

## Pre-Construction Meeting Agenda

Template Rev. 06/27/23

**(Project Number) – (Tenant) – (Project Name)**  
**Project Manager: (Name) – (Dept./Company) (Email) (Phone)**  
**Contractor: (Company), (Contact Name) (Email) (Phone)**  
**Date/Time:**

**Instructions: Please only fill in the highlighted fields (if applicable).**

- 1) **Introductions**
  - a) **Status of Contract**
    - i) **Start of Construction:**
    - ii) **Anticipated Completion Date:**
  
- 2) **Equal Employment Opportunity**
  - a) Contractor will not discriminate against any employee because of race, color, religion, sex, or national origin (non-compliance may result in a cancellation of the contract)
  
- 3) **Plans and Specifications**
  - a) **Review scope of work**
    - i) **(insert scope of work here)**
  
  - b) **Sequencing / Staging**
    - i) **Access**
    - ii) **Staging area**
  
- 4) **Construction**
  - a) Establish relationship of Owner, and Contractor
  - b) Inspection & material testing responsibilities
    - i) Contact City of San Jose Public Works Inspectors for code inspections
  - c) No work covered until approved by inspector
  - d) Contractor to acquire all applicable permits and licenses
  - e) Contractor to provide protection and restoration of property
  - f) Contractor to keep all paved areas clear of FOD during all construction activities
  - g) As-built (red-lined) drawings provided by Contractor at end of project
  - h) Contractors responsibility for damages suffered as a result of weather
  - i) Contractor shall conduct weekly progress meetings with meeting minutes, including a three week look ahead schedule
  - j) Contractor shall e-mail RFI's, Submittals, etc. to the Architect of Record (AOR) for review, and copy the Owner's representative Kirk Ruffo ([kruffo@sjc.org](mailto:kruffo@sjc.org)), Emily Kwok ([ekwok@sjc.org](mailto:ekwok@sjc.org)) & May Lu ([mlu@sjc.org](mailto:mlu@sjc.org)) for only items that require Airport input.

## 5) Planning and Development

Note: not all items may be applicable to the project

- a) Mall Walls (details listed in the Tenant Improvement Design Criteria on SJC website)
- b) Utility Shutdown Request Form (on SJC Website)
  - i) Electrical Shut-downs (2 WEEK NOTICE; MOP must be approved by SJC)
  - ii) Fire Shut-downs (2 WEEK NOTICE; MOP must be approved by SJC)
- c) Regular Notices of Work (Minimum 3 business days notice)
  - i) Material delivery, work in sterile area, etc.
- d) Hot Work Procedure
  - i) See website: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>
  - ii) Hot Work also 2 weeks notice
- e) Laydown and Dumpster Areas
- f) After-Hours Work

## 6) Safety

Note: not all items may be applicable to the project

- a) **Traffic Control Systems**
- b) **Possible hazards**
  - i) Spillage from construction vehicles
  - ii) FOD on airside

## 7) Airport Security

Note: not all items may be applicable to the project

- a) Submit a security plan for approval at least 1 month prior to start of construction
- b) Restrictions on AOA work
- c) Any issues that occur during construction call Airport Operations Center, (408) 277-5100
- d) Escorting – sight and sound required when escorting personnel or vehicles
- e) Badges – Airport property, must turn in within 30 days of project closeout or lost badge fee assessed
- f) Sterile Area – Restrictions on items
- g) **Points of contact**
  - i) **Who are the points of contact for construction?**
  - ii) **Who can Operations call 24/7 for issues and what is the priority?**

## 8) Parking

- a) Coordinate with Operations for approved parking locations
- b) Deliveries – restrictions on Airside/Landside deliveries

## 9) Inspections

- a) Complete the Code Inspection Request Form (one per trade)
- b) In an email message, type the trade into the subject line (i.e. Structural, Electrical, Plumbing etc.)
- c) Attach the PDF or IRF and email to [PWCodeinspections@sanjoseca.gov](mailto:PWCodeinspections@sanjoseca.gov) 48 hours prior to the required inspection
- d) The appropriate trade inspection will confirm inspection request within 24 hours of receipt.

**10) Project closeout**

- a) Final Walkthrough Inspection
- b) Punch list Items
- c) Provide Airport with a copy of final signed-off permit card
- d) Provide Airport with a digital copy of updated as-built CAD drawings as well as a PDF copy of AOR reviewed record drawings.
- e) For concession refreshes/new construction: update labeling of all utilities (gas meters, sanitary/grease lines, network cabling, fire systems, etc.)

**11) Other issues/Comments**