



## PRE-CONSTRUCTION MEETING AGENDA

Please bring any issues or concerns in this agenda to our attention to help get your project of to a good start

### **KICKOFF AND MOBILIZATION**

#### **Starting and Finishing Date: Are there any particular issues we should know about?**

Review project schedule, specifics around the project start and specific time related installations  
Our typical work hours are 7:00 am-3:30

#### **Owner's Responsibilities-**

Remove, store or otherwise protect contents prior to starting work

Move all pictures, valuables, computers and sensitive equipment out of harm's way

Special safety concerns or issues we should be aware of

Young children, visitors, pets, covid concerns

Are there any health considerations we should be aware of? Pregnancy? Allergies? Asthma?

#### **Site Setup-**

Project Access and separating work areas from living areas

Floor and other Protection

Dust protection/Temporary barriers

Location of portolet, dumpster and materials storage

Job sign permission and location, if it makes sense

### **HTR ROLES AND RESPONSIBILITIES**

#### Lead Carpenter Role:

Own the Client Relationship, meet client expectations around communication, service and schedule

Jobsite Controls: Worker safety, protecting existing finishes and homeowners property

Follows up on Materials Selections, client approvals of special order materials and client decisions

Quality control and proper installation of all materials

Clarifications of the project scope, collecting milestone payments, preparing and administering changes to the Contract

#### Owner's role:

Tom will be following through with any pending changes and materials selections

Resource for resolving design questions, providing technical problem solving where needed and monitoring the project schedule

Facilitate timing of project completion and support resolution of open issues

## WHAT TO EXPECT DURING THE PROJECT

### Communication Lines: Who is the main client contact?

#### 1. Regular communication during the project

We'll exchange contact info if we haven't already, cell #s, emails, and agree on the best times and ways to communicate

Alert homeowners to problematic or disruptive periods when noise, dust, safety issues and other concerns arise

#### 2. Rough-In Phase

Ensures any unforeseen conditions, required code upgrades or other recommendations are brought to the homeowner's attention

Confirms details, adjustments or substitutions of the agreed on plans and specs

#### 3. Finishing Details-

Reviews relevant details, choices and preferences around the layout and installations of products and materials

## PROJECT COMPLETION

The Completion Meeting- Begins the process of completing the contracted work

We schedule it as we near completion of the project

The Lead Carpenter and homeowner acknowledge a list of everything it will take to complete the contract

We do it to set a clear path for both parties to ensure a swift completion

Substantial Completion- When we agree the new spaces are ready for use

Final installations and specific agreement and scheduling around work yet to be completed

## POST-CONSTRUCTION PHASE

### Client Satisfaction Survey- We strive to improve

Did we meet your expectations?

What could we have handled better?

Was our communication up to your standards?

Would you refer us to other homeowners who are considering a project?

### Warranty- How does it work?

Warranty items MUST be documented in an email and sent to the GM, Kimberly@HTR construction.com, not the lead carpenter.

Please email a brief description of the problem and several photos to the office as soon as you are aware there might be warranty issues