PRE-CONSTRUCTION KICKOFF AGENDA

PROJECT NAME: ________________________________________________________

PROJECT NUMBER: ________________________________________________________

Notes:

1. The ASU Project Manager will review the following items during the Construction Kickoff Meeting.
2. The Contractor shall review each item and check the box or note as N/A if not applicable to the project.
3. The Contractor must verify completed checklist to the ASU Project Manager PRIOR TO Pre-Construction Walkthrough and mobilization.
4. This checklist is for the Contractor’s use and does not relieve the Contractor from the contractual obligations or scope of work as defined by the specifications and drawings.

Checklist:

_____ Review Project Communication Protocol
_____ Create and Distribute Emergency Contact List
_____ Schedule Contractor’s OAC Meetings
_____ Review Safety Plan
_____ Review Parking Requirements
_____ Review Behavior Requirements
_____ Establish Fencing and Signs, Location, and Content
_____ Review Constraints, Issues, and Risks
_____ Review the Furniture Scope and Implementation Plan
_____ Provide Keys to Contractors and Vendors
_____ Review Pre-Construction Checklist
_____ Review Facilities Maintenance Zone Map
_____ Review Overlapping Projects
_____ Reminder to Contact Blue Stakes
_____ Review Zero Waste Protocol
_____ Overview of Occupation Requirements (Janitorial, Clean-up, etc.)
_____ Review Initial Plan for Move Coordination
CHECKLIST SUBMITTED BY:

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<tr>
<th>Position</th>
<th>Name</th>
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<td>ASU Project Manager</td>
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<td>ASU Design Manager</td>
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<td>FM Zone Manager</td>
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<td>Project Design Professional</td>
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PRE-CONSTRUCTION WALKTHROUGH CHECKLIST

PROJECT NAME: ________________________________________________________

PROJECT NUMBER: ________________________________________________________

Notes:

1. The FM Grounds Supervisor will review the following items during the Pre-Construction Walkthrough.
2. The Project Manager shall review each item and check the box or note as N/A if not applicable to the project. If needed, the FM Grounds Supervisor may notate additional details in the spaces provided below each item and/or attach photos wherever applicable.
3. The Contractor will photo document the existing site conditions PRIOR to the start of work and submit the images in booklet form to ASU along with this checklist.
4. The Project Manager must verify completed checklist to the FM Grounds Supervisor PRIOR TO mobilization.
5. This checklist is for the Contractor’s use and does not relieve the Contractor from the contractual obligations or scope of work as defined by the specifications and drawings.

Site Review:

_____ Examine grades (transition to natural areas, proper level at back of curb, sidewalk or hardscape edges, trench settlement, wash definition, restoration at path or trail interface, restoration from work by others).

_____ Examine adjacent areas in relation to the proposed fence line, alternate pedestrian flow during construction and possible transitions back to same.

_____ Examine drainage conditions (void of ponding, erosion), existing drainage routes, and subsurface drainage systems including soils compaction percolation.

_____ Inspect hardscape and/or walkways: cross slopes, surface drainage, scoring/paving patterns, color, finishes and textures, cracking and/or settlement corrected.

_____ Examine walls, fencing, columns condition, plumb and level.

_____ Examine utility equipment condition.

_____ Inspect irrigation system: sprinklers, dedicated point of connection, valve box assemblies, emitters/bubblers, automatic controller.

_____ Examine condition of existing boulders.
____ Examine plumb on Trees, Saguaro, Columnar Cacti and Ocotillos.

____ Examine turf condition, edging, patching.

____ Locate plants and notate condition (plant wells, offsets, spacing/density and setbacks).

____ Examine annual beds condition (correct soil mixture, plant spacing).

____ Examine pots location and condition, sealed interior, current soil mixture, irrigation and drainage.

____ Examine vigor and health of existing plant material (to remain and protect in place) and irrigation methods to maintain health.

____ Notate dead, stressed or missing plants.

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