



PRE-CONSTRUCTION CONFERENCE

Production Manager

- Introduce the Project manager and give some background on him/her.
- PM is the go to person for the project.

Project Manager

Fill out Pre-Construction Change Order form listing any changes to the scope of work during this meeting.

Our Process

Project Notebook

- Review the project notebook and explain the different sections and how this notebook is organized.
- Estimate and Job Scope – Review and address any questions.

"Job Talk" notebook

- Establish a place for the Job Talk Notebook. It's very important that our customers feel free to write us a note for any little thing that concerns them. Also Designers and Architects are to leave notes when stopping at the site or dropping off fixtures.

On-site Drawings

- Review and explain that these are the drawings that we will be building their project from. If it's not on these drawings we will not be building it. Anything added to these would be a change order.

Production Schedule

- Discuss the proposed start date and review key dates of the project. This schedule will change depending on signed change orders, weather conditions, or **selections not made on time**.

Work Day Hours

- Discuss start time and finish times. (typically 7:30 AM to 4:00PM)

Change Orders

- Change orders are priced by our PM's and left in the Job Talk Notebook for their signature.
- Change orders may include additional cost and/or additional time.

Allowances

- Discuss how allowances can result into a change order +/-, and may also add time to the schedule. Review the allowances on their estimate.

Pre-sheetrock walk-through - Client, PM, Production Manager and Designer/Architect

- Discuss the purpose of this meeting. This is also a time to review the schedule and budget for the project.

The Project Site

Material Storage:

- We'll need to have inside storage for the duration of the project. One side of a garage stall works great. We could also bring an on-site storage unit at an additional cost. Approx. \$150 per mo

Dumpster Location

- Determine where to place dumpsters. Personal items placed into dumpsters must be approved by the PM as they may change the fee structure and cost of disposal.

Temporary Kitchen (if needed)

- If a temporary kitchen is needed, where should it be located and what portion of the existing kitchen shall we move to this location?

Demolition and Dust Control

- Review our process of dust control and how floors, etc. are protect during construction. Any items that need to be saved? Take down all pictures, etc. off walls of adjacent rooms.

Bathroom Facilities

- Option of using a portable facility (Approx \$130.00 per month)

Security System.

- The system should be **turned off** including the smoke detectors during the project.

Children, Pets?

- Special needs or concerns?

Lock Box

- Assure we have a key, locate and install the lock box.

Client Issues**Communication**

- Discuss the possible need for an additional phone line. Explain how expedient communication will provide for much smoother management of their project. Verify clients' phone numbers, fax numbers, e-mail addresses and give them PM's business card and e-mail address.

Open Issues List

- Review an Open Items list and explain why it's important to the management of the project.
- The Project Manager will manage all open items from this point on.

Riding the Curve

- Job progress can appear to vary from day to day.
- Review the "riding the curve" graph in the Project Notebook.

"Lead in Your Home" brochure.

- Review brochure and have owner read, sign, and return it to you. This signed copy must go back into your Project Notebook.

"Pardon our Dust" letter

- Your neighbors will receive the PM's business card as well as a note explaining how to contact us if they have concerns.

Supplier pre-lien notice

Watch your mail for a certified letter from major suppliers explaining their lien rights.

Decision-making process.

- Who is our first point of contact and when do decisions go through the architect/designer?

Completion List walk-through.

- Review the punch list process fully.

Warranty

- After eleven months they will receive a letter from Vujovich asking for a list of warranty items.

"Client Assists"

- Review what client assist is and how it will be billed.

Client Concerns.

- Does the client have any other concerns, i.e., personal items, shrubs, flowers, yard, neighbors.

Vujovich Yard sign

- Determine the best location for our sign.

Talking with subs and employees

- Encourage the client to direct all questions to the Project Manager not to other Vujovich carpenters or subs. (This is to eliminate any feelings the client may have about managing their own project.) All questions should be written into the notebook if PM is not on site.

Dumpster Rules

The following is a list of items **not allowed** in the dumpsters due to landfill regulations:

- Furniture
- Brush and Yard Waste
- Logs/Tree Stumps
- Hazardous Wastes
- Full Paint Cans
- Mattresses
- Appliances
- Office Waste
- Household Trash/Garbage

Allowable Items in Dumpster:

- Construction Debris
- Carpeting can be 5% of a load
- Dirt, Cement, Brick can be hauled if dumpster is filled _ full due to weight
- Empty, dry paint cans
- Lumber scraps
- Cardboard