

Pre-Construction Meeting Agenda

Tenant Name _____

Facility/ @WUjcb _____

Project _____

TAA Number _____

Date _____

A. Attendee Introductions	Actions
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Contractor / REO / Tenant Coordinator / PA Review Group Attendees / other attendees

B. Review of Pre-Submittal Package	Actions
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Certificate of Insurance

M/WBE Participation Plan

An asbestos/non-asbestos form was submitted and accepted. If Asbestos is present, has the asbestos been removed?

C. TAA Review	Actions
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Scope Review

Contact Information REO (PA POC)

PA Emergency Contact

Other PA Contacts (as necessary)

Contractor (Tenant POC)

Contractor 24 hour Contact

Schedule and Hours of Work

Documentation Review

Health and Safety Plan

Environmental Management Plan

Waste Management Plan

Security Plan

Operations and Construction Rules and Requirements

Haul routes for materials and equipment

Other Contractors

Clean-up, debris removal,; materials and equipment storage

Shut-downs

IDs

Permits - Cutting, Welding, Hotwork, etc.

Construction submittals

Water metering and permits

Off-hours work or delivery

Security and escorts

Construction placard

Any other item

Supervision and inspections process

Special Inspections

Additional Items