

Pre-Construction Meeting Agenda

Roll Call and Sign-In

Verify Contractor, Site Safety Manager, Special Inspection Agencies, and DPRC-SI are in attendance. *If any key parties are absent, meeting must be rescheduled.*

Date: _____ Time: _____

Attendees:

Role <i>*Mandatory Attendees</i>	Name	Company	Email	Phone Number
Building Inspector*				
General Contractor*				
Site Safety Manager*				
DRPC-SI*				
Special Inspection Agency*				
Other				

If there are additional attendees, use a separate sign-in sheet.

1. Construction Permits & Conditions

- ☐ Review construction plans
- ☐ Review permit inventory from Project Information Form
- ☐ Confirm that any required Excavation Permit has been issued and any associated Demolition Permit has been closed out
- ☐ Review of contractor and subcontractor list, if identified
- ☐ Review required inspections, required coordination of trade inspections and identify any additional inspections
- ☐ Confirm permits and Project Information Sign are posted
- ☐ Review high-level project schedule
- ☐ Review permit expiration rules

2. Site Maintenance Conditions

- ☐ Review site protection
- ☐ Review planned pedestrian protection and walkway
- ☐ Review material staging and waste control
- ☐ Review Dust Control and E&S Measures

Questions:

3. Protection of Adjacent Property & Right-of-Way

- ☐ Review pre-construction survey
- ☐ Identify required protections
- ☐ Review monitoring plan
- ☐ If a chimney extension is required, review procedures
- ☐ Verify that there are no changes requiring re-assessment
- ☐ Discuss any planned access to adjacent property and requirement to independently obtain permission
- ☐ Reporting unsafe conditions

Questions:

4. Worker Health, Safety, and Training

- ☐ Review OSHA 10 requirement for workers
- ☐ Site Safety Manager to identify any special concerns

Questions:

5. Third Party Inspections

- ☐ Review Special Inspection Schedule and assigned agencies
- ☐ Review planned coordination of special inspections
- ☐ Identify third party electrical inspection agency responsible for electrical inspection

Questions:

6. Certifications, Documentation & Close-Out

- ☐ Review required certifications
- ☐ If there is a temporary parcel, identify need to record deed before close-out
- ☐ DIT payments to be made after final inspection and before CO issuance

Questions:

7. Additional Comments: