

## Start Up Meeting

### PROJECT INFORMATION SUMMARY

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Project Number:** \_\_\_\_\_ **Project Manager:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

*Suggested Attendees: Project Manager, Building Operator, Contractor Representative, Subcontractor Representatives, Property Manager, Consultant*

### DISTRIBUTION

Company	Name	Present	Phone #	Email Address

The meeting was convened to discuss:

1. Introductions
2. Review Project Scope, Deliverables, and Timelines
3. Project Roles, Communication, and Procedures

### AGENDA ITEMS

A PROJECT COMMUNICATION		Reviewed
<b>1. Project Contacts</b>	<p>“Project Manager” as referred to in these minutes is the main contact for this project. All correspondence must be directed to this individual.</p>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>2. Site Instructions</b>	<p>All instructions to the Contractor shall be in writing. Instructions involving clarifications or deficient work may be issued directly by the Consultant and copied to the Project Manager. All instructions involving extra work or other changes to the contract must be issued in writing by the Project Manager.</p>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>3. Correspondence</b>	<p>All correspondence must be identified with the official project name and number. Correspondence will be routed from:</p> <p> <b>Project Manager To:</b>            1. Contractor            2. Client            3. Property Management Team         </p> <p> <b>Contractor To:</b>            4. Project Manager         </p>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

<b>4. Project Communication Section Comments</b>		
<b>B SUBMITTALS</b>		<b>Reviewed</b>
<b>5. Pre-Construction</b>	Prior to commencing any activities at the work site, or as otherwise specified in the Contract, the Contractor shall submit the following documents to the Project Manager: <ol style="list-style-type: none"> <li>1. Signed Contract Documents/Purchase Order</li> <li>2. Certificate of Liability Insurance</li> <li>3. WCB Clearance Letter</li> <li>4. All Required Permits</li> </ol>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>6. Construction</b>	The Contractor shall submit the following documents to the Project Manager at appropriate stages throughout the project: <ol style="list-style-type: none"> <li>1. Shop Drawings/Technical Data Sheets</li> <li>2. Samples</li> <li>3. Hazard Assessments</li> <li>4. Inspection/Testing Reports</li> <li>5. Site Review Reports</li> </ol>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>7. Submittals Section Comments</b>		
<b>C PROJECT EXECUTION</b>		<b>Reviewed</b>
<b>8. Completion</b>	Projected Completion:  Hours of Work:	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>9. Schedule</b>	The Contractor shall submit a written schedule to the Project Manager within 5 days from the commencement of the work. If schedule is already prepared, review: <ol style="list-style-type: none"> <li>1. Phasing (as required)</li> </ol>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

	2. Milestones (as required) 3. Progress Meeting Frequency:	
<b>10. Site Requirements</b>	1. Storage/Staging Areas/Barricades/Closures 2. Building Access & Physical Plant Requirements 3. Tenant Space Access & Alarm Systems 4. Utility Room Access & Service Interruption Procedure 5. Washrooms 6. Parking 7. Waste Disposal 8. Security Requirements 9. IT Requirements 10. Hot Work 11. Conflicting Work by Others	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>11. Project Execution Section Comments</b>		
<b>D WORK SITE SAFETY</b>		<b>Reviewed</b>
<b>12. Prime Contractor Responsibility</b>	The Contractor's work site safety responsibilities and procedures must be in accordance with the Contract documents.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>13. Occupational Health &amp; Safety Act</b>	The Contractor and subcontractors shall comply with all safety requirements as contained in the Regulations as issued under the authority of the latest edition of the Occupational Health and Safety Act. Copies of the latest Act must be made available to all parties on site.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>14. Site Orientation</b>	<p>Prior to the commencement of any work, the Building Operator will tour the contractor around site, ensuring that the contractor is aware of the locations of, but not limited to: emergency shut-offs, muster points, fire extinguishers, etc.</p> <p>The Building Operator will provide all necessary information that the contractor should have in order to work on the site without incident, excessive disruption to person or property, and to work safely.</p>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

<i>15. Work Site Safety Section Comments</i>		
<b>E PAYMENT PROCEDURES</b>		<b>Reviewed</b>
<b>16. Change Orders</b>	The Contractor shall submit a written change request with a description of the work and the associated cost to the Project Manager for review and approval. Once approved, the Project Manager will issue a Change Order to the Contractor. Additional work is not to proceed without written approval from the Project Manager.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>17. Holdback</b>	Unless otherwise agreed to by the Project Manager, all submitted invoices shall have a 10% holdback which will be released to the Contractor 45 days after substantial completion is achieved.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<i>18. Payment Procedures Section Comments</i>		
<b>F CLOSEOUT REQUIREMENTS</b>		<b>Reviewed</b>
<b>19. Marked-Up Prints/Record Drawings</b>	The Contractor and major Subcontractors shall maintain a separate set of prints at the site on which to mark updated as-built information IN RED. This set must not be used as the working drawings. The Contractor will forward the marked-up prints to the Consultant so that he can update the original drawings as record drawings. Record drawings will be sent to the Project Manager in PDF and CAD formats, including two (2) full size set of drawings.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>20. Operating and Maintenance Manuals</b>	Three (3) complete sets of Operating and Maintenance Manuals must be submitted to the Consultant for review and approval.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>21. Final Acceptance</b>	Once all deficiencies have been completed, a Letter of Final Acceptance will be issued. Lack of receipt of any of the following will be considered a deficiency and will therefore, delay Final Acceptance and further release of holdback: 1. Approved Operating and Maintenance Manuals	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

	2. Approved marked-up prints. 3. Certificate of Assurance for warranties. The Contractor shall submit a Statutory Declaration and Workers' Compensation Board clearance before receiving the final release of holdback monies. These forms must have a date which is later than the date of Final Acceptance.	
<b>22. Total Completion</b>	The Contractor is responsible for correcting all deficiencies which arise during the one-year warranty period (longer on specific items) A warranty year-end Site review will be held approximately 11 months from the date of Interim Acceptance and list of deficiencies (if any) will be sent the Contractor. Once all deficiencies have been rectified, a Letter of Total Completion will be issued.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<i>23. Closeout Requirements Section Comments</i>		
<b>G QUALITY MANAGEMENT</b>		<b>Reviewed</b>
<i>24. Quality Management Section Comments</i>		
<b>H OTHER</b>		<b>Reviewed</b>
<b>25. Final Items</b>	Clarify Remaining Questions	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<i>26. Other Section Comments</i>		

Meeting Minutes prepared by Brandon University Physical Plant shall be deemed accurate as the record of matters discussed and conclusions reached. Corrections shall be reported to the Project Manager within three (3) business days of distribution of this document.