

## 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

- A. Modified University Form
  - B. Number of copies
    - 1. 2 to WSU original +1
  - C. Monthly payroll reports and affidavit
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
  
- ADJOURN