

PRECONSTRUCTION MEETING AGENDA

Project Name _____

Contract No. _____ **Project No.** _____

Campus _____ **Date** _____

Room _____ **Time** _____

1. Introductions: Statement of Purpose (by Chairman) - Administration of Construction. Each person present will introduce himself (or herself) and briefly explain the role he or she will play in relation to the project, if any. Also print your name, organization and phone number on the sign-in sheet being circulated (copies will be distributed).

2. Explain/discuss:

A. Responsibility of each party involved in the project.

B. Inspection procedures.

C. Testing procedures labs. Soils: _____ Materials: _____

D. Progress schedule.

E. Submittals and approvals. Contractor to Architect, transmittals only to Inspector. Architect return approved submittals with a copy to Inspector.

F. Routing of correspondence. Contractor, Architect, Inspector, University, Construction Administrator. Each copies the others.

Changes, disputes, complaints, claims, etc.

G. Prevailing wage, CSU Labor Compliance Program (if applicable), EEO, Preliminary Notices, Insurance.

H. Payment procedure. Bid cost breakdown. (Forms 702.12, 702.17 and 702.21.)

- I. Change Order procedure: Change Proposal, Cost Request Bulletin, approved design and cost, Field Instruction, T&M, Change Order.
- J. Field Instructions (Form 702.22).
- K. Check and Final Inspections. (Punch List form 702.07).
- L. Guarantee (Form 702.19), as-built plans, turn-over items, balance report.
- M. Notice of Completion.
- N. Retention payment.

3. Review:

- A. Special coordination problems, utilities, traffic, parking, fence, keys.
- B. Restrictions of contract operations, if any.
- C. Ingress and egress to project to site.
- D. Use of State property.
- E. Demolition work.
- F. Safety.
- G. Utilities shut down.

4. Confirm:

- A. Survey benchmarks and their location, and critical layout control.
- B. Points of tie-in to existing utilities.
- C. Existing condition of site and adjacent areas and structures (Site Survey Form 702.08).
- D. Source of temporary utilities.

5. Determine:

- A. Contractor's plan of operation.
- B. Field office location.
- C. Project Manager: _____
Superintendent: _____
- D. Contractor's off-hour contact in case of emergency:
_____ Phone # _____
- E. Security arrangements contemplated by the Contractor.
- F. Starting date of project: _____

6. Resolve:

- A. Questions of contract requirements.
- B. Job meeting procedure with Architect, Inspector, and Contractor.

Time and date: _____

- C. Shop drawings and submittals requirements.
- D. Special tests: _____
- E. Anticipated changes.
- F. Color submittals. Who confirms? _____

7. University to outline campus requirements.

8. Anyone have anything to add while this group is assembled?