

5/F1 AGENDA FOR PRE-CONTRACT MEETING

Job no:

Job title:

Agenda for pre-contract meeting

- 1 Introductions
 - Appointments, personnel
 - Roles and responsibilities
 - Project description
- 2 Contract
 - Priorities
 - Handover of production information
 - Commencement and completion dates
 - Insurances
 - Bonds (if applicable)
 - Standards and quality
- 3 Contractor's matters
 - Possession
 - Programme
 - Health and Safety File and plan
 - Site organisation, facilities and planning
 - Security and protection
 - Site restrictions
 - Contractor's quality control policy and procedures
 - Subcontractors and suppliers
 - Statutory undertakers
 - Overhead and underground services
 - Temporary services
 - Signboards
- 4 Clerk of works' matters
 - Roles and duties
 - Facilities
 - Liaison
 - Dayworks
- 5 Consultants' matters
 - Architectural
 - Structural
 - Mechanical
 - Electrical
 - Others
- 6 Quantity surveyor's matters
 - Adjustments to tender figures
 - Valuation procedures
 - Remeasurement
 - VAT
- 7 Communications and procedures
 - Information Requirements
 - Distribution of information
 - Valid instructions
 - Lines of communications
 - Dealing with queries
 - Building Control notices
 - Notices to adjoining owners/occupiers
- 8 Meetings
 - Pattern and proceedings
 - Status of minutes
 - Distribution of minutes