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| --- | --- |
| Date |  |

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| --- | --- |
| Project Number: |  |
| Project Name: |  |
| Location: |  |
| Project Manager: |  |
| PM Phone & Email: |  |  Email: |

MODIFY THIS DOCUMENT TO SUIT THE PROJECT

1. **Project Manager Introduces Project Team Members**
2. Project Manager
3. On-site Representative
4. Plant Manager
5. Architect/Engineer and major subs
6. Other members

**Note:** During the pre-bid walk-through meeting, all conversations are considered informal and are not contractually binding unless stated in the contract manual, drawings, or modified by a written addendum. The order of precedence is written addendum, project manual, and lastly contract drawings.

1. **Route a sign-in sheet to all attendees**
2. **The Architect/Engineer Presents the General Description of Scope**
3. Site Preparation
4. Construction security fencing
5. Unusual storm water controls during construction (if applicable)
6. Earthwork
7. Cautions
8. Infrastructure Improvements
9. Water
10. Sewer
11. Power
12. IT/communications
13. Security electronics
14. Building Description
15. Architectural materials
16. Structure
17. Mechanical systems
18. Alternate power (if applicable)
19. Other Issues
20. Permits
21. LEED requirements (if applicable)
22. Construction Waste Management
23. **Construction Site Access and Lay-Down Area**
24. **Discussion of Security Requirements necessary on this Project** (Presented by facility security officer – Refer to Specifications Section – the facility may have their own checklist to use in addition.)
25. Personal Behavior
26. Depending on the project, security clearances and ID badges may be required. Like working on Dept of Health Labs where badges may be required.
27. The badge must be worn at all times
28. The badge must be clearly visible at all times
29. Items: tobacco, currency, cell phones, cameras, etc.
30. State facilities are tobacco free areas
31. Phones and cameras are addressed by the GC’s or Division 1.
32. Respectful conduct
33. At all times
34. Sexual harassment of any kind is cause for removal from the job
35. Work Hours
36. Established there may be limited work hours for access to a facility because sometimes all work is done at night.
37. Advance arrangements required for staying late or coming in early
38. Institutional holidays
39. Work Operations
40. Only company vehicles are allowed on construction site
41. Parking areas for workers are usually established to avoid conflict with faculty, staff and students or occupants
42. Requirements for company vehicles on site (keys, locking gas caps, etc.)
43. Specific equipment not allowed remaining overnight in specified areas.
44. Procedures for delivery vehicles
45. Impact on earth-moving operations
46. Ladders
47. Special equipment
48. Tool inventory/storage requirements if needed.
49. Dumpster requirements
50. Utility outage
51. Interception of materials
52. Flammable materials
53. Medical emergencies – the contractor’s site specific safety plan should address this.
54. **Other Projects Currently Occurring on Site**
55. **Project Manager Outlines Project Schedule, Bid Submittal Process, Contracts, etc.**
56. MWBE Requirements
57. Apprenticeship Requirements
58. Supplemental Bidder Responsibility
59. **Site Walk**
60. **Schedule of Addendum Release Instructions**
61. **Questions and Answers**