

PRE-COMMENCEMENT SITE MEETING AGENDA

Scheme Name:

Project No:

Location:

Date & Time:

Venue:

A G E N D A

- 1 Attendance.
- 2 Apologies for absence.
- 3 Brief description of the scheme - purpose of meeting.
Overall scheme needs prior to formal signing of Contract, Chairman's remarks.
- 4 Availability of materials/labour advance orders.
- 5 **Details of contract**
 - a Date of Commencement/Contract period
 - b Date of Completion
 - c Defects Liability Period
 - d Insurance Cover
 - e Drawing/Specifications/Required
 - f Contract Programme
- 6 **The Site**
 - a Location
 - b Boundaries
 - c Location of Compound/Site Huts
 - d Access to Site
 - e Contractors Parking/Messing/WC's/Telephones
 - f Screening
 - g Fire Precautions
 - h Health & Safety - Officer & Policy, Risk Assessments\Method Statements
 - i Services to Site/Site Strip
 - j Noise - Plant, Radios - Person nominated to stop works
 - k Drying out
- 7 **Personnel**

- a Main Contractor/Site Representatives/Identification
- b Sub-Contractors/Suppliers/Representatives
- c Clients
- d Project Managers/Supervisors
- e Hospital/Locality/Liaison Officer
- f Quality Control (as per relevant Section 3)
- g Clerk of Works
- h CDM Co-ordinator - CDM Regulations Health & Safety Plan/File

8 **Project Procedures**

- a Installation of Signs and Name Boards
- b Interim Valuation - Monthly
- c Architects/Supervising Officers/Instructors/Authorisations
- d Day Work Sheets
- e Overtime/Working Hours
- f Testing & Commissioning
- g Maintenance Manuals/As fixed drawings
- h Trust Rules & Responsibility of Contractors
- i Canteen Facilities
- j Letters of Intent/Project Contract Documents
- k Colour Schemes
- l Hot Work Permits

9 **Meetings**

- a Progress Meetings
- b Technical Meetings
- c Distribution of Minutes
- d Date of First Progress Meeting
- e Any Other Business