SAMPLE AGENDA

PRE-CONSTRUCTION MEETING
Wright State University
Project Name
Date
Place

1. INTRODUCTIONS
   A. Owner
   B. Associate
   C. Contractors

2. EMERGENCY PHONE NUMBERS

3. COMMUNICATIONS

4. CONTRACT STATUS
   A. Input from Owner
   B. Completion Date
   C. Notice to Proceed
      1. Contract Cost Breakdown
      2. Preliminary schedule for shop drawings
      3. Form 26 – sub-contractors
      4. Form 27 – Manufacturer’s Declaration
      5. Outline of Qualifications of proposed Superintendent

5. ALLOWANCES

6. PROJECT COORDINATION

7. SCHEDULE
   A. Progress Schedule General Contractor with Prime Contractor input
      1. Critical path method
      2. Shop drawing schedule

8. JOB MEETING
   A. Weekly Meeting: Set weekly coordination meetings
   B. Format
   C. Owners time on site
   D. Associates time on site

9. MONTHLY PAY REQUEST
10. SHOP DRAWINGS
   A. Number of copies
      1. Associate – 2
      2. Wright State University – 2
      3. Contractors - _____

11. CHANGE ORDERS/BULLETINS
   A. Bulletins
      1. Issued for pricing only, does not authorize change in contract
      2. 1 to 2 weeks for pricing
   B. Change Orders – Approved by Owner and Associate

12. CONTRACTOR RESPONSIBILITIES

13. TEMPORARY FACILITIES

14. STORAGE OF MATERIALS
   A. No deliveries will be received by Owner for Contractor

15. PARKING/SITE ACCESS
   A. Review parking for contractors with owner
   B. Review access to project site, all deliveries, heavy traffic, etc. enter at
      Colonel Glenn and university Boulevard
   C. Maintenance of traffic

16. EMPLOYEES

17. OWNER PROJECT RULES
   A. Key Request Form

18. SECURITY, FIRE PROTECTION AND SAFETY
   A. Visitors
   B. Hard Hat Project
   C. Campus police phone number
   D. Hot Work Permit
   E. Asbestos Procedures
   F. Other

19. BUILDING PERMIT
   A. State approved plans kept on site
20. EXISTING UNDERGROUND UTILITIES
   A. Notify David Kendrick at 775-412 48 hours in advance of any digging, excavation, trenching, drilling, driving posts, etc.
   B. Call OUPS
   C. Notify Owner of tie-in schedule

21. QUALITY ASSURANCE

22. CLEAN-UP

23. AS-BUILT DRAWINGS
   A. All prime Contractors responsible
      1. Must be updated monthly – will be reviewed when monthly pay request submitted

24. COMPLETION AND ACCEPTANCE
   A. Close-out Information
      1. Operation and Maintenance Manuals
      2. Record drawings and specifications

25. FINAL PAYMENT

26. OWNER COMMENTS

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