Alabama Department of Finance
Real Property Management
Division of Construction Management
770 Washington Avenue, Suite 444
Montgomery, AL 36104
(334) 242-4082, inspections@rpm.alabama.gov

PRE-CONSTRUCTION CONFERENCE CHECKLIST

The following are recommended topics to be covered during the required Pre-Construction Conference. Contact the DCM Project Inspector at least fourteen (14) days prior to scheduling the conference.

**Item shall be discussed while Owner is present.*

	*1. Name and relationship to job of local Owner personnel
	2. Public officials involved
	3. Names of architect/engineer personnel involved
	4. Provide e-mail addresses on Pre-Construction Sign-in sheet
	5. Construction sets of plans available to contractor
	6. Verify alternates accepted, etc.
	7. Approved list of sub-contractors
	8. Approved cost breakdown & Progress Schedule
	9. Method of approving monthly payment requests All State Agency, PSCA-funded University, and PSCA-funded K-12 projects: payment applications must be submitted via DocuSign PowerForm links available from DCM's website. Fully locally-funded University and fully locally-funded K-12 projects: submit payment applications per Owner requirements.
	10. Change Orders - Documentation - no prior work, **unless authorized in writing** All State Agency, public K-12, and PSCA-funded projects: change orders must be submitted via DocuSign PowerForm links available from DCM's website. Fully locally-funded University projects: submit change orders per Owner requirements.
	11. Shop drawings, time to process
	12. Advance notice for required inspections The contractor will notify the architect by email of the date the project will be ready for an inspection by the Division of Construction Management. Inspections must be requested 14 days in advance. When the DCM Inspector confirms the inspection date and time, the architect will send an email confirming the inspection date and time to all parties as well as a copy to inspections@rpm@rpm.alabama.gov. Cancellations of any scheduled inspection must be received in writing no later than 48 hours prior to the scheduled inspection. If the inspection is canceled, it will be rescheduled subject to the DCM Inspector's availability. Cancellations received less than 48 hours in advance shall incur a $1,500.00 re-inspection fee. If the contractor is not ready for the scheduled inspection he shall incur a $1,500.00 re-inspection fee.
	13. Inspection Minimum Requirements The following minimum requirements listed below are provided to aid the contractors and architect in determining if a project is ready for a required inspection. Pre-Construction Conference: Required Attendees: Contractor, Owner, Architect, Major Subs • Fully-executed construction contract and Notice to Proceed • Verification of permit fee payment (Exception: fully locally-funded K-12 & public four-year University capital improvement, HVAC, or roof projects with both an estimated cost of $750,000.00 or Less, and a contract awarded on or after 10/01/22, are exempt from DCM Fees.) • Owner's statement of responsibility (storm shelter) • Contractor's statement of responsibility and quality assurance plan (storm shelter) • Fire alarm contractor and fire sprinkler contractor certification (from State Fire Marshal) • ADEM permit, if more than one acre of land is disturbed

	13. <u>Pre-Construction Conference for Storm Shelter</u>: Required Attendees: Contractor, Owner, Architect, Structural Engineer, Major Subs, Special Inspections Representative • The completed & signed DCM Form B-15: Owner's Statement of Responsibility for Tornado Storm Shelter (Hurricane Shelter Where Applicable) must be submitted to the DCM Inspector at Pre-Construction Conference. • The completed & signed DCM Form C-17: Contractor's Statement of Responsibility for Construction of Tornado Storm Shelter (Hurricane Shelter Where Applicable) along with required Quality Assurance Plan (QAP) must be submitted to DCM Inspector at Pre-Construction Conference. <u>Pre-Roofing Conference</u>: Required Attendees: Contractor, Owner, Architect, Roofing Sub, Roofing Manufacturer's Representative • Roofing submittals must be approved by the architect prior to pre-roofing conference • Roofing manufacturer must provide documentation that roof design and roofing materials meet code requirements for wind uplift and impact resistance • Copy of sample roof warranty – Note: Standard manufacturer's roofing guarantees which contain language regarding the governing of the guarantee by any state other than the State of Alabama, must be amended to exclude such language, and substituting the requirement that the Laws of the State of Alabama shall govern all such guarantees. <u>Above Ceiling Inspections</u>: Required Attendees: Contractor, Owner, Architect, MEP Engineers, Major Subs • All work must be completed except for installation of ceiling tiles, and/or hard ceilings • Space must be conditioned • Permanent power must be connected unless otherwise arranged with the DCM Inspector • Grease duct must be inspected and approved by the DCM Inspector prior to fire wrapping and above-ceiling inspection <u>Life Safety Inspections and Final Inspection</u>: Required Attendees: Contractor, Owner, Architect, Engineers, Major Subs, Local Fire Marshal • Fire alarm certification • Kitchen hood fire suppression system certification • General contractor's 5-year roofing guarantee (DCM Form C-9) • Roofing manufacturer's warranty • Above ground and below ground sprinkler certifications • Completed certificate of structural engineer's observations (for storm shelter) • Emergency and exit lighting tests • Fire alarm must be monitored • Elevator inspection completed and certificate of operation provided by the State of Alabama Department of Labor • Boiler/vessels inspection completed and certificate of operation provided by the State of Alabama Department of Labor • Pressure test/Flush test for underground sprinkler lines (witnessed by local fire marshal, fire chief and/or DCM Inspector) • Flush/pressure test for new and/or existing fire hydrants • Must have clear egress/access and emergency (for first responders) access to building • Must have ADA access completed <u>Year-End Inspection</u>: Required Attendees: Contractor, Owner, Architect, Engineers and/or Major Subs may be required • Owner's list of documented warranty items • Reconciliation of user fees with DCM shall be completed prior to inspection
	14. Other inspections required before work is covered
	15. Inspection report distribution – weekly per Owner-Architect Agreement
	16. Record Drawings, definition of, procedures, addenda posted, etc.
	*17. Project sign and other job signs
	18. Point of contact for project. Job Superintendent and phone number.
	*19. Overall phasing of job
	20. Contractor's duty to coordinate work of separate contractors

	*21. Use of site and existing building, access drive, signs
	*22. Use of existing toilets
	*23. Coordinate any utilities supplied by Owner
	*24. Coordinate outages and work in existing building with Owner
	25. Keeping existing exit paths open
	26. Routine job cleanup
	27. O.S.H.A. - Report all accidents - safety General Contractor's responsibility
	28. Contractor is reminded of obligation to comply with the Alabama Child Labor Law and E-verify
	29. Project limits
	30. Building location relative to critical property line, easement, setback, etc.
	31. Locating property line, corners, etc.
	32. Verify sanitary outfall before committing floor level
	33. ADEM land disturbance permits shall be required if site is over 1-acre.
	34. Procedure if bad soil or rock is encountered: Geotech and special inspections
	35. Stockpiling topsoil
	36. Protecting trees
	37. Soil compaction, type soil, lab tests, etc.
	38. Soil Treatment, mix on site in presence of Job Superintendent
	39. Surveyor to check foundation wall if location critical
	40. Ready mix plant, file delivery tickets, slump tests, cylinders
	41. Quality of concrete work; concrete testing
	42. Inspections before pouring concrete
	43. What is expected of masonry work, mortar additive
	44. Problems with hollow metal - install proper fire labels
	45. Pre-roofing Conference - no roofing materials installed prior to conference, all roofing submittals and warranties must have been reviewed and approved by the Architect prior to the Pre-roofing Conference. Manufacturer's Representative must be present at Pre-roofing conference. The Roofing Manufacturer must show compliance with the IBC wind and impact-resistance requirements. Contractor shall video existing building interior and exterior prior to roofing operations and provide copy to Owner.
	46. General Contractor's Roofing Guarantee and Manufacturer's Roofing Warrantees must be presented to DCM Inspector at Final Inspection and submitted with Certificate of Substantial Completion for all projects via DocuSign PowerForm links available from DCM's website.
	47. Potential conflict of mechanical and electrical equipment; shop drawings
	48. Return air plenums (no combustibles)
	49. Fire damper installation issues
	50. Certificate of Substantial Completion/Final Inspection All projects: Certificate must be activated via DocuSign PowerForm links after final inspection and receipt of DCM Inspector's report. DocuSign PowerForm links are available from DCM's website.
	51. Conduct of contractor's personnel. No interaction with staff and/or students. No foul language, no smoking or use of tobacco products, no drugs and no firearms on school property.

	52. Elevators/Pressure Vessels must be inspected and approved by the State of AL Dept. of Labor prior to final inspection.
	53. Life safety, fire alarm, sprinkler and kitchen hood fire suppression systems must be complete and certified prior to final Inspection. Also, exit and emergency lighting must be complete.
	54. Comply with ADA requirements: plumbing fixture heights, toilet partition widths, turnaround, signage, parking lot striping, etc.
	55. Coordinate with local fire authority to assure access to the building for firefighting equipment during construction and before final acceptance. Provide fire extinguishers as required.
	56. Light gauge metal roof framing and/or wood truss framing to be inspected by the structural engineer.
	57. Comply with fire hydrant requirement; coordinate with local Fire Authority or State Fire Marshal.
	58. Craft-faced insulation is not to be installed exposed.
	59. Fire alarm contractor and fire sprinkler contractor must be permitted through the State of Alabama Fire Marshal's Office. Provide permits.
	60. All sprinkler system valves must be electrically supervised
	*61. Fire alarm monitoring requirements
	62. Storm Shelter requirements a. Contractor's Statement of Responsibility and Quality Assurance Plan – Provide paperwork at Pre-Construction Conference. Must be kept with Owner's storm shelter records. b. Certification of Structural Observations from the Structural Engineer of Record must be attached to the Certificate of Substantial Completion form via DocuSign. c. Owner's Statement of Responsibility for Tornado Storm Shelter (Hurricane Shelter Where Applicable) - Provide paperwork at Pre-Construction Conference. Must be kept with Owner's storm shelter records.
	63. Third-party inspections/special inspections
	64. Release of retainage – 30 days to complete punch list and closeout
	*65. Sales tax savings (Alabama Department of Revenue)
	66. Project Closeout - precedes Final Payment a. Warranties b. Operating and Maintenance Manuals c. As-built Drawings d. Other requirements
	67. Advertisement of Completion - start ad after substantial completion a. for projects less than $100,000.00, Advertisement of Completion is not required. b. for projects $100,000.00 or more, Contractor advertises for 3 weeks. The contractor can publish a notice in one or more of the following ways: • In a newspaper of general circulation in the county or counties in which the work, or some portion thereof, has been done. • On a website that is maintained by a newspaper of general circulation in the county or counties in which the work, or some portion thereof, has been done. • On a website utilized by the awarding authority for publishing notices. • If no newspaper is published in the county in which the work was done, and if the awarding authority does not utilize a website for the purpose of publishing notices, the notice may be given by posting at the courthouse for 30 days, and proof of the posting of the notice shall be given by the awarding authority and the contractor.
	68. Time Extensions
	69. Final Payment Application checklist