



## **PRE-CONSTRUCTION CONFERENCE**

### **RECOMMENDATION:**

After award, a letter of notification of pre-construction conference should be written to the contractor by the architect in charge of the project. Copies of the letter should be sent to the appropriate agencies, firms, and personnel involved. The letter should include a discussion check list. The contractor and others involved in the project should, prior to the conference, add any additional items which they wish discussed. Appropriate major subcontractors should be in attendance, and the General Contractor should be responsible for having them present.

### **COMMENTS:**

- The following information should be furnished by the architect.
- Names of architect representatives and specific assignments.
- Reports and completed forms required from the contractor.
- Information to be furnished by contractors:
- Project Manager Name                      Address                      Phone No.
- Superintendent Name                      Address                      Phone No.



## **PRECONSTRUCTION CONFERENCE (Continued)**

### **COMMENTS: (Continued)**

#### C. Discussion Checklist: (Suggested Guide)

1. Contractor's plan of operation.
2. Approval of qualified subcontractors.
3. Names of principal suppliers.
4. Provision for inspection of materials.
5. Responsibility for damage to utilities.
6. Responsibility for locating existing utilities.
7. Time schedule for relocation of utilities.
8. Compliance with code requirements, inspections and all necessary permits.
9. Acceptance and approval of work procedures.
10. Labor compliance, payrolls, certifications.
11. Safety regulations for contractor's and owner's employees.
12. Proof of adequate property damage and liability insurance.
13. Suspension of work and time extensions.
14. Change orders.
15. Progress estimates.
16. Any interpretation of plans and specifications requested by contractor.
17. Any conflicts or omissions in plans and specifications.
18. Traffic control.
19. Processing and administration of third party complaints.
20. Substitutions of materials or methods.

D. Representatives of all involved utilities at this meeting should have the authority and knowledge to discuss location of utility, time schedule for relocation, emergency action in event of damage to utility, etc..



This recommendation, while not mandatory, is the diligent work of a committee which is drawn from a cross section of the construction industry represented by architects and general contractors. The committee presents this recommendation with the expectation that it will be adhered to voluntarily.