

March 6, 2026

Meeting date/time : March 25th @ 1pm

Pre-Construction Meeting Agenda

STPSB Project No. 1919 Gymnasium HVAC and Roof Replacement at Covington Elementary School

1. Summary of work. This project consists of the removal and installation of 2 new HVAC roof top units. The roof shall be re-roofed over the stage area of the gymnasium.
2. Staging area.
 - a. Finalize limits of staging area and coordinate with STSB.
3. Site access:
 - a. Owner will occupy site and existing buildings during construction period. Perform work so as not to interfere with Owner's day-to-day operations.
 - b. Maintain access to existing roads, ...etc.
 - c. Provide not less than 72 hours notice to Owner of activities that will affect Owner's operations.
 - d. Work shall generally be performed outside the building during normal business hours.
 - e. Smoking is not allowed on STSPB property.
 - f. Workmen to wear same color shirts on jobsite.
 - g. Deliveries and daily access.
4. Utilities
 - a. Use of Owner's property, power, water, telephone & other facilities
 - i. Provide temporary water closet.
 - ii. Notify Owner of any outages
5. Job site attire: All contractor employees and subcontractors workers shall wear a shirt/tee shirt with their respective company information printed on the shirt.
6. Job Site Noise & Dust Control
 - a. Respect users (students, employees, neighbors), no loud music or foul language
7. Scheduling / Coordination
 - a. Construction Duration
 - i. Construction time is 45 days.
 - ii. Complete all construction prior to beginning of 2026-2027 school year.
 - iii. Notice to proceed.

8. Meetings & Inspections
 - a. Permits
 - b. Site Inspections
 - c. Progress / Coordination Meetings

9. Quality Control
 - a. Contractor's responsibility
 - b. Owners expects good quality
 - c. Unacceptable work

10. Submittals
 - a. Email all submittals to info@dammonengineering.com
 - b. Response time

11. Request for Payment
 - a. Number of copies to be submitted. 2 original signature copies.
 - b. Accompanied by updated schedule if changes.
 - c. Lien releases
 - d. Stored materials
 - i. Must be suitably stored and per manufacturer's recommendation when applicable
 - ii. Off-site - copy of invoice & applicable insurance.
 - iii. On-site - copy of invoice
 - e. Review at monthly progress meeting

12. Modifications and/or Changes
 - a. Must have prior approval from Architect/Engineer before proceeding with changes
 - b. Steps
 - i. RFI
 - ii. Contractor or architect cost proposal
 - iii. Construction Change Directive
 - iv. Change Order
 - c. Mtg. to discuss CO's & proposals as necessary

13. Claims & Delays
 - a. Process explained in contract documents
 - b. Liquidated damages - \$500 per day

14. Construction Methods and Safety Procedures (Comply with OSHA)
 - a. Means & Methods are the contractor's sole prerogative
 - b. Safety is responsibility of the contractor.
 - c. Safety & construction signs are contractor's responsibility

15. Substantial Completion
 - a. Contractual obligations fulfilled

- b. Formally notify Architect or Engineer for substantial inspection
 - i. Include list of incomplete items
 - c. O&M manuals - Submit as package, not bits & pieces
16. Final Acceptance / Closeout
- a. Contractual obligations fulfilled including Consent of Surety and Contractor's Affidavit
 - b. Date Architect/Engineer signs final pay request unless otherwise approved in writing
 - c. Formally notify Architect/Engineer for final inspection
 - d. Punch-list needs to be signed & returned to Architect/Engineer