

Date: _____ Time: _____ Project Name: _____

Location: _____ CAP Project No.: _____

CAP Project Manager:

- Introduction of Personnel and Designated Contacts:
 - Using Agency Contact –
 - Building User/Manager Contact –
 - Consultant Project Manager –
 - Contractor Project Manager –
 - Contractor Field Superintendent –
- Notice to Proceed: Do NOT start work until a Work Order/Notice To Proceed has been issued.
 - Notice to Proceed (need revision?) –
 - Project Duration days –
 - Substantial Completion –
- Communication Flow (4.2.4):
 - Through Consultant and in writing, if no Consultant, to CAP PM or UA Contact as so determined.
 - **All communication should be copied to the CAP P.M.**
 - Please be sure to include CAP number on all communication.
- Superintendent Qualifications (3.9): submitted? Yes No
- Construction Schedule (3.10): submitted? Yes No
- Schedule of Values (9.2): submitted? Yes No
- List of Subcontractors & Suppliers: submitted? Yes No
- Progress Meetings:
 - Should be held monthly at a minimum.
 - Minutes with action items shall be distributed to all parties, including CAP PM within 3 days for review.
- Applications for Payment (9.3-9.6) / Change Order (7) Procedures:
 - Email preferred method with blue ink signatures and color scans.
 - Contractor is not to proceed without original, completely executed Change Order form in hand.
- Substantial Completion Procedures (9.8):
 - If Work is not done by Substantial Completion, all payments will be held until Final Acceptance.
- Final Completion Procedures (9.10)

Owner Expectations:

 - Quality provided by Contractor MUST exceed the expectations of the owner, otherwise...

Using Agency:

- Establish Site Use Areas (Staging, Material Storage), Safety/Security, and Protocols (do's and don'ts)
- Confirm responsibility of Using Agency moving of equipment/furniture items
- Establish Schedule (working days and hours)
- Coordination of Utility Down Time(s)
- Specific Dos and Don'ts and other UA concerns

Scope of Work (Consultant):

- Job Site Record Keeping
- Submittal Procedures (3.12)
- Testing and Inspections
- Commissioning:
- Overview of Project:
 - Review specific areas of concern and project phasing, if any.
 - Review accepted Alternates and provisions for non-accepted Alternates.
 - Review of Addenda items.
 - Address errors, inconsistencies or omissions.
 - Identify Owner provided, Contractor installed and the receipt, inspection and storage thereof.
- Tour of Work Site.