

Pre-Construction Meeting Agenda

Template Rev. 07/02/24

(Project Number) – (Tenant) – (Project Name)
Project Manager: (Name) – (Dept./Company) (Email) (Phone)
Contractor: (Company), (Contact Name) (Email) (Phone)
Date/Time:

Instructions: Please only fill in the highlighted fields (if applicable).

1) Introductions

a) Status of Contract

- i) Start of Construction:
- ii) Anticipated Completion Date:

2) Equal Employment Opportunity

- a) Contractor will not discriminate against any employee because of race, color, religion, sex, or national origin (non-compliance may result in a cancellation of the contract)

3) Plans and Specifications

a) Review scope of work

- i) (insert scope of work here)

b) Sequencing / Staging

- i) Access -
- ii) Staging area

4) Construction

Note: not all items may be applicable to the project

- a) Establish relationship of Owner, and Contractor
- b) Inspection & material testing responsibilities
 - i) Contact City of San Jose Public Works Inspectors for code inspections
- c) No work covered until approved by inspector
- d) Contractor to acquire all applicable permits and licenses
- e) Contractor to provide protection and restoration of property
- f) Contractor to keep all paved areas clear of FOD during all construction activities
- g) As-built (red-lined) drawings provided by Contractor at end of project
- h) Contractors responsibility for damages suffered as a result of weather
- i) Contractor shall conduct weekly progress meetings with meeting minutes, including a three week look ahead schedule
- j) Contractor shall e-mail RFI's, Submittals, etc. to the Architect of Record (AOR) for review, and copy the Owner's representative Kirk Ruffo (kruffo@sjc.org), Emily Kwok (ekwok@sjc.org) & May Lu (mlu@sjc.org) for only items that require Airport input.

5) Planning and Development

Note: not all items may be applicable to the project

- a) Mall Walls (details listed in the Tenant Improvement Design Criteria on SJC website)
- b) Utility Shutdown Request Form (on SJC Website)
 - i) Electrical Shut-downs (2 WEEK NOTICE; MOP must be approved by SJC)
 - ii) Fire Shut-downs (2 WEEK NOTICE; MOP must be approved by SJC)
- c) Regular Notices of Work (Minimum 3 business days notice)
 - i) Material delivery, work in sterile area, etc.
- d) FAA Form 7460-1 (if applicable)
 - i) Will a crane be required any any point during the construction process?
 - ii) Can take up to 60 business days for approval
 - iii) Airport would like to do preliminary review before submission to FAA
- e) Hot Work Procedure
 - i) See website: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>
 - ii) Hot Work also 2 weeks notice
- f) Laydown and Dumpster Areas
- g) After-Hours Work

6) Safety

Note: not all items may be applicable to the project

- a) **Traffic Control Systems**
- b) **Possible hazards**
 - i) Spillage from construction vehicles
 - ii) FOD on airside

7) Airport Security

Note: not all items may be applicable to the project

- a) Submit a security plan for approval at least 1 month prior to start of construction
- b) Restrictions on AOA work
- c) Any issues that occur during construction call Airport Operations Center, (408) 277-5100
- d) Escorting – sight and sound required when escorting personnel or vehicles
- e) Badges – Airport property, must turn in within 30 days of project closeout or lost badge fee assessed
- f) Sterile Area – Restrictions on items
- g) **Points of contact**
 - i) **Who are the points of contact for construction?**
 - ii) **Who can Operations call 24/7 for issues and what is the priority?**

8) Parking

- a) Coordinate with Operations for approved parking locations
- b) Deliveries – restrictions on Airside/Landside deliveries

9) Inspections

- a) Complete the Code Inspection Request Form (one per trade)
- b) In an email message, type the trade into the subject line (i.e. Structural, Electrical, Plumbing etc.)
- c) Attach the PDF or IRF and email to PWCodeinspections@sanjoseca.gov 48 hours prior to the required inspection

- d) The appropriate trade inspection will confirm inspection request within 24 hours of receipt.

10) Project closeout

- a) Final Walkthrough Inspection
- b) Punch list Items
- c) Provide Airport with a copy of final signed-off permit card
- d) Provide Airport with a digital copy of updated as-built CAD drawings as well as a PDF copy of AOR reviewed record drawings.
- e) For concession refreshes/new construction: update labeling of all utilities (gas meters, sanitary/grease lines, network cabling, fire systems, etc.)

11) Other issues/Comments

