University of Utah Pre-Construction Meeting Sample Agenda

Date______________________ U of U Project No._____________________________

Project:________________________________________________________________

Arch/Eng:___________________________________ Phone:_____________________

Contractor:__________________________________ Phone:_____________________

Superintendent:______________________________ Phone:_____________________

- **Introductions**
  - Attendance Roster
  - Contract/Bond/PO-Payment Schedule
  - Communication Channel

- **Progress Meetings-Time, Place**
  - Architect: Meeting Agenda, Minutes & Distribution
  - Schedule/ Three Week Outlook
  - Name Person Responsible to Bring Plan Set to Meetings

- **Construction Personnel**
  - Parking & Staging Permits
  - Sidewalk Permits-See U of U Project Manager
  - Work Safety/ Fire Protection/ OSHA Standards
  - Proper Work Attire Required on UofU Campus

- **Respect for University Property**
  - Property Protection- Trash Cans, Benches, Ash Urns, etc…
  - Hardscape- Sidewalks, Roads, Parking Lots (No Mud)
  - Landscape- Irrigation, Lawns-No Equipment Under Trees
  - Damaged Lighting Repaired by Nightfall

- **University Students, Faculty & Staff**
  - Sexual Harassment-Includes Extended Looks
  - Drug, Alcohol, 7 Gun Free Campus/Workplace
  - Smoking Policy-25 ft. From Bldg, Openings & Air Intakes

- **Construction/ Job Site**
  - Working Hourse-7 AM- 7PM/ Building Access/Campus Security
  - Temporry Barriers, Rated/Non-Rated –Dust Control
  - Noise, Vibration & Odor Sensitive Areas/ Times
  - Water Runoff Management-No Wash Out To Storm Drains

- **Sanitary Provision & Waste Containers**
• Hydrant Water Use- Contractors Do Not Turn Valves See P.M.
• Hazardous Material Survey Post On-Site
• Hazardous Materials-Stop Work-Report Immediately
• Dedicated Telephones Lines/ Cellular
• Clean-Up/Daily, Weekly

• Applicable Codes-Current IBC, NEC, IMC, IPC
• Inspections-Job Card Posted & Plans Available
• Testing/Materials-Contractor Responsible for Retesting
• Specifications, Code
• Substitutions-None After Bid Date

• **Documentation**
• Official Correspondence-Faxes, U.S. Mail & E-Mail
• Submittals/Shop Drawings-Turnaround Time (Per Spec)
• RFI, RFC, RFP, Proposal, Justification, Mtg. Minutes

• Change Orders-Detailed Breakdown W/ Backup, Rates, OH&P
• Pay Requests Through Architect/Schedule of Values
• UofU Project Number/ Purchase Order Number

• **University Facilities Requests**
• Keys Requests-University Key Policy, Contractor Responsible
• Lock Cylinders-By University, Timely Notice
• Digging Permits-72 Working Hours Through U of U P.M.

• Utility Shutdown-72 Working Hour, Through U of U P.M.
• Welding & Open Burn Permits
• Pre-Shutdown Surveys with Campus Shops (Adequate Notice)
• Campus Orders & Shutdowns

• **Substantial Completion**
• State Tests & Inspections- Elevator, Boilers, Fire Alarm
• Contractor Supplied Pre-Punch List
• Substantial Completion Definition

• **Project Close Out**
• Completed & Signed Inspection Card
• As-Built Drawing to Architect for Reproducible
• O&M Manuals, Warranties & All Keys Returned
• Completed Punch List, Line Items Initialed & Dated
• Final Payment