

Preconstruction Lead: New England Construction

Date :



## PRECONSTRUCTION CHECKLIST

	Responsible Party	Due	Complete
<b>Preconstruction Management</b>			
Preconstruction Agreement Executed			
Project Created in Procore			
Project Contact List Created and Distributed			
Internal Precon Kickoff Meeting			
Master Scheduling Meeting			
Procore Preconstruction Meeting Mins Implemented			
<b>Permitting Checklist</b>			
Zoning			
Approvals			
Fire Department			
Building Department			
<b>Reports / Due Diligence</b>			
Complete Phase 1 Environmental Report			
Complete Phase 2 Environmental Report			
Asbestos and Hazardous Material Testing			
Geotech			
Test Pits			
<b>Project Goals</b>			
Leed Scorecard			
Well Certification			
Passive House			
WMBE, Residency Requirements			
<b>Conceptual Estimate</b>			
Scan building if existing building / exploratory			
Define expectations			
Identify major areas of concern / issues			
Define product types and general material selections			
Confirm pro forma and Project Budget			
Review proposed construction contract terms - GL, Fee, P&P, & Contingency			
Lender requirements			
Open shop/union			
Owner specific requirements			
Establish Building Goals			
Confirm Building/Town/City Rules & Regulations			
<b>Design Development</b>			
Price check with select sub help			
Peer drawing review and code analysis			

VE Suggestions			
Construction Feasibility Study - General Superintendent			
Logistics Plan			
Efficiency Study			
Complete Project Schedule			
Identify Lead Times			
Identify Material Escalation			
Discuss Early Release Packages			
Demo			
Site			
Steel / Rough Carpentry			
Abatement			
Review clarification and Qualifications			
Confirm Project Utility Procedures			
Disconnect / Connections			
Temp vs Permanent Electric			
Cable Providers			
Discuss building permitting process and application			
RI License vs Mass CSL			
Sample Insurance Cert			
Is Contract Required			
Permit Application			
If FD Review required prior to Building Dept review			
Controlled construction affidavits			
Drawing delivery process (paper vs Online)			
DEP Notifications			
Review Schedule and Target Start Date			
Review Street Opening Procedures and Moratorium's			
Identify site access and logistics coordination			