

PRE-CONSTRUCTION CONFERENCE DISCUSSION ITEMS

ITEM NO.	PRE-CONSTRUCTION CONFERENCE ITEM	USER COMMENTS
1.	Project organizational structure and chain of command;	
2.	Schedule of values, schedule of completion;	
3.	Schedule of progress meetings;	
4.	Project work schedule, normal working hours, normal work week;	
5.	Required notice for scheduling overtime, outages, interruptions;	
6.	Safety issues - general and special;	
7.	Temporary and permanent utilities;	
8.	Security, keys, fencing, site access, limited access to certain areas;	
9.	Project sign;	
10.	Designated parking areas, delivery areas;	
11.	Designated storage areas, bonded storage, security;	
12.	Designated toilets, break areas, vending areas, smoking areas;	
13.	Daily clean-up, trash removal, dumpster, trash areas;	
14.	Submittals, shop drawings, testing, reports, approval process;	
15.	Required permits, licenses, local inspections, testing;	
16.	Demolition items to be salvaged for agency, if any, notification, storage area;	
17.	Requirement to locate utilities prior to excavation;	
18.	Agency furnished equipment, rough-in, trim;	
19.	Application for Payment in the form of AIA G702, payment dates, payment for stored materials in bonded storage;	
20.	Prompt payments to contractors in 21 days, subcontractors 7 days thereafter;	
21.	Timely notification by the Contractor in writing to the A/E of any alleged agency-caused delay and the estimated cost of the delay;	
22.	Additional weather related time extensions monthly;	
23.	Change orders, change directives, clarifications;	
24.	Required inspections by A/E, agency, and inspectors (where applicable),	

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25.	Use of OSE Inspection logs and maintaining logs & reports on site; Inspection report routing – direct distribution rather than by link	
26.	Substantial Completion inspection, and notification procedure	
27.	Substantial Completion certification by the A/E;	
28.	Occupancy – Full, Temporary or Partial;	
29.	Assessment of liquidated damages;	
30.	Required Operation and Maintenance Manuals (provide prior to Final Completion);	
31.	Instruction and training of maintenance personnel (provide prior to move-in/occupancy)	
32.	Warranties, manufacturer start-up, guarantees (provide prior to Final Completion)	
33.	Record drawings, as built drawings;	
34.	Final Completion inspection, punch list;	
35.	Retainage withheld; consent of surety company before release of retainage;	
36.	One-year inspection (A/E to inspect the facility 10 months after Substantial Completion).	