

Pre-Construction Meeting Agenda Outline

I. Introductions

- A. Contractor
 - 1. Subcontractor
 - 2. Supplier
- B. Architect
 - 1. Clerk
 - 2. Consultants
- C. Owner
 - 1. Facilities representatives
 - 2. Campus representatives

II. Responsibilities

- A. Architect
 - 1. Agent for owner
 - 2. Contract administration
 - 3. Change orders
 - 4. Requisition approval
 - 5. Clerk
 - a. Agent for Architect
 - b. Work inspection
 - c. Daily diary
 - d. Material received
 - e. Job records
 - f. Visitors
 - g. Field decisions
- B. Owner
 - 1. Overall job authority
 - 2. Communicate through Architect
 - 3. Work outside contract
 - a. In-house crews
 - b. Testing firms
 - 4. Requisition payments and retainage
 - 5. Lead time items
 - a. Color approvals
 - b. Allowance items
 - 6. Campus & Facilities Office responsibilities
- C. Contractor
 - 1. Progress schedule
 - 2. Permits
 - 3. Insurance
 - a. Certificate to Owner
 - b. Builders' Risk
 - 4. Sub-contractors and major suppliers

- a. List
 - b. Responsibilities
- 5. Cost breakdown for partial payments
- 6. Requisition copies
- 7. Superintendent and after hours phone numbers
- 8. Shop drawings
- 9. Safety issues
 - a. Site safety plan
 - b. University trades working on site (if applicable)
- 10. Dig safe
- 11. Blasting plan (if applicable)

III. Site

- A. Special considerations
 - 1. Parking
 - 2. Barricades
 - 3. Utilities lines
 - 4. Storage
 - 5. Toilet facilities
 - 6. Security
 - 7. Location of job sign
 - 8. Smoking requirements
- B. Property salvaged for Owner
- C. Protection of property not involved with work
- D. Temporary utilities
- E. Material Safety Data Sheets for hazardous materials

IV. Work Schedules

- A. Contractor
 - 1. Work hours
 - 2. Work days
 - 3. Special needs
- B. University
 - 1. Conflicts with University activities
 - 2. University trades working on site (if applicable)
 - 3. Other University issues
- C. Coordination Process

V. Miscellaneous

- A. Monthly meeting
 - 1. Date and time
 - 2. Agenda
 - 3. Special meetings

- B. As built drawings and Owner's manual
- C. Review plans and specs (small jobs)
- D. Special or unusual contract requirements

NOTE: This Agenda Outline is of a general nature and is intended to identify issues which should be addressed. The Agenda should be modified as required for a specific project.