**PRE-CONSTRUCTION CONFERENCE DISCUSSION ITEMS**

| **ITEM NO.** | **PRE-CONSTRUCTION CONFERENCE ITEM** | **USER COMMENTS** |
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|  | 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). |  |