

FIP CONSTRUCTION, INC.

QUALITY CONTROL PROGRAM



FIP Construction, Inc.
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203.271.0356t • 203.272.5073f
www.fipconstruction.com

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I QUALITY CONTROL PROGRAM



QUALITY CONTROL PROGRAM

It shall be the responsibility of all FIP project supervisory and management personnel to ensure that quality materials and workmanship are incorporated in the project according to the Contract Documents. The project Superintendent is responsible for initiating, administering and executing the Quality Control Program and has the ultimate responsibility for the quality of the work installed by FIP and its Subcontractors.

I. Documentation

Drawings and Specifications

All Superintendents shall keep a current, full-size working set of drawings including all SK's and/or changes at the job site. This set is in addition to the as-built documents, which shall also be kept current. Updated SK Logs shall be kept current and stored with all SK's in a three-ring binder at the job site. Half sizes are great on the site only. Elevations, floor plans, site plans and other pertinent drawings shall be posted on the field office wall for reference. Specifications shall be placed in a three-ring binder and tabbed. All specifications shall be reviewed and highlighted for easy recall prior to commencement of work.

Submittals and Shop Drawings

The Superintendent is responsible for reviewing and familiarizing themselves with all submittals and shop drawings. At least one copy of the final approved submittals shall be maintained in the job-site files. At least one copy of all approved shop drawings shall be maintained on plan racks.

Scheduling

The Superintendent shall review the initial schedule for sequencing and milestones and provide feedback to the Project Manager within the first two (2) weeks of the project. The project schedule shall be updated monthly and posted on the field office wall at all times for reference. Two-week schedules identifying milestones will be updated weekly and distributed to all prime Subcontractors. These schedules shall identify Subcontractors, durations, tasks, dates and overlaps. Two-week schedules shall be reviewed during the project's weekly Subcontractor meetings and posted in the field office. All delays in schedule shall be documented to the Project Manager and the Vice President Construction.

Daily Reporting

Daily Construction Report: The Superintendent shall provide a Daily Construction Report for each day. All reports shall be e-mailed to the Project Manager and the Vice President Construction at the main office and saved to the Y-drive in the appropriate file each day.

Telephone Verbal Conversation Confirmation (TVCC) shall be used to detail directives which change the Contract Documents.

Requests for Information (RFI): All RFI's shall be typed on the standard FIP form. Each RFI should be specific and come with a proposed solution. RFI's should be forwarded to the Project Manager and passed on to the appropriate consultant(s). RFI's shall be logged into the RFI Log.

Non-Compliance Form: These are to be used to record poor workmanship and/or substandard products.



Backcharge Notification: This form shall be used daily to record supplemental help given to a Subcontractor who can not perform their responsibilities in a timely manner.

Erosion Control Log: This form shall be updated as necessary.

Visitor Register: The Visitor Register shall be kept at the field office entrance to record all visitors including town inspectors, special inspectors, testing labs, consultants, and all other visitors.

A copy of all documentation shall be provided to the Vice President Construction.

Weekly Reporting

As-builts are to be updated on a weekly basis.

Corrective/Incomplete Work: This is a list of items in need of repair or replacement. It shall be kept by division and reviewed by Subcontractors weekly.

Photographs: The Superintendent will take minimally 20 pictures weekly. All pictures shall be saved in the Y-drive and appropriately labeled on a weekly basis.

Lost Day Logs: These logs shall be updated weekly for all delays.

Concrete, Purchase Order, Brick/Block and all other logs shall be updated weekly.

All documentation shall be saved weekly in the appropriate file in the Y-drive.

Monthly Reporting

Call before you dig.

Superintendent's meeting is held the first Wednesday of the month at the FIP Operations Facility. General operations, safety and quality control issues shall be reviewed at each meeting.

All documentation shall be saved weekly in the appropriate file in the Y-drive.

II. Meetings

Pre-Construction Meeting

Approximately one (1) week prior to the start of work, the project Superintendent shall schedule a pre-work meeting with each trade. The Superintendent, Project Manager, the Subcontractor's Superintendent/Foreman, and the Subcontractor's Project Manager shall attend the meeting. The purpose of this meeting is to review the project documents, area of work, schedule, means and methods, subcontract provisions, submittals, shop drawings, etc.

Job-Site Subcontractor Meeting

A meeting will be held at the job site with Subcontractors once a week or as directed by the Superintendent. Minimally, FIP's Superintendent and the Foreman or Project Manager of all Subcontractors with work to be completed over the next two weeks must attend the meeting. Additional Subcontractors may attend as determined by the Superintendent. The

Superintendent will chair these meetings and the agenda will follow the FIP Subcontractor meeting format. The Two-Week Look Ahead schedule will be reviewed at this meeting. Safety and quality issues will be reviewed and all non-compliant or marginal work will be discussed along with corrective actions to be taken.

Mechanical Coordination Meeting

A meeting with all mechanical Subcontractors as well as their Project Manager and field Superintendent shall take place prior to commencing any mechanical rough. Coordination drawings will identify all potential conflicts both above ceiling and in walls. All mechanical Subcontractors shall sign off on coordination drawings.

Project-Specific Meeting

The Superintendent shall initiate a meeting with Subcontractors to coordinate work with other trades, review schedule conflicts, resolve quality issues or bring resolution to specific concerns.

III. Inspections

Thorough and timely inspections, reporting and follow-up on reports are essential to controlling the quality of the work installed. This manual contains several checklists for this purpose; however, there is no substitution for a working knowledge of the Contract Documents. The following inspections shall be performed on all projects. All reports shall be copied to the main office and filed in the field trailer. All marginal work shall be corrected and re-inspected. If it is necessary to use a notice of non-compliance, copies shall be distributed to the Subcontractor, Project Manager and Vice President Construction.

Daily Inspection

All areas of work shall be inspected daily to ensure proper sequence, quality and conformance to the Contract Documents. The checklists included in this program are to serve as a guide for these inspections. All completed checklists are to be kept in a three-ring binder in the field office. All deficient work shall be reviewed with the Subcontractor and corrected immediately or incorporated into the Corrective/Incomplete Work list for the project. Superintendents shall plan activities to allow for a minimum of three (3) hours each day to review job progress and work in place.

Weekly Inspections

The Vice President Construction and/or Designated Project Leader (DPL) will inspect the project on a weekly basis. A written observation report will be completed and distributed to the project team.

Project Stage Inspections

The following comprehensive inspections shall take place during the course of the project:

- Pre-Sheetrock Inspection
- Above-Ceiling Inspection (Pre-Tile)
- Pre-Final Inspection
- Site Work Pre-Final Inspection



IV. Subcontractors

Meetings, inspections and reporting are essential to controlling the quality of Subcontractor work. In this regard, the following shall be used as a minimum requirement:

Pre-Construction

A pre-construction meeting shall be held with each Subcontractor prior to beginning work. During this meeting, the Subcontractor shall designate an on-site supervisor who shall be responsible for the quality and safety of their work. The purpose of this meeting is to review the project documents, areas of work, means and methods, safety procedures, schedule, submittals (data on site), and shop drawings. At this time, all Subcontractors will be introduced to the mailbox system.

Contract Documents

A complete set of Contract Documents, with all current changes, shall be maintained in the field at all times.

Reporting

A Subcontractor Daily Report Form is to be used by all Subcontractors for reporting work each day. Defective work and corrective actions being taken should also be addressed in the appropriate section. Reports must be recorded daily and left in the project Superintendent's mailbox. All corrective action reports require a written response as to the corrective action to be taken.

Inspections

The project Superintendent shall inspect all contract work to determine if the work complies with the Contract Documents and whether it has been completed in a quality and workman-like manner. The Subcontractor shall leave sufficient time (minimum 24 hours) for all inspections as outlined in the FIP Quality Control Program before the next sequence can begin. Any non-compliant work or work found to be of poor workmanship should be corrected for re-inspection. Written documentation of all repairs or discrepancies is required within 48 hours.

Protection

It is the responsibility of each Subcontractor to provide temporary protection of all finishes provided by them until the date of Substantial Completion.

Clean-Up

All Subcontractors shall maintain a progressive cleanup daily. 24-hour notification will be given to all non-compliant Subcontractors, then backcharges will be assessed.

II SCHEDULE

III DAILY REPORTING



DAILY CONSTRUCTION REPORT

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
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PROJECT :		TODAY'S DATE:			REPORT NO.:
JOB NO.:		E-MAILED TO OFFICE:	DATE:	TIME:	
SUPERINTENDENT:		WEATHER: Clear Sunny Fair Drizzle Rain Snow			
PROJECT PHONE:		TEMPERATURE AT:			
PROJECT FAX:		7:00 A.M.:	°	3:30 P.M.:	°

PROJECT ACTIVITIES SUMMARY:	LEAD/ FOREMAN	OTHER	ACTIVITIES COMPLETED
General Contractor: FIP			
Site Work:			
Equipment operated:			
C.Y. in/out:			
Concrete:			
C.Y. poured/location:			
Rebar delivery/pump time:			
Masonry:			
Block laid/bricks, etc.			
Steel:			
Carpentry:			
Roofing:			
Squares:			
Glazing:			
Plumbing:			
Fire Protection:			
HVAC:			
Piping:			
Ductwork:			
Controls:			
Electrical:			
OTHER TRADES:			
1)			
2)			
3)			
4)			
5)			
TOTAL PEOPLE ON SITE:			

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

OFFICIAL VISITS/TELEPHONE DISCUSSIONS	WHO?	NATURE OF BUSINESS/CONVERSATION/ TELEPHONE ISSUE
Owner:		
Architect:		
Civil/Structural/MEP Designer:		
Town Building Inspectors:		
Town Fire Marshal:		
Testing Agency:		

MAJOR PROBLEMS ENCOUNTERED:	OTHER VISITORS:
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

REQUEST FOR INFORMATION SENT (RFI'S) #'S (ATTACH TO REPORT): _____

DELIVERIES RECEIVED (WHAT/WHEN):	QUALITY CONTROL INSPECTIONS:

FIELD NOTES

PROJECT & JOB NO.:

TODAY'S DATE:

PROJECT ACTIVITIES SUMMARY:	Notes
General Contractor: FIP	
Site Work:	
Concrete:	
Masonry:	
Steel:	
Carpentry:	
Roofing:	
Glazing:	
Plumbing:	
Fire Protection:	
HVAC:	
Electrical:	
OTHER TRADES:	
1)	
2)	
3)	
4)	
5)	

OFFICIAL VISITS/TELEPHONE DISCUSSIONS	NOTES
Owner:	
Architect:	
Civil/Structural/MEP Designer:	
Town Building Inspectors:	
Town Fire Marshal:	
Testing Agency:	



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SUBCONTRACTOR'S DAILY REPORT

PROJECT: _____

DATE: _____

SUBCONTRACTOR: _____

FOREMAN: _____

NO. OF WORKERS ON PROJECT: JOURNEYMEN: _____

APPRENTICE: _____

LABORER: _____

SUBCONTRACTORS (NAME): _____

1099 WORKERS (NAME): _____

WORK PERFORMED: _____

TOOL BOX TALK TOPIC: _____

INFORMATION REQUIRED: _____

DELIVERIES RECEIVED (VENDOR'S NAME): _____

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING



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TELEPHONE/VERBAL CONVERSATION CONFIRMATION

Project: _____ Date: _____

Job No.: _____ Log Letter No.: _____

Conversation With: _____ of _____ and _____ of FIP Construction, Inc.

Via: Telephone Personal

Distribution: _____ _____ _____

_____ _____ _____

_____ _____ _____

Sent Via: e-mail Fax U.S. Mail Other: _____

Signed By: _____ of FIP Construction, Inc.

Items Discussed: _____

IF ANY OF THE INFORMATION CONTAINED HEREIN FAILS TO ACCURATELY RECORD THE CONVERSATION, PLEASE CONTACT THE WRITER WITHIN 48 HOURS.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT DESIGN BUILD GENERAL CONTRACTING



REQUEST FOR INFORMATION

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

OWNER:

RFI No.:

PROJECT:

DATE:

FIP JOB No.:

INITIATED BY:

DATE RESPONSE REQUESTED:

DESIGN CONSULTANTS AFFECTED:

DESCRIPTION OF CLARIFICATION OR INFORMATION REQUESTED (ATTACH DATA AS REQUIRED):

PROPOSED SOLUTION:

Signed: _____ Date: _____
Initiator

A/E RESPONSE:

Signed: _____ Date: _____
Owner/Design Consultant

POTENTIAL COST/TIME CHANGE: NO COST OR TIME CHANGE POSSIBLE COST CHANGE POSSIBLE TIME CHANGE

cc: Project Manager, FIP Construction, Inc. Architect
Project Superintendent, FIP Construction, Inc. Engineer
DPL, FIP Construction, Inc. Others

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CONSTRUCTION MANAGEMENT DESIGN BUILD GENERAL CONTRACTING



BACKCHARGE NOTIFICATION

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
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DATE: _____

SUBCONTRACTOR/VENDOR: _____

PROJECT: _____

We hereby inform you that a backcharge will be issued to your company for not responding to multiple warnings from FIP's Superintendent and/or Project Manager concerning your company's failure to meet contractual obligations for the following items of work:

- Cleanup
- Material Storage
- Other _____

Dates of Warnings: _____

Comments:

Acknowledgment:

SUBCONTRACTOR/VENDOR

FIP CONSTRUCTION, INC.

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NOTICE OF NON-COMPLIANCE

Date _____ Project Name & Number _____

Subcontractor _____

Specification Section _____ Drawing Number _____

Person in Charge _____

You are hereby advised that work installed under your subcontract does not comply with the contract documents and/or approved submittals and shop drawings.

It is the responsibility of _____ to correct the defective work without additional cost or time extension to your subcontract. Furthermore, you will be held responsible for all costs or delays associated with the repair or replacement of work installed by other subcontractors while performing the corrective work.

Description of Work: _____

ACKNOWLEDGED:

FIP Superintendent

Agent for Subcontractor

FIP General Superintendent

FIP Vice President

cc: _____

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CONSTRUCTION MANAGEMENT DESIGN BUILD GENERAL CONTRACTING

IV WEEKLY REPORTING



CORRECTIVE/INCOMPLETE WORK

FIP Construction, Inc.

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www.fipconstruction.com

PROJECT:		
WEEK ENDING:		
DATE	DIVISION	WORK ITEM
	01	General Requirements: FIP
		1.
		2.
		3.
		4.
		5.
	02	Site Work: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	03	Concrete: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	04	Masonry: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	05	Steel: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	06	Carpentry: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	07	Moisture Protection: Subcontractor:
		1.
		2.
		3.
		4.
		5.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

PROJECT:		
WEEK ENDING:		
DATE	DIVISION	WORK ITEM
	08	Doors & Glass: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	09	Finishes: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	10	Specialties: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	11	Equipment: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	12	Furnishings: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	13	Special Construction: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	14	Conveyance Devices: Subcontractor:
		1.
		2.
		3.
		4.
		5.

PROJECT:		
WEEK ENDING:		
DATE	DIVISION	WORK ITEM
	15	HVAC: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	15	Plumbing: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	15	Fire Protection: Subcontractor:
		1.
		2.
		3.
		4.
		5.
	16	Electrical: Subcontractor:
		1.
		2.
		3.
		4.
		5.

V MEETINGS



MEETING AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Subcontractor Meeting

	DESCRIPTION	ACTION BY	COMMENTS
A.	GENERAL		
1.	Drawings & SKs		
2.	RFIs		
3.	As-builts up dated weekly		
4.	Subcontractor Daily Reports		
5.	Journeyman-to-Apprentice Ratio		
6.	1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
B.	SCHEDULE		
1.	Two-Week Look Ahead reviewed		
2.	Milestone Dates		
C.	QUALITY CONTROL		
1.	Nonconforming Work:		
2.	Mockup Requirements:		
3.	Erosion & Sediment Control Log:		
4.	Temporary Protection For Work In Place:		
5.	Outstanding Test & Inspection Reports:		
6.	Testing & Inspection Requirements:		
D.	SAFETY		
1.	Certificates of Insurance: To be issued to FIP's office.		
2.	Security Concerns, Acts of Vandalism		
3.	Safety Concerns		
4.	Smoking is not allowed on the job site.		
5.	Subcontractor's Safety and Health Program and HazCom Program to be on file at FIP's field office.		
6.	MSDS and Hazardous Chemical Lists:		
7.	Weekly Safety Inspection reviewed:		
8.	FIP's Tool Box Talk Topic:		
9.	Subcontractor's Tool Box Talks: To be held weekly and documentation turned in to FIP.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA
 SUBCONTRACTOR MEETING
 PAGE 2 OF 3
 DATE

	DESCRIPTION	ACTION BY	COMMENTS
10.	Site Cleanup Requirements & Backcharge Notifications:		
11.	Subcontractor to have on site a filled First Aid Kit for use by employees and subs.		
12.	On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards.		
13.	Hard hats, eye protection, work boots are required to be worn at all times. Inspect tools daily.		
14.	Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours.		
15.	High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004.		
E. OPEN DISCUSSION			
SITE			
1.1			
CONCRETE			
1.1			
MASONRY			
1.1			

MEETING ATTENDANCE

DATE: _____

PLEASE PRINT

NAME	COMPANY
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	



AGENDA

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PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Pre-Construction Conference:

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/SHOP DRAWINGS/MOCK-UPS		
• Review Submittal Log – verify all approved items sent to subcontractor and field.		
• Shop drawings have been approved; copy on file at FIP field office.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> Coordination drawings have been completed. 		
<ul style="list-style-type: none"> All required mockups have been constructed and approved. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> Start date confirmed. 		
<ul style="list-style-type: none"> Sequencing/phasing/durations. 		
<ul style="list-style-type: none"> Completion date confirmed. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> Site access and designated staging area. 		
<ul style="list-style-type: none"> Special conditions/requirements. <ul style="list-style-type: none"> Material storage. 		
<ul style="list-style-type: none"> Protection of completed work. 		
<ul style="list-style-type: none"> Subcontractor's work area cleaned up on a daily basis. 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> Testing lab inspection requirements. 		
<ul style="list-style-type: none"> Building Department inspection requirements. 		
<ul style="list-style-type: none"> Special Inspections requirements. 		
F. SAFETY		
<ul style="list-style-type: none"> All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> Hard hats, eye protection, work boots and proper construction attire are required to be worn at all times. 		
<ul style="list-style-type: none"> FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> A copy of Subcontractor's weekly Tool Box Talk is 		

MEETING AGENDA
 PRE-CONSTRUCTION CONFERENCE
 PAGE 3 OF 4
 ...DATE...

DESCRIPTION	ACTION BY	COMMENTS
required.		
<ul style="list-style-type: none"> • Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> • Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> • Special conditions/requirements: 		
<ul style="list-style-type: none"> • Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> • Hot work permits 		
<ul style="list-style-type: none"> • Fire extinguishers 		
<ul style="list-style-type: none"> • Floor holes 		
<ul style="list-style-type: none"> • Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> • Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> • Step ladders no less than 6' 		
<ul style="list-style-type: none"> • Fall protection 		
<ul style="list-style-type: none"> • Lull license 		
<ul style="list-style-type: none"> • 		
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G. ROUNDTABLE

MEETING ATTENDANCE

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AGENDA

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Demolition Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. PERMITS/CERTIFICATION REQUIREMENTS		
• Utilities cut and capped.		
• Notification of adjacent buildings.		
• Building permit for demolition.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

DEMOLITION PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 4

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
C. SCHEDULE/SEQUENCE OF WORK		
• Start date confirmed.		
• Sequencing/Phasing/Durations.		
• Completion date confirmed.		
D. MEANS AND METHODS		
• Site access and designated staging area.		
• Special Conditions/Requirements		
• Material storage		
• Phasing and detailed description of demolition process.		
• Subcontractor's work area cleaned up on a daily basis.		
• Dust control.		
• Dumpster locations.		
F. SAFETY		
• All employees are required to participate in FIP's safety orientation prior to working on the job site.		
• Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency.		
• Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat.		
• FIP's safety policies have been reviewed and are understood.		
• High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004.		
• On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards.		
• Employees shall inspect tools daily.		
• Hard hats, eye protection, work boots and proper construction attire are required to be worn at all times.		
• FIP weekly safety meeting attendance is required.		
• A copy of Subcontractor's weekly Tool Box Talk is required.		
• Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours.		
• Subcontractor to have on site a filled First Aid Kit for use by employees and subs.		

MEETING AGENDA
 DEMOLITION PRE-CONSTRUCTION CONFERENCE
 PAGE 3 OF 4
 DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> All lull/lift operators must have certification on record with FIP. 		
<ul style="list-style-type: none"> Special conditions/requirements: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Hot work permits 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fire extinguishers 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Floor holes 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Step ladders no less than 6' 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fall protection 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Lull license 		
<ul style="list-style-type: none"> 		
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G. ROUNDTABLE

MEETING ATTENDANCE

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Site Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/MOCK-UPS/PRODUCTS DISCUSSION		
• Sieve and proctor of all fill material to be used (SAMPLE MAINTAINED ON SITE)		
• Mix designs for all concrete work approved		
• All material certificates submitted (storm pipe, sanitary		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

SITE PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 6

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
pipe, water pipe, hydrants, paving, curbing, etc)		
<ul style="list-style-type: none"> • Precast shops submitted and approved (curbing, vaults, transformer pads, etc.) 		
<ul style="list-style-type: none"> • Review Site Submittal Log: Verify all approved items sent to subcontractor and field 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> • Start date; mobilization 		
<ul style="list-style-type: none"> • Call before you dig notified 1.800.922.4455 		
<ul style="list-style-type: none"> • Clearing and grubbing 		
<ul style="list-style-type: none"> • Erosion control/tracking pad complete 		
<ul style="list-style-type: none"> • Installation of perimeter fencing 		
<ul style="list-style-type: none"> • Excavate foundation start date 		
<ul style="list-style-type: none"> • Backfill foundation completion date 		
<ul style="list-style-type: none"> • Sequencing/phasing/durations 		
<ul style="list-style-type: none"> • Completion date confirmed 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> • Site access and designated staging area 		
<ul style="list-style-type: none"> • Site logistics plan reviewed 		
<ul style="list-style-type: none"> • Stockpile locations 		
<ul style="list-style-type: none"> • Off-site storage 		
<ul style="list-style-type: none"> • Hours of work - local noise ordinances 		
<ul style="list-style-type: none"> • Erosion control maintenance and log 		
<ul style="list-style-type: none"> • Weekly 		
<ul style="list-style-type: none"> • Immediately prior to all major storms 		
<ul style="list-style-type: none"> • Immediately following all storms 		
<ul style="list-style-type: none"> • Backfill operations 		
<ul style="list-style-type: none"> • Foundation curing and waterproofing 		
<ul style="list-style-type: none"> • Depth of lifts 		
<ul style="list-style-type: none"> • Frequency of testing 		
<ul style="list-style-type: none"> • Crane platforms 		
<ul style="list-style-type: none"> • Temporary ramps 		
<ul style="list-style-type: none"> • Entrance mats maintained 		
<ul style="list-style-type: none"> • Temporary parking area 		
<ul style="list-style-type: none"> • Snow removal 		
<ul style="list-style-type: none"> • Cold weather protection (frost during backfill, paving, pipe installation, etc.) 		
<ul style="list-style-type: none"> • Protection of work in place (catch basins, hydrants, etc.) 		
<ul style="list-style-type: none"> • As-built requirements 		

MEETING AGENDA

SITE PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 6

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> • Site cleanup/sweeping of road 		
<ul style="list-style-type: none"> • Special conditions/requirements 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Material storage 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> • Testing lab requirements 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Backcharges for retesting due to failed tests 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Backcharges for cancellations without prior notification 		
<ul style="list-style-type: none"> • Inland Wetlands' inspection of E&S prior to start 		
<ul style="list-style-type: none"> • Building Department inspection requirements 		
<ul style="list-style-type: none"> • Public works inspection requirements for water and sewer 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Pressure testing of structures 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Camera inspection of lines 		
<ul style="list-style-type: none"> • Special Inspection requirements 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Bottom of footing bearing capacity verification 		
F. SAFETY		
<ul style="list-style-type: none"> • All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> • Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> • Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> • FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> • High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> • On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> • Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> • Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> • FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> • A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> • Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written 		

MEETING AGENDA
 SITE PRE-CONSTRUCTION CONFERENCE
 PAGE 4 OF 6
 DATE

DESCRIPTION	ACTION BY	COMMENTS
report within 24 hours.		
<ul style="list-style-type: none"> • Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> • Open cuts 		
<ul style="list-style-type: none"> • Soil types, sloping 		
<ul style="list-style-type: none"> • Trenches & Excavations 		
<ul style="list-style-type: none"> • Shoring/sloping at 5' or more in depth 		
<ul style="list-style-type: none"> • Ladders (straight type within 25' of workers in trenches over 4' in depth) 		
<ul style="list-style-type: none"> • Protection of open excavations 		
<ul style="list-style-type: none"> • Special conditions/requirements 		
<ul style="list-style-type: none"> • Trenches over 20' deep 		
<ul style="list-style-type: none"> • Special conditions/requirements: 		
<ul style="list-style-type: none"> • Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> • Hot work permits 		
<ul style="list-style-type: none"> • Fire extinguishers 		
<ul style="list-style-type: none"> • Floor holes 		
<ul style="list-style-type: none"> • Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> • Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> • Step ladders no less than 6' 		
<ul style="list-style-type: none"> • Fall protection 		
<ul style="list-style-type: none"> • Lull license 		
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MEETING ATTENDANCE

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Concrete Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/MOCK-UPS/PRODUCTS DISCUSSION		
• Mix design approved. Copies on site.		
• Rebar shop drawings approved. Field copy on site.		
• Approved for field use anchor bolt shops on site.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

CONCRETE PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> Admixture discussions: Air entrainment, plasticizer, accelerants 		
<ul style="list-style-type: none"> Misc. steel shops approved. All embedded items on site. 		
<ul style="list-style-type: none"> All required mockups have been constructed and approved. 		
<ul style="list-style-type: none"> Review Concrete Submittal Log - Verify all approved items sent to subcontractor and field 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> Foundations/piers 		
<ul style="list-style-type: none"> Slab on grade 		
<ul style="list-style-type: none"> Structural steel erection date. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> Site access and designated staging area 		
<ul style="list-style-type: none"> Special conditions/requirements <ul style="list-style-type: none"> Material storage 		
<ul style="list-style-type: none"> Forming methods: Exposed vs. non-exposed surfaces 		
<ul style="list-style-type: none"> Has engineer been contacted for any shoring requirements for all suspended slabs? 		
<ul style="list-style-type: none"> Cold weather/hot weather placement: 		
<ul style="list-style-type: none"> Curing methods 		
<ul style="list-style-type: none"> Layout responsibility, anchor bolt layout accuracy 		
<ul style="list-style-type: none"> MEP coordination/sleeves/footing breaks 		
<ul style="list-style-type: none"> Imbedded items (AB's, dovetail slots, etc) 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> Rebar inspections 		
<ul style="list-style-type: none"> Concrete sampling procedures and frequency. (i.e. at discharge end of pump) 		
<ul style="list-style-type: none"> Air content: method of testing, location of sample 		
<ul style="list-style-type: none"> Rejection of concrete 		
<ul style="list-style-type: none"> Field cured cylinders for cold weather pours 		
<ul style="list-style-type: none"> Grout testing 		
<ul style="list-style-type: none"> Report distribution: Cylinder breaks to FIP and Engineer within 24 hours of test 		
<ul style="list-style-type: none"> Building Department inspection requirements 		
<ul style="list-style-type: none"> Special Inspections requirements 		
F. SAFETY		
<ul style="list-style-type: none"> All employees are required to participate in FIP's safety orientation prior to working on the job site. 		

MEETING AGENDA

CONCRETE PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 5

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DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> Special conditions/requirements: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Hot work permits 		
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MEETING AGENDA
 CONCRETE PRE-CONSTRUCTION CONFERENCE
 PAGE 4 OF 5
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MEETING ATTENDANCE

DATE: _____

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Concrete Slab Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/MOCK-UPS/PRODUCTS DISCUSSION		
• Mix design approved. Copies on site.		
• Rebar shop drawings approved. Field copy on site.		
• Admixture discussions: Air entrainment, plasticizer, accelerants		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

CONCRETE SLAB PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> Misc. steel shops approved. All embedded items on site. 		
<ul style="list-style-type: none"> All required mockups have been constructed and approved. 		
<ul style="list-style-type: none"> Review Concrete Submittal Log. Verify all approved items sent to subcontractor and field. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> Start date confirmed. 		
<ul style="list-style-type: none"> Sequencing/phasing/durations. 		
<ul style="list-style-type: none"> Completion date confirmed. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> Site access and designated staging area 		
<ul style="list-style-type: none"> Special conditions/requirements <ul style="list-style-type: none"> Material storage 		
<ul style="list-style-type: none"> Cold weather/hot weather placement 		
<ul style="list-style-type: none"> Curing methods 		
<ul style="list-style-type: none"> Layout responsibility, benchmark, check existing floor elevations at each door to confirm it matches. 		
<ul style="list-style-type: none"> MEP coordination/sleeves/footing breaks 		
<ul style="list-style-type: none"> Pitch floor to drains 		
<ul style="list-style-type: none"> Clean out covers exposed? 		
<ul style="list-style-type: none"> Sealer compatible with floor finishes 		
<ul style="list-style-type: none"> Floor flatness F(F) F(L) 		
<ul style="list-style-type: none"> Slab joint layout. Not more than 600 s.f. 		
<ul style="list-style-type: none"> Wire mesh one-third from top of slab. Chairs? 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> Rebar inspections 		
<ul style="list-style-type: none"> Concrete sampling procedures and frequency. (i.e. at discharge end of pump) 		
<ul style="list-style-type: none"> Air content: method of testing, location of sample 		
<ul style="list-style-type: none"> Rejection of concrete 		
<ul style="list-style-type: none"> Field cured cylinders for cold weather pours 		
<ul style="list-style-type: none"> Test floor flatness within first 24 hours. 		
<ul style="list-style-type: none"> Building Department inspection requirements 		
<ul style="list-style-type: none"> Special Inspections requirements 		
F. SAFETY		
<ul style="list-style-type: none"> All employees are required to participate in FIP's safety orientation prior to working on the job site. 		

MEETING AGENDA

CONCRETE SLAB PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 5

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DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> Special conditions/requirements: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Hot work permits 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fire extinguishers 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Floor holes 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Step ladders no less than 6' 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fall protection 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Lull license 		
<ul style="list-style-type: none"> 		
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MEETING AGENDA
 CONCRETE SLAB PRE-CONSTRUCTION CONFERENCE
 PAGE 4 OF 5
 DATE

DESCRIPTION	ACTION BY	COMMENTS
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MEETING ATTENDANCE

DATE: _____

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Masonry Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/MOCK-UPS/PRODUCTS DISCUSSION		
• All Material Certificates submitted: CMU, brick, cement for mortar/grout, rebar, joint reinforcement, etc.		
• All pre-construction testing completed.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

MASONRY PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> All mortar and admixtures approved. 		
<ul style="list-style-type: none"> Precast shops submitted and approved. 		
<ul style="list-style-type: none"> Aluminum window/door shops submitted and approved (field measured or ROs guaranteed). 		
<ul style="list-style-type: none"> Louver shops submitted and approved (field measured or ROs guaranteed). 		
<ul style="list-style-type: none"> Hollow metal frames on site? 		
<ul style="list-style-type: none"> Loose lintels on site. 		
<ul style="list-style-type: none"> Mockup panel constructed and approved by Architect. 		
<ul style="list-style-type: none"> Review masonry submittal log; Verify all approved items sent to subcontractor and field. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> Start date 		
<ul style="list-style-type: none"> Sequencing/phasing/durations 		
<ul style="list-style-type: none"> Completion date confirmed 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> Site access and designated staging area 		
<ul style="list-style-type: none"> Material storage 		
<ul style="list-style-type: none"> Special conditions/requirements 		
<ul style="list-style-type: none"> BM's set on all perimeter columns 		
<ul style="list-style-type: none"> Installation of flashing 		
<ul style="list-style-type: none"> Joints lapped and sealed 		
<ul style="list-style-type: none"> End dams 		
<ul style="list-style-type: none"> Installation of joint reinforcing and ties 		
<ul style="list-style-type: none"> Mortar 		
<ul style="list-style-type: none"> Mixing 		
<ul style="list-style-type: none"> Filling of head and bed joints 		
<ul style="list-style-type: none"> Retempering of colored mortar 		
<ul style="list-style-type: none"> All work covered at the end of each day's work 		
<ul style="list-style-type: none"> Protection of precast 		
<ul style="list-style-type: none"> Cleaning of masonry 		
<ul style="list-style-type: none"> Cold weather protection 		
<ul style="list-style-type: none"> Use of cleanouts and ribbon boards 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> Testing lab requirements 		
<ul style="list-style-type: none"> Building Department inspection requirements 		
<ul style="list-style-type: none"> Special Inspections requirements 		

MEETING AGENDA

MASONRY PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
F. SAFETY		
<ul style="list-style-type: none"> • All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> • Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> • Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> • FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> • High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> • On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> • Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> • Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> • FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> • A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> • Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> • Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> • Scaffolding 		
<ul style="list-style-type: none"> • Special conditions/requirements: 		
<ul style="list-style-type: none"> • Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> • Hot work permits 		
<ul style="list-style-type: none"> • Fire extinguishers 		
<ul style="list-style-type: none"> • Floor holes 		
<ul style="list-style-type: none"> • Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> • Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> • Step ladders no less than 6' 		
<ul style="list-style-type: none"> • Fall protection 		
<ul style="list-style-type: none"> • Lull license 		
<ul style="list-style-type: none"> • 		
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MEETING ATTENDANCE

DATE: _____

PLEASE PRINT

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Steel Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
• Erector has provided all welding certificates to FIP.		
B. SUBMITTALS/SHOP DRAWINGS		
• Steel shops and erection drawings are approved. Field use copies on site.		
• Joist shop drawings are approved. Field use copies on		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

STEEL PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
site.		
<ul style="list-style-type: none"> • Deck shop drawings are approved. Field use copies on site. 		
<ul style="list-style-type: none"> • R.O.F./F.O.F sizes and locations have been coordinated with Mechanical trades. 		
<ul style="list-style-type: none"> • Review Submittal Log: Verify all approved items sent to subcontractor and field 		
<ul style="list-style-type: none"> • All columns are being provided with four anchor bolts. 		
<ul style="list-style-type: none"> • Perimeter columns extend a minimum of 48" AFF 		
<ul style="list-style-type: none"> • Perimeter columns are provided with means to attach perimeter cables. 		
<ul style="list-style-type: none"> • All open web joists to be field bolted to columns. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> • Erection start date established. 		
<ul style="list-style-type: none"> • Sequencing/phasing/durations discussed. 		
<ul style="list-style-type: none"> • Completion date established. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> • Site access and designated staging area have been provided. 		
<ul style="list-style-type: none"> • Special conditions/requirements <ul style="list-style-type: none"> • Material storage 		
<ul style="list-style-type: none"> • Overhead hoist paths are reviewed. Free of other trades during erection. 		
<ul style="list-style-type: none"> • FIP has certified that all concrete has attained 75% of design strength. 		
<ul style="list-style-type: none"> • Anchor bolt survey has been completed and all repairs have been made. 		
<ul style="list-style-type: none"> • All LPs have been set. Elevations have been verified. 		
<ul style="list-style-type: none"> • Multiple lifts and Christmas treeing. 		
<ul style="list-style-type: none"> • Distances established between uppermost erection floor and permanent floor. 		
<ul style="list-style-type: none"> • Maximum height of unbolted/unwelded structure established. 		
<ul style="list-style-type: none"> • Procedures for field cutting/modifying of structural members 		
<ul style="list-style-type: none"> • Protection of existing structures. 		
E. INSPECTION PROCEDURES		
<ul style="list-style-type: none"> • Column Plumb/Bolting/Deck 		
<ul style="list-style-type: none"> • Field Welds - UT testing required? 		
<ul style="list-style-type: none"> • Review Special Inspection requirements. 		

MEETING AGENDA

STEEL PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 5

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DESCRIPTION	ACTION BY	COMMENTS
F. SAFETY		
<ul style="list-style-type: none"> All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> Fall protection requirements have been reviewed. 		
<ul style="list-style-type: none"> Crane has been inspected and all paperwork is on file at FIP trailer. 		
<ul style="list-style-type: none"> Erector has designated a qualified rigger who meets OSHA definition for competent person. 		
<ul style="list-style-type: none"> Special conditions/requirements: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Hot work permits 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fire extinguishers 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Floor holes 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Step ladders no less than 6' 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fall protection 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Lull license 		

MEETING ATTENDANCE

DATE: _____

PLEASE PRINT

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Millwork Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/SHOP DRAWINGS/MOCK-UPS		
• Review Submittal Log – verify all approved items sent to subcontractor and field		
• Shop drawings have been approved; copy on file at FIP field office		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

**MEETING AGENDA
MILLWORK PRE-CONSTRUCTION MEETING**

PAGE 2 OF 4

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DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> • Coordination drawings have been completed 		
<ul style="list-style-type: none"> • All required mockups have been constructed and approved 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> • Start date confirmed 		
<ul style="list-style-type: none"> • Sequencing/phasing/durations 		
<ul style="list-style-type: none"> • Completion date confirmed 		
<ul style="list-style-type: none"> • Manpower requirements 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> • Site access and designated staging area 		
<ul style="list-style-type: none"> • Special conditions/requirements <ul style="list-style-type: none"> • Material storage 		
<ul style="list-style-type: none"> • Subcontractor has reviewed and accepted job site conditions 		
<ul style="list-style-type: none"> • Special conditions/requirements 		
<ul style="list-style-type: none"> • Protection of completed work 		
<ul style="list-style-type: none"> • Subcontractor's work area cleaned up on a daily basis 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> • Testing lab inspection requirements 		
<ul style="list-style-type: none"> • Building Department inspection requirements 		
<ul style="list-style-type: none"> • Special Inspections requirements 		
F. SAFETY		
<ul style="list-style-type: none"> • All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> • Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> • Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> • FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> • High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> • On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> • Employees shall inspect tools daily. 		

**MEETING AGENDA
MILLWORK PRE-CONSTRUCTION MEETING**

PAGE 3 OF 4

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DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> • Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> • FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> • A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> • Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> • Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> • Special conditions/requirements: 		
<ul style="list-style-type: none"> • Tag lines required on all materials being hoisted. 		
<ul style="list-style-type: none"> • Hot work permits 		
<ul style="list-style-type: none"> • Fire extinguishers 		
<ul style="list-style-type: none"> • Floor holes 		
<ul style="list-style-type: none"> • Roster of trained employees who can operate platform and boom lifts 		
<ul style="list-style-type: none"> • Extension cords: Company name on plug-in end 		
<ul style="list-style-type: none"> • Step ladders no less than 6' 		
<ul style="list-style-type: none"> • Fall protection 		
<ul style="list-style-type: none"> • Lull license 		
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G. ROUNDTABLE

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MEETING ATTENDANCE

DATE: _____

PLEASE PRINT

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Plumbing Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
B. SUBMITTALS/SHOP DRAWINGS/MOCK-UPS		
• Review Submittal Log – verify all approved items sent to subcontractor and field.		
• Shop drawings have been approved; copy on file at FIP field office.		
• Coordination drawings have been completed.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

PAGE 2 OF 4

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> All required mockups have been constructed and approved. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> Start date confirmed. 		
<ul style="list-style-type: none"> Sequencing/phasing/durations. 		
<ul style="list-style-type: none"> Completion date confirmed. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> Site access and designated staging area. 		
<ul style="list-style-type: none"> Special conditions/requirements. <ul style="list-style-type: none"> Material storage 		
<ul style="list-style-type: none"> Protection of completed work. 		
<ul style="list-style-type: none"> Subcontractor's work area cleaned up on a daily basis. 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> Testing lab inspection requirements. 		
<ul style="list-style-type: none"> Building Department inspection requirements. 		
<ul style="list-style-type: none"> Special Inspections requirements. 		
F. SAFETY		
<ul style="list-style-type: none"> All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> Hard hats, eye protection, work boots and proper construction attire are required to be worn at all times. 		
<ul style="list-style-type: none"> FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> Any and all accidents and near misses, no matter how 		

MEETING AGENDA

PAGE 3 OF 4

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
small, must be reported to FIP immediately and written report within 24 hours.		
• Subcontractor to have on site a filled First Aid Kit for use by employees and their subs.		
• Special conditions/requirements:		
• Tag lines required on all materials being hoisted.		
• Hot work permits		
• Fire extinguishers		
• Floor holes		
• Roster of trained employees who can operate platform and boom lifts		
• Extension cords: Company name on plug-in end		
• Step ladders no less than 6'		
• Fall protection		
• Lull license		
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G. ROUNDTABLE

MEETING ATTENDANCE

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PLEASE PRINT

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: HVAC Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
• Ratio of a minimum of one (1) journeyman for each apprentice is to be maintained.		
• Welding certificates of all welders provided to FIP.		
B. SUBMITTALS/SHOP DRAWINGS/ROJ DATES		
• Review Submittal Log		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

HVAC PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> RTUs/AHUs: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> Boilers: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> Chiller/Cooling Tower: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> Fixtures: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> Temperature Controls: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> Special Systems, UPS, etc? 		
<ul style="list-style-type: none"> Ductwork shop drawings have been approved. Copy on file at FIP field office. 		
<ul style="list-style-type: none"> Status of coordination drawings. 		
<ul style="list-style-type: none"> Equipment Pad Layout: What date needed. 		
<ul style="list-style-type: none"> Dates Owner-provided equipment (if any) required on the job. 		
<ul style="list-style-type: none"> Required mockups. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> Start date confirmed. 		
<ul style="list-style-type: none"> Underslab, slab-on-grade, suspended slab date(s). 		
<ul style="list-style-type: none"> In-wall rough, sheetrock start date. 		
<ul style="list-style-type: none"> Above-ceiling rough: Ceiling grid start date is. 		
<ul style="list-style-type: none"> Equipment Start-up Date 		
<ul style="list-style-type: none"> Use for temporary heat and cooling. 		
<ul style="list-style-type: none"> Date permanent power and gas on to the building. 		
<ul style="list-style-type: none"> Temporary protection of equipment used for construction (filter changes , etc.) 		
<ul style="list-style-type: none"> Temperature Controls 100% complete. 		
<ul style="list-style-type: none"> TCO/Substantial Completion date confirmed. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> Site access and designated staging area. 		
<ul style="list-style-type: none"> Special conditions/requirements 		
<ul style="list-style-type: none"> Material storage 		
<ul style="list-style-type: none"> All ductwork to be stored off the ground and covered with poly until installed. 		
<ul style="list-style-type: none"> Will equipment fit through doors provided or is a temporary opening required. 		
<ul style="list-style-type: none"> Special conditions/requirements. 		
<ul style="list-style-type: none"> Protection of completed work. 		

MEETING AGENDA

HVAC PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 5

..... DATE

DESCRIPTION	ACTION BY	COMMENTS
<ul style="list-style-type: none"> • Labeling requirements per specification reviewed. • Equipment startup, commissioning procedures. • Air and water balancing. • As-built requirements. • Subcontractor's work area cleaned up on a daily basis. 		
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> • Testing lab inspection requirements. • Building Department inspection requirements. • Procedures for witnessing of all tests. • Special Inspections requirements. 		
F. SAFETY		
<ul style="list-style-type: none"> • All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> • Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> • Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> • FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> • High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> • On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> • Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> • Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> • FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> • A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> • Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> • Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> • Trenches 		
<ul style="list-style-type: none"> • Shoring/sloping at 5' or more in depth. 		
<ul style="list-style-type: none"> • Ladders (straight type within 25' of workers in trenches over 4' in depth). 		

MEETING AGENDA
 HVAC PRE-CONSTRUCTION CONFERENCE
 PAGE 4 OF 5
 DATE

DESCRIPTION	ACTION BY	COMMENTS
• Fall protection required for workers over 6'.		
• All Lull/lift operators must have certification on record with FIP.		
• Cranes:		
• Inspected and all paperwork is on file at FIP trailer.		
• Designated qualified rigger who meets OSHA definition for competent person.		
• Special conditions/requirements:		
• Tag lines required on all materials being hoisted.		
• Tag lines required on all materials being hoisted.		
• Hot work permits		
• Fire extinguishers		
• Floor holes		
• Roster of trained employees who can operate platform and boom lifts		
• Extension cords: Company name on plug-in end		
• Step ladders no less than 6'		
• Fall protection		
• Lull license		
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G. ROUNDTABLE

MEETING ATTENDANCE

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AGENDA

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

PROJECT:

DATE & TIME:

MEETING LOCATION:

PURPOSE: Electrical Pre-Construction Conference

DESCRIPTION	ACTION BY	COMMENTS
A. GENERAL		
• Subcontract signed; copy on file at FIP field office.		
• Subcontractor's Certificate of Insurance of file in FIP field office.		
• 1099 and second-tier subcontractors must be disclosed to FIP. A list is required for each as well as an insurance certificate.		
• Subcontractor's Safety and Health Program, HazCom Program and the previous year's OSHA Form 300A to be on file at FIP's field office.		
• Subcontractor to submit site-specific job hazard analysis.		
• Verify that Subcontractor has latest set of Contract drawings and all SKs on site.		
• Subcontractor's designated competent person/foreman to be on site full time for all quality and safety issues.		
• Subcontractor's designated competent person/foreman is required to register all workers at the safety orientation as either an employee, subcontractor or 1099 worker.		
• All workers must submit a State or Federal picture I.D. at the time they are registered. No worker will be allowed on site without proper identification.		
• Subcontractor's designated competent person/foreman to attend all weekly subcontractor meetings.		
• Subcontractor's daily report requirements.		
• Competent person to maintain on-site hazard material list.		
• Subcontractor has reviewed and accepted job site conditions.		
• Subcontractor is aware of parking restrictions.		
• Smoking is not allowed on the job site.		
• Ratio of a minimum of one (1) journeyman for each apprentice is to be maintained.		

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

MEETING AGENDA

ELECTRICAL PRE-CONSTRUCTION CONFERENCE

PAGE 2 OF 5

SEPTEMBER 4, 2008

DESCRIPTION	ACTION BY	COMMENTS
B. SUBMITTALS/SHOP DRAWINGS/ROJ DATES		
<ul style="list-style-type: none"> • Review Submittal Log 		
<ul style="list-style-type: none"> • Fixtures: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> • Fire Alarm System: What is lead time. What is date required on site. 		
<ul style="list-style-type: none"> • Special Systems, UPS, etc. 		
<ul style="list-style-type: none"> • Tele/data: What are Owner system rough requirements. By what date is Owner info required. 		
<ul style="list-style-type: none"> • Shop drawings have been approved. Copy on file at FIP field office. 		
<ul style="list-style-type: none"> • Equipment pad layout. Date needed. 		
<ul style="list-style-type: none"> • Status of coordination drawings. 		
<ul style="list-style-type: none"> • Required mockups. 		
C. SCHEDULE/SEQUENCE OF WORK		
<ul style="list-style-type: none"> • Start date confirmed. 		
<ul style="list-style-type: none"> • Underslab, slab-on-grade, suspended slab date(s). 		
<ul style="list-style-type: none"> • In-wall rough, sheetrock start date. 		
<ul style="list-style-type: none"> • Above-ceiling rough: What is ceiling grid start date. 		
<ul style="list-style-type: none"> • Permanent power: Required date. 		
<ul style="list-style-type: none"> • RTU start-up. 		
<ul style="list-style-type: none"> • Elevator start date. 		
<ul style="list-style-type: none"> • Life safety 100% complete. 		
<ul style="list-style-type: none"> • TCO/Substantial Completion date confirmed. 		
D. MEANS AND METHODS		
<ul style="list-style-type: none"> • Site access and designated staging area. 		
<ul style="list-style-type: none"> • Special conditions/requirements 		
<ul style="list-style-type: none"> • Material storage 		
<ul style="list-style-type: none"> • Temporary power requirements. 		
<ul style="list-style-type: none"> • Will equipment fit through doors provided or is a temporary opening required. 		
<ul style="list-style-type: none"> • Special conditions/requirements. 		
<ul style="list-style-type: none"> • Protection of completed work. 		
<ul style="list-style-type: none"> • Labeling requirements per specification reviewed. 		
<ul style="list-style-type: none"> • All panel legends will be typed. 		
<ul style="list-style-type: none"> • All disconnects labeled with source feed. 		
<ul style="list-style-type: none"> • As-built requirements. 		
<ul style="list-style-type: none"> • Subcontractor's work area cleaned up on a daily basis. 		

MEETING AGENDA

ELECTRICAL PRE-CONSTRUCTION CONFERENCE

PAGE 3 OF 5

SEPTEMBER 4, 2008

DESCRIPTION	ACTION BY	COMMENTS
E. TESTING PROCEDURES		
<ul style="list-style-type: none"> • Testing lab inspection requirements. 		
<ul style="list-style-type: none"> • Building Department inspection requirements. 		
<ul style="list-style-type: none"> • Fire Marshal inspection requirements. 		
<ul style="list-style-type: none"> • Special inspections requirements. 		
F. SAFETY		
<ul style="list-style-type: none"> • All employees are required to participate in FIP's safety orientation prior to working on the job site. 		
<ul style="list-style-type: none"> • Subcontractor's non-English-speaking employees must be provided with an interpreter during the safety orientation. All non-English-speaking employees must be teamed with an interpreter in case of emergency. 		
<ul style="list-style-type: none"> • Upon completion of Safety Orientation, a sticker will be issued to each employee. No worker will be allowed on site without a safety sticker on his or her hard hat. 		
<ul style="list-style-type: none"> • FIP's safety policies have been reviewed and are understood. 		
<ul style="list-style-type: none"> • High Visibility Attire: Every worker, site staff, visitor and vendor shall wear attire at all times which meets the requirements of ANSI 107-2004. 		
<ul style="list-style-type: none"> • On a daily basis and before work begins, the competent person/foreman shall inspect employee work area for possible hazards. 		
<ul style="list-style-type: none"> • Employees shall inspect tools daily. 		
<ul style="list-style-type: none"> • Hard hats, eye protection, work boots are required to be worn at all times. 		
<ul style="list-style-type: none"> • FIP weekly safety meeting attendance is required. 		
<ul style="list-style-type: none"> • A copy of Subcontractor's weekly Tool Box Talk is required. 		
<ul style="list-style-type: none"> • Any and all accidents and near misses, no matter how small, must be reported to FIP immediately and written report within 24 hours. 		
<ul style="list-style-type: none"> • Subcontractor to have on site a filled First Aid Kit for use by employees and subs. 		
<ul style="list-style-type: none"> • Temporary power/lighting. 		
<ul style="list-style-type: none"> • All outlets to be GFCI protected. 		
<ul style="list-style-type: none"> • All panels to remain locked at all times. 		
<ul style="list-style-type: none"> • Temporary lights must have heavy duty cord. 		
<ul style="list-style-type: none"> • Electrical rooms doors to be locked if power is on in the room. 		
<ul style="list-style-type: none"> • Covers are to remain on all live panels. 		
<ul style="list-style-type: none"> • All live outlets and switches must have a cover plate. 		
<ul style="list-style-type: none"> • Special conditions/requirements: 		

MEETING ATTENDANCE

DATE: _____

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VI INSPECTIONS



PRE-SHEETROCK INSPECTION

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

Job Name: _____

Job No.: _____

Room: _____

Date: _____

Key: X = Completed O = Open/To Be Completed N/A = Not Applicable

METAL STUD FRAMING	
1.	Studs are correct gauge
2.	Studs are screwed both sides of the track
3.	All screws are removed at slip tracks
4.	Bridging is installed as required
5.	Walls framed to deck as required
6.	Tops of walls properly braced
7.	All soffits, headers framed
8.	RO's framed for:
	• KD HMF's
	• Borrowed lights
	• Toilet accessories
	• FEC's
	• Ductwork
	• Access panels
	• Owner-supplied items
	• Clean-outs
	• Other
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BUILDING INSULATION	
1.	All penetrations through exterior sheathing sealed prior to start of insulation
2.	All thermal insulation complete & inspected by Town
3.	All insulation has correct R-value
4.	All insulation has correct facing
5.	Vapor barrier is continuous. All punctures, tears repaired
6.	All sound insulation installed.
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9.	

WOOD BLOCKING	
1.	Plumbing fixtures
2.	Toilet accessories (grab bars, mirrors, shower seats, ptd's, etc.)
3.	Perimeter of encased openings
4.	Perimeter of RO's for aluminum frames, windows
5.	Lockers
6.	Chair rails
7.	Crown molding
8.	Wood base
9.	Upper cabinets - 2 rows of 2 x 6
10.	Countertops
11.	Wood caps at partial height walls
12.	Kitchen equipment
13.	Chalk boards, tack boards
14.	Owner-supplied equipment
15.	
16.	
17.	
MECHANICAL PIPING	
1.	Supply & return to units complete. Isolation valves provided
2.	Piping is straight. Pipe & fittings align
3.	All risers properly supported at floors
4.	All fire caulking complete at floors. Inspected by Fire Marshal
5.	All piping tested and inspected
6.	Brass, dielectric fittings provided between copper & steel pipe
7.	Mechanical Engineer has inspected all work
8.	
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10.	

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

DUCTWORK	
1.	All ductwork at shafts installed
2.	Proper clearances for flues, grease duct maintained at shafts
3.	Ductwork properly supported at floors
4.	All FD's installed per approved details. Inspected by Fire Marshal
5.	Access doors installed at all dampers
6.	Fasteners, fittings are specified type
7.	Fire caulking at floors complete
8.	All ductwork leak tested, inspected
9.	Duct seal complete
10.	
11.	
12.	
PLUMBING	
1.	HW, CW complete, properly secured to framing
2.	Copper piping is isolated from metal studs
3.	Gas piping complete
4.	Waste, vent piping complete
5.	All carriers installed & piped
6.	Heat maintenance cable installed & tested
7.	Access panels installed at all valves, cleanouts
8.	All piping properly supported at floors
9.	All water hammer arrestors installed per drawings
10.	All fire caulk complete & inspected
11.	Screw plates installed
12.	All piping tested, inspected
13.	As-builts 100% complete
14.	
15.	
SPRINKLER PIPING	
1.	Hose cabinets installed, piping complete
2.	Inspectors tests, drains, FD connection complete
3.	Piping properly supported through floors
4.	All fire caulk complete at floors
5.	Fire caulking complete at floors
6.	All piping tested & inspected
7.	
8.	

MECHANICAL INSULATION	
1.	All pressure tests complete prior to starting insulation
2.	All HW, CW piping insulated as scheduled. Correct type & thickness
3.	All ductwork insulated as required
4.	All elbows insulated
5.	All joints properly taped & sealed
6.	
7.	
TEMPERATURE CONTROLS	
1.	All thermostats & sensors are wired
2.	All fire caulk complete
3.	
4.	
ELECTRICAL	
1.	Conduits properly secured and supported
2.	Outlet boxes independently secured to framing, both sides of box
3.	Boxes adjacent to one another aligned horizontally
4.	Correct depth plaster rings are installed on all boxes
5.	All outlet boxes are at the correct height (at counters, equipment, etc.)
6.	All MC completed and secured within 12" of box
7.	Correct type & grade of jacketed cable used
8.	All panel back boxes installed plumb & parallel to framing
9.	Correct connectors used at all panel boxes
10.	All fire caulk complete & inspected by Fire Marshal
11.	Electrical inspected & signed off
12.	As-builts 100% complete
13.	
14.	



ABOVE-CEILING INSPECTION PRE-TILE

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

Job Name: _____

Job No.: _____

Room: _____

Date: _____

Key: X = Completed O = Open/To Be Completed N/A = Not Applicable

MASONRY	
1.	CMU completed to the deck
2.	Top of wall restraining angle/clips installed
3.	Top of wall fire safed, fire caulked & inspected by Fire Marshal
4.	Patching complete at all pipes, conduits, ductwork
5.	
6.	
7.	
DRYWALL	
1.	Complete drywall board installation
2.	Complete fire/smoke taping at N E S W wall
3.	Seal at _____ penetrations, N E S W wall
4.	Seal at _____ penetrations, N E S W wall
5.	Top of wall fire safed, fire caulked & inspected by Fire Marshal
6.	
7.	
FIREPROOFING	
1.	Touchup fireproofing at hangers
2.	Patch fireproofing at _____
3.	Inspected, signed off by test lab
4.	
5.	
CEILINGS	
1.	Grid 100% complete
2.	Seismic installed as required
3.	Wires cut/removed by other trades replaced
4.	All damaged grid replaced
5.	T's secured to perimeter wall angles
6.	Wire installed within 8" of wall
7.	12 ga. wire at 4' o.c. or 10 ga. wire at 5' o.c.
8.	
9.	

PLUMBING	
1.	HW/CW complete
2.	Vent piping complete
3.	Gas piping complete
4.	Heat maintenance cable installed & tested
5.	All seismic installed
6.	All fire caulk complete & inspected
7.	All pipe labeling complete
8.	All valve tags complete
9.	All hangers are proper spacing
10.	Sanitary/vent piping have proper pitch
11.	Pack pipe penetrations at floor above
12.	All piping inspected & tested
13.	As-builts 100% complete
14.	
15.	
FIRE PROTECTION SYSTEMS	
1.	Complete sprinkler piping
2.	Complete piping identification
3.	Install pipe hangers within 2' of sprinkler head drops
4.	Install pipe hangers
5.	Heads complete
6.	All unused T's plugged
7.	All zone valves, tamper switches installed & labeled
8.	All inspector's tests & auxiliary drains labeled
9.	Fire caulking complete
10.	Seismic 100% complete
11.	All piping tested & inspected by Fire Marshal
12.	
13.	

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

INSULATION	
1.	All HW/CW piping insulated
2.	All CHW/HHW S&R piping insulated
3.	All condensate piping insulated
4.	All ductwork insulated
5.	All RWL's insulated
6.	All roof drain bowls insulated
7.	All elbows insulated
8.	Insulation continuous at all hangers, sleeves
9.	Saddles installed at all oversize hangers
10.	All joints sealed with tape or mastic
11.	
12.	
MECHANICAL PIPING	
1.	Supply & return to units complete
2.	All units piped with unions & isolation valves
3.	Seismic installed per spec
4.	Spacing on hangers is correct
5.	All piping labeled per spec
6.	All valve tags installed
7.	All fire caulking complete & inspected by Fire Marshal
8.	All expansion loops installed
9.	All control valves installed
10.	All piping tested & inspected
11.	Mechanical Engineer has inspected all work
12.	As-builts 100% complete
13.	Brass or dielectric fittings provided between copper & steel pipe
14.	
15.	
TEMPERATURE CONTROLS	
1.	Units wired
2.	Control valves wired
3.	All motorized dampers wired
4.	All open wire plenum rated
5.	All open wire supported
6.	All fire caulk complete
7.	
8.	

DUCTWORK	
1.	Supply/return/FA/exhaust ducts complete
2.	Heat pump/VAV/FCU installed
3.	Hangers on unit correct type
4.	Flex connectors installed at all units
5.	All filters, motors on unit accessible
6.	RGD installed
7.	Flex ductwork to RGD supported, not pinched
8.	Duct seal complete
9.	All FD's installed per approved details; inspected by Fire Marshal
10.	All break away connections installed as required
11.	Fire caulking complete
12.	All seismic bracing installed at units, ductwork
13.	All ductwork labeled
14.	All access doors installed
15.	All motorized dampers installed
16.	All duct smokes installed
17.	All ductwork leak tested, inspected
18.	Volume dampers installed at all takeoffs
19.	
20.	
ELECTRICAL	
1.	Complete conduit
2.	Fixtures installed, wired
3.	Support wires installed at all fixtures
4.	Disconnects for all HVAC units installed, powered, labeled, 3' clear
5.	Smokes, heats installed & wired
6.	All open wire plenum rated
7.	All open wire supported
8.	All fire caulk complete & inspected by Fire Marshal
9.	All junction boxes closed
10.	J-boxes color coded
11.	Remove all temporary wiring
12.	Electrical inspected & signed off
13.	As-builts 100% complete
14.	
15.	
MISCELLANEOUS	
1.	Stencil N E S W wall
2.	
3.	



SITE WORK PRE-FINAL INSPECTION

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
203.271.0356 t
203.272.5073 f
www.fipconstruction.com

Job Name: _____

Job No.: _____

Room: _____

Date: _____

Key: X = Completed O = Open/To Be Completed N/A = Not Applicable

BITUMINOUS PAVING & CURBS	
1.	Complete top course at
2.	Remove excess paving from curb/CB/MH
3.	(Re) set water/gas gate box to grade
4.	(Re) set MH to grade
5.	Correct low spot/ponding. Pitch to CB
6.	Replace damaged curbing
7.	Complete pavement markings
8.	Sweep pavement at
9.	
10.	
11.	
12.	
SITE CONCRETE: WALKS, PADS, CURBS	
1.	Complete curbing at
2.	Complete walk at
3.	All misc. pads placed (dumpster pad, etc)
4.	Pitch walk away from exterior door
5.	All walks have cross pitch for drainage (1/4" per ft.)
6.	HC ramps have proper maximum slope
7.	All curb cuts are to proper dimensions per ANSI/BOCA
8.	Replace spalled section of walk at
9.	Repair/replace chipped curb at
10.	Trim expansion joint material below walk surface
11.	Caulk expansion joint
12.	Finish on walk unacceptable at
13.	
14.	
PRECAST CONCRETE CURBING	
1.	(Re) set section to proper line and grade
2.	Joints proper width. Even, consistent
3.	Align face/top with adjacent section
4.	Repair/replace damaged section
5.	Caulk joint(s)
6.	
7.	
8.	

GRANITE CURBING	
1.	(Re)set section to proper line and grade
2.	Joints proper width. Even, consistent
3.	Align face/top with adjacent section
4.	Repair/replace damaged section
5.	Caulk joint(s)
6.	
7.	
8.	
PRECAST CONCRETE PAVERS	
1.	All pavers set to proper line and grade. No dips or waves
2.	Jointing is straight/uniform
3.	Fill and compact joints
4.	Cut paver(s) tight to adjacent materials
5.	(Re)stake edging tight to paver
6.	Proper pitch maintained from all exterior doors
7.	Replace chipped/damaged paver
8.	
9.	
10.	
GRANITE PAVERS	
1.	All pavers set to proper line and grade. No dips or waves
2.	Jointing is straight /uniform
3.	Cut paver(s) tight to adjacent materials
4.	Proper pitch maintained from all exterior doors
5.	Replace chipped/damaged paver
6.	Grout joint at
7.	Caulk expansion/control joint
8.	
9.	
10.	

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

SEEDING/SOD	
1.	Regrade/reseed
2.	Repair washouts/rills
3.	Overseed
4.	Replace sod
5.	Remove E&S fencing
6.	Clean hydroseed off of
7.	Clean up tailings pile
8.	Mow
9.	(Re) mulch at
10.	
11.	
12.	
PLANTINGS	
1.	Plant missing tree/shrub
2.	Replace dead tree/shrub
3.	Plant groundcover
4.	(Re) mulch planting ball/bed
5.	Weed planting ball
6.	Weed planting bed
7.	Edge planting bed
8.	Install guys at tree
9.	
10.	
SITE IMPROVEMENTS	
1.	Install/fill/paint bollards
2.	Install building/HC parking/stop sign
3.	Install bike rack
4.	Install flagpole
5.	Install railing
6.	Remove temporary protection from
7.	Install guard rail. Ends bent down.
8.	

SITE UTILITIES	
1.	Set MH/CB/YD cover to grade
2.	Set water/gas gate to grade
3.	Hydrants face correct direction
4.	Hydrant painted per local requirements
5.	Transformer is accessible per Utility requirements
6.	Build invert at sanitary MH
7.	Pressure tests and vacuum tests completed on sanitary systems
8.	Clean CB sump/sumps
9.	Fabric/hay bales removed from CB tops
10.	Operation of pumping stations verified
11.	Complete as-builts/A2 survey
12.	
SITE ELECTRICAL	
1.	Install LP/bollard
2.	Install building egress light
3.	Install fixture Type
4.	Complete power to security camera(s)
5.	Remove protection from
6.	Adjust time clock
7.	Install photocell
8.	
9.	
10.	
IRRIGATION	
1.	Complete piping/heads
2.	Replace damaged head(s)
3.	Adjust head(s)
4.	Install rain sensor
5.	Adjust time for zone
6.	
7.	
8.	



PRE-FINAL INSPECTION

FIP Construction, Inc.

308 Farmington Avenue
Farmington, CT 06032
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203.272.5073 f
www.fipconstruction.com

This is the FIP Punch List. All items on this Punch List should be corrected by _____. Superintendent to confirm that all Punch List items have been completed.

Note to inspector: Circle number beside item to be corrected.

Note to person correcting work: Initial blank beside circled number after work is corrected.

Date: _____ Job Name/No.: _____

Room No.: _____ Inspectors Name: _____

DOORS/FRAMES/HARDWARE

- _____ 1. Adjust closer _____
- _____ 2. Adjust strike _____
- _____ 3. Repair damaged door _____
- _____ 4. Install silencers _____
- _____ 5. Door/frame not labeled _____
- _____ 6. Adjust overhead stop _____
- _____ 7. _____
- _____ 8. _____

TOILET ACCESSORIES

- _____ 1. Install _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____

WINDOWS

- _____ 1. Operates properly _____
- _____ 2. Touchup frame _____
- _____ 3. Stops installed _____
- _____ 4. Repair glass _____
- _____ 5. Adjust blinds _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

DRYWALL

- _____ 1. Screw popping out at _____
- _____ 2. Clean drywall mud off _____
- _____ 3. Refinish at _____
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____

CERAMIC/QUARRY TILE

- _____ 1. Repair damaged tile at _____
- _____ 2. Caulk at _____
- _____ 3. Grout at _____
- _____ 4. Refit at _____
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____

CARPET, VINYL & BASE

- _____ 1. Fix seam/gap in VCT, carpet, vinyl _____
- _____ 2. Repair damaged flooring _____
- _____ 3. Rework base corner _____
- _____ 4. Clean glue off _____
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____

ACOUSTICAL CEILINGS

- _____ 1. Repair or replace damaged tile at _____
- _____ 2. Repair or replace damaged grid at _____
- _____ 3. Adjust tile at _____
- _____ 4. Install missing tile _____
- _____ 5. Replace rejected tile _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

PAINT & VINYL WALLCOVERING

- _____ 1. Paint wall again _____
- _____ 2. Repair VWC at N E S W wall _____
- _____ 3. Touchup paint at N E S W wall _____
- _____ 4. Touchup door frame _____
- _____ 5. Clean or paint door jamb at _____
- _____ 6. Clean overspray at N E S W window _____
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____

CASEWORK & MILLWORK

- _____ 1. Adjust door at _____
- _____ 2. Adjust drawer at _____
- _____ 3. Caulk _____
- _____ 4. Install shelves at _____
- _____ 5. Fix scratch/dent in surface _____
- _____ 6. Miter at _____
- _____ 7. Scribe at _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION MANAGEMENT

DESIGN BUILD

GENERAL CONTRACTING

PRE-FINAL INSPECTION - PAGE 2 OF 2

MECHANICAL

- _____ 1. Fin tube cover/fan coil cover _____
- _____ 2. Access panel _____
- _____ 3. Pipe labeling _____
- _____ 4. Fire caulk _____
- _____ 5. Install hangers w/cont. insulation _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

PLUMBING

- _____ 1. Tighten drain escutcheon _____
- _____ 2. Fix faucet drip _____
- _____ 3. Handicap insulation _____
- _____ 4. Pipe labeling _____
- _____ 5. Access covers _____
- _____ 6. Fire caulk _____
- _____ 7. Caulk _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

SPRINKLER

- _____ 1. Install escutcheon _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____

ELECTRICAL

- _____ 1. Clean light lens _____
- _____ 2. Remove fixture bag _____
- _____ 3. Level cover plate at N E S W wall _____
- _____ 4. Install cover plate on _____
- _____ 5. Remove temporary wire _____
- _____ 6. Label panel covers _____
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____

MISCELLANEOUS

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____
- _____ 16. _____
- _____ 17. _____
- _____ 18. _____
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____
- _____ 22. _____
- _____ 23. _____
- _____ 24. _____
- _____ 25. _____
- _____ 26. _____
- _____ 27. _____
- _____ 28. _____
- _____ 29. _____
- _____ 30. _____

VII CHECK LISTS

02000 SITE UTILITIES

Project: _____ Date: _____

Section: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

GENERAL

- _____ 1. All submittals approved (pipe, structures, bedding, etc).
- _____ 2. Call Before You Dig (1.800.922.4455).
- _____ 3. Existing utilities shored/protected from damage.
- _____ 4. Coordination drawings complete. Conflicts identified.
- _____ 5. Trenches sloped/benched properly.
- _____ 6. Ladders provided every 25' in trenches.
- _____ 7. Trench boxes used were required. Serial numbers on record.
- _____ 8. Trenches over 25' deep reviewed by PE.
- _____ 9. Pumps on hand for dewatering.
- _____ 10. All erosion and sedimentation controls in place.
- _____ 11. No utilities to be installed on frozen ground.
- _____ 12. All permits pulled and fees are paid.
- _____ 13. Installer with Connecticut P-6 License on site during installation.

SANITARY

- _____ 1. Trench excavated to proper line and grade. No over excavation.
- _____ 2. Minimum distances of 10' maintained from water main(s).
- _____ 3. Pipe is proper size, type and grade.
- _____ 4. Pipe and structures set on firm undisturbed soil or bedding material.
- _____ 5. Pipe laid with bells facing upstream.
- _____ 6. Pipe is laid to the proper minimum pitch.
- _____ 7. Bedding material is hand placed around the pipe.
- _____ 8. Backfilling is done in lifts. Each lift is compacted and tested per specification.
- _____ 9. Structures are provided with preinstalled boots.
- _____ 10. Outside of structures are dampproofed prior to backfilling.
- _____ 11. Lifting holes in structure are plugged and grouted from outside.
- _____ 12. Warning tape is placed at proper elevation.
- _____ 13. Inverts at all structures are built.
- _____ 14. Pipe is tested per specification prior to final site work.
- _____ 15. Structures are vacuum tested per specification.
- _____ 16. Frames and covers are set to grade at manholes.

02000 SITE UTILITIES

- _____ 17. Installation inspected by local officials as work progresses.
- _____ 18. As-builts complete and pictures taken prior to backfilling.
- _____ 19. _____

STORM

- _____ 1. Trench excavated to proper line and grade. No over excavation.
- _____ 2. Pipe is proper size, type and grade.
- _____ 3. Pipe and structures set on firm undisturbed soil or bedding material.
- _____ 4. Pipe laid with bells facing upstream.
- _____ 5. Bedding material is hand placed around the pipe.
- _____ 6. Gaskets/grout are installed between precast structure sections.
- _____ 7. Sumps at structures are the correct depth.
- _____ 8. Structure tops do not overhang the structure (can be heaved by frost).
- _____ 9. Hay bales/silt sacks installed at structures.
- _____ 10. As-builts complete and pictures taken prior to backfilling.
- _____ 11. _____
- _____ 12. _____
- _____ 13. _____

GAS

- _____ 1. Trench excavated to proper line and grade. Minimum 30" of cover.
- _____ 2. Minimum required distances from other utilities maintained.
- _____ 3. Sand bedding is being placed around the pipe.
- _____ 4. Warning tape installed over the main.
- _____ 5. Gate boxes set to the proper grade.
- _____ 6. Line tested prior to final sitework.
- _____ 7. As-builts complete and pictures taken prior to backfilling.
- _____ 8. _____

WATER

- _____ 1. Trench excavated to proper line and grade. Minimum 60" of cover.
- _____ 2. Minimum distance of 10' maintained from sanitary.
- _____ 3. If water crosses sanitary, it is minimum 18" above sanitary -- never below.
- _____ 4. Proper grade and size of pipe is used.
- _____ 5. Proper bedding material is provided around pipe.
- _____ 6. Pipe is laid with bells facing upstream.

02000 SITE UTILITIES

- _____ 7. Dirt and rocks are prevented from entering the pipe.
- _____ 8. Gaskets are installed in the correct direction and kept clean.
- _____ 9. All mechanical joint restraints are installed.
- _____ 10. All thrust blocks have been placed.
- _____ 11. Gate valves are installed at all required locations.
- _____ 12. Gate boxes set to the proper grade.
- _____ 13. Line tested prior to final site work.
- _____ 14. As-builts complete and pictures taken prior to backfilling.
- _____ 15. All required town inspections have been completed.
- _____ 16. _____
- _____ 17. _____

DUCT BANKS

- _____ 1. Trench excavated to proper line and grade. Minimum 30" of cover.
- _____ 2. Subgrade is firm and free of rocks.
- _____ 3. Minimum required distances from other utilities maintained.
- _____ 4. Minimum required distance between power and telecom/data maintained.
- _____ 5. Proper size, type and quantity of conduits are installed.
- _____ 6. Conduit couplings staggered a minimum of 2' apart.
- _____ 7. Spacers installed every 5' to 8' along duct bank.
- _____ 8. Conduit secured to one another and spacers.
- _____ 9. Concrete encasement complete at required locations.
- _____ 10. Correct bedding material placed around the pipe.
- _____ 11. Drains provided from handholes as required.
- _____ 12. Hand holes/vaults set on stone base.
- _____ 13. As-builts complete and pictures taken prior to backfilling.
- _____ 14. _____

02000 SITE WORK • EXCAVATION & BACKFILLING

PROJECT: _____ DATE: _____

LOCATION (COL. LINE): _____ CHECKED BY: _____

X = completed

O = open/to be completed

NA = not applicable

GENERAL

- _____ 1. Call Before You Dig (1.800.922.4455)
- _____ 2. All erosion and sedimentation controls are in place.

STRUCTURAL EXCAVATION

- _____ 1. Excavated to proper elevation.
- _____ 2. Sloped properly for soil type.
- _____ 3. Excavated material is stockpiled minimum 2' from excavation.
- _____ 4. Existing structures are shored as required.
- _____ 5. Excavations kept free of standing water.
- _____ 6. Bottom of excavation is firm, undisturbed soil.
- _____ 7. Bottom of excavation proof rolled.
- _____ 8. Bottom of excavation free of organic material, debris.
- _____ 9. Footing steps, elevation changes are excavated to proper dimensions.
- _____ 10. Stone below footings placed to proper depth.
- _____ 11. Excavations inspected prior to starting formwork.
- _____ 12. _____
- _____ 13. _____

BACKFILLING

- _____ 1. Approved sieve and proctor for each material being placed.
- _____ 2. Samples of all borrow materials kept on site.
- _____ 3. Waterproofing/protection board installed. Inspected prior to backfilling.
- _____ 4. Footing drain, stone, fabric installed. Inspected prior to backfilling.
- _____ 5. Correct material being placed.
- _____ 6. Material not being placed on frozen ground.
- _____ 7. Excavations free of standing water prior to backfilling.
- _____ 8. Excavations free of debris, foreign materials.
- _____ 9. Material not being placed above optimum moisture content.
- _____ 10. Material placed in proper lifts. Each lift compacted.
- _____ 11. All lifts tested. Proper number of tests being taken per lift.
- _____ 12. Walls being backfilled at equal heights on both sides.

02000 SITE WORK • EXCAVATION & BACKFILLING

_____ 13. Testing lab on site at all times during BF operations.

_____ 14. _____

_____ 15. _____

02000 SITE WORK • FINAL PUNCH LIST

Project: _____ Date: _____

Location: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

BITUMINOUS PAVING & CURBS

- _____ 1. Complete top course at _____
- _____ 2. Remove excess paving from curb/catch basin/manhole _____
- _____ 3. (Re)set water/gas gate box to grade _____
- _____ 4. (Re)set manhole to grade _____
- _____ 5. Correct low spot/ponding. Pitch to catch basin _____
- _____ 6. Replace damaged curbing _____
- _____ 7. Complete pavement markings _____
- _____ 8. Sweep pavement at _____
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

SITE CONCRETE: WALKS, PADS, CURBS

- _____ 1. Complete curbing at _____
- _____ 2. Complete walk at _____
- _____ 3. All miscellaneous pads placed (dumpster pad, etc.) _____
- _____ 4. Pitch walk away from exterior door _____
- _____ 5. All walks have cross pitch for drainage ($\frac{1}{4}$ " per foot) _____
- _____ 6. HC ramps have proper maximum slope _____
- _____ 7. All curbs cuts are to proper dimensions per ANSI/BOCA _____
- _____ 8. Replace spalled section of walk at _____
- _____ 9. Repair/replace chipped curb at _____
- _____ 10. Trim expansion joint material below walk surface _____
- _____ 11. Caulk expansion joint _____
- _____ 12. Finish on walk unacceptable at _____
- _____ 13. _____
- _____ 14. _____

02000 SITE WORK • FINAL PUNCH LIST

PRECAST CONCRETE CURBING

- _____ 1. (Re)set section to proper line and grade _____
- _____ 2. Joints proper width. Even, consistent _____
- _____ 3. Align face/top with adjacent section _____
- _____ 4. Repair/replace damaged section _____
- _____ 5. Caulk joint(s) _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

GRANITE CURBING

- _____ 1. (Re)set section to proper line and grade _____
- _____ 2. Joints proper width. Even, consistent _____
- _____ 3. Align face/top with adjacent section _____
- _____ 4. Repair/replace damaged section _____
- _____ 5. Caulk joint(s) _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

PRECAST CONCRETE PAVERS

- _____ 1. All pavers set to proper line and grade. No dips or waves _____
- _____ 2. Jointing is straight/uniform _____
- _____ 3. Fill and compact joints _____
- _____ 4. Cut paver(s) tight to adjacent materials _____
- _____ 5. (Re)stake edging tight to paver _____
- _____ 6. Proper pitch maintained from all exterior doors _____
- _____ 7. Replace chipped/damaged paver _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

02000 SITE WORK • FINAL PUNCH LIST

GRANITE PAVERS

- _____ 1. All pavers set to proper line and grade. No dips or waves _____
- _____ 2. Jointing is straight/uniform _____
- _____ 3. Cut paver(s) tight to adjacent materials _____
- _____ 4. Proper pitch maintained from all exterior doors _____
- _____ 5. Replace chipped/damaged paver _____
- _____ 6. Grout joint at _____
- _____ 7. Caulk expansion/control joint _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

SEEDING/SOD

- _____ 1. Regrade/reseed _____
- _____ 2. Repair washouts/rills _____
- _____ 3. Over seed _____
- _____ 4. Replace sod _____
- _____ 5. Remove erosion and sedimentation fencing _____
- _____ 6. Clean hydroseed off of _____
- _____ 7. Clean up tailings pile _____
- _____ 8. Mow _____
- _____ 9. (Re)mulch at _____
- _____ 10. _____
- _____ 11. _____

PLANTINGS

- _____ 1. Plant missing tree/shrub _____
- _____ 2. Replace dead tree/shrub _____
- _____ 3. Plant ground cover _____
- _____ 4. (Re)mulch planting ball/bed _____
- _____ 5. Weed planting ball _____
- _____ 6. Weed planting bed _____
- _____ 7. Edge planting bed _____
- _____ 8. Install guys at tree _____
- _____ 9. _____
- _____ 10. _____

02000 SITE WORK • FINAL PUNCH LIST

SITE IMPROVEMENTS

- _____ 1. Install/fill/paint bollards _____
- _____ 2. Install building/handicap parking/stop sign _____
- _____ 3. Install bike rack _____
- _____ 4. Install flagpole _____
- _____ 5. Install railing _____
- _____ 6. Remove temporary protection from _____
- _____ 7. Install guard rail. Ends bent down _____
- _____ 8. _____

SITE UTILITIES

- _____ 1. Set manhole/catch basin/yard drain cover to grade _____
- _____ 2. Set water/gas gate to grade _____
- _____ 3. Hydrants face correct direction _____
- _____ 4. Hydrant painted per local requirements _____
- _____ 5. Transformer is accessible per utility requirements _____
- _____ 6. Build invert at sanitary manhole _____
- _____ 7. Pressure tests and vacuum tests completed on sanitary systems _____
- _____ 8. Clean catch basin sump/sumps _____
- _____ 9. Fabric/hay bales removed from catch basin tops _____
- _____ 10. Operation of pumping stations verified _____
- _____ 11. Complete as-builts/A-2 Survey _____
- _____ 12. _____

SITE ELECTRICAL

- _____ 1. Install light pole/bollard _____
- _____ 2. Install building egress light _____
- _____ 3. Install type _____ fixture
- _____ 4. Complete power to security camera(s) _____
- _____ 5. Remove protection from _____
- _____ 6. Adjust time clock _____
- _____ 7. Install photocell _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

02000 SITE WORK • FINAL PUNCH LIST

IRRIGATION

-
- _____ 1. Complete piping/heads _____
 - _____ 2. Replace damaged head(s) _____
 - _____ 3. Adjust head(s) _____
 - _____ 4. Install rain sensor _____
 - _____ 5. Adjust time for zone _____
 - _____ 6. _____
 - _____ 7. _____
 - _____ 8. _____

03000 CONCRETE • FOUNDATIONS

Project: _____ Date: _____

Section: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-PLACEMENT

GENERAL

- _____ 1. Mix design approved and on site. Admixtures approved.
- _____ 2. Rebar shops approved and rebar on site and stored off ground.
- _____ 3. Verify that Subcontractor has latest set of contract drawings and SK's.
- _____ 4. M&E sleeves located on coordination drawing. Sleeves on site.
- _____ 5. Anchor bolt shop drawings approved. Anchor bolts on site.
- _____ 6. Miscellaneous steel shops approved. Angles, Imbeds on site
- _____ 7. Building offsets laid out by Surveyor. Benchmarks set.
- _____ 8. Cold/hot weather protection in place.
- _____ 9. Local building official Inspected and signed off.
- _____ 10. Testing lab scheduled.
- _____ 11. Contractor's certificate of insurance on site.
- _____ 12. _____

FOOTINGS

- _____ 1. Forms free of standing water.
- _____ 2. Formed to proper width and depth.
- _____ 3. Reinforcing proper size/spacing. Inspected by lab.
- _____ 4. Footing steps proper dimensions.
- _____ 5. Footing steps below utilities as required.
- _____ 6. Footing "breaks" provided for utilities.
- _____ 7. Keyway formed.
- _____ 8. Vertical dowels installed and secured (no wet sticking).
- _____ 9. Spreaders in place.
- _____ 10. Strapping in place at underside of forms.
- _____ 11. PVC waterstop secured at keyway.
- _____ 12. Reinforcing minimum 3" from earth.
- _____ 13. Reinforcing has proper clearance to forms (largest aggregate x 2).
- _____ 14. Reinforcing clean, free of mud, rust.
- _____ 15. _____

03000 CONCRETE • FOUNDATIONS

- _____ 16. _____
- _____ 17. _____
- _____ 18. _____

WALLS

- _____ 1. Walls formed straight and to proper dimensions.
- _____ 2. All wailers/strong backs/bracing in place.
- _____ 3. Brick shelves formed/dovetail slots installed.
- _____ 4. Top of wall elevation verified. Grade nails set.
- _____ 5. Top of wall elevation stepped at doorways.
- _____ 6. Chamfers installed at exposed edges.
- _____ 7. Construction joints proper spacing.
- _____ 8. Keyways formed at construction joints.
- _____ 9. Sleeves, box outs, chases for M&E trades formed.
- _____ 10. Reinforcing proper size and spacing.
- _____ 11. Rebar properly lapped.
- _____ 12. Corner bars lapped properly.
- _____ 13. Reinforcing installed behind brick shelf.
- _____ 14. Additional reinforcing installed at all wall openings.
- _____ 15. Reinforcing proper clearance from forms (maximum aggregate X 2).
- _____ 16. Reinforcing continuous through construction joints.
- _____ 17. Reinforcing interrupted at expansion joints.
- _____ 18. Waterstop installed at all construction, expansion joints.
- _____ 19. Edge angles installed.
- _____ 20. All inserts installed.
- _____ 21. Anchor bolts set in template PRIOR TO PLACEMENT.
- _____ 22. Keyway free of debris, ice, snow, water.
- _____ 23. Clean, unblemished forms used at all exposed concrete surfaces.
- _____ 24. _____
- _____ 25. _____

03000 CONCRETE • FOUNDATIONS

PLACEMENT

- _____ 1. Testing lab on site.
- _____ 2. Batch tickets verified for proper mix design.
- _____ 3. Proper slump _____.
- _____ 4. Proper concrete temperature _____.
- _____ 5. Proper air content _____.
- _____ 6. Batch time verified. Loads not to exceed 90-minute limit.
- _____ 7. Concrete vibrated in forms.
- _____ 8. Top of wall at correct elevation.
- _____ 9. Forms, anchor bolt locations rechecked after placing concrete.
- _____ 10. Top of wall floated, trowel flat and level.
- _____ 11. Slab/masonry dowels installed at top of wall.
- _____ 12. _____.
- _____ 13. _____.
- _____ 14. _____.
- _____ 15. _____.

POST-PLACEMENT

- _____ 1. Forms stripped.
- _____ 2. Keyways stripped.
- _____ 3. Ties snapped, ground. Holes filled (both sides of wall).
- _____ 4. Reglets box outs stripped.
- _____ 5. Joints, ridges ground.
- _____ 6. Exposed areas rubbed/parged.
- _____ 7. Large bug holes repaired. Method approved by Engineer.
- _____ 8. Spalls, chipped corners repaired. Method approved by Engineer.
- _____ 9. Dowels cleaned of excess concrete.
- _____ 10. Light poles set. Elevations checked.
- _____ 11. Anchor bolt locations verified.
- _____ 12. Cold/hot weather protection maintained
- _____ 13. _____.
- _____ 14. _____.
- _____ 15. _____.

03000 CONCRETE • SLABS-ON-DECK

Project: _____ Date: _____

Location: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-PLACEMENT

STRUCTURAL/MISCELLANEOUS STEEL

- _____ 1. All bolts T.C'd.
- _____ 2. All moments welded.
- _____ 3. Deck welded at correct spacing.
- _____ 4. All side lap fasteners installed at deck.
- _____ 5. Perimeter bent plates/pour stops adjusted and welded.
- _____ 6. Bent plates, pour stops installed at stairs, elevator, slab openings.
- _____ 7. Pour stop at elevator adequate to support elevator rails.
- _____ 8. Shear studs complete. Inspected.
- _____ 9. Shear rods welded to bent plate/columns.
- _____ 10. Opening for elevator plumbed with pit/floor(s) below
- _____ 11. Testing lab/special inspector signed off.
- _____ 12. _____
- _____ 13. _____

CONCRETE

- _____ 1. Mix design approved. All admixtures approved.
- _____ 2. Construction Joint locations approved by the Engineer.
- _____ 3. Cold weather/hot weather protection in place.
- _____ 4. Slab to be placed to Grade or Thickness. Verify with Engineer.
- _____ 5. How is slab designed to be pitched at floor drains.
- _____ 6. Rebar/WWF installed and lapped properly.
- _____ 7. Additional reinforcing at girders.
- _____ 8. Additional reinforcing at beam penetrations.
- _____ 9. Additional reinforcing installed at slab openings.
- _____ 10. Proper height chairs used
- _____ 11. Bulkheads formed straight at construction joints. Keyway required?
- _____ 12. Dowels installed at all construction joints.
- _____ 13. _____
- _____ 14. _____

03000 CONCRETE • SLABS-ON-DECK

MECHANICAL/ELECTRICAL

- _____ 1. Floor drains and cleanouts set to grade. Protected from concrete.
- _____ 2. Sleeves/bulkheads for ductwork set
- _____ 3. Sleeves for plumbing/ mechanical piping set
- _____ 4. Sleeves for fire protection set.
- _____ 5. Sleeves for electrical set.
- _____ 6. Locations of electrical conduits approved by the Structural Engineer.
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

PLACEMENT

- _____ 1. Testing lab on site. Town Inspector on site.
- _____ 2. Batch tickets verified for proper mix design.
- _____ 3. Proper slump _____
- _____ 4. Proper temperature _____
- _____ 5. Proper air content _____
- _____ 6. Batch time verified. Loads not to exceed 90-minute limit.
- _____ 7. Concrete screeded, floated to proper elevation or thickness.
- _____ 8. Concrete dished/pitched to floor drains?
- _____ 9. Floor drains, cleanouts, electrical not buried (plumber, electrician on site).
- _____ 10. Proper reveals at floor drains, cleanouts.
- _____ 11. Floor completely finished. At columns, pipes, edges.
- _____ 12. Adjacent surfaces cleaned, free of concrete.
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____

03000 CONCRETE • SLABS-ON-DECK

POST-PLACEMENT

- _____ 1. Proper curing method used (compounds, wet curing).
- _____ 2. Curing compounds compatible with flooring adhesives.
- _____ 3. Cold weather, hot weather protection maintained.
- _____ 4. Adjacent surfaces cleaned, free of concrete.
- _____ 5. Curing maintained for proper duration.
- _____ 6. _____
- _____ 7. _____

03000 CONCRETE • SLABS-ON-GRADE

Project: _____ Date: _____

Slab Area: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PREPLACEMENT

SITE WORK

- _____ 1. Stone/process placed. Grades accepted.
- _____ 2. Compaction tests taken on subgrade. All passed.
- _____ 3. Rigid insulation placed (building perimeter, walk-ins, radiant heat slabs).
- _____ 4. Slab depressions excavated for (entry mats, mud-set tile, radiant heat, etc.)
- _____ 5. Haunches at CMU walls excavated.
- _____ 6. _____
- _____ 7. _____

STRUCTURAL & MISCELLANEOUS STEEL

- _____ 1. All anchor bolts tightened and signed off by inspector.
- _____ 2. Column bases waterproofed.
- _____ 3. Edge angles/pit frames installed (sump pits, dock pits, etc.).
- _____ 4. _____

CONCRETE

- _____ 1. Mix design approved. All admixtures approved.
- _____ 2. Cold weather/hot weather protection in place.
- _____ 3. Vapor barrier installed.
- _____ 4. Rebar/WWF installed and lapped properly.
- _____ 5. #5 rebar installed at re-entrant corners.
- _____ 6. Bulkheads formed straight at construction joints. Keyway required?
- _____ 7. Bulkheads at doorways formed CL of threshold.
- _____ 8. Slab depressions formed (kitchen troughs, entry mats, mud-set tile, etc.).
- _____ 9. Isolation diamonds formed at columns.
- _____ 10. Chamfer strips installed at all exposed slab edges.
- _____ 11. Dowels installed at doorways.
- _____ 12. Reinforcing/dowels installed at slab haunches.
- _____ 13. Dowels installed at all construction joints.

03000 CONCRETE • SLABS-ON-GRADE

- _____ 14. Expansion joint installed at slab perimeter.
- _____ 15. Waterstop installed at slab perimeter.
- _____ 16. Control Joint layout approved by Engineer.
- _____ 17. _____

MECHANICAL

- _____ 1. Floor drains and cleanouts set to grade. Protected from concrete.
- _____ 2. Utility feeds to out buildings installed, tested.
- _____ 3. Water feeds to trap primers installed/insulated
- _____ 4. Water/fire service complete, tested and inspected.
- _____ 5. Chill water mains installed, inspected and tested.
- _____ 6. Irrigation, lawn hydrant feeds installed, tested.
- _____ 7. Water, waste to kitchen equipment roughed.
- _____ 8. All underslab as-builts 100% complete.
- _____ 9. _____
- _____ 10. _____

ELECTRICAL

- _____ 1. Feeds to service complete and inspected.
- _____ 2. Under slab rough complete and inspected. Conduits buried below concrete.
- _____ 3. All sweeps through slab are rigid conduit (NO PVC, NO EMT).
- _____ 4. All floor boxes set to grade.
- _____ 5. All rough to elevator pit complete.
- _____ 6. All rough to dock pit complete.
- _____ 7. All underslab as-builts 100% complete.
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

PLACEMENT

- _____ 1. Testing lab on site. Town Inspector on site.
- _____ 2. Batch tickets verified for proper mix design.
- _____ 3. Proper slump _____.
- _____ 4. Proper temperature _____.
- _____ 5. Proper air content _____.
- _____ 6. Batch time verified. Loads not to exceed 90 minute limit.

03000 CONCRETE • SLABS-ON-GRADE

- _____ 7. Concrete screeded, floated to proper elevation. Correct bench mark used.
- _____ 8. Concrete dished/pitched to floor drains.
- _____ 9. Floor drains, cleanouts, electrical not buried (plumber, electrician on site).
- _____ 10. Proper reveals at cleanouts, floor drains.
- _____ 11. Floor completely finished. At columns, pipes, edges.
- _____ 12. Exposed edges tooled at doorways, column diamonds, etc.
- _____ 13. Adjacent surfaces cleaned, free of concrete.
- _____ 14. _____
- _____ 15. _____
- _____ 16. _____

POST-PLACEMENT

- _____ 1. Proper curing method used (compounds, wet curing).
- _____ 2. Curing compounds compatible with flooring adhesives.
- _____ 3. Floors saw cut within 24 hours. Layout approved by Engineer.
- _____ 4. Adjacent surfaces cleaned, free of concrete.
- _____ 5. Curing maintained for proper duration.
- _____ 6. Cold weather, hot weather protection maintained.

03000 CONCRETE • STRUCTURAL SLABS

Project: _____ Date: _____

Location: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-PLACEMENT

- _____ 1. Mix design approved. All admixtures approved.
- _____ 2. Cold weather/hot weather protection in place.
- _____ 3. Shoring designed, sealed by P.E.
- _____ 4. All shoring properly braced. Inspected/signed off by P.E.
- _____ 5. All forms, shores set to grade.
- _____ 6. All beams formed to proper dimension.
- _____ 7. All beams properly pre-cambered.
- _____ 8. Overlay plywood (HDO, MDO) used at exposed locations.
- _____ 9. All joints tight, caulked for leakage.
- _____ 10. Chamfer strips installed at all exposed corners, beams.
- _____ 11. Reinforcing correct size and spacing.
- _____ 12. Reinforcing mats are running in the right direction.
- _____ 13. Proper rebar clearance at all beams.
- _____ 14. Correct chairs and bolsters are being used.
- _____ 15. Dowels at columns are properly splayed.
- _____ 16. Drop panels/shear heads formed to the correct size.
- _____ 17. All slab openings formed to correct size, location.
- _____ 18. All integral curbs formed.
- _____ 19. Additional reinforcing installed at all slab openings.
- _____ 20. Bulkheads formed for proper bearing at walls.
- _____ 21. Construction joint locations approved by the Engineer.
- _____ 22. Routing/location of electrical conduits approved by Engineer.
- _____ 23. Reinforcing inspected/signed off by Engineer
- _____ 24. _____
- _____ 25. _____

PLACEMENT

- _____ 1. Testing lab on site. Town Inspector on site.
- _____ 2. Backup pump on site.
- _____ 3. Batch tickets verified for proper mix design.
- _____ 4. Proper slump _____
- _____ 5. Proper temperature _____

03000 CONCRETE • STRUCTURAL SLABS

- _____ 6. Proper air content _____.
- _____ 7. Batch time verified. Loads not to exceed 90 minute limit.
- _____ 8. Formwork monitored for movement/failure.
- _____ 9. Concrete screeded, floated to proper elevation. Correct bench mark used.
- _____ 10. Concrete vibrated during placement.
- _____ 11. Floor drains, cleanouts, electrical not buried (plumber, electrician on site)
- _____ 12. Proper reveals at floor drains, cleanouts.
- _____ 13. Floor completely finished at columns, pipes, edges.
- _____ 14. Adjacent surfaces cleaned, free of concrete.
- _____ 15. _____
- _____ 16. _____
- _____ 17. _____

POST-PLACEMENT

- _____ 1. Design strength achieved prior to form removal.
- _____ 2. Proper curing method used (compounds, wet curing).
- _____ 3. Curing compounds compatible with flooring adhesives.
- _____ 4. Adjacent surfaces cleaned, free of concrete.
- _____ 5. Curing maintained for proper duration.
- _____ 6. Cold weather, hot weather protection maintained.
- _____ 7. _____
- _____ 8. _____

04000 MASONRY

Project: _____ Date: _____

Section: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-STARTUP

- _____ 1. All submittals approved (brick, block, mortar, flashing, etc.).
- _____ 2. Mix design for grout approved. Admixtures approved.
- _____ 3. Mockup constructed and approved.
- _____ 4. Pre-construction meeting held.
- _____ 5. Pre-cast/stone shops submitted and approved.
- _____ 6. Aluminum door/window shops (field measured or rough openings guaranteed).
- _____ 7. Louver shops approved (field measured or rough openings guaranteed).
- _____ 8. Hollow metal frames on site. Set by mason or others?
- _____ 9. Loose lintels on site.
- _____ 10. M&E trade coordination drawings complete. Conflicts with bond beams?
- _____ 11. Benchmarks set on all perimeter columns/window jambs.
- _____ 12. Staging area is designated.
- _____ 13. Brick shelves verified to be proper dimensions/elevation.
- _____ 14. Testing and inspection requirements reviewed.
- _____ 15. Hot and cold weather protection plan is in place.
- _____ 16. _____
- _____ 17. _____
- _____ 18. _____
- _____ 19. _____

STRUCTURAL CMU

- _____ 1. Cells to be grouted kept free of mortar.
- _____ 2. Proper type mortar used.
- _____ 3. Dowels to supporting slab/wall below installed and Inspected.
- _____ 4. Reinforcing correct size and spacing.
- _____ 5. Correct laps on all reinforcing.
- _____ 6. Additional reinforcing installed at perimeter of all openings.
- _____ 7. Reinforcing at openings in cell immediately adjacent to opening.
- _____ 8. Durawall installed. Pre-fabricated T's and corners are used.
- _____ 9. Through-wall flashing installed with proper laps and embedment. Laps sealed.
- _____ 10. Walls grouted in correct lifts. Inspector on site.

04000 MASONRY

- _____ 11. Grout left half cell low at top of lift (grout cold joint cannot align with mortar joint).
- _____ 12. Anchor bolts installed at top of wall as required.
- _____ 13. Rough openings for doors, windows louvers are correct size and location.
- _____ 14. Cold/hot weather protection provided.
- _____ 15. Blocks set in a full bed of mortar.
- _____ 16. Control joints provided at locations shown on drawings.
- _____ 17. Plumbing/electrical completed as work progresses.
- _____ 18. Cells grouted solid at surface mounted items (toilet accessories, millwork, overhead doors, etc).
- _____ 19. Sleeves for mechanical trades installed as work progresses.
- _____ 20. Pintles for brick ties proper size and spacing.
- _____ 21. All hollow metal frames installed, set plumb, jambs grouted solid.
- _____ 22. _____
- _____ 23. _____
- _____ 24. _____

VENEER

- _____ 1. Flashing installed at base of wall.
- _____ 2. Joints in flashing have proper lap and are sealed.
- _____ 3. End dams are built correctly.
- _____ 4. Mortar net/peastone are installed.
- _____ 5. CMU backup is dampproofed.
- _____ 6. Rigid insulation is installed with tight butts.
- _____ 7. Vapor barrier is installed. Joints taped. All tears repaired.
- _____ 8. Vapor barrier laps over flashing.
- _____ 9. Brick ties are screwed to studs with correct size, number of fasteners.
- _____ 10. Brick ties are at proper spacing. Fully engaged in pintles.
- _____ 11. Weeps are at proper spacing and kept clean.
- _____ 12. Lintels have proper bearing.
- _____ 13. No excess mortar dropping in the cavity.
- _____ 14. Block/brick cut tight to sleeve and embeds. No overcuts.
- _____ 15. Jointing/bond pattern is consistent, proper joint sizes.
- _____ 16. Control joints, caulk joints are cleaned of all excess mortar.
- _____ 17. Joints are properly tooled.
- _____ 18. Precast/stone is protected from mortar.
- _____ 19. Mortar is raked backed at precast, stone for caulk.
- _____ 20. Rough openings at windows and doors are the correct size and location.

04000 MASONRY

- _____ 21. Control joints are in the locations shown on the drawings.
- _____ 22. Dur-A-Wall is interrupted at control/expansion joints.
- _____ 24. Wash down of brick is completed.
- _____ 25. _____
- _____ 26. _____

05000 LIGHT GAUGE METAL FRAMING

Project: _____ Date: _____

Section: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-STARTUP

- _____ 1. All submittals approved.
- _____ 2. Shop drawings approved.
- _____ 3. Pre-construction meeting held.
- _____ 4. Door/window shops approved (field measured or rough openings guaranteed).
- _____ 5. Louver shops approved (field measured or rough openings guaranteed).
- _____ 6. M&E trade coordination drawings complete.
- _____ 7. Top of foundation walls level. Elevation verified.
- _____ 9. Slab-on-grade placed, perimeter of building graded.
- _____ 10. Bench marks established.
- _____ 11. _____
- _____ 12. _____

FRAMING

- _____ 1. Farming is correct gauge, size. Increased at corners for wind load?
- _____ 2. All framing members are correct spacing.
- _____ 3. All framing members are plumb and/or level.
- _____ 4. Track fastened to wall with correct length fasteners.
- _____ 5. Track fastened at correct spacing. Increased at corners for wind load?
- _____ 6. Studs fit tight to top and bottom track at bearing walls.
- _____ 7. All framing members screwed/welded both sides top and bottom.
- _____ 8. 'L' clips provided to structural steel. Correct number of fasteners used.
- _____ 9. All 'X' bracing installed per shop drawings.
- _____ 10. All bridging is installed secured to studs with 'L' clips and correct number of screws.
- _____ 11. Sill seal is installed
- _____ 12. Punch-outs in studs align.
- _____ 13. Walls are plumbed/braced/sheathed prior to loading.
- _____ 14. All fasteners removed at slip track prior to sheathing.
- _____ 15. Rough openings are framed to the correct dimensions.
- _____ 16. Correct number of fasteners used at header to stud connection.
- _____ 17. Headers/jambs are pre-insulated and protected from the weather.
- _____ 18. Top of wall, window sill elevations verified as work progresses.

05000 LIGHT GAUGE METAL FRAMING

- _____ 19. _____
- _____ 20. _____

TRUSSES

- _____ 1. Trusses are stored on dunnage.
- _____ 2. Trusses are rigged as to not damage trusses.
- _____ 3. Trusses align with studs in supporting walls.
- _____ 4. Trusses are plumb and straight.
- _____ 5. All stacked trusses are fastened per shop drawings.
- _____ 6. Bracing is installed per supplier's recommendations.
- _____ 7. Trusses are reinforced for mechanical equipment as required.
- _____ 8. Bridging/'X' bracing is installed per shop drawings.
- _____ 9. Ladder framing is complete as required.
- _____ 10. All factory and field connections have the correct size and quantity of screws.
- _____ 11. _____
- _____ 12. _____

SHEATHING

- _____ 1. Material is correct type, thickness, exposure, grade (number of ply's?)
- _____ 2. Correct fasteners are used per specification and Connecticut BOCA schedule.
- _____ 3. Spacing of fasteners is correct per Connecticut BOCA schedule.
- _____ 4. Sheathing is run perpendicular to framing.
- _____ 5. Joints in sheathing are staggered (minimum 3 framing members).
- _____ 6. 'H' clips are installed as required.
- _____ 7. Sheathing is inspected prior to Tyvek or 15 lb. felt.
- _____ 8. Sheathing is protected from the weather.
- _____ 9. All joints are taped as required.
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

05000 STRUCTURAL STEEL

Project: _____ Date: _____

Section: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-STARTUP

- _____ 1. Steel shop drawings/erection drawings approved and on site.
- _____ 2. Joist shop drawings approved and on site.
- _____ 3. Deck shop drawings approved and on site.
- _____ 4. R.O.F./E.O.F. sizes and locations coordinated with mechanical trades.
- _____ 5. Anchor bolt survey complete. All repairs made.
- _____ 6. All leveling plates set. Checked for elevation.
- _____ 7. Concrete design strength achieved at all column piers/footings.
- _____ 8. All safety and fall protection policies reviewed.
- _____ 9. Special Inspection requirements during fabrication scheduled.
- _____ 10. Review special connection requirements (bridge cranes, curtain walls, etc.).
- _____ 11. Staging area designated.
- _____ 12. _____
- _____ 13. _____

ERECTION

- _____ 1. All columns plumbed.
- _____ 2. All anchor bolts have nuts, washers. All nuts tightened.
- _____ 3. All connections fully bolted. Bolts TC'd.
- _____ 4. All beam penetrations properly reinforced.
- _____ 5. All X-bracing is installed and welded.
- _____ 6. Relieving angles set to proper elevation, dimensions. Plumb with floor below.
- _____ 7. Hung lintels adjusted to proper elevation and welded. On masonry coursing?
- _____ 8. All welding complete. Proper length and spacing? Correct rods used?
- _____ 9. Masonry anchors installed on correct sides of columns.
- _____ 10. All trusses/joists reinforced for point loads.
- _____ 11. All bottom chord joist extensions welded (after roof, floor load).
- _____ 12. All bridging, X-bracing installed at joists.
- _____ 13. All exposed welds chipped and ground.
- _____ 14. Shop primer touched up at all welds.

05000 STRUCTURAL STEEL

- _____ 15. Steel to be spray fireproofed, not primed.
- _____ 16. Approved primer used were intumescent paint to be applied.
- _____ 17. All roof frames/floor frames set.
- _____ 18. Pour stop at elevator plumb with pit and floor(s) below.
- _____ 19. Pour stop at elevator heavy enough gauge to support elevator rail brackets.
- _____ 20. Elevator hoist beam installed.
- _____ 21. All inspections complete. Signed off by Inspector.
- _____ 22. All bracing/guy cables to remain in place until deck is fully welded.
- _____ 23. _____
- _____ 24. _____

DECK

- _____ 1. Deck correct gauge and type (acoustical, cellular, etc.).
- _____ 2. Deck running in correct direction.
- _____ 3. Pour stops correct height and gauge.
- _____ 4. Deck has proper bearing.
- _____ 5. All welds complete. Proper spacing.
- _____ 6. All side lap fasteners installed. Proper spacing.
- _____ 7. All shear studs installed, inspected.
- _____ 8. All deck inspected prior to roofing/concrete.
- _____ 9. _____
- _____ 10. _____

06000 WOOD FRAMING

Project: _____ Date: _____

Section: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-STARTUP

- _____ 1. All submittals approved.
- _____ 2. Truss shop drawings approved.
- _____ 3. Pre-construction meeting held.
- _____ 4. Door/window shops approved (field measured or rough openings guaranteed).
- _____ 5. Louver shops approved (field measured or rough openings guaranteed).
- _____ 6. M&E trade coordination drawings complete.
- _____ 7. Top of foundation walls level. Elevation verified.
- _____ 8. Anchor bolts correct spacing/projection from wall.
- _____ 9. Slab-on-grade placed, perimeter of building graded.
- _____ 10. Benchmark established.
- _____ 11. _____
- _____ 12. _____

FRAMING

- _____ 1. Lumber is correct type, grade, size.
- _____ 2. All framing members are correct spacing. Plumb and/or level.
- _____ 3. All framing members nailed per specification and Connecticut BOCA schedule.
- _____ 4. All joist hangers, hurricane clips, etc installed and fully nailed.
- _____ 5. Face of studs flush with plates.
- _____ 6. Studs fit tight to plates.
- _____ 7. No framing members are severely twisted.
- _____ 8. Headers are full thickness of wall.
- _____ 9. Top plates are lapped at corners and intersecting walls.
- _____ 10. Walls are plumbed/braced/sheathed prior to loading.
- _____ 11. Sill seal is installed.
- _____ 12. Rough openings are framed to the correct dimensions.
- _____ 13. Blocking for sheathing is installed.
- _____ 14. All anchor bolts are tightened.
- _____ 15. All sills/plates in contact with concrete are pressure treated.
- _____ 16. _____
- _____ 17. _____

06000 WOOD FRAMING

TRUSSES

- _____ 1. Trusses are stored on dunnage.
- _____ 2. Trusses are rigged as to not damage trusses.
- _____ 3. Bracing is installed per Truss Plate Institute recommendations.
- _____ 4. Trusses are plumb and straight.
- _____ 5. All stacked trusses are fastened per shop drawings.
- _____ 6. Bridging/X-bracing is installed per shop drawings.
- _____ 7. All truss hangers, hurricane clips are installed and fully nailed.
- _____ 8. Ladder framing is complete as required.
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

SHEATHING

- _____ 1. Material is correct type, thickness, exposure, grade (number of plys?).
- _____ 2. Correct fasteners are used per specification and Connecticut BOCA schedule.
- _____ 3. Spacing of fasteners is correct per Connecticut BOCA schedule.
- _____ 4. Sheathing is run perpendicular to framing.
- _____ 5. Joints in sheathing are staggered (minimum 3 framing members).
- _____ 6. 'H' clips are installed as required.
- _____ 7. Sheathing is inspected prior to Tyvek or 15 lb. felt.
- _____ 8. Sheathing is protected from the weather.
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

07000 ROOFING

Project: _____ Date: _____

Area: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-STARTUP

- _____ 1. Submittals approved.
- _____ 2. All required mockups are constructed.
- _____ 3. Pre-construction meeting held. Staging area designated.
- _____ 4. All roof deck is welded. Welds are spot primed.
- _____ 5. All deck side lap fasteners are complete.
- _____ 6. Roof deck is inspected and signed off by steel inspector.
- _____ 7. All parapets, skylight curbs are constructed.
- _____ 8. Perimeter blocking complete.
- _____ 9. All roof curbs set and blocking complete.
- _____ 10. Roof drains are set and connected to storm drainage.
- _____ 11. Blocking/cants provided at building expansion joints.
- _____ 12. Scuppers are framed.
- _____ 13. Lightning protection rough is complete.
- _____ 14. All pipes penetrating the roof are minimum 1" in diameter.
- _____ 15. _____
- _____ 16. _____

INSULATION

- _____ 1. Gypsum board, recovery board installed as required.
- _____ 2. Correct thickness of insulation is installed.
- _____ 3. Correct number of screws per sheet used. Increased at perimeter for wind load.
- _____ 4. Joints in rigid insulation are butted tight.
- _____ 5. Joints in multiple layers of insulation are staggered.
- _____ 6. Insulation cut tight to all curbs, pipes, screen posts.
- _____ 7. Tapered insulation installed per approved plan.
- _____ 8. Crickets provided between all roof drains.
- _____ 9. _____
- _____ 10. _____

07000 ROOFING

EPDM

- _____ 1. EPDM correct thickness (mils).
- _____ 2. Minimum lap between sheets maintained.
- _____ 3. Full coverage of adhesive (fully-adhered system).
- _____ 4. Fasteners at laps and perimeter of sheets correct spacing (mechanically fastened).
- _____ 5. Ballast correct size. Placed to correct depth.
- _____ 6. All laps, boots, flashings sealed with seam sealant.
- _____ 7. EPDM to extend minimum ½" past roof drain clamping rings.
- _____ 8. Clamping ring/strainer installed at roof drains.
- _____ 9. Termination bars installed. Fully fastened. Caulked.
- _____ 10. Boots provided at all pipe penetrations. Clamping ring installed.
- _____ 11. Flashing complete at all roof curbs.
- _____ 12. All counter flashing installed and caulked.
- _____ 13. Gravel stop installed and stripped in.
- _____ 14. Walkway pads installed.
- _____ 15. No EPDM in contact with built-up roofing products.
- _____ 16. _____
- _____ 17. _____

14000 ELEVATOR

Project: _____ Date: _____

Location: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE START UP

GENERAL

- _____ 1. All submittals approved.
- _____ 2. Pre-construction meeting held.
- _____ 3. Permit approved.
- _____ 4. Responsibility for scheduling inspections and fees assigned.

CONCRETE

- _____ 1. Pit clean, dry, to proper dimensions.
- _____ 2. Water collar on casing installed/infilled.
- _____ 3. Sump pit in corner - minimum 16" deep.
- _____ 4. Rail inserts installed.
- _____ 5. No projections in the shaft over 2".
- _____ 6. Hoistway barricades provided.
- _____ 7. _____

MASONRY

- _____ 1. Hoistway clear to dimensions shown, plumb within 1/2".
- _____ 2. Rough opening at entrance walls large enough for access.
- _____ 3. Rail inserts installed. Correct spacing.
- _____ 4. Sleeves to machine room installed at the proper location.
- _____ 5. No projections/shelves in shaft over 2".
- _____ 6. _____

STEEL

- _____ 1. Hoist beam installed.
- _____ 2. Pit ladder installed.
- _____ 3. Sump pit cover installed flush with floor.
- _____ 4. Sill angle supports installed.
- _____ 5. _____

DRYWALL/SHAFT WALL

- _____ 1. Hoistway clear to dimensions shown, plumb within 1/2".
- _____ 2. Ceiling of shaft 2-hour construction.
- _____ 3. Shaft is constructed per the proper UL assemblies.

14000 ELEVATOR

- _____ 4. Rough opening at entrance walls large enough for access.
- _____ 5. Rail inserts installed. Correct spacing.
- _____ 6. Sleeves to machine room installed at the proper location.
- _____ 7. No projections/shelves in shaft over 2" or beveled at 75°.
- _____ 8. All spray fireproofing at shaft and machine room encased in drywall.
- _____ 9. No access panels provided at the machine room ceiling.
- _____ 10. _____
- _____ 11. _____

MECHANICAL/ELECTRICAL

- _____ 1. Sump pump installed, piped, powered.
- _____ 2. Machine room ventilated and lighted per code.
- _____ 3. No water piping passing through the machine room.
- _____ 4. Sprinkler heads with guards provided at machine room, top shaft, pit.
- _____ 5. All sprinkler heads serving elevator on a separate zone.
- _____ 6. Minimum 3 s.f. vent to outside for all elevators over three (3) stops.
- _____ 7. Permanent 3-phase power provided to the machine room.
- _____ 8. Fused disconnect provided for each elevator adjacent to door.
- _____ 9. Separate 110V power to controller(s) for cab lights.
- _____ 10. Light, switch, convenience outlet in pit (one per car per dedicated circuit).
- _____ 11. Required function of all heat and smoke detectors verified.
- _____ 12. Emergency light provided at the machine room.
- _____ 13. All electrical work in the pit and machine room is in rigid conduit.
- _____ 14. _____
- _____ 15. _____

PRE-STATE INSPECTION

GENERAL

- _____ 1. Check from Owner for permit.
- _____ 2. Machine room and pit cleaned.
- _____ 3. Elevator lobbies cleaned, free of stored materials.
- _____ 4. Room signage provided at the machine room.
- _____ 5. Class C fire extinguisher provided at the machine room.
- _____ 6. _____
- _____ 7. _____

14000 ELEVATOR

CONCRETE

- _____ 1. Sill angles grouted at all landings.
- _____ 2. All nails, wires, projections removed from hoistway.
- _____ 3. Infill around casing complete.
- _____ 4. _____

MASONRY

- _____ 1. Entrance wall complete at all floors.
- _____ 2. All penetrations at shaft walls patched/fire caulked.
- _____ 3. All penetrations at machine room patched/fire caulked.
- _____ 4. CMU grouted solid at location of rail inserts.
- _____ 5. _____

DOORS AND HARDWARE

- _____ 1. Door to machine room minimum 3'-0" wide minimum.
- _____ 2. Machine room door has proper UL label.
- _____ 3. Machine room door has closer and is self locking.
- _____ 4. _____

DRYWALL/SHAFT WALL

- _____ 1. Entrance wall complete at all floors.
- _____ 2. All penetrations at shaft walls patched/fire caulked. Inspected by Fire Marshal.
- _____ 3. All penetrations at machine room patched/fire caulked. Inspected by Fire Marshal.
- _____ 4. All spray fireproofing at shaft and machine room encased in drywall.
- _____ 5. _____
- _____ 6. _____

FLOORING

- _____ 1. Permanent flooring installed at all landings.
- _____ 2. Permanent flooring installed in car(s).
- _____ 3. Car and landing floor(s) are flush.
- _____ 4. _____

CEILINGS

- _____ 1. Ceiling construction complete at all landings.
- _____ 2. _____

ELEVATOR

- _____ 1. All hall buttons installed at ADA height.
- _____ 2. All bucks labeled with floor number.
- _____ 3. Car lights working.

14000 ELEVATOR

- _____ 4. Emergency telephone dials out to 24-hour manned location.
- _____ 5. Adjuster on site. All final adjustments made.
- _____ 6. Car cleaned.
- _____ 7. Emergency lighting provided in the cab.
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

MECHANICAL/ELECTRICAL

- _____ 1. Sump pump installed, piped, powered.
- _____ 2. Machine room ~~EE~~ powered/working.
- _____ 3. Sprinkler head provided at machine room, top shaft, pit (zoned separately).
- _____ 4. Sprinkler head at pit within 18" of floor.
- _____ 5. Shunt trip heat detectors installed at top of shaft, pit and machine room within 24" of sprinkler heads. Power must be cut to the controller prior to the activation of a sprinkler head.
- _____ 6. Machine room lights on.
- _____ 7. Light, switch, convenience outlet in pit (one per car per dedicated circuit).
- _____ 8. Sprinkler or plumbing piping is not run through the machine room or hoistway.
- _____ 9. Recall smokes installed at all corridors. Tied to controller and fire alarm system.
- _____ 10. Function of all heat and smoke detectors tested and verified.
- _____ 11. Dedicated outside phone line provided to each controller for emergency call phone.
- _____ 12. _____

15000 MECHANICAL CHECKLIST

Project: _____ Date: _____

Area Inspected: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

PRE-STARTUP

- _____ 1. All equipment submittals approved and on site.
- _____ 2. Preconstruction meeting held with subcontractor and engineer.
- _____ 3. All shop drawings approved and on site.
- _____ 4. Coordination drawings approved and on site.
- _____ 5. All fixture cuts approved and on site.
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

UNDERGROUND SANITARY AND STORM

- _____ 1. Bedding material placed prior to starting pipe.
- _____ 2. Piping installed straight and flat, with full bearing. No sags/bellies.
- _____ 3. Piping installed at proper pitch (coordinated with other utilities).
- _____ 4. All fittings aligned.
- _____ 5. Cleanouts installed at proper spacing.
- _____ 6. Sand backfill is hand placed and compacted around pipes.
- _____ 7. Foundation penetrations provided with approved watertight seals.
- _____ 8. Hydrostatic test complete, witnessed by the Building Official.
- _____ 9. As-builts 100% complete prior to backfilling. Location and elevation.
- _____ 10. Pictures taken prior to backfilling.
- _____ 11. _____
- _____ 12. _____

DOMESTIC WATER PIPING

- _____ 1. Piping is straight and parallel or perpendicular to the building structure.
- _____ 2. Hangers are copper or brass or pipe is isolated from steel hangers.
- _____ 4. Piping and fittings align.
- _____ 5. All fittings are soldered or brazed.
- _____ 6. Piping in metal studs is isolated from the studs. Vertical piping is supported.

15000 MECHANICAL CHECKLIST

- _____ 7. Copper piping is isolated from contact with concrete.
- _____ 8. All water hammer arrestors are installed.
- _____ 9. All shutoff valves are installed.
- _____ 10. Blocking/backing is installed for toilet fixtures.
- _____ 11. Hydrostatic pressure test is complete. Witnessed by Building Official.
- _____ 12. As-builts are 100% complete.
- _____ 13. Digital pictures are taken prior to sheetrocking.
- _____ 14. _____
- _____ 15. _____
- _____ 16. _____
- _____ 17. _____

HEATING WATER, CHILLED WATER, GLYCOL PIPING

- _____ 1. Piping is run straight, parallel or perpendicular to the building structure.
- _____ 2. Piping is supported by individual or trapeze hangers. All hangers support pipe.
- _____ 3. Spacing on hangers is correct.
- _____ 4. Fittings are soldered, screwed, bolted, welded.
- _____ 5. Brass/dielectric fittings have been provided between copper and steel piping.
- _____ 6. Air vents have been installed at high points of system.
- _____ 7. Anchors and guides have been installed on pipe runs.
- _____ 8. Seismic is complete.
- _____ 9. Expansion loops have been installed were required.
- _____ 10. Low points have been provided with a drain valve.
- _____ 11. Isolation valves and unions are installed at all units.
- _____ 12. All control valves have been installed.
- _____ 13. Hydrostatic test is complete and witnessed by the building official.
- _____ 14. As-builts are complete.
- _____ 15. _____
- _____ 16. _____

COMPRESSED AIR PIPING

- _____ 1. Piping is run straight, parallel or perpendicular to the building structure.
- _____ 2. Piping is supported by individual or trapeze hangers. All hangers support pipe.
- _____ 3. Spacing on hangers is correct.
- _____ 4. Fittings are screwed, welded.
- _____ 5. Low points have been provided with a drain valve.

15000 MECHANICAL CHECKLIST

- _____ 6. All isolation valves installed.
- _____ 7. Pneumatic pressure test complete. Witnessed by Building Official.
- _____ 8. _____
- _____ 9. _____

DUCTWORK

- _____ 1. Supply/return/FA/exhaust ducts complete.
- _____ 2. Heat pump/VAV/FCU installed.
- _____ 3. Hangers on units are correct size and type (seismic, spring isolator, etc).
- _____ 4. Flex connectors installed at all units.
- _____ 5. All filters, motors on unit accessible.
- _____ 6. RGD installed.
- _____ 7. Flex ductwork to RGD supported, not pinched.
- _____ 8. Duct seal complete.
- _____ 9. All FD's installed per approved details. Inspected by Fire Marshal.
- _____ 10. All break away connections installed as required.
- _____ 11. Fire caulking complete.
- _____ 12. All seismic bracing installed at units, ductwork.
- _____ 13. All ductwork labeled.
- _____ 14. All access doors installed to allow proper inspections.
- _____ 15. All motorized dampers installed.
- _____ 16. All duct smokes installed.
- _____ 17. All ductwork leak tested, inspected.
- _____ 18. Volume dampers installed at all take offs.
- _____ 19. Ductwork cleaned per specifications.
- _____ 20. Connections to exterior louvers are weather tight.
- _____ 21. Open ends of ductwork in progress are sealed at the end of each days work.
- _____ 22. _____
- _____ 23. _____

SPRINKLER PIPING

- _____ 1. Underground Test Certificate provided and service flushed prior to start.
- _____ 2. All unused "T's" plugged.
- _____ 3. Heads complete. Spacing and distance from walls is correct.
- _____ 4. Heads are minimum 1" below all surface mounted obstructions.
- _____ 5. Pipe hangers spaced properly and all hangers support pipe.

15000 MECHANICAL CHECKLIST

- _____ 6. Sprinkler piping does not share hangers with other systems.
- _____ 7. Threaded support rods screwed tight to branch piping.
- _____ 8. Piping installed to ensure drainage to drain valves.
- _____ 9. Low point drains installed.
- _____ 10. All inspectors tests and auxiliary drains labeled.
- _____ 11. All zone valves, tamper switches installed/labeled.
- _____ 12. Fire caulking complete.
- _____ 13. Seismic 100% complete.
- _____ 14. 200 lb. test completed. Inspected by the Fire Marshal.
- _____ 15. _____

INSULATION

- _____ 1. All systems pressure tested prior to insulating.
- _____ 2. All hot water/cold water piping insulated.
- _____ 3. All CHW/HHW S&R piping insulated.
- _____ 4. All ductwork insulated.
- _____ 5. All RWL's insulated.
- _____ 6. All roof drain bowls insulate.
- _____ 7. All elbows insulated.
- _____ 8. All condensate piping insulated.
- _____ 9. Insulation continuous at all hangers, sleeves.
- _____ 10. Saddles installed at all oversize hangers.
- _____ 11. _____
- _____ 12. _____
- _____ 13. _____

TEMPERATURE CONTROLS

- _____ 1. Units wired.
- _____ 2. Control valves wired.
- _____ 3. All motorized dampers wired.
- _____ 4. All open wire plenum rated.
- _____ 5. All open wire supported.
- _____ 6. All Fire caulk complete.
- _____ 7. _____
- _____ 8. _____

15000 MECHANICAL CHECKLIST

BOILERS

- _____ 1. Boiler(s) set on house keeping pad.
- _____ 2. Gas piping complete. Regulator installed with isolation valves.
- _____ 3. Correct gas pressure provided.
- _____ 4. Make-up water piped with BF preventer.
- _____ 5. Power wiring complete. EM shut off located adjacent to boiler room door.
- _____ 6. Breeching/flue complete.
- _____ 7. HWS&R piping complete. Control valves installed and wired.
- _____ 8. Makeup air provided. Damper interlocked with boiler.
- _____ 9. Boiler drain line piped to FD.
- _____ 10. Control wiring complete
- _____ 11. Jacket installed, clean/free of dents and scratches.
- _____ 12. Boilers are labeled per project specifications.
- _____ 13. Started and checked by factory-trained technician.

AIR HANDLING UNITS

- _____ 1. Unit set on house keeping pad if applicable.
- _____ 2. If unit is hung, structure is reinforced to support the weight of the unit.
- _____ 3. Correct vibration isolation is installed.
- _____ 4. Supply/return ductwork is complete to the unit
- _____ 5. FA ductwork, motorized damper installed and wired.
- _____ 6. CHWS&R complete.
- _____ 7. Condensate drain piped to FD. Trap is proper minimum depth.
- _____ 8. Power wiring is complete. VFD is installed.
- _____ 9. Filters have been replaced or cleaned.
- _____ 10. Shipping bolts/blocks removed from internal vibration isolators.
- _____ 11. Control wiring is complete to unit and all associated valves and dampers.
- _____ 12. Duct smokes installed on the supply and return ductwork.
- _____ 13. Unit shuts down on FA activation.
- _____ 14. Units started and checked by a factory trained technician.
- _____ 15. Unit balanced.
- _____ 16. Sequence of operations confirmed per specifications.
- _____ 17. Units are labeled per specifications.
- _____ 18. _____
- _____ 19. _____

15000 MECHANICAL CHECKLIST

ROOF-TOP UNITS

- _____ 1. Curb set and properly flashed prior to setting the unit.
- _____ 2. Structure reinforced as required prior to setting unit.
- _____ 3. Interior of curb insulated as required prior to setting unit.
- _____ 4. Ductwork drops installed prior to setting the unit.
- _____ 5. Gas complete to the unit. Regulator installed with isolation valve.
- _____ 6. Proper gas pressure is provided to the unit.
- _____ 7. Condensate drain is piped. Trap is minimum required depth.
- _____ 8. Unit is properly secured to the curb/dunnage.
- _____ 9. Power complete with weatherproof service disconnect.
- _____ 10. 110V service outlet provided on or near the unit.
- _____ 11. Duct smokes installed on the supply and return.
- _____ 12. All panels are installed on the unit. All screws are in the panels.
- _____ 13. All jackets are free of rust , scratches, dents and painted as required.
- _____ 14. All roof penetrations have been properly sealed.
- _____ 15. Units are labeled per specifications.
- _____ 16. Proper minimum clearances are maintained all sides of units.
- _____ 17. _____

PUMPS

- _____ 1. Pumps are set on house keeping pads/inertia bases.
- _____ 2. Supply and return piping is complete.
- _____ 3. Flexible connectors are provided on S&R piping. Shipping blocks removed.
- _____ 4. VFD's are installed and power wiring is complete to pumps.
- _____ 5. In line pumps are installed in the correct direction.
- _____ 6. Rotation is correct on three phase pumps.
- _____ 7. Pumps are labeled per specifications.
- _____ 8. All pressure gauges, thermostats, aquastats, test ports are installed.
- _____ 9. Control valves and wiring are installed.
- _____ 10. Makeup water with BF preventer is provided for the system.
- _____ 11. _____

HOT WATER HEATER

- _____ 1. HW heater set on house keeping pad.
- _____ 2. Gas piping complete. Regulator installed with isolation valves.
- _____ 3. Correct gas pressure provided.

15000 MECHANICAL CHECKLIST

- _____ 4. Breeching/Flue complete.
- _____ 5. Power wiring is complete with service disconnect.
- _____ 6. Make up air provided. Damper interlocked with HW heater.
- _____ 7. Domestic water piping is complete with isolation valves and unions.
- _____ 8. Mixing valve is installed and adjusted.
- _____ 9. Relief valve is piped to FD.
- _____ 10. Control wiring complete.
- _____ 11. HW heater is labeled per project specifications.
- _____ 12. Jacket clean/free of dents and scratches.
- _____ 13. Started and checked by factory trained technician.
- _____ 14. _____
- _____ 15. _____

FAN COIL UNITS

- _____ 1. Unit is properly hung from structure.
- _____ 2. Ductwork is complete to units with canvas connectors.
- _____ 3. CHW/HHW is complete to unit.
- _____ 4. Isolation valves and unions are provided on all piping to the unit.
- _____ 5. Power wiring is complete with service disconnect. (3' clear).
- _____ 6. Control valves are installed and wired.
- _____ 7. Seismic is complete.
- _____ 8. Filter is installed/cleaned/accessible.
- _____ 9. Unit is accessible for service (3' clear).
- _____ 10. Started and checked by factory trained technician.
- _____ 11. _____
- _____ 12. _____

CHILLERS

- _____ 1. Chiller set on house keeping pads.
- _____ 2. Vibration isolators installed and unit secured to pads.
- _____ 3. CHW S&R piping complete to the unit. Flex connector installed.
- _____ 4. Tower water S&R piping complete to the unit with flexible connector.
- _____ 5. Refrigerant relief piping complete to outside of building.
- _____ 6. Refrigerant evacuation ductwork and fan installed and wired.
- _____ 7. All insulation on unit and piping is complete.
- _____ 8. All control valves are installed, wired and adjusted.

15000 MECHANICAL CHECKLIST

- _____ 9. Control wiring is complete to the unit.
- _____ 10. Power wiring and disconnect are complete to the unit.
- _____ 11. Refrigerant leak detection system installed. Sequence of operations verified.
- _____ 12. All thermostats, aquastats, test ports installed.
- _____ 13. Make up water w/BF preventer is supplied to systems.
- _____ 14. Sequence of operations per specifications is verified.
- _____ 15. Units labeled per specifications.
- _____ 16. Units started by a factory trained technician.
- _____ 17. _____
- _____ 18. _____
- _____ 19. _____

COOLING TOWER

- _____ 1. Structural support designed/approved by engineer.
- _____ 2. Units set with proper clearance on all sides.
- _____ 3. Tower water S&R piping complete.
- _____ 4. Overflow piped.
- _____ 5. Power wiring complete. VFD installed.
- _____ 6. Power provided to sump heaters.
- _____ 7. All associated piping heat traced/insulated for winter operation.
- _____ 8. Control valves installed, wired, adjusted.
- _____ 9. Make up water provided with BF preventer.
- _____ 10. Sequence of operations with chillers/pumps verified.
- _____ 11. Units started by factory trained technician.
- _____ 12. _____
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____

16000 ELECTRICAL

Project: _____ Date: _____

Location: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

ELECTRICAL DUCT BANKS

- _____ 1. Bottom of trench free of large rocks.
- _____ 2. Couplings staggered a minimum of 2'.
- _____ 3. Spacers provided at 5' to 8' intervals.
- _____ 4. Ducts are secured to spacers and each other.
- _____ 5. Ends of conduits capped.
- _____ 6. Warning tape installed.
- _____ 7. Concrete encasing installed as required.
- _____ 8. Proper bedding material placed around the pipes.
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

ELECTRICAL VAULTS AND HAND HOLES

- _____ 1. Set on stone base.
- _____ 2. Two (2) section vaults provided with waterproof gasket between sections.
- _____ 3. Frames and grates set in bed of mortar.
- _____ 4. All conduits penetrating the vault are patched prior to backfilling.
- _____ 5. Outside of vault is dampproofed prior to backfilling.
- _____ 6. Drain line is provided from the vault if required.
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____

CABLE TRAY

- _____ 1. Route has been planned so that access to tray can be maintained.
- _____ 2. Cable tray is supported per manufacturer's details.
- _____ 3. Approved fasteners are used to secure tray to supports.
- _____ 4. Cut edges have been filed and deburred.
- _____ 5. Bolts are tight at all joints.

16000 ELECTRICAL

- _____ 6. Drop-out fittings have been provided at tele/com room.
- _____ 7. Ground conductor has been provided the length of the tray and secured at 15' intervals.
- _____ 8. _____
- _____ 9. _____

CONDUIT ROUGH

- _____ 1. Conduits are proper type and size for use.
- _____ 2. Conduits are supported from structure.
- _____ 3. J-boxes are independently supported.
- _____ 4. J-box covers are installed and identified by panel circuit number.
- _____ 5. Correct connectors to junction boxes are used.
- _____ 6. Conduits in exposed areas are plumb/level.
- _____ 7. Conduits and boxes are color coded as required (fire alarm = red).
- _____ 8. Penetrations in slabs and walls are properly sealed.
- _____ 9. Open conduits at rated walls are fire stopped.
- _____ 10. Flexible conduit drops to lights, smokes, etc. are complete.
- _____ 11. _____
- _____ 12. _____
- _____ 13. _____

OUTLET BOXES

- _____ 1. Outlet boxes independently secured.
- _____ 2. Outlet boxes in stud walls supported on both sides of the box.
- _____ 3. Outlets adjacent to one another are aligned horizontally.
- _____ 4. Plaster rings are installed
- _____ 5. _____
- _____ 6. _____

WIRING

- _____ 1. All wiring is pulled and terminated.
- _____ 2. _____
- _____ 3. _____

MC CABLE ROUGH

- _____ 1. Proper grade of cable is being used.
- _____ 2. Outlet boxes in stud walls supported on both sides of the box.

16000 ELECTRICAL

- _____ 3. Correct connectors to junction boxes/panels are used.
- _____ 4. MC is secured to framing within 12" of outlet box.
- _____ 5. MC is not run through exposed spaces.
- _____ 6. No MC is run through rated walls.
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

GROUNDING SYSTEMS

- _____ 1. Correct number and size of ground rods installed.
- _____ 2. Spacing of ground rods is per approved drawings.
- _____ 3. Ground rods driven as close to vertical as possible.
- _____ 4. Correct size of ground conductor provided.
- _____ 5. Proper connectors are provided between conductors, leads, rods.
- _____ 6. Proper connection to building steel is provided.
- _____ 7. Earth megger testing is completed.
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____

PANELBOARDS

- _____ 1. Equipment conforms to shop drawings.
- _____ 2. Confirm that all wire has been pulled into panel and terminated.
- _____ 3. Nameplate is provided and complete.
- _____ 4. Panel ID lamicoid label is installed.
- _____ 5. Breakers are identified.
- _____ 6. Panel legend is typewritten and complete with room numbers.
- _____ 7. All filler pieces have been installed.
- _____ 8. Cover is installed with all screws in place.
- _____ 9. Door with keyed lock is provided.
- _____ 10. Equipment is clean.
- _____ 11. All scratches have been touched up.
- _____ 12. Proper clearance in front of panel has been maintained (3'-0").
- _____ 13. _____
- _____ 14. _____

16000 ELECTRICAL

TRANSFORMERS

- _____ 1. Equipment conforms to shop drawings.
- _____ 2. Confirm that all wire has been pulled and terminated.
- _____ 3. Nameplate complete.
- _____ 4. Lamicaid ID label is installed.
- _____ 5. Transformer properly secured to the floor.
- _____ 6. Proper clearance maintained around the transformer.
- _____ 7. Equipment is cleaned.
- _____ 8. _____
- _____ 9. _____

MOTORS AND STARTERS

- _____ 1. Equipment conforms to shop drawings.
- _____ 2. Nameplate complete.
- _____ 3. Lamicaid ID label installed on motor and starter.
- _____ 4. Local fused disconnect provided.
- _____ 5. Rotation of 3-phase motors verified.
- _____ 6. General condition of starter assembly verified.
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____

FIRE ALARM PANEL

- _____ 1. Equipment conforms to shop drawings.
- _____ 2. Nameplate is provided and complete.
- _____ 3. Panel ID lamicaid label is installed.
- _____ 4. Panel is mounted in location approved by the local Fire Marshal.
- _____ 5. Wiring diagrams are provided.
- _____ 6. Equipment has been cleaned.
- _____ 7. No troubles or alarms present on the system.
- _____ 8. System interface is complete (verify alarm or supervisory):
 - _____ Sprinkler flow.
 - _____ Sprinkler tamper switches.
 - _____ RTU/AHU fan shutdown.
 - _____ Elevator recall and shunt trip.
 - _____ Security system.
 - _____ Door Controls: Magnetic holders, electric locks release.

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- _____ BMS/fire/smoke dampers.
- _____ Emergency generator start
- _____ Emergency generator trouble.
- _____ Ansul system
- _____ 9. Remote annunciator panels installed.
- _____ 10. Auto dialer connected.
- _____ 11. Factory representative has started/tested/signed off on system.
- _____ 12. Local Fire Marshal has inspected/signed off on system.
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____

INTERIOR LIGHT FIXTURE(S)

- _____ 1. Fixtures are the type specified for the location.
- _____ 2. Correct quantity of fixtures are installed.
- _____ 3. Diffuser/lense is installed and clean.
- _____ 4. Protective plastic is removed from fixture.
- _____ 5. Lamp(s) are operational.
- _____ 6. Switch is in correct location and operates fixtures.
- _____ 7. Proper switch type is provided (3-way, occupancy sensor, etc.).
- _____ 8. _____
- _____ 9. _____

RECEPTACLES

- _____ 1. Receptacles are the type specified.
- _____ 2. GFI receptacles provided per code and drawings.
- _____ 3. Emergency power outlets are identified per specifications.
- _____ 4. All cover plates are installed plumb and tight to wall.
- _____ 5. Circuit designations are confirmed.
- _____ 6. Panel directories indicate room numbers.
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____

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LOW VOLTAGE WIRING

- _____ 1. Confirm that all conduits, boxes, wiring are installed per vendor requirements for the following systems:
- _____ Nurses call system
 - _____ CATV
 - _____ Telephone/data
 - _____ Paging/intercom systems
 - _____ Security system
 - _____ Ansul system
 - _____ Leak detection
 - _____ Lab/medical gas alarm

CERTIFICATE OF OCCUPANCY CHECKLIST

Project: _____ Date: _____

Location: _____ Checked by: _____

X = completed

O = open/to be completed

NA = not applicable

DIVISION 1 - GENERAL REQUIREMENTS

- _____ 1. Does town give TCO or CO only.
- _____ 2. Have all permits been taken out.
- _____ 3. A-2 survey complete. All variances documented.
- _____ 4. Statement of Special Inspections signed off.
- _____ 5. State traffic control approval.
- _____ 6. P&Z signed off.
- _____ 7. Fire Marshal signed off.
- _____ 8. Does town/city require as-builts.
- _____ 9. Is building clean and does it look ready for occupancy?
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

DIVISION 2 - SITE WORK

- _____ 1. No outstanding reports.
- _____ 2. All pavement markings complete.
- _____ 3. Handicap parking signage in place. State approved signage.
- _____ 4. All site signage complete.
- _____ 5. All handicap ramps 1:12 maximum pitch.
- _____ 6. Concrete pads installed at all egress doors.
- _____ 7. Water service chlorinated, tested, flushed and witnessed by proper authority.
- _____ 8. Underground test certificate for fire service to Fire Marshal.
- _____ 9. Town Engineer signed off on sanitary, storm. As-builts complete.
- _____ 10. Landscaping complete. Is bond posted for incomplete work?
- _____ 11. Emergency access complete, clear.
- _____ 12. _____
- _____ 13. _____
- _____ 14. _____

CERTIFICATE OF OCCUPANCY CHECKLIST

DIVISION 3 - CONCRETE

- _____ 1. No outstanding reports
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____

DIVISION 4 - MASONRY

- _____ 1. No outstanding reports
- _____ 2. Knox Box installed
- _____ 3. Tops of all rated walls safed, fire caulked.
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____

DIVISION 5 - STEEL

- _____ 1. All inspection reports signed off.
- _____ 2. Railings, balusters, kickplates at all stairs, landings, pits.
- _____ 3. All railings correct height.
- _____ 4. Bollards to protect all walkways, egress paths, utilities from vehicles.
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____

DIVISION 6 - CARPENTRY

- _____ 1. Proper clearance at corridors, walkways and work areas.
- _____ 2. Bathroom vanities correct height for sink.
- _____ 3. Correct under-counter clearance for handicap access.
- _____ 4. Firestops installed at all walls.
- _____ 5. Tops of all rated walls safed, fire caulked
- _____ 6. _____
- _____ 7. _____

DIVISION 7 - THERMAL & MOISTURE PROTECTION

- _____ 1. Roof hatch not within 5' of building edge.
- _____ 2. All penetrations through rated walls fire caulked.
- _____ 3. All fire proofing repaired, inspected, signed off.

CERTIFICATE OF OCCUPANCY CHECKLIST

- _____ 4. Smoke test.
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____

DIVISION 8 - DOORS & HARDWARE

- _____ 1. All rated doors have correct labels.
- _____ 2. Rated doors have maximum 3/4" undercut.
- _____ 3. Rated pairs of doors have maximum 3/32" (nickel) at meeting stiles.
- _____ 4. All astragals installed.
- _____ 5. Magnetic holders release if fire alarm sounds.
- _____ 6. Exit doors swing clear of egress path.
- _____ 7. Maximum travel distance to egress doors is acceptable.
- _____ 8. All door closers and hardware installed at rated doors.
- _____ 9. Door closers for handicap egress are to have a maximum 5 pounds of pull.
- _____ 10. All glass in rated doors is wire glass.
- _____ 11. Rated doors to have a maximum 100 square inches of glass.
- _____ 12. Glass within 18" of floor is to be tempered.
- _____ 13. All glass at elevators is to be tempered/laminated.
- _____ 14. All egress doors are to swing out.
- _____ 15. _____
- _____ 16. _____
- _____ 17. _____
- _____ 18. _____

DIVISION 9 - FINISHES

- _____ 1. Transitions from one floor type to another not to exceed 1/4".
- _____ 2. Tops of all walls fire caulked.
- _____ 3. All fire taping complete.
- _____ 4. All smoke partitions in trusses installed.
- _____ 5. All shafts sealed.
- _____ 6. All base installed.
- _____ 7. _____
- _____ 8. _____

CERTIFICATE OF OCCUPANCY CHECKLIST

DIVISION 10 - SPECIALTIES

- _____ 1. Signage installed for areas of refuge, elevators, stairwells, mechanical and electrical rooms.
- _____ 2. Toilet room signage installed.
- _____ 3. Fire extinguishers installed at proper locations and heights.
- _____ 4. Handicap toilet accessories installed per ANSI, ADA and State Building Codes.
- _____ 5. Sanitary vents minimum 10' from RTU intakes.
- _____ 6. Exhaust louvers installed minimum 10' from RTU/AHU intakes.
- _____ 7. Fire or smoke detection installed below access flooring.
- _____ 8. Toilet partitions handicap accessible.
- _____ 9. Access flooring systems grounded.
- _____ 10. Leak detection system installed below access flooring.
- _____ 11. _____
- _____ 12. _____
- _____ 13. _____
- _____ 14. _____

DIVISION 11 - EQUIPMENT

- _____ 1. Ansul system tested, witnessed by Fire Marshal.
- _____ 2. Ansul system shuts down all gas, power to cooking equipment under hood.
- _____ 3. Ansul system tied into fire alarm system.
- _____ 4. Ansul system starts EE, shuts down makeup air to hood.
- _____ 5. Indirect waste at all food prep sinks.
- _____ 6. Minimum 1" air gap at all indirect waste to floor drains.
- _____ 7. _____
- _____ 8. _____

DIVISION 12 - FURNISHINGS

- _____ 1. 48" clear aisles maintained .
- _____ 2. _____
- _____ 3. _____

DIVISION 13 - SPECIAL CONSTRUCTION

- _____ 1. Swimming pools signed off by the state.
- _____ 2. Radiation protection
- _____ 3. FM 200 system tested and inspected by the Fire Marshal.

CERTIFICATE OF OCCUPANCY CHECKLIST

- _____ 4. FM 200 system tied into low leak dampers at all HVAC to room.
- _____ 5. FM 200 system shuts down Liebert units.
- _____ 6. FM 200 system tied into fire alarm system.
- _____ 7. _____
- _____ 8. _____

DIVISION 14 - CONVEYING SYSTEMS

- _____ 1. Elevator signed off by the state.
- _____ 2. Wheelchair lifts.
- _____ 3. Vehicle lifts
- _____ 4. Hoist cranes and conveyors.
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

DIVISION 15 - MECHANICAL

- _____ 1. All plumbing fixtures installed and operable.
- _____ 2. Toilet seats at correct height, distance to side wall.
- _____ 3. Handicap sinks have lever handle and trap protection.
- _____ 4. All piping labeled, tagged.
- _____ 5. Hot water to all fixtures.
- _____ 6. Handicap showers are all ADA accessible.
- _____ 7. Fire pump flow test complete, witnessed, signed off.
- _____ 8. Fire pump starts generator.
- _____ 9. All zone valves tagged and labeled.
- _____ 10. Sprinkler heads are not over recessed.
- _____ 11. 3' clear in front of sprinkler riser.
- _____ 12. Sprinkler valves on building exterior are changed.
- _____ 13. Flow and tamper switches tied into fire alarm, tagged.
- _____ 14. Water motor gong or electric bell operational.
- _____ 15. Stand pipe on building within required distance of hydrants.
- _____ 16. Sprinkler heads clean, with proper coverage.
- _____ 17. 200 lb. test witnessed, signed off by Fire Marshal.
- _____ 18. Underground test certificate provided.
- _____ 19. Fire alarm system shuts down RTU's, AHU's.

CERTIFICATE OF OCCUPANCY CHECKLIST

- _____ 20. Floor drains at rated walls are operable and accessible.
- _____ 21. Proper clearance from breeching/flue to combustibles.
- _____ 22. Sprinkler heads minimum 2'- 6" from any surface mount fixtures.
- _____ 23. No exposed PVC piping in boiler rooms.
- _____ 24. Domestic water system has been chlorinated and flushed at all fixtures.
- _____ 25. _____
- _____ 26. _____
- _____ 27. _____

DIVISION 16 - ELECTRICAL

- _____ 1. Exit lights proper location, directional arrows.
- _____ 2. Fire alarm pull stations operable.
- _____ 3. Annunciator panel operational.
- _____ 4. Call-for-aid devices operational.
- _____ 5. 3'-0" clearance in front of all panels.
- _____ 6. Electrical inspector sign off.
- _____ 7. Jack chains or proper size wires installed on all light fixtures.
- _____ 8. All GFCI outlets tested.
- _____ 9. All panels and disconnects labeled.
- _____ 10. All breakers labeled.
- _____ 11. All panels covers on.
- _____ 12. All plug and switch cover plates on.
- _____ 13. Magnetic holders release.
- _____ 14. Security locks release.
- _____ 15. UPS system inspected, tested.
- _____ 16. Emergency lighting works.
- _____ 17. Generator on line and tested.
- _____ 18. Lighting and grounding systems complete and tested.
- _____ 19. All temporary lighting and power removed.
- _____ 20. _____
- _____ 21. _____
- _____ 22. _____