



## **Pre-Construction Conference Agenda**

A Preconstruction Conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_. Meeting will be held in the Conference Room at the **Joshua Fire Department, located at 770 N. Main Street.**

**\*Video Conferencing through Zoom will be held until such time the Emergency Declaration has been lifted.**

1. Meeting purpose and goals.
2. Introduce meeting participants. Complete meeting attendance record.
3. **Contractor personnel.**
  - a. Contractor's responsible person in charge  
\_\_\_\_\_ is the Project Superintendent and has full authority to act as agent for the Contractor on all field matters.
4. **City Personnel**
  - a. Kristin Hubacek, Public Works Director
  - b. Aaron Maldonado, Development Services Director
5. Sub-contractors and major suppliers.
6. **Review the scope of the project.**
  - a. Overview of project.
  - b. Special construction requirements.  
Working hours
  - c. Shutdowns of existing facilities.  
Traffic control plan
7. **Progress schedules and sequence of construction.**
  - a. Need to submit schedule.
  - b. Move-in and commencement of work.  
The date of the Notice to Proceed is to be \_\_\_\_\_.
8. **Record drawings.**
  - a. Procedures for recording changes on drawings. B.
  - b. Review of record drawings.
  - c. Submittal of record drawings

**9. Layout and survey work.**

- a. Responsibility for surveying.
- b. Determination of location and types of controls.

**10. Quality Control**

- a. Quality control is the contractor's responsibility.
- b. Testing Lab
- c. Coordination of testing.
- d. Testing and reporting requirements.

**11. Control of project site.**

- a. Safety is Contractor's responsibility. Safe access required for observation
- b. Subcontractors and suppliers.
- c. Security, access to site and parking sites.
- d. Field office and yard storage needs.
- e. Use of public utilities.
- f. Sanitation facilities.
- g. Job site cleanliness and disposal of waste.
- h. Barricades and traffic control.
- i. Project signs.
- j. SWPPP

**12. Inspection fee; Bonds**

**13. Other business or questions.**

**Adjourn**



**Pre-Construction Meeting  
Sign in Sheet**

<b>Name</b>	<b>Firm</b>	<b>Phone #</b>	<b>email</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____