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