

Pre-Construction Meeting Form

Job Name _____ Job Number _____

Clients Names _____ Home Phone _____

_____ Work Phones _____

Lead Carpenter _____ Phone _____

People Present _____

- General Introductions
 - Lead Carpenter _____
 - Production Manager _____
- General Job Procedures
 - Lead Carpenter Concept
 - Lead Carpenter is in charge
 - Bring ? and Concerns to him/her
 - Number of Personnel on site
 - Supervision of all people
 - Bathroom
 - Keys
 - Trash pile
 - Storage areas
 - Daily Schedule
 - Radio Policy
 - Smoking Policy
 - Clients Valuables
- Review The Plans and Specs
 - Disclaimer:
 - This is what I have to work with.
 - Is there anything that you have discussed with the sales person that is not represented hear?
 - General flow of work: How do I expect to get this done.
 - General Schedule : Major points of concern for clients
 - Actual beginning
 - Lose of important rooms: Kitchen, Baths, Yard space, etc.
 - Scheduled Draws
 - Actual projected ending
- Discuss the importance of communication
 - Positive and negative
- Murphy's law: If anything can go wrong it will! What do we do about?
- Emergency Information
 - After hours phone number
- Change Orders
 - Who, How, Money