Pre-construction Meeting

Planning, Design & Construction
THE UNIVERSITY OF UTAH

Project: _____ **UofU Project #:** _____

UU PM: _____ **GC Company:** _____

References / Abbreviations:

ASI – A/E Supplemental Instruction	CCD – Construction Change Directive	CD – Construction Documents
CO- Change Order	CPM – Critical Path Method	DS - Design Standards
FM – Facilities Management	FMRC – FM Review Committee	GC - General Contractor
GenC - General Conditions	ME – Maintenance Entity	NTE – Not To Exceed
NTP - Notice to Proceed	OAC – Owner, Architect, Contractor	PCO – Proposed Change Order
PM – UofU Project Manager	PR – Proposal Request	RFI – Request for Information
SupC - Supplemental GenC	SWPP – Storm Water Pollution Prevention	TAB – Test & Balance
T/CO – Temp /Cert of Occupancy		

Introduction / General

- ☐ Introductions / Fill Out Attendance Roster (attached)_____
- ☐ Communication Protocol – PM is UU authorized representative _____
- ☐ Fill Out Emergency Contact List to be attached into Const. Impact Map _____
- ☐ Fill Out Project ID Sign with Basic Emergency Contact Info to be posted at job site in public view _____

Contract Basics

- ☐ Contract, bond & insurance status _____
- ☐ Construction Start Date / NTP _____
- ☐ 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

- ☐ Individual Building Permit Status – Do not start prior - available at work site _____
- ☐ Parking, Staging, & Site Access/Logistics _____
  - ○ Review project specific parking plan (SupC 12) _____
  - ○ Sidewalk Permits (REF: SC 13) _____
  - ○ Dumpster/Waste/Recycling Plan: _____
  - ○ Do not use sidewalks for vehicular access between classes _____
  - ○ Review designated haul & access route to site/map & record _____
  - ○ Coord. in advance w/ PM on any anticipated changes to const. fence / staging so that Construction Impact Map will show correctly _____
  - ○ Academic calendar considerations _____
- ☐ Pedestrian Rerouting _____
  - ○ GC responsible to coordinate with PM to safely reroute pedestrian / ADA traffic _____

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- GC to coordinate well in advance on rerouting plan including alternate routes - ADA, wayfinding signage, impact dates - Presentation at FMRC may be required for approval _____
- Rerouting Signage Templates & ADA access contact information sticker _____

☐ Review working hours, building access & security_____
☐ Review risks/mitigations of noise, vibration, dust & odor - sensitive areas & times / coordination / advance notice _____
☐ Review Interim Life Safety Measures (SupC 8) _____
- Keep exits/emergency egress unobstructed _____
- Do not suppress fire alarm, detection, & suppression _____
- Use appropriate construction partitions _____
- Provide additional fire suppression _____
- Clean up daily & weekly _____

☐ Review SWPP Plan (SupC 18) _____
- Project < 1 acre – Internal SWPP Plan & use Best Management Practices _____
- Project > 1 acre - File NOI, State Template to OEH&S, Training, Inspections etc. _____

☐ Hazardous material (GenC 6.2) _____
- In event of spill, or suspicious discovery - contain, stop work in area & report to PM _____
- Review project Hazardous material survey - post on-site _____

☐ Historical & Cultural Resources _____
- Confirm if archeologist monitoring is required and, if so, discuss coordination _____
- In the event subsurface artifacts, historic remnants, etc. are exposed, protect & immediately notify PM for instructions _____

☐ Roof access & training (SupC 22) _____
☐ Hydrant water use (SupC 17) _____
- Contractors do not turn valves; coord with PM in advance _____

☐ Review Applicable Codes shown on CDs _____
☐ 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 & special inspections _____
- GC is responsible for retesting _____

☐ Contractor Key requests (SupC 9) through PM _____
- UCard Request for Card Reader Access _____
- GC is responsible, cost of replacement / rekey required if lost _____

☐ Service Interruptions / Shut Downs (SupC 5) _____
- GC to start coordination well in advance – 3 week look ahead _____
- Submit request through UofU PM _____

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- 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 _____
☐ UofU Utility Locate Request ("Red Stakes") _____

- GC is responsible to ensure 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 _____

- 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) _____

- Personal Protective Equipment required _____
- 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) _____
☐ 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 _____
☐ Avoid vehicle idling over 60 seconds _____

Documentation

☐ UofU project number &/or purchase order # on all documents: _____
☐ Official correspondence (mail & email) _____
☐ Meeting Minutes responsibility _____
☐ Submittals and shop drawings (GenC 2.1.5) _____

- Max. AE turn-around time is 15 days (GenC 3.1.5) _____
- Complete system / intended results (GenC 4.1.4) _____
- Review project deferred submittal/delegated design engineer scope requirements - submit forĚ code review/approval after review by AE – do not start work prior to full approval _____

☐Change Control Process - RFI, ASI, PR, CCD, PCO, CO, (GenC Article 7) _____

- Unforeseen Condition - written notice to PM within 7 days (GenC 7.1.5) _____
- Request for additional monies or time, Contractor must submit within 21 days in PCO w/ justification (GenC 7.2.2) _____
- PCOs must include auditable back up w/ detailed breakdown, unit costs, rates, tax exempt, OH&P

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- CCDs are 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 _____

Substantial Completion (GenC 9.2)

☐ Review State or other regulatory agency tests & inspections required (GenC 2.1.2/9.2.1) _____
- Elevator, Air Quality NOI for combustion /emitting equip, fire alarm, SWPP NOT, Health Dept. etc. _____

☐ GC to submit pre-punch list when requesting sub completion walkthrough _____
☐ Walk-through w/ FM / ME Shops _____
☐ Substantial completion definition / Beneficial use – warranty _____
☐ Draft O&M's, As-Built Dwgs & Draft TAB report required (SupC 11) /Review _____
☐ Training complete w/ documentation _____
☐ 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, as applicable prior to occupancy _____
☐ AE to bring draft Sub Completion Certificate to walkthrough to complete _____

Project Close Out

☐ Completed Final Inspection (GenC 9.2.1) _____
- Final TAB AE approved report, water purification test etc _____
- CofO Issued as applicable _____

☐ Final As-built drawings to architect (GenC 4.8 /SupC 11.2) _____
☐ Final O&M Manuals, warranties, reviewed & approved by AE & FM / ME _____
☐ Attic Stock list / location provided to PM & FM / ME _____
☐ Return Keys (SupC 9.1/11.4) or GC to reimburse cost to replace/rekey _____
☐ 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 _____

Progress OAC Meetings

☐ Day / Time / Frequency: _____
☐ Place: _____

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Attendance Roster

Project Name: _____ Project Number _____ Date: _____

Meeting Location: _____

Name	Company / UU Dept. - Role	Phone	Email