FACILITIES DIVISION

ACCS FORM 6-A

PRE-CONSTRUCTION CONFERENCE CHECKLIST

PROJECT NAME:			
ACCS PROJECT #		**DATE:**	
ANTICIPATED NTP DATE:		**MEETING PLACE:**	
ANTICIPATED COMPLETION DATE:		**MEETING TIME:**	

NA			
		1.	**INTRODUCTIONS**
○	○	**A.**	**Attendees have all completed Pre-Construction Sign-In Sheet (Name/Company/Telephone/Email)**
○	○	**B.**	**Define the Project Team - Introduction of all participants and their roles**
○	○	**1.**	College Personnel - Owner; ACCS Facilities; College
○	○	**2.**	Design Professional(s) - Architect's Representative(s); Engineer's Representative(s)
○	○	**3.**	Contractor(s) - Project Manager; Superintendent; Major Sub-Contractor(s)
		2.	**PROJECT CONTRACT**
○	○	**A.**	**ACCS Facilities Division authority**
○	○	**1.**	After bid there are no scope changes, change orders, etc without ACCS approval
○	○	**2.**	Acknowledgment of Understanding for Use of Allowances and Change Orders
○	○	**B.**	**Identify Contract Amount - Base Bid plus Alternates**
○	○	**1.**	Verify Alternates accepted
○	○	**2.**	Review of Allowance and Unit Prices
○	○	**3.**	Value Engineering
○	○	**C.**	**Verify end of Contract has everything checked**
○	○	**D.**	**Notice to Proceed Date**
○	○	**E.**	**Contract Completion Date**
○	○	**F.**	**Liquidated Damages will be processed as Change Orders**
○	○	**G.**	**Conformance Documents set of Drawings and Project Manual made available to contractor**
○	○	**H.**	**Approved Schedule of Values**
○	○	**1.**	How to correctly calculate the percentage of the schedule
○	○	**I.**	**Letter from manufacturer on long lead times**
○	○	**J.**	**Approved list of sub-contractors**
○	○	**K.**	**Approved Weather Days – How to correctly calculate weather days**
○	○	**L.**	**Contractor to provide building permit status**
○	○	**M.**	**Pay Applications**
○	○	**1.**	Pay Applications will be presented and reviewed in OAC meetings
○	○	**2.**	Pay Applications require the following attachments: **Schedule of Values**, **Construction Schedule**, **Progress Schedule**, and copies of any **Change Orders** requested for payment
○	○	**3.**	Any Pay Application with a Change Order shall have back up documentation before it can be reviewed
○	○	**4.**	All Final Pay Applications for Contractor and Design Professional will require ACCS Facilities Division review and approval
○	○	**N.**	**Change Order process**
○	○	**O.**	**Check on status of sales tax exemption certificate**
○	○	**P.**	**Davis-Bacon Act compliance**
○	○	**1.**	Contractor to post DBA and employee rights posters at visible, accessible spot at job site
○	○	**2.**	Design Team to verify weekly certified payroll reports on DBA forms
○	○	**3.**	College to cross-check payroll reports with DBA wages during Pay App approval
○	○	**4.**	College to perform random, confidential interviews with laborers to cross check actual pay rates and job classifications against submitted payrolls

NA	3. PROCEDURAL AND COORDINATION ITEMS
○ ○	**A. Contact information for Project Manager and Superintendent**
○ ○	1. If Project Manager or Superintendent needs to be replaced during the project, ACCS will need to qualify the new proposed individual(s) before they begin
○ ○	**B. Contractor's duty to coordinate work of separate contractors**
○ ○	1. CMa responsible for multi-prime contracts
○ ○	**C. Conduct of contractor's personnel**
○ ○	1. Construction crew members shall conduct themselves professionally at all times
○ ○	2. No interaction with faculty, staff and/ or students
○ ○	3. No foul language
○ ○	4. No smoking or use of tobacco products
○ ○	5. No drugs or alcohol
○ ○	6. No firearms on school property
○ ○	**D. Project sign and other job signs**
○ ○	**E. Overall phasing of the work**
○ ○	**F. Communication from College regarding dates and times of unavailability**
○ ○	1. Coordinate outages and work in existing building(s) with Owner
○ ○	**G. Use of site and existing building(s), access drive, keep existing exit paths open**
○ ○	1. Project limits as shown on drawings
○ ○	2. Building location(s) relative to critical property line, easement, setback, etc.
○ ○	3. Verify sanitary outfall before committing floor level
○ ○	4. Protecting trees
○ ○	5. Contractor must provide own dumpster(s) and cannot use facility dumpsters
○ ○	6. Parking for workers
○ ○	**H. Use of existing toilets or need for temporary toilet facilities**
○ ○	**I. Coordinate and utilities supplied by Owner**
○ ○	1. Where utility cut off valves are onsite in case of emergency
○ ○	**J. Material storage, lay down areas and staging areas**
○ ○	**K. Routine job cleanup**
○ ○	1. Secure job site (tools, materials, work)
○ ○	**L. OSHA - report all accidents - safety General Contractor's responsibility**
○ ○	**M. Contractors reminded of obligation to comply with the Alabama Child Labor Law and E-Verify**
○ ○	**N. Bring to our attention any issues revealed during work**
○ ○	**O. Exposed conduit, piping, ductwork, equipment, and wall penetrations visible from all building design elevations shall be concealed within the building envelope or screened as an integral architectural feature of the project design. All exceptions to this standard require documented ACCS written approval. Changes needed to correct such issues will be at the joint expense of the Architect and Contractor.**

NA	4. OAC MEETINGS FORMAT
○ ○	**A. Frequency of OAC meeting**
○ ○	**B. Architect shall coordinate, schedule, and conduct the OAC Meetings**
○ ○	**C. Agenda items to be included:**
○ ○	1. Review previous OAC meeting minutes
○ ○	2. Project Schedule (Critical Path, Delays/Justifications, Recovery Schedule, 2-3 Week Look ahead, Upcoming Inspections/Testing)
○ ○	3. RFIs and Submittals Log (Procurement and Materials)
○ ○	4. ASIs and Open Change Order Requests
○ ○	5. Allowances Log

NA			
	4.		**OAC MEETINGS FORMAT** (CONTIUED)
○	○	6.	Change Orders (Additional Days, Calculation of Weather Days)
○	○	7.	Pay Applications (Schedule of Values review, Percentage Completion, Progress Schedule)
○	○	8.	Job Site Logistics (Access, Site Use, Temporary Facilities, Deliveries, Cleaning, Safety Plans)
○	○	9.	Field Observations and Deficiencies Log
○	○	10.	Review Date and Time of next OAC meeting
○	○	11.	Site Visit after meeting
○	○	D.	**Architect shall complete the meeting minutes for circulation and for the Project Record**
NA			
	5.		**INSPECTIONS AND TESTING**
○	○	A.	**Advance notice for required inspections, must be requested 14 days in advance**
○	○	1.	Contractor to notify architect by email of date project will be ready for inspection by AHJ
○	○	2.	Contractor to verify that their own inspection has been completed before AHJ inspection
○	○	B.	**Cancellations of inspections may subject contractor to payment of any AHJ cancellation fees**
○	○	C.	**Other inspections required before work is covered**
○	○	D.	**Third-party inspections/special inspections**
○	○	E.	**Soil Testing**
○	○	1.	Soil compaction, soil type, lab tests, etc.
○	○	2.	Soil treatment, mix on site in presence of Superintendent
○	○	3.	Stock piling top soil (location and protection)
○	○	4.	Procedure if bad soil or rock is encountered, Geotech and special inspections
○	○	5.	ADEM land disturbance permits shall be required if site is over 1 acre
○	○	F.	**Below Slab/Underground Utility Inspection**
○	○	G.	**Footings and Foundations Inspection**
○	○	H.	**Concrete Slab Inspection**
○	○	I.	**Weatherproofing/Building Envelope Inspection**
○	○	J.	**In-Wall/Framing Inspection**
○	○	K.	**Gypsum Board Inspection**
○	○	L.	**Roofing Inspection**
○	○	M.	**Storm Shelter Inspection (if applicable)**
○	○	N.	**Above Ceiling Inspections**
○	○	1.	Required attendees: Contractor, Owner, Architect, MEP Engineers, Major Subs
○	○	2.	All work must be completed except for installation of ceiling tiles and/or hard ceilings
○	○	3.	Space must be conditioned
○	○	4.	Permanent power must be connected unless otherwise arranged
○	○	5.	Grease duct must be inspected and approved prior to fire wrapping
○	○	O.	**Life Safety Inspections (Elevator, Fire Suppression, Fire Alarm, Emergency Lights, ADA)**
○	○	1.	Required attendees: Contractor, Owner, Architect, Engineers, Major Subs, Local Fire Marshall
○	○	2.	Fire alarm certification
○	○	3.	Fire alarm monitoring requirements (who is listed as first responder)
○	○	4.	All sprinkler system valves must be electrically supervised
○	○	5.	Project Schedule (Critical Path, Delays/Justifications, Recovery Schedule, 2-3 Week Look ahead, Upcoming Inspections/Testing)
○	○	6.	Above ground and below ground sprinkler certifications
○	○	7.	Emergency and exit lighting tests
○	○	8.	Kitchen hood fire suppression systems must be complete and certified
○	○	9.	Fire alarm and fire sprinkler contractors must be permitted through the State of Alabama Fire Marshall's office. Provide permits

NA	5.INSPECTIONS AND TESTING (CONTINUED)	
○	10.	Flush/pressure test for new and/or existing fire hydrants
○	11.	Must have clear egress/access and emergency (for first responders) access to building
○	12.	Must have ADA access completed
○ ○	P.	**Substantial Completion**
○	1.	General Contractor's Roofing Guarantee and Manufacturer' s Roofing Warranties must be presented to Owner at Final Inspection and submitted with Certificate of Substantial Completion
○	2.	Certification of Structural Observations from the Structural Engineer of Record must be attached to the Certificate of Substantial Completion form
○	3.	Certificate of Substantial Completion/Final Inspection
○	4.	Advertisement for Completion for projects more than $100,000
○ ○	Q.	**Final Inspection**
○	1.	Completed certificate of structural engineer's observations (for storm shelter)
○	2.	Elevator inspection completed and certificate of operation provided by the State of AL Dept of Labor
○	3.	Boiler/vessels inspection completed and certificate of operation provided by the State of Alabama Department of Labor
○	4.	Elevators/Pressure Vessels must be inspected and approved by the State of Alabama Department of Labor prior to final inspection
○	5.	Release of retainage - 30 days after completion of advertisement
○ ○	R.	**Year-End Inspection**
NA	6.	**CONFERENCES**
○ ○	A.	**Storm Shelter**
○	1.	Required attendees: Contractor, Owner, Architect, Structural Engineer, Major Subs, Special Inspections Representative
○	2.	Completed and signed Contractor's Statement of Responsibility for Construction of Tornado Storm Shelter (Hurricane Shelter Where Applicable) along with the required Quality Assurance Plan (QAP) must be submitted to the Owner at or before the pre-construction conference
○ ○	B.	**Pre-Roofing Conference**
○	1.	Required attendees: Contractor, Owner, Architect, Roofing Sub, Roofing Manufacturer's Rep
○	2.	No roofing materials installed prior to conference
○	3.	Light gauge metal roof framing and/or wood truss framing to be inspected by structural engineer
○	4.	Roofing submittals and warranties must be approved by Architect prior to pre-roofing conference
○	5.	Roofing manufacturer must provide documentation that roof design and roofing materials meet code requirements for wind uplift and impact resistance
○	6.	Copy of sample roof warranty
○ ○	C.	**Pre-Asphalt Paving Installation and Expectations Meeting**
○	1.	Required attendees: Contractor, Owner, Architect, Asphalt Sub
○	2.	Review sequencing and schedule of paving and striping
○	3.	Schedule to make sure surrounding irrigation is 2 days before and 2 days after paving
○	4.	Subgrade, milled surface, underlying pavement surface has been approved for paving
○	5.	Review examples of expectations for finished project
○ ○	D.	**Pre-Landscape Sod Installation and Expectations Meeting**
○	1.	Required attendees: Contractor, Owner, Architect, Landscape Sub
○	2.	Review sequencing and schedule of landscaping materials
○	3.	Review expectations of cleared site, rough grade, top soil depth, finish grade and settled surface
○	4.	Review examples of expectations for finished project

NA			
		6. CONFERENCES (CONTINUED)	
○	○	**E.**	**Pre-Flooring Installation and Expectations Meeting**
○	○	**1.**	Required attendees: Contractor, Owner, Architect, Flooring Sub
○	○	**2.**	Review sequencing of the surrounding work (ceilings, walls, painting)
○	○	**3.**	Surrounding work completed before final flooring is installed
○	○	**F.**	**Pre-Closeout Review**
○	○	**1.**	Required attendees: Contractor, Owner, Architect
○	○	**2.**	Review timeline and checklist
NA			
		7. QUALITY CONTROL	
○	○	**A.**	**Concrete**
○	○	**1.**	Ready mix plant, file delivery tickets, slump tests, cylinders
○	○	**2.**	Surveyor to check foundation wall if location critical
○	○	**3.**	Quality of concrete work; concrete testing
○	○	**4.**	Inspections before pouring concrete
○	○	**B.**	**What is expected of masonry work, mortar additive**
○	○	**C.**	**Problems with hollow metal (install proper fire labels)**
○	○	**D.**	**Fire damper installation issues**
○	○	**E.**	**Potential conflict of mechanical and electrical equipment (shop drawings)**
○	○	**F.**	**Return air plenums (no combustibles)**
○	○	**G.**	**Protect mechanical and electrical items during interior work**
○	○	**H.**	**Coordinate with local fire authority to assure access to the building for firefighting equipment during construction and before final acceptance. Provide fire extinguishers as required.**
NA			
		8. PROJECT CLOSEOUT	
○	○	**A.**	**All items received by Owner before Final Acceptance will be issued**
○	○	**1.**	Closeout Documentation
○	○	**2.**	Final Pay Application, fully executed
○	○	**3.**	Conformance documents (digital copy)
○	○	**4.**	Owner acceptance of nonconforming work by Change Order
○	○	**5.**	Schedule of Attic Stock
○	○	**6.**	Letter from Design Professional certifying that the work is complete
○	○	**B.**	**All closeout documentation must be submitted per specifications**
○	○	**C.**	**Project Closeout Documentation**
○	○	**1.**	Warranties
○	○	**2.**	Lien Waivers
○	○	**3.**	Operation and Maintenance Manuals and Owner Training videos
○	○	**4.**	As-Built Drawings
○	○	**5.**	Submittals
○	○	**6.**	Tests and Reports
○	○	**D.**	**After Project Closeout, Contractor to submit Advertisement for Completion**
○	○	**E.**	**Sales tax savings (Alabama Department of Revenue)**
○	○	**F.**	**Warranty Document Information**
○	○	**1.**	Alabama Community College System
○	○	**2.**	Name of College
○	○	**3.**	Address/Name of College Building
○	○	**4.**	Contact Person: Office of the President

NA 9. OTHER (ADDITIONAL ITEMS SPECIFIC TO THE PROJECT)

1.	
2.	
3.	
4.	
5.	
6.	
7.	

ATTENDEES

NAME:	COMPANY:

APPROVALS

BY: _____ **DATE:** _____
SIGNATURE OF ARCHITECTURAL/ENGINEERING FIRM

BY: _____ **DATE:** _____
COLLEGE DESIGNATED REPRESENTATIVE

BY: _____ **DATE:** _____
SIGNATURE OF CONTRACTOR

BY: _____ **DATE:** _____
SIGNATURE OF REGIONAL FACILITIES DIRECTOR