# University of Leicester’s

# Contractor Pre-Start Meeting Agenda

# Date:

#  Project Name & Address:

**Attendees:**

**Distribution:**

| **Agenda Item** | **Comments, Actions or N/A** |
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| 1. **Introductions & Apologies**
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| 1. **Project Description**
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| 1. **Health, Safety & Environmental**
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| * 1. CDM – Principal Designer (s) engaged (forms completed)
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| * 1. CDM – Other Designer (s) appointment / Interface / Coordination
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| * 1. CDM – Principal Contractor engaged (forms completed).
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| * 1. F10 Issued
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| * 1. Welfare Facilities / Office - Location & Agreement – to include Rest area, supply of drinking water, source of heating, supply of water for washing, toilets. (PD & PM)
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| * 1. Company Induction (to include extracts and specific details via the University of Leicester “Contractors Code of Practice” as well as the site & PC requirements).
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| * 1. Survey Information Issued
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| * + 1. Asbestos
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| * + 1. Condition Reports
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| * + 1. Utility Drawings - Existing Services (Drawings)!water, gas, electric, data, CCTV, & others…..etc.,
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| * 1. Residual Risk Register
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| * 1. Construction Phase Plan (PC) & Reviewed & Appraisal Complete (PD)
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| * 1. Risk & Method Statement – Reviewed for initial work & Appraisal Complete (PD)
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| * 1. Constraints – Restriction’s / UOL Events / Other
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| * 1. Contractors ID Passes / Keys / Fobs / Parking & Traffic Management
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| * 1. Contractors Offices / Materials / Storage
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| * 1. Permit to Work – Issued (If applicable)
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| * 1. Accident / Incident / Near Miss Reporting – All need to be reported to the H & S Business Partner for the ECS Project
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| * 1. Fire Detection / Isolations?
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| * 1. Building Interfaces with Stakeholders
	2. (Adjacent Properties). Buildings close by (adjacent) to the work area agreed?
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| * 1. Security?
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|  j. Waste & Skips Routes |  |
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| 1. **Site**
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| * 1. Logistic Strategy - Access / Egress Routes / Delivery of materials & Storage / Transportation
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| * 1. Fencing – Herras / Hoarding / Chapter 8 – Inc. Design
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| * 1. House Keeping
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| * 1. Temporary Service / Supplies
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| * 1. Dilapidation / photographic Surveys
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| * 1. Hours / Days of working
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| * 1. Company Signage Boards – (Company Name, out of hours contact numbers)
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| 1. **Communication (s)**
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| * 1. Project directory
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| * 1. Progress Meetings - Schedule
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| * 1. Project Execution Plan – Protocols / Procedures / Roles & Responsibilities / Change Management / Reporting Formal & Verbal Instruction / Stakeholders.
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| * 1. UoL Liaison – Primary point of Contact – Details to be given
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| * 1. RFI / Technical Queries
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| * 1. Information Release Schedule (IRS)
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| * 1. Drawing Approval Procedure
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| * 1. Project Risk Register
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| 1. **Contractor’s Organisation**
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| * 1. Management Structure – Primary Point of Contact & other key members of staff (Contact Details)
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| * 1. Health & Safety Contact
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| * 1. Proposed Sub-Contractors
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| * 1. Design Team
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| * + 1. Appointment(s) Status
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| * + 1. Design Meetings – End User Representation
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| * 1. Comment / Approval Periods
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| 1. **Programme**
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| * 1. UOL Master Programme
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| * 1. Baseline Contractor Programme
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| * 1. Contract Period
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| * 1. Key Dates / Milestones
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| * 1. Short-Term Programme(s)
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| * 1. Update Programmes
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| * 1. Commissioning (Soft – Landings / Countdown)
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| 1. **Quality Control**
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| * 1. Quality Plan
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| * 1. Inspection & Test Plan
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| * 1. Building Control - Status
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| * 1. Clerk of Works Regular Site Visit / Inspections
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| * 1. Samples / Approvals
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| 1. **Planning (if applicable)** Applications
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| 1. **Cost Management**
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| * 1. Valuation and Payment Schedule (Process)
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| * 1. Contract Verifications
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| * 1. Cash Flow Forecasting
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| * 1. Cost Review Meetings
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| * 1. Final Account (s)
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| 1. **Operational Maintenance Manual - Health & Safety File**
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| * 1. Requirements required by PD / Project Management
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| 1. **Other Information Required?**
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| 1. **AOB**
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| 1. **Next Meeting – Project Process Meetings**
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