

PRE-CONSTRUCTION MEETING

A Pre-construction conference is required prior to the start of any major project and will be initiated by the General Contractor. This conference is useful in achieving cooperation, coordination and cohesion among all parties involved with the project. Participants are provided with an outline of all required actions and documentation, including responsibilities of each participant. Also, any pertinent issues that may pose a challenge to the Special Inspection or building process should also be addressed.

The parties that should attend the pre-construction meeting are listed below:

- Engineer of record.
- Architect of record.
- Project superintendent.
- Building department.
- Fire department.
- Sanitation district.
- Public works.
- Regional flood control.
- Any utility company involved.
- Quality Assurance Agency for the project.
- Special Inspection Agency for the project.
- Representatives of all subcontractors and material suppliers.