

1. Attendees: Authorized representatives of Owner, Engineer, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Contractor shall furnish the following prior to his first payment:

- a. Cost breakdown (Schedule of Values), shall be in standard Construction Specifications Institute format.
- b. List Sub-contractors and major suppliers
- c. Information listed in Paragraph 7.1 of the Supplementary Conditions.
- d. Construction Schedule as defined in 3.10.2 of General Conditions and Supplementary Conditions.

No payments to the contractor shall be made until this information is provided.

3. Agenda: Discuss items of significance that could affect progress, including the following:

- a. Designation of key personnel and their duties.
- b. Change Orders.
- c. Invoice Procedures.
- d. Prior Approval.
- e. Testing Lab, Procedures for testing and inspecting.
- f. Project Sign.
- g. Meetings.
- h. General Correspondence.
- i. Shop Drawings.
- j. Procedure for keeping Record Documents.
- k. Security.
- l. User's occupancy requirements.
- m. Location of staging areas and use of the premises.
- n. Parking availability.
- o. Location and type of temporary facilities and utilities.
- p. Responsibility for temporary facilities and controls.
- q. Office, work, and storage areas.
- r. Equipment deliveries.
- s. Outages/Interruptions of Services.
- t. Work restrictions.
- u. Working hours.
- v. Progress cleaning.
- w. Safety and First Aid.
- x. Use of any Asbestos Containing materials is prohibited.
- y. Pre-Closeout Conference.