

PRE-CONSTRUCTION JOB MEETING RECORD

Date: _____

TO: George T. Kraus

PROJECT # _____ P.O.# _____

TITLE: _____

A. This is a record of a meeting held at Architectural & Engineering Services on _____ prior to commencement of work.

<u>NAME OF ATTENDEE</u>	<u>REPRESENTING</u>	<u>TELEPHONE</u>
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IMPORTANT: Invoices for payment will not be processed unless the proper project number and title and complete purchase order number appear on it.

B. Items Discussed:

- B1. ___ Contractor was advised of the Lock Out/Tag Out Policy.
- B2. ___ Contractor was advised of the asbestos statement in the specifications.
- B3. ___ Contractor must obtain an Open Flame Permit from the University Fire Department (860-486-4925) at or before performing any work that involves: cutting, welding, soldering or any use of an open flame.
- B4. ___ The Contractor is to use the correct Project # and the correct project title on all correspondence.
- B5. ___ The Contractor must contact the University Locksmith to obtain keys for access to work areas.
- B6. ___ No work can be performed during exam periods, unless approved by the Technical Representative.
- B7. ___ The Contractor will provide the Technical Representative with a 24-hour emergency telephone number.
- B8. ___ Parking and parking permits were discussed.
- B9. ___ Contractor must call "Dig Safe" before start.
- B10. ___ Contractor was advised of the policy prohibiting the use of solvent or epoxy based products in occupied areas.
- B11. ___ Contractor was advised to comply with the Labor Market Regulations as specified.
- B12. ___ Restoration of damaged grounds.

- B13. ___ Pest Control. Contractor shall not use any pest control measures except for the minor control of stinging insects. Licensed pest control shall be requested from Technical Representative.
- B14. ___ Contractor was advised of the University's Hazard Communication Program and the requirement for Material Safety Data Sheets (MSDSs).
- B15. ___ Contractor was advised to follow all legal requirements for the removal and disposal of hazardous and toxic wastes, including, but not limited to, PCB-containing ballasts, fluorescent lamps, waste chemicals and other solid wastes which have been evaluated as to their hazard characteristic.
- B16. ___ Contractor was advised of dust control requirements. (NOTE: No gas powered equipment allowed in occupied buildings.)
- B17. ___ **All instructions on the job will be given the Contractor by the Technical Representative, who shall make any decision not in conflict with plans and specifications. The Contractor shall not proceed with any deviation from the scope of work without directions from the Technical Representative.**
- B18. ___ Contractor was advised that absolutely no dumping of construction debris of site excavation spoils is permitted on University properties without express written permission of the University Architect.
- B19. ___ **Parking and driving on sidewalks is prohibited.**
- B20. ___ Contractor was advised of the University's Confined Space Entry Policy.
- B21. ___ Contractor was advised of the University's Excavation and Trench Policy.
- B22. ___ Projects subject to prevailing wage requirements under C.G.S. Section 31-53 shall submit a certified payroll with a statement of compliance to the contracting agency on a weekly basis.
- B23. ___ Contractor was reminded of the contract's safety and accident prevention provisions.
- B24. ___ Contractor was reminded that per the specifications sexual harassment will not be tolerated. Individuals will be asked to leave campus.
- B25. ___ **Any telephone or data connection adds, moves or changes are the responsibility of the Using Department.**
- B26. ___ Contractor is required to submit staffing requirements within fifteen(15) days of Notice to Proceed per Section 01-040, Project Coordination Article 1.4.13.
- B27. ___ The Contractor is reminded that Monthly Employment Utilization Reports (Form CHRO cc-257) are to be submitted to the University and to the Commission on Human Rights and Opportunities (CHRO) by the 15th day following the end of each calendar month and where appropriate, the Quarterly Small Contractor and Minority Business Enterprise Payment Status Report (Form CHRO cc-258). **Notice and Instructions to Bidders, Article 6 of the Specifications.** Monthly payment requisitions will not be processed until the reports are submitted.

B28. ___ Contractor will report to Construction Management the federal and state ID numbers of all general and subcontractors and their mailing addresses prior to the completion of the project. Failure to do so will hold up final payment for subject project.

B29. ___ Periodic checks will be made by the Construction Engineer to insure that wages are being paid according to wage rate schedules for this particular job.

Items Discussed Continued:

C. In accordance with GC 1.16, the contractor's job superintendent will be _____.

D. Starting Date: _____ Completion Date: _____

E. The Director of Capitol Project & Contract Administration's Technical Representative for the Project will be the Facilities Mgmt's Technical Representative _____, or in his absence, the Project Architect/Engineer _____ . Non-technical, or administrative matters should be directed to the Capitol Project & Contract Administration Division.

NOTE: A copy of all correspondence related to the projects should go to the Director of Design, Planning & Construction Management in a separate envelope.

Signed: _____

Name: _____
Architectural & Engineering Services
Technical Representative

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FM/E/218

CC: ALL MEETING ATTENDEES PLUS THE FOLLOWING:

P. Brandolini	E. Roberts
R. McCulloch	R. Veilleux
Project Engineer	F. Labato
P. Brazeau	M. Curran
T. Gaffey	J. Babbitt