

**PRE-CONSTRUCTION CONFERENCE CHECK-LIST**

**Project:** New Winterboro High School - Package "B" - Building Construction

**Funding:** Local

**Location:** TBD

**Date/Time:** TBD

Please note that all items listed below may not be applicable to this project.

1. Introductions / Sign In
2. Owner's Comments
3. Preface / Pass Along To Others
4. Construction set of plans available.
5. Verify all alternates accepted. Not applicable.
6. E-Verify. Alabama Immigration Law. Be sure that all subcontractors comply with E-Verify requirements.
7. List of Sub-Contractors, submit for approval.  
A Complete list of sub-contractors must be submitted and approved by the Architect and Owner prior to any work commencing. Contractor cannot replace subs unless approved by the Architect and Owner (GCS 41)
8. Cost Breakdown and Progress schedule.  
Cost breakdown and progress schedule must be submitted and approved on proper state forms prior to first pay request.  
*Start: Completion Date: Days:*
9. Method of approving monthly pay request.  
Due by the 25th of each month. Architect will verify, sign and forward to Owner, who will forward to Building Commission, if applicable.
10. Change Orders Requests. No work prior to final approval; Architect can approve in writing if emergency.  
A. All changes in work are to be submitted via Change Order Request, regardless of monetary value.  
B. COR's must be submitted in sequential order on GC letterhead.  
C. All COR's must be broken down to the fullest degree, including breakdown of GC's cost by GC's labor, materials, subcontractor cost and OH&P. Subcontractor Cost must be documented with copies of quotes detailing OH&P included.  
D. COR's applied to allowances cannot include OH&P.  
E. Credit COR's must include return of OH&P.

- 11. Shop Drawings.**
- A. Submittal Schedule must be submitted to Architect at or before Pre-Construction Conference. Correlate this submittal schedule with the listing of subcontractors and with list of materials as specified in contract documents. The submittal schedule should be in chronological order following the critical timing of the approval of submittals in accordance with the Work Progress Schedule.
  - B. Submit all items proposed for use in work. Do not combine submittals with requests for substitutions
  - C. Must bear GC's action stamp as APPROVED OR APPROVED AS NOTED. Contractor shall review and stamp approval and submit shop drawings, product data and samples far enough in advance to allow ample time for Architect review. Color selections may take longer than actual submittal approval, but in any case will not be given via phone calls. If submittals are not marked as approved by the GC, they will be returned without action.
  - D. **Hard Copies:** Provide minimum of 5 sets for approval.
  - Digital Copies:** Provide via email to submittals@lathanasassociates.com. Do not send directly to Architect.
  - E. **Submittal Preparation:**
    - **Include the following information on transmittal / email.**
      - Date
      - Project Name and Architect's Project Number.
      - Name of the General Contractor and Contact within company.
      - Subcontractor/Supplier.
    - Clearly state **Number** and title of appropriate Specification Section and **Description** of item and if applicable
      - Name of the Manufacturer.
      - Model / Style of Item
  - F. Allow minimum of 10 days for architect/engineer approval.
  - G. Material shall not be fabricated or work performed without approval of respective submittal.
  - H. GC is to maintain copies of all approved shop drawings at the site and have available for architect and/or engineers at all times.
  - I. GC is to maintain a Submittal Log and present updated copy log at each OAC meeting.
  - J. **Important:** Contractor shall perform no portion of the work for which the contract documents require submittal and review of Shop Drawings, Data, Installer Qualifications, etc. until respective submittal has been approved by the Architect.
  - K. **Important:** Submittals are not Contract Documents and are not used to make changes in scope of project or intent of Contract Documents, and not used to request or IMPLY substitutions or to otherwise make changes in project requirements.
  - L. **Important:** The only changes that can be made to the project once it is bid, is through Change Order Requests and Approvals.
  - M. **Important:** After receiving approved digital submittals, General Contractor is responsible for printing and delivering 2 hard copies of the approved shop drawings to the Architect within 10 days. Submittals are not considered complete until 2 copies have been received.

- Pre-Construction Conference for Storm Shelter
  - Required Attendees: Contractor, Owner, Architect, Structural Engineer, Major Subcontractors, Special Inspections Representative
  - Inspection Requirements:
    - ✓ Signed construction contract
    - ✓ Verification of payment of permit fee
    - ✓ Contractor's Statement of Responsibility and Quality Assurance Plan (for storm shelter)
    - ✓ Fire Alarm Contractor's Certification (from State Fire Marshal)
    - ✓ ADEM permit, if more than 1 acre of land is disturbed
- Pre-Construction Conference
  - Required Attendees: Contractor, Owner, Architect, Major Subcontractors
  - Inspection Requirements:
    - ✓ BC Inspector must have already received Contractor's Statement of Responsibility and Quality Assurance Plan

**14. Inspection Minimum Requirements.** The following minimum requirements listed below are provided to aid the contractors and architect in determining if a project is ready for a required inspection.

- Inspections must be requested 14 days in advance.
- When the BC Inspector confirms the inspection time, the Architect will send an e-mail confirming the inspection time and date.
- Cancellations of any scheduled inspection must be received in writing by e-mail no less than 48 hours prior to the scheduled inspection. If an inspection is cancelled, it will be rescheduled subject to the BC Inspector's availability.
- If an inspection is cancelled less than 48 hours prior to the scheduled inspection, the re-inspection fee of \$1,500 will be charged.

**13. Advanced notice of required inspections.** The contractor will contact the architect by e-mail at [inspections@lathanassociates.com](mailto:inspections@lathanassociates.com) of the date the project will be ready for an inspection by the Building Commission: Pre-Roofing, Fire Above Ceiling, Final, and Year End. Special inspections shall be required for all work of the Storm Shelters and the Fire Water Lines. Schedule well in advance to prevent delays.

- B. Electronic CAD files are owned individually by each design professional according to discipline. If electronic CAD files or portions thereof are made available, be reminded that electronic CAD files can be manipulated and do not constitute the Contract Documents. The business of acquiring such files shall be between the contractor and the individual design professional. Fees may or may not be applicable. It shall be the Contractor's responsibility to investigate and procure at no added expense to the Owner.
- C. PDF files shall be made available to the General Contractor for use during construction.

**12. CAD Files / PDF** A. This project was bid under the assumption that electronic CAD files would not be available.

by the Architect. This may have a direct effect on pay requests or final payment.

15. **Above Ceiling Inspection by the Architect, Engineers and BC Inspector.** No above ceiling work is to be done after the Above Ceiling Inspection other than correction of deficiencies noted during the inspection. (Pre-Above Ceiling Inspection)

- Pre-Roofing Conference
  - Required Attendees: Contractor, Owner, Architect, Roofing Subcontractor, Roofing Manufacturer's Representative
  - Inspection Requirements:
    - ✓ Roofing submittals must be approved by the architect prior to pre-roofing conference
    - ✓ Roofing manufacturer must provide documentation that roof design and roofing materials meet code requirements for wind uplift and impact resistance
    - ✓ Copy of sample roofing warranty
- Above-Ceiling Inspections
  - Required Attendees: Contractor, Owner, Architect, MEP Engineers, Major Subcontractors
  - Inspection Requirements:
    - ✓ All work must be completed except for installation of ceiling tiles and/or hard ceilings
    - ✓ Space must be conditioned
    - ✓ Permanent power must be connected unless otherwise arranged with the BC Inspector
    - ✓ Grease duct must be inspected and approved by the BC Inspector prior to fire wrapping and Above-Ceiling Inspection
- Life Safety Inspections and Final Inspections
  - Required Attendees: Contractor, Owner, Architect, Engineers, Major Subcontractors, Local Fire Marshal
  - Inspection Requirements:
    - ✓ Fire alarm certification
    - ✓ Kitchen hood fire suppression system certification
    - ✓ General Contractor's 5-Year Roofing Warranty (ABC Form C-9)
    - ✓ Roofing manufacturer's guaranty
    - ✓ Above ground and below ground sprinkler certifications
    - ✓ Completed Certificate of Structural Engineer's Observations for storm shelters
    - ✓ Emergency and exit lighting tests
    - ✓ Fire alarm must be monitored
    - ✓ Elevator Inspection completed and Certificate of Operation provided by the State of Alabama Department of Labor
    - ✓ Boiler/Vessels Inspection completed and Certificate of Operation provided by the State of Alabama Department of Labor
    - ✓ Flush test for underground sprinkler lines (witnessed by local fire marshal, fire chief and/or BC Inspector)
    - ✓ Flush/pressure test for new and/or existing fire hydrants
    - ✓ Must have clear egress/access and emergency (for first responders) access to building
    - ✓ Must have ADA access completed
- Year-End Inspections
  - Required Attendees: Contractor, Owner, Architect, Engineers and /or Major Subcontractors may also be required to attend
  - Inspection Requirements:
    - ✓ Owner's list of documented warranty items

16. **Other inspections required before work is covered.**  
 Local inspectors may require a full range of inspections on this project; footings, under-slab, etc. A wall inspection will be held before any finish paints are applied.
17. **Inspection report distribution.**  
 Architect will submit field reports promptly to the Owner, GC, State Building Commission Inspector. Architect will fill in all blanks on the field report form.  
 (GCS 16 & MP 8D)
18. **Record drawings, definitions of procedures.**  
 G.C. is to keep all changes made in the field red lined daily. Cut and paste all addendums onto the plans at their respected locations. One clean set of plans is to be secured at the job trailer at all times for review by all interested parties. This set with changes could be used as the record drawings. Final pay approval is subject to receipt of these as-built drawings.
19. **Project sign and other job signs.**  
 State required sign is the only sign allowed on project.  
 Job trailers with contractor and/or sub-contractor names are allowed.
20. **Overall phasing of project.**  
 Superintendent is responsible to plan ahead in order to avoid delays and conflicts. GC is to advise Architect on delays of critical path items. Superintendent is to be on site at all times when any work is in progress; no exceptions (GCS 6A & B)
21. **Contractor's duty to coordinate work of separate contractor.**  
 Contractors employed by others for installation of data, computer and etc. (GCS 40D)
22. **Use of existing site, building and access drive.**  
 A. Use of existing building site for lay down is to be determined by local owner and Architect. Local owner will advise contractor on proper route to site. Material delivery times are to be made as to not interfere with the school bus schedule. Area is to be reviewed after this meeting, if necessary. Maintain traffic flow.  
 B. No workmen are allowed in existing building, unless prior approval is granted by the Owner and arranged by the General Contractor. There is to be no communication between workers and faculty/staff or students; through vocal, looks, stares or body language.  
 C. Since most projects are hard hat areas, the worker's name will be on his/her hat for identification purposes.  
 D. If a faculty/staff member or student is causing a problem with a worker, the worker is to report the incident to the Project Superintendent. The Superintendent should then report the incident to the Owner. Under no circumstances should the Worker try and handle the problem by him/herself.  
 E. There is to be no profanity on the job site.  
 F. School Lunch  
 G. Use of existing site, building and access drive.  
 H. Workmen are expected to dress appropriately. Tee-shirts are expected to be non-offensive to all parties.

- 1. State school properties are tobacco free areas. No smoking, chewing, or dipping of tobacco products are allowed.
- J. State school properties are drug free areas. Vehicles are subject to search and seizure by law enforcement authorities.
- K. Firearms are not allowed on school property. Cased, uncased, loaded, or unloaded.
- 23. **Use of existing toilets.**  
There will be no use of existing toilets. G.C. is to provide proper number of toilets for all workers. School telephone is off limits.
- 24. **Coordinate any utilities supplied by the Owner / New equipment.**  
Existing sites, normally water only.  
Coordination - OAC/Sub Meetings  
New equipment utilities may be different than those existing utilities that the design is based upon. Coordinate with actual equipment cut sheets.
- 25. **Coordinate outages with Owner.**  
Provide as much notice as possible. Superintendent is to verify that coolers and freezers are back on line. Coordinate with key testing date, do not disrupt on-going school operations.  
*Roofing fumes must be minimized with afterburner.*
- 26. **Keeping existing exit paths open.**  
Required exits are to be maintained at all times.
- 27. **Routine job clean up.**  
Debris is to be removed daily/weekly from building and site. Do not allow dumpster to spill over. Burning of trash on site is not allowed. (GCS 48, A & C)
- 28. **Safety is General Contractor's responsibility.**  
As a courtesy, advise the Architect if there has been a problem.
- 29. **Project limits.**  
Defined on drawings.
- 30. **Building location relative to critical property line. Easements, Setbacks, etc.**  
Review with Architect before starting work.
- 31. **Location of property lines, corners, etc.**  
Review with Architect before starting work.
- 32. **Verify sanitary outfall before committing to floor level.**  
Plumber is to advise Superintendent ASAP and Superintendent is to notify Architect if there is a problem.
- 33. **Procedure if bad soil is encountered.**  
Contact Architect immediately.
- 34. **Stockpiling top soil.**  
On existing sites, location is to be approved by the Architect and Owner.
- 35. **Protect existing trees, shrubbery, landscaping, sidewalks, curbs and etc.**  
GC is to leave existing site in same condition as when project started.

36. **Soil compaction, type soil, lab test, etc.**  
Geotechnical Engineer is to approve compaction. Soil type is listed in the specs. For lab tests, refer to the specs. Testing disclosure.
37. **Soil Treatment.**  
Soil treatment provider is to come to the site with empty tank. Use on site water. Superintendent is to witness the treatment container seals broken and mix prepared. No pre-mixed material is to be brought to the site.
38. **Surveyor to check foundation wall. Location is critical.**
39. **Ready mix plant, file delivery tickets, slump and cylinder test.**  
Protect cylinders until tested. Superintendent is to have on file, at all times, the delivery tickets, slump and cylinder test results.
40. **Quality of concrete work. Concrete testing.**  
Concrete is to be free of hollows and humps. Finish floor areas are to be no more than 1/8" in 10'. Review specs for slump requirements. Do not add water to concrete without approval of Geotechnical personnel.
41. **Inspection before pouring concrete.**  
Two (2) day notice is required before you pour footings. Architect must approve all concrete placement. Pictures are not acceptable. Prior to footing inspection, all footings will be cleaned of loose soil, debris, and water. Steel is to be properly tied and supported.
42. **What is expected of masonry work, mortar additive.**  
All masonry work shall be as stated in the specs. Full head and bed bull-nose outside corners. Joints are expected on both sides of the units. Pre-formed corner tees, durwall and flashing are required. Mortar mix shall be made with same proportions everyday throughout entire project, using appropriate measuring devices. For tooling of brick or block, refer to specs. No brick or block less than a half unit is allowed at any opening. Full head weeps at 32" on center. All substandard masonry will be removed. Cull blocks; do not lay chipped blocks. Cut holes for electrical outlet boxes the proper size; caulking and oversized plates are not allowed.
43. **Problems with hollow metal (install proper fire labels).**  
Do not paint fire labels. Labels will be attached; rating is to be embossed in minutes and/or hours. (ABC Code 170X-07)  
Specs require coating the interior of the frames. GROUT frames solid.
44. **Pre-roofing conference. No roofing materials installed prior to conference.**  
Contractor, manufacturer and applicable suppliers are required to be present.
45. **G.C. is to have copies of all required roofing warranties in hand at the final inspection. i.e. Manufacturers' and Alabama Building Commission Five Year warranty issued by the General Contractor and the Roofing Subcontractor, ( which is to be dated the date of the substantial completion), or final cannot be held.**
46. **Potential conflict of mechanical and electrical equipment.**  
It is the responsibility of the GC to coordinate the installation of all equipment where a conflict may occur. G.C., HVAC, Plumbing and Electrical subs are to read their sections of specs. Each foreman is to sign their section on the master copy, which is kept in the job trailer.
47. **Problems with fire damper installations.**  
Installation of the dampers will be as shown on the plans. All other installation procedures will be

- unacceptable.
- A. Fire stop material; workmen must be certified to install firestop material. Firestop system must be a UL approved assembly. (See manufacturers' manual).
  - B. Stencil all fire walls, both sides every 20ft.
- 48. Certificate of Substantial Completion.**  
 Architect will provide at the final inspection, provided contractor has copies of all roof warranties and the fire alarm certification.
- 49. Project Closeout Procedures / Final payment.**  
 A. Warranties must be effective the Date of Substantial Completion. All warranties must identify the product covered.  
 B. Operating and maintenance manuals. All training required for the MPE fields will be completed prior to the final request being released.  
 C. As-built drawings.  
 D. Other requirements. G.C. is to make a list of all over-stocks that are required by specs and have at final for B.O.E. signature and acceptance.  
 E. Final Payment. Punch list items must be completed to the Architect and Building Commission Inspector's satisfaction, all close out documents must be received by the Architect, all change orders must be fully executed and Certificate of Substantial Completion must be fully executed before final payment is made. (GCS, 34A & B, MP 7 G4)
- 50. Advertisement of Completion. Start ad after substantial completion.**  
 A. 1 week for projects valued less than \$50,000.00.  
 B. 4 consecutive weeks for projects exceeding \$50,000.00.  
 C. General Contractor is responsible for placement and payment of advertisement.
- 51. Time Extensions.**  
 The GC can submit time extension request to the Architect on a weekly basis, with reasons for extension. Delays caused by rain, must exceed the five year average. (GCS 23).
- 52. Quality Control.**  
 Urinals 17" A.F.F. Flush valves at wide side. Rigid conduit under slab. Fire strobes 80" to bottom, within 15' of exits.
- 54. Requests For Information (RFI'S)**  
 A. All RFI's must be numbered and made in writing to the Architect's email [rfi@lathanasassociates.com](mailto:rfi@lathanasassociates.com) by the General Contractor. Please include your name, company name, telephone number, and fax number so that we may respond appropriately. Verbal RFI's will not be answered. All RFI's must be in writing.  
 B. The Architect will not accept RFI's directly from subcontractors or vendors.  
 C. The Team List provided within the Specification Manual is for informational purposes only and should not be used to contact Engineers and/or Consultants directly with questions regarding the project.  
 D. All questions that need to be directed to an Engineer / Consultant must be routed through the Architect's office. If applicable, the Architect will contact the appropriate Engineer / Consultant for information.



E. Bids shall be based upon the official Contract Documents consisting of Plans, Specifications and Addenda. Architect assumes no responsibility for information used by Contractors outside the official Contract Documents.

