**PRE-CONSTRUCTION CONFERENCE DISCUSSION ITEMS**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

1. This document lists all items relative to a large, multidiscipline construction project. All items DO NOT apply to all projects.
2. Prior to a Pre-Construction Conference, review the list of items and determine which ones are relevant to your project. Then, discuss only those items.
3. Notes should be kept on all items discussed and then minutes should be sent out to all interested parties.

| **ITEM NO.** | **PRE-CONSTRUCTION CONFERENCE ITEM** | **USER COMMENTS** |
| --- | --- | --- |
|  | Project organizational structure and chain of command; |  |
|  | Schedule of values, schedule of completion; |  |
|  | Schedule of progress meetings; |  |
|  | Project work schedule, normal working hours, normal work week; |  |
|  | Required notice for scheduling overtime, outages, interruptions; |  |
|  | Safety issues - general and special; |  |
|  | Temporary and permanent utilities; |  |
|  | Security, keys, fencing, site access, limited access to certain areas; |  |
|  | Project sign; |  |
|  | Designated parking areas, delivery areas; |  |
|  | Designated storage areas, bonded storage, security; |  |
|  | Designated toilets, break areas, vending areas, smoking areas; |  |
|  | Daily clean-up, trash removal, dumpster, trash areas; |  |
|  | Submittals, shop drawings, testing, reports, approval process; |  |
|  | Required permits, licenses, local inspections, Agency-contracted inspections and testing; |  |
|  | Demolition items to be salvaged for Agency, if any, notification, storage area; |  |
|  | Requirement to locate utilities prior to excavation; |  |
|  | Agency furnished equipment, rough-in, trim; |  |
|  | Application for Payment in the form of AIA G702, payment dates, payment for stored materials in bonded storage; |  |
|  | Prompt payments to contractors in 21 days, subcontractors 7 days thereafter; |  |
|  | Timely notification by the Contractor in writing to the A/E of any alleged Agency-caused delay and the estimated cost of the delay; |  |
|  | Additional weather related time extensions monthly; |  |
|  | Change orders, change directives, clarifications; |  |
|  | Required inspections by A/E, Agency, and inspectors (where applicable), |  |
|  | Use of OSE Inspection logs and maintaining logs & reports on site; Inspection report routing and method of distribution. |  |
|  | Substantial Completion inspection, and notification procedure |  |
|  | Substantial Completion certification by the A/E, Responsibilities of the Agency and Contractor; |  |
|  | Occupancy – Full, Temporary or Partial; |  |
|  | Assessment of liquidated damages; |  |
|  | Required Operation and Maintenance Manuals (provide prior to Final Completion); |  |
|  | Instruction and training of maintenance personnel (provide prior to move-in/occupancy) |  |
|  | Warranties, manufacturer start-up, guarantees (provide prior to Final Completion) |  |
|  | Record drawings, as built drawings; |  |
|  | Final Completion inspection, punch list; |  |
|  | Retainage withheld; consent of surety company before release of retainage; |  |
|  | One-year inspection (A/E to inspect the facility 10 months after Substantial Completion). |  |
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