

UNC-CH CONSTRUCTION MANAGEMENT DEPARTMENT
PRE-CONSTRUCTION CONFERENCE CHECKLIST

Project Name:

Date:

Reserve first 30+/- minutes for customer concerns.

1. Introduce Joel and Greg.
2. Distribute “Basic Construction Procedures UNC-CH”.
3. Distribute Electronic Vendor Payment Form and University Calendar.
4. Project schedule. First pay application will not be accepted until project schedule is approved and submitted to designer and owner. (GC, 14g through k, 31c).
5. Pay requests: procedure & schedule. Stored materials must be within NC.
Single draw project? Contractor must submit OSC-required HUB payment forms (see latest form in handouts); The HUB payment form must be filled out even when there is no payment (enter \$0). The designer sends copy of certified pay app to OSC.
6. Identify testing lab and notification procedures.
7. Construction fence (including top bar). Pedestrian signs up and notice to Disabilities Office **before the fence**.
8. Safety signs (GC, 11 d & e). Name of contractor’s safety officer (GC, 11g)
9. Site maintenance (GC, 41)
 - a. Cleanliness
 - b. Maintain access for emergency vehicles
 - c. Mud on roadways
 - d. Tree protection (GC, 11d)
 - e. Erosion control (GC, 12)
10. Disruption of utilities. Locating utilities before digging; handout Laetz’ memo.
11. Traffic disruptions.
12. Contractor parking. Permits. Violations, Park & Ride Availability.

13. Handicap access; public safety (GC, 11d & e)
14. Inform contractors that all cranes must have an orange and white checkered flag at the highest point. Inform Contractors that all tower cranes must have blinking or solid red lights at the end of the jib, end of the counter jib and top of the mast and that the Pat Wall at the UNC Hospital (919) 966-5211 must be notified in advance before erecting.
15. Advise contractors to invite all subcontractors that have not worked on campus to schedule a visit to the UNC HUB office to speak to Garland Burton (843-3241).
16. Noise (student sleeping, classes, exams)
17. Employee behavior (drugs, firearms, harassment of students, etc.) (GC, 8g).
18. Designer - owner - contractor relationships (GC, 13b, 15, 18, 20b).
19. Change orders
 - a. Use current version (OC-24 rev.5-2004), front & back
 - b. Include all costs & time (GC 19k)
 - c. Round costs to nearest dollar, no pennies
 - d. Process six (6) copies
 - e. Follow SCO guidelines (see handouts – Change Order Discussion June 6, 2007) for applying overhead and profit in single or multi prime contracts. Discuss in detail with contractor.
 - f. Process promptly (GC, 19i)
 - g. Approval of work before change order (GC, 19b)
 - h. Contractor signs before designer
 - i. Advise the Designer that they are to submit one (1) copy of all change orders to DOI for their review but that execution is not to wait for DOI approval unless it can be reviewed without delaying approval process.
20. Trailer storage lot
21. Restoration after completion.
22. Inspections (above ceiling, pre-final, life safety systems, final). Allow time for scheduling
23. Notice to proceed; start date; completion date; liquidated damages
24. Emergency names and phone numbers.
25. Deliveries to site.
26. Town of Chapel Hill Utility Cut Permit for Town roads.

27. Contractor evaluations
28. Identify proposed pre-installation conferences. For example, pre-roofing, pre-waterproofing, pre-steam line, pre-chilled water, pre-duct bank, fire alarm, etc.
29. Location of fume producing equipment (tar kettles, engines) with respect to building air intakes.
30. Handout Utilities Service Request form (to establish accounts for temporary utilities).
31. Notify Project Secretary to add project to website with appropriate notification to campus of beginning dates and changes that may effect campus life within 24 hours of precon. Notify department secretary of monthly progress meeting schedule.
32. Building Water System Flushing (7-02-08 GCS)
33. Inform contractors that no smoking is allowed in UNC buildings including renovations and new building construction or within 100 feet of University facilities (G.S.143-596). Hand out Chancellor's Formal Notice dated October 22, 2007