Office)

Name of Consultant: _____

Sub-Consultants (if any): _____

Project Title: _____

Project Description: _____

_____

Project Value: _____ Job No.: _____

Date of Appointment: _____ Date of Completion: _____

To be completed by Project Co-ordinator AND Project Director.

Assessment Attributes		Rating					
		Excellent	**Good**	**Acceptable**	**Needs Improvement**	**Not Acceptable**	**N/A**
1.1	Cost Control						
1.2	Time Control						
1.3	Quality Control						
1.4	Fulfillment of Planning Brief						
1.5	Organization of Project						
1.6	Crises Management						
1.7	Resourcefulness & Alternatives						
1.8	Innovativeness						
1.9	Completeness of Information						
1.10	Sustainable & Green Initiatives						
1.11	User Feedback						

Overall Comment: ☐ Excellent ☐ Good ☐ Acceptable ☐ Needs Improvement ☐ Not Acceptable

Additional remarks on consultant's performance (including the sub-consultants):

_____ _____ _____
Project Co-ordinator (Name) (Signature) (Date)

_____ _____ _____
Project Director (Name) (Signature) (Date)

For EO Internal Use:
Report issue date: ……..…….…… to email address: ……...
** This report is to be issued within 2 weeks from date of completion for a project with a contract sum above $500,000.*

To be completed by the Consultant for return of comments, if any:

(Name and Signature) (Date)

Note: If a written objection from the Consultant is not received by the Estates Office within 14 days of this report, it will be deemed as accepted and any further appeal will not be entertained.