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Operations & Facilities Management Department- Capital Projects

# Pre-Construction Meeting Agenda

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| **Project #:** | **Date:** |
| **Project Name:** | **Project Manager:** |

Attendees:

Discussion:

**Safety Note:**

The contractor or subcontractor’s qualified person shall conduct job briefings before, during, and after completion of any tasks that involve a shut down or anytime that their work may affect any area in or outside the work area that could possibly compromise safety or disrupt or damage classes, researchers, offices, etc. Follow Shut Down procedures below. For any Emergency, contact Protective Services at 314-362-4357 (314-362-HELP).

1. Introductions - Sign “Contact Sheet”
2. **Site Access:**

* All workers must have a WUSM security badge, and it must be visible at all times. Submit badge request form to Melissa Braun via email and copy PM.
* Building hours are 24/4 for access but coordination of work time is required.
* Dock coordination with other uses in the building is required

1. **Construction Safety:**

* Emergency Contact List, GC to post the contact list and construction disruption sign at each entrance to the site. PM to complete project information and then send to GC to complete.
* Contractor Project Safety Check List review. PM to enter project-specific information and send GC to sign and return.
* Risk Assessment form to be completed. PM to complete form (with assistance from Loie Couch, if needed) and review/send to GC for signature and return for file.
* Abatement report. PM to provide a copy.
* Construction Infection Prevention and Safety Orientation, contact Loie Couch for dates & times of classes.
* Contractors Site Specific Safety Plan must be received before work can begin.
  + All Safety Data sheets to be on site at all times for the duration of the project.
* GPR (ground penetrating radar) for drilling into the floor.
* Hazardous material disposal. Bulb & ballast removal-contact EH&S for disposal containers.
  + LEED requirements – Low VOC paints, adhesives, caulk – (Waste tracking forms to complete if applicable.)
* Spill kits on site at all times.

1. **Patient/Researcher/Contractor Items:**
   * Work above and below – coordinate all work with WUSM Project Manager and Facilities. All corridors where work is being conducted must remain open during regular business hours. Plan your work accordingly. Coordinate with neighbors.
   * Noisy work to be completed by 8:00am each day. This might change to an earlier time due to building occupant requests. Confirm with occupants surrounding the work area.
   * Mark/identify all data, cable, DAS, etc…lines to remain.
   * Odors, Dirt/Dust – erection of barriers to prevent dirt/dust. Protect the return air ductwork and plenum, use of filters in ductwork (replaced weekly, more often as necessary) and use HEPA (High Efficiency Particulate Air) filter in work area.
   * All public areas are required to be clean during construction at all times. If housekeeping is required, it is to be coordinated with the WUSM project Manager.
   * The GC should cover all equipment/furniture with plastic when working in occupied spaces.
   * Valve shutoff locations--meet with Facilities to locate valve locations. (Facilities Tech for Building)
   * Work done during off hours to be approved and scheduled in advance.
2. **Shut Down Notifications/Hot Work Permits**. Minimum 2 weeks for Facilities to post the notification. Some may take longer and others may be completed sooner. Please submit completed WUSM forms describing what utility is being interrupted and start and stop times to complete and any other information being requested.
3. **Salvaged Materials:**

* Review items to be handed over to the Department (have a walkthrough of the area of renovation and identify all items to be moved and saved)

1. **Construction Schedule**: Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Substantial Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Demolition/Construction scope**:
   * Low voltage-approved low voltage contractor.
   * Dumpster location. –Confirm location of dumpster depending on building/site.
   * Removal of demolition material and delivery of material – cover materials, protection of existing flooring and/or walls.
   * Building permit status. Scan a copy of the permit and send to the project manager.
   * All routing of plumbing is to be discussed with Facilities Engineering before starting the work.
   * Confirm HVAC and electrical design/installations are per the established Standards.

9. **Shop Drawing Submittals:**

* + All Submittals must have the WUSM project number and project description. Spec Division first in file name
  + Submittals per specifications, provide Submittal Log
  + Long lead items.
  + Electronic copies – Architect and Engineers to receive submittals.
  + WUSM Project Manager to be copied on all correspondence.
  + Review others to be copied on specific items.

10. **Proposal Requests (PR) & Potential Change Orders (PCO):**

Proposal Requests and Potential Change Orders to be received within five (5) days after the receiving the PR or PCO information via e-mail.

As long as the submission does not affect the project schedule you may request a time extension.

To help expedite the (PR) &( PCO) turnaround time all Proposal Requests (PR) & Potential Change Order (PCO) submitted shall be substantiated with a detailed break-down of quantities, units, prices, man-hours, wage rates, overhead and profit and similar details clearly showing how Contractor's and Subcontractor's estimated costs were determined. Also be descriptive, if you use, who, what, when, why, & where when writing the PCO it will be easier to understand and approve (not change order #1, per PR-1).

11. **Owner/Contractor Contract.** Report on status of fully executed contract

1. **Pay Application/Close Outs:**

Timeline for prompt pay application payments:

* By the last day of the month, Contractor shall submit to Owner's Representative and Architect, if any, a pencil (i.e., preliminary) copy of its application for payment, and such supporting documentation as required by the Contract Documents.
* Within five (5) business days after meeting with Owner's Representative, and/or Architect, if any, the Contractor shall submit a revised application for payment to the Owner's Representative and/or Architect if any, for approval.
* The Owner's Representative and/or Architect if any, should review and either approve, or reject and return to the contractor within 48 hours of receipt of the pay application.
* If an architect’s signature is required for approval, they will either approve within 48 hours of receipt of the pay application, and send to the FMD e-mail, or reject and return to the contractor (architect to copy WUSM PM & Contractor).

1. Close out documents to be submitted within 30 days after substantial completion, or 30 days after the completion of your work (whichever comes first). Your portion of this project is NOT complete and final payment will be held until all necessary close out documents have been received, and approved.

12. Schedule for Meetings. Which date and time is preferred on a weekly basis?

13. Miscellaneous items.

WUSM Web Site <http://facilities.med.wustl.edu/planning-construction/project-delivery/project-delivery-tools-and->references/

Applicable Forms: Use all that apply.

* Meeting Sign-in Sheet
* WUSM Contractor Project Safety Checklist
* Emergency Contact List
* Infection Control Risk Assessment (ICRA)
* Construction Disruption Signage
* Shutdown Notification Form
* Construction Waste Tracking Form and Instructions
* Badge Access Form