



REIDY CONTRACTING GROUP

Sub Meeting Template

Project: DEA - Shell
Improvements

Job No.: J16-014

Location:

Meeting No.: 1

Date:

ATTENDEES LIST FROM Sub Meeting Template #1

<u>Attendees:</u>	<u>Company:</u>	<u>Phone:</u>	<u>E-Mail</u>	<u>Attendance:</u>
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General Notes

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
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Safety Notes

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
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Permits and Sign Off

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.1	Permits				Open	New

Description:

(Date) - All trades with work requiring permits must pull permits within one day of release and submit no later than 7 days after release. Please send all info to (enter Super's name) by no later than (date). On this project, permits are needed for the following (below list is an example- this is job specific - alter as needed):

- Electrical
- Sprinkler
- Plumbing
- Fire Alarm

1.2	Inspections				Open	New
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Description:

(Date) - Subcontractors must call for inspection at least 1 week prior to completion of their work. The sub contractor is responsible for notifying RCG of any upcoming or required inspections so that RCG can schedule and coordinate with other trades and with the building.

1.3	DOB Tracking Log				Open	New
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Description:

(Date) - Attached is the DOB Tracking Log. All trades to provide a status update on their permits and inspections.

Alt 1 ALT 2?

TR-1s?

TR-8s?

Who is special inspector?

Who is expediter?



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Have licensed trades pulled permits?

HVAC

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.30	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.17	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Shop Drawings to be issued by no later than (date). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. Fabrication of duct from approval is (Time). <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC What pre-requisites are needed for material, equipment or fabrication orders? Deposits, measurements?						
1.41	Sketching				Open	New
Description: (Date) - (Sub) to be on site (date) to begin sketching. Shops to be provided by no later than (date) for approval.						
1.22	Shop Drawing Review				Open	New
Description: (Date) - As per conversation with (sub) on (date), Shop drawings will flag all existing conditions that are causing an issue for HVAC install. Once shop drawings are submitted, (sub) and their sketcher will meet on site with RCG, the engineer and the architect to review the shop drawings and adjust and approve on site for fabrication.						
1.38	Roughing				Open	New
Description: (date) - Once Shops are approved, (subs name) confirms that fabrication will take (insert time) and roughing will take (Insert time).						
1.29	RFI's				Open	New



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Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.37	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						

Carpentry						
No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.12	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.4	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.5	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.6	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						

Electrical and FA						
No	Title	Assignment	Due Date	Priority	Status	Old/New ?



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1.13	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.10	Permits and Sign Off				Open	New
Description: (Date) - A Note is needed here from you, the super, getting an update from the sub on the status of the permits/inspections depending on the current stage of the project.						
1.7	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.8	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.9	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						
1.64	Electrical Roughing				Open	New
Description: (date) - (subs name) confirms that roughing will take (Insert time).						

Lighting						
No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.45	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date).						



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[adjust this note as is applicable to this project]						
1.36	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.50	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), lighting submittals to be sent to RCG by no later than (date promised). Below is the list of cut sheets required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.52	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						

Sprinkler						
No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.46	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.40	Permits and Sign Off				Open	New
Description: (Date) - A Note is needed here from you, the super, getting an update from the sub on the status of the permits/inspections depending on the current stage of the project.						
1.51	Submittals and Shop Drawings				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Shop Drawings to be issued by no later than 3 days after approved HVAC shops are received. Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. Fabrication of duct from approval is (Time).						



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<ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1) (eg. Sprinkler Shop Drawings)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.59	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.53	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						
1.66	Sprinkler Roughing				Open	New
Description: (date) - Once Shops are approved, (subs name) confirms that fabrication will take (insert time) and roughing will take (Insert time).						

Plumbing						
No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.47	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.39	Permits and Sign Off				Open	New
Description: (Date) - A Note is needed here from you, the super, getting an update from the sub on the status of the permits/inspections depending on the current stage of the project.						
1.49	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						



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1.60	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.54	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						
1.65	Plumbing Roughing				Open	New
Description: (date) - (subs name) confirms that once on site roughing will take (Insert time).						

Millwork

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.25	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.16	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), samples to be sent to RCG by no later than (date promised). Shop Drawings to be issued by no later than (date). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.42	Installation				Open	New
Description: (date) - As per conversation with (subs name) on (date), fabrication will take (#) weeks. Once on site, (sub) needs a total of (# of days/weeks) to complete all work on site.						
1.31	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.43	Schedule				Open	New



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(Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.

Doors and Hardware

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.48	Insurance				Open	New
<p>Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]</p>						
1.11	Submittals				Open	New
<p>Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal.</p> <ul style="list-style-type: none">• Hardware Schedule (Lead Time in Weeks)• Door and Frame Schedule (Lead Time in Weeks)• Name of Submittal #3 (Lead Time on Submittal #3)• ETC.• ETC.						
1.32	RFI's				Open	New
<p>Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).</p>						
1.55	Schedule				Open	New
<p>Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.</p>						

Specialties

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.44	Insurance				Open	New
<p>Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]</p>						



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1.19	Submittals				Open	New
<p>Description: (Date) - As per conversation with (Subs Name) on (date), cut sheets to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal.</p> <ul style="list-style-type: none">• Name of Light #1 (Lead Time on Light #1)• Name of Light #2 (Lead Time on Light #2)• ETC.• ETC.						
1.56	Schedule				Open	New
<p>Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.</p>						
1.58	RFI's				Open	New
<p>Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).</p>						

Painting and Wallcovering

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.26	Insurance				Open	New
<p>Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]</p>						
1.14	Submittals				Open	New
<p>Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal.</p> <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.33	RFI's				Open	New
<p>Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).</p>						



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1.23	Schedule				Open	New
Description: (date) - As per conversation with (subs name) on (date), once on site, (sub) need a total of (# of days/weeks) to complete all work on site.						
1.61	Finish Work				Open	New
Description: (date) - As per conversation with (subs name) on (date), once on site, (sub) needs a total of (# of days/weeks) to complete all work on site.						

Flooring

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.27	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.15	Submittals				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), submittals to be sent to RCG by no later than (date promised). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.34	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.24	Schedule				Open	New
Description: (date) - As per conversation with (subs name) on (date), once on site, (sub) need a total of (# of days/weeks) to complete all work on site.						
1.62	Installation				Open	New
Description: (date) - As per conversation with (subs name) on (date), once on site, (sub) needs a total of (# of days/weeks) to complete installation on site.						



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Metal and Glass

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1.28	Insurance				Open	New
Description: (Date) - The COI for (subs name) was requested by RCG on (date). - COI was received from (Sub) on (date) and was approved by the building on (date). [adjust this note as is applicable to this project]						
1.18	Submittals and Shop Drawings				Open	New
Description: (Date) - As per conversation with (Subs Name) on (date), samples to be sent to RCG by no later than (date promised). Shop Drawings to be issued by no later than (date). Below is the list of submittals required on this project and also on attached submittal log. The lead times from approval, as confirmed by (Subs Name) on (date) are written next to each submittal. <ul style="list-style-type: none">• Name of Submittal #1 (Lead Time on Submittal #1)• Name of Submittal #2 (Lead Time on Submittal #2)• ETC.• ETC.						
1.35	RFI's				Open	New
Description: (Date) - RCG request that all RFI's be issued in writing to (Super) by no later than (Date).						
1.57	Schedule				Open	New
Description: (Date) - See attached Sub Schedule and 2 week look ahead. Please review. Any issues or concerns to be brought to RCG's attention immediately.						
1.63	Installation				Open	New
Description: (date) - As per conversation with (subs name) on (date), fabrication will take (#) weeks from approval of shop drawings. Once on site, (sub) needs a total of (# of days/weeks) to complete all work on site.						

Schedule

No	Title	Assignment	Due Date	Priority	Status	Old/New ?
1.20	Overall Schedule				Open	New
Description: (date) - See attached sub schedule. Any issues or concerns to be issued to RCG by email immediately.						
1.21	2 Week Look Ahead				Open	New



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(Date) - See attached. Please review. Any issues to be brought to RCGs attention in writing immediately.