

PRE-CONSTRUCTION MEETING CHECKLIST

[INSERT PROJECT NAME]

- 1. Check availability of Contractor and reserve a room.
- 3. Invite Director of Public Works (If Applicable).
- 4. Invite Storm Water Coordinator (If Applicable).
- 5. Invite Superintendent of Streets & Drainage (If Applicable).
- 6. Invite Superintendent of Water & Sewer (If Applicable).
- 7. Invite Plant Manager – Water Plant Operations (If Applicable).
- 8. Invite Police Department (If Applicable).
- 9. Invite Fire Marshal (If Applicable).
- 10. Invite FISD Transportation (If Applicable).
- 11. Invite the Engineering Representative
- 12. Invite the Testing Firm Representative
- 13. Invite Utility Companies
 - A. TNMP Representative
 - B. Centerpoint Representative
 - C. ATT Representative
 - D. Pipeline Representative(s) (If Applicable)
- 14. Prepare Pre-Construction Meeting Outline and Sign In Sheet.
- 15. Generate Notice to Proceed.
- 17. Bring Final Construction Plan Set.

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