

PRE-CONSTRUCTION MEETING OUTLINE (CITY PROJECT)

Project Name: [INSERT PROJECT NAME]

Date: [INSERT MEETING DATE]

Time: [INSERT MEETING TIME]

<u>Item</u>	<u>Discussed</u>
1. Set out Sign-in sheet.	<input type="checkbox"/>
2. Introductions.	<input type="checkbox"/>
3. Advise Contractor of testing lab. ([INSERT TESTING LAB NAME]).	<input type="checkbox"/>
4. Notice to Proceed: Date on Letter: [INSERT DATE OF NTP] Beginning Date: [INSERT DATE TO START TIME] Completion Date: [INSERT ESTIMATED COMPLETION DATE]	<input type="checkbox"/>
5. Contract is [INSERT # OF DAYS] [INSERT WORKING OR CALENDAR] Days Working Day is from 7 AM to 8 PM, Monday through Friday. This is based on noise ordinance, under 58 decibels 8PM to 7AM. No Weekend work unless approved by City Engineer.	<input type="checkbox"/>
6. Construction Schedule/discuss time extension request forms	<input type="checkbox"/>
7. Communication Channels A. All inspection requests shall be directed to the Community Development Department Permit Office at (281) 996-3201. B. Any requests to work weekends, design conflicts, etc. shall be directed to the City Engineer.	<input type="checkbox"/>
8. Emergency Phone Numbers.	<input type="checkbox"/>
9. Advise Contractor of responsibility to maintain a superintendent on job.	<input type="checkbox"/>
11. Will Contractor have office on job? If so does location meet Owner's approval? Discuss Location.	<input type="checkbox"/>
12. Permits are Contractors Responsibility.	<input type="checkbox"/>
13. Pre-Construction Photographs are suggested.	<input type="checkbox"/>
14. Safety Practice & Accident Reports.	<input type="checkbox"/>
15. Staking is Contractor's Responsibility.	<input type="checkbox"/>
16. Protection of adjoining property.	<input type="checkbox"/>
17. Turn over to Stormwater Management Coordinator.	<input type="checkbox"/>

- 18. Shop Drawings/Submittals to Engineer of Record, copy Project Manager.
- 19. Change Orders. Procedures and forms.
No work to be done prior to written approval.
- 20. Discuss Contractor Payment Application
- 21. As-builts.
- 22. Walkthroughs will not be scheduled until Project Manager
feels that project is substantially completed.
- 23. Technical Specifications and Standard Details available online.
<http://www.ci.friendswood.tx.us>
- 24. Confirm Sign-in sheet is complete and state that it will be shared via email.
- 25. Schedule Progress Meetings.
- 26. Questions/Contractor suggestions.

END OF DOCUMENT