

STANDARD OPERATING PROCEDURE # FAC 3.007**Subject: Project Pre-Construction Procedures**

Purpose and Scope: To establish a procedure that enables FP&C staff to consistently and efficiently prepare and conduct formal or informal pre-construction meetings.

Policy: All project managers are required to conduct or facilitate a pre-construction meeting for all projects. For special state funded and Capital Improvement Trust Fund (CITF) projects Procurement & Contracts attendance is required. The design consultant may conduct the pre-construction meetings with input from the Project Manager and Director, FP&C.

Procedures:

1. Prior to commencing work on the site, the Contractor/Construction Manager shall attend a pre-construction conference with the Design Professional, the UWF Project Manager and other University Representatives.
2. Construction Team attendees shall include all project staff (project manager, superintendent(s), project engineer(s), senior project manager-if applicable), plus major trade subcontractors.
3. The UWF project manager shall arrange for attendance by department/user group; Facilities Maintenance, Building & Grounds Services; ITS; Parking & Transportation Services; Environmental Health & Safety Services; Utilities; and FP&C.
4. Parties will discuss the administration, logistical, fiscal and procedural requirements for the project work.
5. Design Professional shall record & distribute minutes.
6. The project manager should utilize the attached template and provide as a handout for the contractor/design professional.

Developed by: Facilities Planning & Construction

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