**GENERAL:**

* **Introduction of Attendees.**
* **Summary of General Contractor’s Schedule of Work for the first two weeks after the Start Date.**
* **Immediate project concerns and resolutions.**

**1. Jobsite Communication and Authority -** (Division 1 General Requirements – Section 01 11 00 Summary of Work, Section 01 31 00 Project Management and Coordination, and Section 01 31 19 Project Meetings)

1.1. Project Organization (Division 1 – Section 01 11 00 Summary of Work)

1.2. Formal Correspondence (Division 1 – Section 01 11 00 Summary of Work, Sub-Section 1.10, H: PMWeb Project Management)

1.3. Look at how the Work Affects Others (Division 1 – Section 01 11 00 Summary of Work, Sub-Section 1.3 Work Under Other Contracts)

1.4. Informal Communication (email address and file storage – XXXxxx@dpwprolog.org)

1.5. Coordination (Division 1 – Section 01 31 00 Project Management and Coordination)

1.6. Project Meetings Types (Division 1 – Section 01 31 19 Project Meetings)

**2. Construction Scheduling -** (Division 1 General Requirements – Section 01 11 00 Summary of Work and Section 01 32 16.13 CPM Schedules)

2.1. The Preliminary Schedule (Division 1 – Section 01 32 16.13 CPM Schedules, Sub-Section 1.6)

2.2. The Baseline Schedule (Division 1 – Section 01 32 16.13 CPM Schedules, Sub-Section 1.7)

2.3. Schedule Updates (Division 1 – Section 01 32 16.13 CPM Schedules, Sub-Section 1.8)

2.4. Two Week Look Ahead Schedule (Division 1 – Section 01 32 16.13 CPM Schedules, Sub-Section 1.9)

2.5. Schedule Revisions (Division 1 – Section 01 32 16.13 CPM Schedules, Sub-Section 1.10)

2.6. Recovery Schedules (Division 1 – Section 01 32 16.13 CPM Schedules, Sub-Section 1.11)

2.7 Work Sequence (Phases) (Division 1 – Section 01 11 00 Summary of Work, Sub-Section 1.5)

**3. Shop Drawings/Delivery Dates -** (General Conditions - Article 15 Materials: Standards) and (Division 1 General Requirements – Section 01 11 00 Summary of Work, Section 01 25 00 Substitution Procedures, and Section 01 33 00 Submittals)

3.1. Calendar Days (Division 1 – Section 01 11 00 Summary of Work)

3.2. Equals & Substitutions (General Conditions - Article 15 Materials: Standards) and (Division 1 - Section 01 25 00 Substitution Procedures)

3.3. Shop Drawings/Spec Data/Catalog Cuts/Samples (Division 1 – Section 01 33 00 Submittals)

3.4. Submittal Process (Division 1 – Section 01 33 00 Submittals)

**4. Storage/Staging/Security -** (Division 1 General Requirements – Section 01 50 00 Temporary Facilities and Controls and Section 01 60 00 Product Requirements)

4.1. On-Site Storage and Staging, etc. (Division 1 - Section 01 50 00 Temporary Facilities and Controls and Section 01 60 00 Product Requirements)

4.2. Off-Site Storage

4.3. Security, Fences, & Etc. (Division 1 - Section 01 50 00 Temporary Facilities and Controls)

**5. Project Safety/Loss Control -** (General Conditions - Article 19 Protection of the Work, Persons and Property)

5.1. How Will Safety Be Managed

5.2. Identification of Safety Risks

5.3. Determine Special Safety Procedures

5.4. Drug & Alcohol Program

**6. OSHA -** (General Conditions - Article 19 Protection of the Work, Persons and Property)

6.1. Orientation

6.2. Hazard Communication

6.3. Emergencies

6.4. Posting

6.5. Sample Contractor Safety Program

6.6. Project Safety Plan

6.7. Sample Forms

**7. Inspections** - (General Conditions - Article 16 Inspections and Tests) and (Division 1 General Requirements - Section 01 45 00 Quality Control)

7.1. Establish Guidelines

7.2. Scheduling

7.3. Documentation

**8. Payment Procedures -** (General Conditions - Article 27 Schedule of Values: Application for Payment, Article 28 Partial Payments, and Article 31 Final Payment) and (Division 1 General Requirements - Section 01 29 76 Progress Payment Procedures and Section 01 77 00 Closeout Procedures)

8.1. Schedule of Values (General Conditions - Article 27 Schedule of Values: Application for Payment) and (Division 1 - Section 01 29 76 Progress Payment Procedures)

8.2. Execution of Contract/Retainage (General Conditions - Article 28 Partial Payments)

8.3. Applications for Payment (General Conditions - Article 27 Schedule of Values: Application for Payment, and Article 28 Partial Payments) and (Division 1 - Section 01 29 76 Progress Payment Procedures)

8.4. Final Payment (General Conditions - Article 31 Final Payment) and (Division 1 - Section 01 29 76 Progress Payment Procedures and Section 01 77 00 Closeout Procedures)

**9. Modifications to Work -** (General Conditions - Article 13 Compensation for Changes in the Work) and (Division 1 General Requirements - Section 01 26 00 Contract Modification Procedures)

9.1. Review of Modification Procedures (General Conditions - Article 13 Compensation for Changes in the Work) and (Division 1 - Section 01 26 00 Contract Modification Procedures)

9.1.1. Minor Changes to the Work (Supplemental Instructions)

9.1.2. Requests for Information

9.1.3. RFI Responses

9.1.4. Change Order Proposal

9.1.5. Change Order Proposal Worksheets

9.1.6. Construction Change Directive

9.1.7. Change Orders

9.2. Timing of Pricing and Authorization of Changes (General Conditions - Article 13 Compensation for Changes in the Work) and (Division 1 - Section 01 26 00 Contract Modification Procedures)

9.3. Documentation and Request (General Conditions - Article 13 Compensation for Changes in the Work) and (Division 1 - Section 01 26 00 Contract Modification Procedures)

9.4. Time Impact of Changes to Original Baseline Schedule to Demonstrate any Acceleration or Delays (General Conditions Article 7 Section 01035 Modification Procedures)

9.5. Pre-Establish Overhead & Profit Percentages (General Conditions - Article 13 Compensation for Changes in the Work) and (Division 1 - Section 01 26 00 Contract Modification Procedures)

9.6. Format for presenting back-ups (General Conditions - Article 13 Compensation for Changes in the Work) and (Division 1 - Section 01 26 00 Contract Modification Procedures)

9.7. Required Flow of Communications to Field When Authorization is Given (Division 1 - Section 01 26 00 Contract Modification Procedures)

9.8. Pre-Establish Process for Back Charges

**10. Project Closeout -** (General Conditions - Article 22 Guarantees and Warranties, Article 27 Schedule of Values: Application for Payment, Article 28 Partial Payments, and Article 31 Final Payment) and (Division 1 General Requirements - Section 01 11 00 Summary of Work, Section 01 29 76 Progress Payment Procedures, Section 01 75 00 Starting and Adjusting, Section 01 77 00 Closeout Procedures, Section 01 78 23 Operation and Maintenance Data, and Section 01 78 30 Warranties & Bonds)

10.1. Substantial Completion (General Conditions - Article 27 Schedule of Values: Application for Payment and Article 28 Partial Payments) and (Division 1 - Section 01 29 76 Progress Payment Procedures)

10.2. Final Completion (General Conditions - Article 27 Schedule of Values: Application for Payment and Article 31 Final Payment) and (Division 1 - Section 01 11 00 Summary of Work and Section 01 29 76 Progress Payment Procedures)

10.3. Final Contract and Change Orders

10.4. Documentation

10.5. Occupancy Permits

10.6. Commissioning (Division 1 - Section 01 75 00 Starting and Adjusting)

10.7. Operating & Maintenance Data (Division 1 - Section 01 78 23 Operation and Maintenance Data)

10.8. Warranty Issues (General Conditions - Article 22 Guarantees and Warranties) and (Division 1 – Section 01 78 30 Warranties & Bonds)

**END**