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.