



Pre and Post Construction Requirements

Project:
UU PM:
Designer:

UofU Project #:
GC Company:

Introduction / General

- ☐ Introductions / Fill Out Attendance Roster (attached)
- ☐ Communication Protocol – PM is UU Authorized Representative: _____
- ☐ UU APM to fill out [Emergency Contact List](#) to be attached to the Construction Impact Map
- ☐ GC to fill out [Project ID Sign with Basic Emergency Contact Info](#) to be posted at the job site in public view

Progress OAC Meetings

- ☐ Day / Time / Frequency / Location: _____

Contract Basics

- ☐ Construction Start Date / Notice to proceed: _____
- ☐ GC is responsible for submitting all Submittals/ Deferred Submittals for code review and Fire Marshal approvals (EDMS)
- ☐ Substantial Completion Date: _____
- ☐ Liquidated Damages Amount (GenC 4.7.16): \$ _____
- ☐ [DFCM Certificate of Compliance](#) for Employee/Subcontractor Health Insurance Coverage for Prime Contract \$2M or greater & subcontracts \$1M or greater

Construction/Job Site

- ☐ Building Permit status in EDMS – do not start prior (**Approved Date**): _____
- ☐ [Parking, Staging](#), & Site Access/Logistics
 - Must have FMRC Approval (**Approval Date**):
 - Review project-specific parking plan (SupC 12)
 - [Sidewalk Permits](#) (REF: SC 13) (**Permit count**): _____
 - Dumpster/Waste/Recycling Plan: _____
 - Do not use sidewalks for vehicular access **between classes**
 - Review designated haul & access route to site/map & record
 - Parking and staging must be added to the [Construction Impact Map](#) - coordinate through UU PM / APM
 - Any changes to the staging/ parking must have FMRC Approval (**Approval Date**): _____
 - [Academic calendar](#) considerations:
 - **Commencement and Graduation starting in May - UU PM to provide direction. All construction sites must be clean, enclosed, and pathways unobstructed. There is potential for suspension of work.**
 - Upcoming special events: _____
- ☐ Pedestrian rerouting
 - GC to coordinate well in advance on the rerouting plan including alternate routes - ADA, wayfinding signage, and impact dates presentation at [FMRC](#) may be required for approval (**Approval date**): _____
 - [Rerouting Signage Templates](#) and ADA access contact information sticker
 - Review working hours, building access (C-Cure) & security _____
- ☐ Review risks/mitigations of noise, vibration, dust & odor, odor-sensitive areas & times/coordination.
 - Must give 72-hour advance notice: Emergency Contact for impacts, (**Client Contact and PM info**):
PM name and Cell: _____
Dept. Client Name and Cell: _____
- ☐ Review Interim Life Safety Measures (SupC 8) (contact Fire Marshal for coordination)
 - Keep exits/emergency egress unobstructed
 - Do not suppress fire alarm, detection, & suppression
 - Use appropriate construction partitions



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- Provide additional fire suppression
 - Clean up daily & weekly
- ☐ Review [SWPPP Plan](#) as applicable (SupC 18)
 - Project < 1 acre – Internal SWPPP Plan & use Best Management Practices
 - Project > 1 acre - File NOI, State Template to OEH&S, Training, Inspections, Track costs etc.
- ☐ Hazardous material (GenC 6.2)
 - Known (existing) hazardous materials: _____
 - In event of spill, or suspicious discovery - contain, stop work in area, & report to PM
 - Review project Hazmat Survey - post on-site
- ☐ Historical & Cultural Resources ([Campus Planning](#))
 - Confirm if archeologist monitoring is required and, if so, discuss coordination (required y/n): _____
 - In the event subsurface artifacts, historic remnants, etc. are exposed, protect and immediately notify PM for instructions
- ☐ [Roof access & training](#) for all who access the roof (SupC 22) ([Date of Training](#)): _____
- ☐ Confined space training as required
- ☐ Hydrant water use (SupC 17)
 - Contractors do not turn valves; coordinate w UU PM in advance
- ☐ Inspections (GenC 4.2.4)
 - GC to [request code inspections](#)
 - GC to have current code-approved construction documents available on-site including code-approved change docs
- ☐ Review Materials Testing/Special Inspection requirements for project (9.1.1)
 - GC to [notify inspector](#) of testing and special inspections
 - GC is responsible for retesting
- ☐ [Contractor Key requests](#) (SupC 9) through PM ([Completion Date](#)): _____
- ☐ [Ucard Request for Card Reader Access](#) \GC is responsible, cost of replacement / rekey required if lost
Access to be coordinated through UU PM/ APM
- ☐ [Service Interruptions / Shut Downs](#) (SupC 5)
 - GC to start coordination well in advance – 3 week look ahead
 - Submit request through UofU PM
 - Hazard control plan to be approved by PM & FM / ME
 - Minimum 3 FULL working days' notice through PM & FM / ME
- ☐ Utility review by FM / ME before backfill – 2 days' notice min.
- ☐ Welding & open burns/ [Hot Work Permits](#) / Fire Watch (OEH&S and the Fire Marshal)
- ☐ UofU [Utility Locate Request \("Red Stakes"\)](#)
 - GC is responsible for ensuring that all non-university utilities are located by utilizing Blue Stakes of Utah e.g., Dominion Gas, Rocky Mountain Power, Century Link, etc.
- ☐ Property Protection (GenC 2.2.2) – Document Existing Conditions, must coordinate with PDC open space planner
 - Trash cans, benches, sidewalks, roads, parking lots, no mud
 - Irrigation impact, landscaping, [tree protection](#) / drip line
 - Damaged lighting must be repaired by nightfall (GenC 2.2.2/ SupC 15)

Construction Personnel / Safety

- ☐ GC to submit required Project & Site-Specific Safety Plan (GenC 6.1.2 - 7)
 - In Case of Emergency – [University Response Guide](#), [FM Dispatch 801-581-7221](#)
- ☐ Sign up for [Campus Alert emergency texts & Heads Up!](#)
- ☐ OSHA Standards apply (SupC 24) Personal Protective Equipment required
- ☐ [Sexual Harassment & Discrimination not allowed - Brochure in \[Spanish\]\(#\), \[English\]\(#\)](#) (GenC11.6/ SupC 14)
- ☐ [Drug, alcohol, firearms policies](#) (SupC 6)
 - [Tobacco Free Campus](#) (SupC 3-300A)
 - NO tobacco, including vaping / chew
- ☐ Review sanitary facilities / appropriate usage of existing facilities, if allowed



Pre and Post Construction Requirements

- ☐ Avoid vehicle idling over 60 seconds

Documentation

- ☐ EDMS - documents should be routed through the AE and PM
- ☐ UU project number &/or purchase order # on all email subject line & documents. Example: [22222 University of Utah Project Name](#)
- ☐ Official correspondence (mail & email)
- ☐ Meeting Minutes responsibility: _____
- ☐ Submittals and shop drawings (GenC 2.1.5)
 - o Max. AE turn-around time is 15 days (GenC3.1.5)
 - o Complete system / intended results (GenC 4.1.4)
 - o Review project deferred submittal/delegated design engineer scope requirements - submit for code review/approval after review by AE – **do not** start work prior to full approval
- ☐ Contract Change Control Process - RFI, ASI, PR, [CCD](#), PCO, [CO](#), (GenC Article 7)
 - o Unforeseen Condition - written notice to PM within 7 days (GenC 7.1.5)
 - o Request for additional monies &/or time, Contractor must submit within 21 days in PCO w/ justification (GenC 7.2.2)
 - o PCOs must include auditable back up w/ detailed breakdown over \$250.00, unit costs, rates, [tax exempt](#), OH&P
 - o [CCDs](#) is reconciled by PCO for the difference between the NTE \$ amount & actual costs (negative amount)
- ☐ [Application for Payment](#) to be submitted through architect/schedule of values
- ☐ Review CPM schedule requirements (GenC 4.7).
- ☐ Any proposed substitutions must be approved through submittal, design & code review processes
- ☐ Review [Requirements for Code reviews During Construction](#)
- ☐ Unifier usage expectations for project, [Contractor access](#) form to PM (is project in collaboration y/n) : _____
- ☐ GC - Project Photos During Construction

Final OAC / POST construction meeting start?

Substantial Completion (GenC 9.2) (*To be completed at Substantial*)

- ☐ Review State or other regulatory agency tests & inspections required (GenC2.1.2/9.2.1)
 - o Elevator, Air Quality NOI for combustion /emitting equip, fire alarm, SWPPP NOT, Health Dept. etc.
- ☐ GC to submit pre-punch list when requesting sub completion walkthrough
- ☐ Walk-through w/ Facilities Management / ME Shops (**Site Visit Date**): _____
- ☐ Substantial completion definition / Beneficial use – warranty start date
- ☐ Draft O&M's, As-Built Drawings & Draft TAB report required (SupC 11) /Review
- ☐ Training complete w/ documentation (**Training Date**): _____
- ☐ Building Automation System operational (Alarm points, draft Seq of Ops, Graphics)
- ☐ Additional items may be needed in accordance w/ specifications &/or at request of FM/ME
- ☐ TCO or [CoFo](#) issued, prior to occupancy – Submit [all required documents](#) in one package(**Date of submission**): _____
- ☐ AE to bring draft [Sub Completion Certificate](#) including punch list to walkthrough to complete



Pre/Post-construction Meeting

Post Construction

Project Close Out (to be reviewed by APM/PM during closeout)

- ☐ Completed Final Inspection (GenC 9.2.1) (**Inspection date**): _____
 - Final TAB AE approved report, water purification test etc (**TAB report Date**): _____
 - **CofO** Issued as applicable - Submit [all required documents](#) in one package (**CofO issued**): _____
- ☐ Final As-built drawings to architect (GenC 4.8 /SupC 11.2) (**Received Date**): _____
- ☐ Final O&M Manuals, warranties, reviewed & approved by AE & FM / ME (**Received Date**): _____
 - Warranties to be in a separate tab or doc
- ☐ Attic Stock list / location provided to PM & FM / ME (**location**): _____
- ☐ Return Keys (SupC 9.1/11.4) or GC to reimburse cost to replace/rekey (**Keys Returned Date**): _____
- ☐ AE written confirmation of punch list completion (GenC 9.2.1)
- ☐ Final payment contingent upon receipt of above (GenC 8.8.2)
- ☐ PM completes GC & AE Performance Evaluation

References / Abbreviations:

ASI – A/E Supplemental Instruction

CO- Change Order

FM – Facilities Management

GenC - [General Conditions](#)**NTP - Notice to Proceed**

PM – UofU Project Manager

SupC - [Supplemental GenC](#)

T/CO – Temp /Cert of Occupancy

CCD – Construction Change Directive

CPM – Critical Path Method

FMRC – FM Review Committee

ME – Maintenance Entity

OAC – Owner, Architect, Contractor

PR – Proposal Request

SWPP – Storm Water Pollution

CD – Construction Documents

DS - Design Standards

GC - General Contractor

NTE – Not To Exceed

PCO – Proposed Change Order

RFI – Request for Information

TAB – Test & Balance



THE UNIVERSITY OF UTAH

**PROJECT DESIGN
& CONSTRUCTION**

Pre-construction Meeting

Attendance Roster

Project Name: _____ Project Number _____ Date: _____

Meeting Location: _____

Name	Company / UU Dept. - Role	Phone	Email