**ROOF PRE-CONSTRUCTION**

**AGENDA**

**Agenda:**

Pre-Construction Meeting shall not be held until the *Contract Notice to Proceed* has been issued to both the Design Consultant and the Contractor.

1. **Attendees:**
2. Introductions
3. Design Consultant shall prepare and circulate an attendance sheet to obtain names, firms, phone numbers and/or e-mail addresses.
4. **Purpose:**
5. Coordinate efforts of all parties involved and provide a clear understanding of the Contract Documents.
6. **Project Description:**
7. Provide a brief overview of the scope of Work for the project and highlight any pertinent items in the documents that require special attention.
8. **Roof Specifications:**
	1. Preparation: All surfaces shall be free of all dirt, debris, loose materials and moisture prior to installation the new roof system.
	2. Protect wood blocking from weather on a daily basis. Moisture content of wood must be 19% or less. Treated lumber is not to be used on this project.
	3. Insulation: Any moisture in insulation is cause for rejection.
9. Roof drains cannot be plugged and must be functional at the end of every day.
10. Flashings should be installed daily and membranes should not contain voids, wrinkles or fish mouths.
11. Sheet metal should be installed as soon as possible to maximize roof working days.
12. **Coordination and Communications:**
13. Chain of Command: Campus Project Manager/Roof Design Consultant/Roofing Contractor/sub-contractors.
14. Coordination of work: all mechanical/electrical/roofing/structural/masonry/window/sheet metal work as applicable to project.
15. Notification of work: Notify Roof Design Consultant minimum 5 days prior to initial start of roof work.
16. Emergency Contact List: Provide list of all key personnel for campus, design consultant and roofing contractor. Discuss after hour contact procedure.
17. Contractor shall stop work and immediately notify the Design Consultant and/or Owner if asbestos is found.
18. Roof Protection: provide a watertight condition at the end of each day.
19. Contractor should photograph the building and grounds existing interior and exterior conditions and document any existing damages prior to the start of work.
20. Interior damage caused by any portion of the project work is the Contractor’s responsibility.
21. Building walls at staging areas shall be protected against possible damage.
22. Contractor is responsible to make sure their equipment has a fume elimination system to reduce asphalt fumes.
23. Contractor shall locate the asphalt kettle as far away from air intakes as possible.
24. Coordinate the shutdown of air handling units and provide temporary protection to eliminate asphalt fumes from entering the building.
25. **Schedule:**
26. Start and completion dates
27. Work hours and after-hours work (evening or weekend) and campus breaks.
28. Crew size ***[Insert minimum crew size anticipated]***
29. Liquidated damages apply if the work is not completed on time.
30. **Progress Meetings:**
31. Progress meetings will be held every ***[Insert week or every other week]*** on ***[Insert day of week and location].***
32. Contractor shall provide weekly updates and two week look ahead schedule of work.
33. **Prevailing Wages:**
34. Prevailing wages apply.
35. Prevailing wage rates must be posted on site.
36. Any work over 8 hours in a day and/or 40 hours in a week must be paid at 1 ½ time the base rate. Submit payrolls forms directly to campus Project Manager. (electronic format preferred)
37. Must be submitted not more than 14 days after the end of each pay period
38. Includes prevailing wage forms submitted for each subcontractor.
39. **Submittals:**
40. All required submittals shall be forwarded to and approved by the Design Consultant prior to performing work.
41. Any required permits or licenses must be obtained and posted on site with a copy sent to the Design Consultant prior to the start of work.
42. Contractor is responsible to schedule any state or local inspections/testing as applicable to the project.
43. Contractor shall provide letter of approval from state and/or local officials of inspections to the Design Consultant for the Owner’s file.
44. Color selections must be approved by the Campus Project Manager.
45. Provide asphalt and gravel samples for testing.
46. **Use of Facilities:**
47. Access to water and/or electricity, restroom facilities, food services, parking etc. will be addressed by the Campus Project Manager.
48. **Safety:**
49. Contractor is ultimately responsible for safety.
50. OSHA requirements, including fall protection shall be followed.
51. Provide copies of Material Safety Data Sheets (MSDS).
52. Ladders shall be taken down and locked or removed from the site on a daily basis.
53. Staging area(s) shall be fenced and secured at the end of each day.
54. Site shall be kept clean. Debris shall be removed from the roof on a daily basis. Removal of roofing debris shall be either directly by chute or hoist. There shall be no free fall of any debris from the roof area.
55. Extra precautions shall be taken to prevent roofing ***asphalt***, water, dust or other debris from entering the building.
56. Contractor is responsible to provide safe access at all building entrances and exits.
57. **Hot Permits:**
58. Hot permits may be required for welding, burning or grinding work, etc.
59. Permits are issued by campus Project Manager or Safety Director.
60. Permits are only good for a 24 hour period.
61. **Quality Control:**
62. There will be full-time construction observation
63. Daily observation reports will be issued
64. Testing of the roof construction will include aggregate testing, asphalt testing, and membrane testing.
65. Contractor’s responsibility to complete the Work per the project specifications.
66. **Material Storage & Staging:**
67. Material staging areas will be designated by the Campus Project Manager.
68. All materials shall be stored off the ground and fully tarped.
69. Factory wrap protection is not acceptable.
70. Any water damaged materials will be rejected and not allowed for use on the project.
71. There shall be no overloading of the roof with construction equipment or materials.
72. Deliveries shall be made to the Contractor or Sub-contractors and not to the campus receiving dock.
73. **Contract Modification Procedures:**
	1. Architect’s Supplement Instructions (ASI) may be issued by the Design Consultant for authorizing minor changes in the Work that do not involve adjustments to the Contract Sum or the Contract Time.
	2. Request for Information (RFI) - The Contractor may submit a RFI to the Design Consultant in order to get clarification of the drawings and specifications in the event of a conflict.
	3. Proposal Requests (PR) are issued by the Design Consultant at the request of the Contractor or Owner to detail the description of proposed changes in the Work that may require an adjustment to the Contract Sum and/or the Contract Time. Within 10 days of receipt the Contractor shall submit a quotation estimating a cost adjustment and/or a time adjustment to the Contract necessary to execute the change. Costs should itemize quantities of products required or eliminated and unit costs and a total amount of purchases and credits. Provide a complete itemized list of labor hours and rates.
	4. Construction Change Directive (CCD) is a written order directing a change in the Work either prior to or after agreement on adjustments. The Contractor may not submit

a change in contract sum on a pay application based on a CCD.

* 1. Change Order (CO) is the written vehicle to change the contract for either a Change in the Contract Sum and/or the Contract Time. Once approved, the Contractor may submit the change in Contract Sum on the next pay application after the work is complete.
	2. Include other requirements specific to the roof project.
1. **Payment Procedures:**
2. Submit copies of the Cost Breakdown/Schedule of Values to the Design Consultant a minimum of two weeks prior to the first application for payment.
3. Submit applications for payment to the Design Consultant for review and approval.
4. Use form Minnesota State 060 and attach AIA G702 and G703 Documents.
5. Payment retainage is 5 percent.
6. Changes in the Contract Sum cannot be included on applications for payment until a Change Order has been approved and the work has been completed.
7. Final payment will not be made until all completed IC-134 forms, warranties and other required closeout documents are received.
8. **Conduct:**
9. Workers shall conduct themselves in a professional manner.
10. No alcohol, tobacco or weapons are allowed on site.
11. **Record Drawings:**
12. Contractor shall maintain one record copy of the Drawings, Specifications, Addenda, Change Orders, approved submittals, shop drawings, field reports, etc. on site.
13. **Other:**
	1. **Jobs Reporting**