



# Pre-Construction Meeting Minutes

<b>Project Name</b> Project Address	<b>Project #</b> Tel:            Fax:	<b>Gilbane Building Company</b>
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## Pre-Construction Meeting

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
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Purpose	Location	Next Location	General Notes
OUTLINE	Gilbane Field Office		List Trade Contractors

Attended By	Non-Attendees
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Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
005	Introduction					

### Project Description and Status

**001-001** Construction of (project description). This is the initial Pre-Construction meeting and will signal the start of construction.

### Owner Team Members and Roles

**001-002** Name of Owner  
Names and Roles of Owner's Representatives

### Architect's and Engineer's Team Members and Roles

**001-003** For each consultant, list the company name, the company's role (Architect, Civil Engineer, etc.), and the names of individual Representatives

### Gilbane's Team Members and Roles

**001-004**

### Trade Contractor's Key Personnel

**001-005** P.M., Superintendent, and Safety Representative need to be identified and submitted to Gilbane prior to starting construction.

## 010 Administration

### Lines of Communication

**001-006** a) The Trade Contractor shall communicate through Gilbane only.  
b) All written correspondence is to be signed and dated.

### Nextel Phones

**001-007** Each Trade Contractor Foreman and Superintendent is to have a Nextel radio compatible with the Gilbane system on the Builder's Network.

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**RFI Procedure**

- 001-008 a) RFI Flowchart
- b) RFI Form- discuss submission of RFIs, including Website.
- c) Gilbane to provide user names & passwords for Website.

**Submittals**

- 001-009 a) Submittal Schedule (Contract requirement) - need right away
- b) Submission of Submittals – attach cover sheet per Project Manual
- c) Discuss Substitution policy in accordance with specs

**Weekly Meetings, including PM, Foreman, and Safety Rep Attendance**

- 001-010 Discuss each weekly meeting, stress mandatory attendance.  
Includes: Foreman’s meeting, weekly Safety meeting, and weekly Trade Contractor meeting.

**Subcontractor Approval**

- 001-011 a) ALL Trade-Subcontractors must be submitted in writing for approval. ( w/ EMR)
- b) Trade-Subcontractors shall be bound to the Trade Contractor by the terms of the Contract Documents.

**Daily Force and Activity Reports**

- 001-012 a) To be delivered by 9:00 am on the next business day.
- b) Activities related to Schedule
- c) Material deliveries, tests, and other significant events.

**As-Built Requirements**

- 001-013 Record Drawings must be updated as work progresses. Will be reviewed monthly as part of the requisition process.

**Material Status Report**

- 001-014 To be completed and submitted monthly as part of the requisition process.

**Permits**

- 001-015 Copies of each application for permit and each permit obtained must be transmitted to Gilbane as soon as it is completed/received.

**Sign-in Requirements**

- 001-016 All visitors are required to sign-in at Gilbane onsite trailer when entering site, and sign-out when leaving.

**015 Safety**

**Submit Safety Program**

- 001-017 Must be submitted prior to mobilization. The Trade Contractor’s Safety Plan must be site-specific, and coordinated with the Gilbane Project Safety Plan.  
Include -- Hazmat Plan and all MSDS sheets specific to this project.  
Trade Contractor must complete an updated Emergency Phone Listing (TODAY)

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**Gilbane Cares & Safety Program**

001-018 Gilbane Cares moment. Review Gilbane Safety Plan in the Project Manual. Review Substance Abuse Program in Safety Plan.

**Safety Orientation**

001-019 All employees are to attend Gilbane Safety Orientation (45 mins) on their first day of work. A Gilbane safety sticker will be issued, and is to be worn on the worker's Hardhat to show completion of the orientation.

**10-Hour OSHA Certification**

001-020 State law requires that all on-site personnel must have completed the 10-Hour OSHA Certification.

**Accident Reporting**

001-021 Forms attached in Safety Packet. All accidents must be reported to Gilbane immediately. Accident Reports must be submitted by the end of the day, or the next day no later than 9 AM the next day.

Principals Meetings are required for Lost Time Accidents and Recordable Accidents.

**Occupational Health Facility**

001-022 Discuss location of Urgent Care Facility. Light duty work is encouraged.

**Site Utilization / Temporary Services**

001-023 Review current Site Utilization. Fenced off areas are prohibited.

**PPE: Hard Hats, Safety Glasses, Vests, Gloves**

001-024 Required to be worn at all times. 100% compliance. Enforced by Trade Contractor's Foremen/Safety Reps.

**Emergency Procedures**

001-025 Established in the Project Manual. Evacuate building upon 3 horn blasts. All workers meet at specified on site utilization plan. Trade Contractors are to review these procedures with their personnel.

**Six Foot Fall Rule**

001-026 Workers are to be tied off with a full harness when working 6 feet or more above the ground. Workers at the perimeter of the building or near shafts also need to be tied off. This safety requirement will be specifically monitored by Gilbane and your own safety officers. 100% compliance required.

**First Aid / Eye Wash**

001-027 Trade Contractors are to supply and maintain their own First Aid Kits and Eye Wash Facilities.

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**Weekly Tool Box Meeting**

**001-028** OSHA requirement. Trade Contractors must hold their own toolbox meetings and submit meeting minutes to Gilbane. Provide meeting time for Gilbane Superintendents' participation.

**Trade Contractor Safety Representative**

**001-029** Designate a Safety Representative prior to construction with notification to Gilbane. This representative is responsible to maintain safety on this site. Full-time requirement if more than 20 employees on site, unless otherwise noted in the scope of work.

**Job Hazard Analysis / Safety Task Assignment**

**001-030** JHAs to be submitted to Gilbane prior to starting hazardous work.

STAs to be completed daily and turned over to Gilbane Safety Manager or Superintendent

**Hot Work Permits**

**001-031** Must be completed and turned in to Gilbane Superintendent daily prior to starting work.

**Trenching Permits**

**001-032** Must be completed and turned in to Gilbane Superintendent prior to starting work.

**Crane Inspection Certification**

**001-033** All cranes brought on site must have a current third-party inspection. FAA requirements must be met.

**020 Quality**

**Quality in Construction**

**001-034** Quality Plan is to be reviewed and followed. Trade Contractors must adhere to specifications, drawings and submittals

**Rejection of Non Conforming Work**

**001-035** Notice of Non-Compliance will be issued. Item must be corrected; will be added to RCL.

**Schedule Pre-Installation Meeting**

**001-036** Discuss any that apply to current Trade Contractor. Gilbane will inform Trade Contractors of any additional Pre-Installation meetings found to be necessary as construction progresses.

**First Delivery of Material Inspection**

**001-037** Coordinate inspection of all materials with Gilbane Superintendent for conformance to specifications and submittals.

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**Mock-ups, Benchmarks, and Follow-up Benchmarks**

001-038 Discuss any specified mock-ups for work. Discuss benchmark procedure; to be done at start of work. Follow-up benchmarks will be done randomly by Superintendent during normal course of construction.

**Closure Inspections**

001-039 Below-grade, below-slab, in-wall and above-ceiling inspections. Call Gilbane Superintendent when work is complete for inspection; 48 hrs notice required.

**Rolling Completion List (RCL)**

001-040 Gilbane will issue weekly at Trade Contractor meetings. Trade Contractors must correct these items in a timely manner.

**Third-party Testing Agency**

001-041 Need 24 hour notice before any inspections or testing, coordinate with Gilbane Superintendent. Non-conforming/failing tests must be remedied immediately.

**Building Official Sign Offs**

001-043

**Fire Marshall Certification Letter**

001-044 Trade Contractors are to submit a letter certifying that work was completed in accordance with the contract documents and all applicable codes.

**Final Inspection and Acceptance**

001-045 Trade Contractors are to notify Gilbane in writing when substantially complete and ready for final inspections for acceptance by A/E and Owner.

**025 Site Utilization**

**Site Security Program**

001-046 Site Security Program is contained in Project Manual. Construction site is secured during nonworking hours; however, Trade Contractors are responsible for the security of their own material, equipment and tools.

**Use of Entrance Roads**

001-047 All asphalt roads are 25 MPH, all site roads are 10 MPH.

**Material / Equipment Storage**

001-048 Coordinate with Superintendent as to material and equipment storage on the site.

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**Trade Contractors Office, Telephone, Electricity, etc.**

001-049 Gilbane office and phone system are for Gilbane use only. Trade Contractors are responsible for all systems within their field office.

**Sanitary Facilities**

001-050 Portable Toilets have been supplied for your convenience.

**Construction Electricity**

001-051 Construction electricity is supplied at locations throughout the site at no charge.

**Water**

001-052 Water is supplied at locations throughout the site at no charge. Trade Contractors must supply drinking water for their employees.

**Dust Control Plan**

001-053 The project Dust Control Plan is found in the Project Manual. If required, individual Dust Control Plans are to be submitted to Gilbane prior to starting work.

**Forestry Management**

001-054 No trees or forest material is to be removed without prior approval of Gilbane.

**Owners Facility is Off Limits**

001-055 Occupied buildings are prohibited areas. In the event that entrance of an occupied building is required, procedures outlined in the Site Security Program shall be followed.

**Employee Parking**

001-056 Employee Parking is located along the sides of the construction access road. Gravel area adjacent to Gilbane trailer is for Gilbane personnel and visitors only. Cars parked in prohibited areas will be towed at the employee's expense.

**Dumpsters**

001-057 Dumpsters are supplied at locations throughout the site at no charge. Dumpsters are for construction waste only, and must be separated as labeled on the dumpsters.

**Cleanup**

001-058 Housekeeping by each individual Trade Contractor is mandatory.

**Working Hours**

001-059 The working hours for the project are 7:00 am to 3:30 pm, Monday through Friday. Any hours necessary outside of these are to be approved by Gilbane prior to working.

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**030 Schedule**

**Gilbane Milestone Schedule**

001-060 Established in Contract. Discuss milestone dates.

**Trade Contractor Schedule**

001-061 Sequencing and duration of work are to be discussed with Gilbane prior to Trade Contractors submitting their schedules.

**2-Week Look Aheads**

001-062 Provide at Weekly Trade Contractor Meetings. Forms are attached.

**Manpower**

001-065

**035 Changes**

**No Work without Authorization**

001-066 Request for Quotation (RFQ) or Change Request Authorization (CRA) can direct work. Allowances must have signed T&M for authorization.

**Requests for Change Quotations (RFQs)**

001-067 5 working days to return RFQ. Also by Contract, 10 days to notify Gilbane if an RFI response involves cost. 5 days for any other instruction that involves cost.

**Change Request Authorization (CRA)**

001-068 This will authorize to proceed and submit pricing later.

**Trade Contractor Contract Amendment**

001-069 Formal change to the Contract.

**Time and Material Changes**

001-070 T & M Slips must be submitted daily. Must be priced 2 weeks prior to pencil requisition. Backup is required for all T&M Pricing.

**Allowances**

001-071 Priced bills/invoices are required 2 weeks prior to pencil requisition.

**Alternates**

001-073

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**040 Payment Procedures**

**Schedule of Values**

**001-073** Must be submitted for approval prior to billing. Must include MBE, Safety, Cleanup, Closeout, and all Allowances as separate items. Sub-jobs must be separated. Schedule of Values must be approved by Owner and A/E.

Surety 2000 is to be used for insurance.

**Monthly Requisition Cycle**

**001-074** Pencil copy submitted by 15th of each month; final copy must be completed by the 25th of each month. Incomplete requisitions will be returned for processing next month.

**Billing Procedure and Format**

**001-075** See Billing forms.

**Retainage**

**001-076** Retainage will be 10%. Retainage reduction to 5% must be requested and will only be considered after 50% completion of work, and no substantial RCL items.

**Payment for Materials Stored Off-site**

**001-077** Can be arranged; see requirements in front end documents.  
 -Schedule A Bill of Sale.  
 -Surety 2000

**Sworn Statements / Waivers**

**001-078** See attached forms.

**Gilbane In-House Payment Procedure**

**001-079** Interim payment checklist will be used to review Trade Contractor compliance with Contract Terms at requisition time. Items such as Safety, RFQ response and submittal status will be reviewed.

**Bonds, Insurance, Contract Waivers, etc.**

**001-080** All paperwork must be in order. Includes Certificate of Tax due.

**045 DBE / EEO**

**Disadvantaged Business Enterprise Utilization Plan**

**001-081** Submit all requirements, including fully executed contracts and all certifications to Gilbane prior to first requisition.

**Report Requirements**

**001-082**

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>050 Insurance</b>							

**NO INSURANCE CERTIFICATE -- NO WORK -- NO EXCEPTIONS**

001-083 Certificates to be in place prior to mobilization. Follow sample insurance form in the Project Manual for description of additional insured.

**Report Requirements**

001-084

**055 Construction Issues**

**Mobilization**

001-085 Closely coordinate with Gilbane Superintendent about trailers etc. Break trailers are to be provided by Trade Contractors.

**Concrete Pour Cards**

001-086

**48-Hour Notification for Shut Downs**

001-087

**Testing and Inspection Procedure**

001-088 24 hour notice is required before any type of inspection or testing.

**Winter Protection**

001-089 Must be maintained.

**Provide Delivery Schedules**

001-090 Closely coordinate with Gilbane Superintendent.

**060 Project Close-Out**

**O & M Manuals**

001-091 Must be approved prior to equipment turnover and final copy submitted to Gilbane with equipment as a requirement for payment.

**Warranties / Guarantees**

001-092 Must submit sample prior.

**Attic Stock / Spare Parts**

001-093

**As-Builts**

001-094 Will be reviewed monthly at requisition time.

**065 General Discussion**

**Contract Signing**

001-095 Complete with Purchasing Agent ASAP. Must be signed before work starts on-site.

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**Additional Documents**

001-096

**Required Information- General**

- 001-097
- a. Certificate of Insurance
  - b. Executed subcontracts
  - c. CADD waiver

**Required Information- Safety**

- 001-098
- a. Trade Contractor and Trade Subcontractor Safety Deliverables List
  - b. Competent Person List (Appendix D)

**Required Information- Quality**

- 001-099
- a. Person responsible for Trade Contractor Quality (full-time)

**Attachments**

- 001-100
- a. Gilbane Directory
  - b. Trade Contractor contact sheet
  - c. Trade Contractor Safety Task Assignment (STA) notice
  - d. Trade Contractor Force and Activities report
  - e. Material and Equipment Status Report (MESR)
  - f. Sample RFI
  - g. Sample RFQ
  - h. Sample CRA
  - i. Submittal Cover sheet
  - j. 2-week Look Ahead

Cc:	Company Name	Contact Name	Copies	Notes
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