

Pre-Construction Meeting Agenda

Zvago – 3900 London Road – 8/6/19

A pre-construction meeting provides an opportunity to begin communication, understand expectations and responsibilities for the construction and design team and city staff. To create a framework for problem solving prior to the start of a major construction project. Construction Services staff is committed to helping developers, contractors and owners achieve success.

Inspections

- Introduce inspectors (plumbing, electrical, mechanical)
- Contact information for all inspectors is to be posted on site
- List of contractors and contact info for all on jobsite posted for city Inspectors
- Inspection record cards, inspection notice forms/process, must be on site and posted
- Project site address must be posted
- How to schedule inspections, permit numbers, and required time notice: 24 hours
- Required inspection types (footings, foundation walls, slabs, piers, etc.) (also water, sewer, storm)
- Schedule meetings directly with Fire Marshal for sprinklers (rough-in and final), fire alarms, hydro test, and general fire code inspections.

Special Inspections

- Special inspections not a substitute for required city inspections
- Contractor responsible for scheduling special inspections
- Special inspection form on site and posted
- Review approved Special Inspection Form
- Required special inspections and Periodic vs. continual
- Failure to comply with code requirements for special inspections can result in additional testing and project delays.
- Daily field reports and discrepancy log accessible in job trailer for city inspector
- All copies of lab test results are to be copied to city construction inspector immediately
- Final Special Inspections Summary Report must be submitted to city construction inspector prior to occupancy

Construction Plans and Permits

- Plans on site for access and review by all inspectors
- Phased Construction - Memorandum of Understanding (MOU)
- Design Build does not allow work to begin on portions of the project that have yet to be properly reviewed (if needed), and permitted.
- Review of list of permits issued, applied, still needed, etc.
- Review project Plan Review Comment Sheet
- Review Special Approvals by other departments

Plan Change

- Plan Change Submittal Form Instructions - Explain process for approval of plan changes, change orders, Addenda's, RFI/RFPs, ASIs, PRs

Shop Drawings, Detailed Submittal Requirements

- Fire-stopping assemblies
- Rebar shops
- Structural steel framing
- Pre-cast systems
- Wood truss systems (floor and roof)
- SIP panel systems
- EFIS Systems

Final Inspection Preliminary Overview

- Pre-final meeting
- Pre-testing of systems
- All inspections complete
- Fire final sign-off prior
- Energy - Commissioning, testing and balancing

Building Official shall perform intermittent inspections and will perform a final review prior to the certificate of occupancy issuance.