



Pre-Construction Conference Agenda & Checklist

Purpose:

To outline and document key aspects of the project's construction phase. The meeting should be attended by all project participants including owner, designer, and project managers, superintendents and foremen of the prime contractor and all major subcontractors and suppliers.

Instructions:

Fill out known information and distribute to the project team members prior to the meeting.



Pre-Construction Conference Agenda & Checklist

[Project Name, Location]

[Project Number]

[Date and Time of Meeting]

Agenda ✓

1. Introduction and Identification of Participants		
2. Sign-In Sheet	Include Name, Company, Address, Telephone, Fax and Email Address	
3. Main Contacts	For purposes of approvals and decisions, e.g., change orders, etc.	
3.1. Design Firm	[Name]	
3.2. General Contractor	[Name]	
3.3. Construction Manager	[Name]	
3.4. Superintendent	[Name]	
3.5. Project Engineer	[Name]	
4. Owner Contractor Agreement		
4.1 Current Status		
4.2 Date Signed		
5. Award of Contract Date		
6. Contract Completion Date		
7. Liquidated Damages	[yes,no] [amount]	

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8. Insurance	Contractor to provide per 11.1 GC and SC prior to start of work	
9. Allowances	01210 Spec	
10. Alternates	01230 Spec	
11. Construction Schedule (to include submittal schedule)	3.10.1 GC and SC	
12. MEP Coordination Process (MEP coordination drawings)		
13. Project Meetings	Select One: Weekly / Bi-Monthly / Other	
	[Day] [Time]	
14. Shop Drawing Submittals	01330 Spec 3.12 GC and SC	
14.1. Submit Submittal Schedule		
14.2. All Submittals Go To:	[insert desired email address at design firm]	
14.3. Contractor Stamp of Approval		
14.4. Drawings	1 paper or 1 electronic copy	
14.5. Product Data	1 paper or 1 electronic copy	
14.6. Samples	Number per spec (minimum of 2)	
14.7. Specification numbers Used on Submittals		
14.8. Use of Project Number on All Submittals		
14.9. Resubmittals	Limited to One	
14.10. Distribution	Contractor / Owner / Design Firm	
15. Changes in Work	1.02/01330 Spec	
15.1 Minor Change	ASI	
15.2 Change Proposal Request	CPR	
15.3 Value	[Value=Labor+Materials+Overhead & Profit]	
15.4 Change Order	CO	

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16. Application for Payment		
16.1 AIA G702 & G703 Forms		
16.2 Submit Schedule of Values Prior to First Request		
16.3 Lien Waivers	Lag by One Payment	
16.4 Pencil Copy Review at OAC Meeting		
16.5 Retention		
17. Progress Schedule	1.04/01330 Spec	
17.1 Provide 14 Days from Contract Date		
18. Progress Photographs	1.05/01330 Spec	
18.1 Digital JPGs, At Least Three Views, At Least Every 30 Days		
19. LEED Project Requirements	01350 Spec Select one: LEED v.3 2009 / LEED v.4	
20. Testing and Laboratory Services By Owner	01451 Spec	
20.1 Company	[Name]	
20.2 Contact	[Name, Phone]	
21. Temporary Facilities and Controls	01500 Spec	
21.1 GC to Verify Grades, Lines and Levels		
21.2 Traffic Maintenance		
21.3 Construction Sign	8'0" x 4'0" ¾" Plywood	
21.4 Temporary Field Office		
21.5 Temporary Roads		
21.6 Temporary Fence	7'0" High Chain Link	

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22. Substitutions	01630 Spec	
22.1 10 Days Prior to Bid Date		
22.2 Within 5 Days of Date of Contract		
22.3 Submit per 1.02/01630		
23. Contract Closeout	0771 Spec	
23.1 Project Record Documentation	1.01 Spec	
	Printed Drawing Set	
	CAD Files	
	Deliver Before Final Payment	
23.2 Operating and Maintenance Manuals	1.02 Spec	
	Instruct Owner in Operation	
	4 copies of O&M and 1 Electronic File (Flash Drive or CD)	
23.3 Final Cleaning	1.03 Spec	
23.4 Substantial Completion	1.04 Spec	
23.5 Final Completion	1.05 Spec	
23.6 Closeout Submittals	1.06 Spec	
23.7 Final Adjustment of Accounts	1.07 Spec	
23.8 Final Application for Payment	1.08 Spec	
24. Grand Opening & Occupancy		
25. Miscellaneous Items		
25.1 Additional Drawings & Specifications		
25.2 "For Construction" Drawing Issue		
25.3 Coordination of Owner Provided Equipment		
25.4 Coordination of Owner Furniture		

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25.6 Special Submissions or Inspections		
	[Name of AHJ Entity]	
	Med Gas	
	Lead Lined Walls	
	RF Shielding	
END		

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn. Please notify the author within 5 days with any comments or clarifications.

This BDP Risk Resource is offered for your reference and use. An editable Word file is available upon request.

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