## August 2001 PRE-CONSTRUCTION CONFERENCE CHECKLIST

ABC Form B-8

The following recommended topics to be covered during a Preconstruction Conference. Contact the BC Project Inspector by telephone at least seven (7) days prior to scheduling the conference in order to give him time to coordinate his schedule accordingly.

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*/t	em should be discussed while Owner is present.
*1	. Name and relationship to job of local Owner personnel
2	. Public officials involved
3	. Names of architect personnel involved
4	. Construction sets of plans available
5	. Verify alternates accepted, etc.
6	. List of sub-contractors - submit for approval
7	. Cost breakdown & Progress Schedule - submit for approval
8	. Method of approving monthly payment requests
9	. Change Orders - Documentation - no prior work, unless authorized in writing
10	. Shop drawings, sepia type, time to process
11	. Advance notice for required inspections
12	. Above ceiling inspections by Architect, Engineers, BC Inspector, Contractor, & Subs
13	. Other inspections required before work is covered
14	. Inspection report distribution
15	. Record Drawings, definition of, procedures
16	. Project sign and other job signs
17	. Job telephone
*18	. Overall phasing of job
19	. Contractor's duty to coordinate work of separate contractors
*20	. Use of site and existing building, access drive, signs
*21	. Use of existing toilets
*22	. Coordinate any utilities supplied by Owner
*23	. Coordinate outages and work in existing building with Owner
24	. Keeping existing exit paths open
25	. Routine job cleanup

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