

PRE-CONSTRUCTION MEETING
Mills Park Tower Plumbing Modifications

June 9, 2004 - 8:00 a.m.

AGENDA

1. Introduction of key members of teams.
2. Status of contract, accepted alternates & addenda.
3. Performance and Labor and Material Payment Bond.
4. Certificate of Insurance and indemnifications.
5. Job schedule.
6. List of Sub-contractors & Schedule of Values.
7. Weekly job meetings. – Wednesdays 8:00 a.m.
8. Communication procedures.
9. Payment requests and payout procedures.
10. Temporary office, water, power, lighting, telephone, sewer & toilet facilities.
11. Working hours.
12. Resident imposition – how long without water?
13. Deliveries and storage.
14. Parking on site.
15. Safety of the public and residents.
16. Cold weather protection.
17. Submittal schedule.
18. Substitution procedures.
19. Submittal procedures.

20. Change Order procedures.
21. Final inspection and job close-out.

END OF AGENDA FOR PRE-CONSTRUCTION MEETING