

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR THE PREPARATION AND EXECUTION
OF A PRE-CONSTRUCTION CONFERENCE**

PURPOSE:

To review all aspects of a project prior to the commencement of construction activities for either new buildings or renovations to existing buildings.

PROCEDURES:

1.0 **Setting Up the Conference:**

1.1 Depending on the originating department, the Engineer or Superintendent for Design/Build Services or the Project Manager for Project Management Services will initiate the conference, select a meeting location and send a **Conference Notice (+confnot.pdf)** two weeks in advance to all attendees.

1.2 The location for the conference should be reserved in advance and listed on the Conference Notice. The preference is to hold these meetings at the project site (if a conference area is available). If an area near the site is not available, the conference will normally be scheduled in FAB Conference Room 215 through DBS A/E (934-5221).

1.3 The Conference Notice should be sent to:

Director of Project Management Services
Director of Design/Build Services
Director of Campus Maintenance
Director of Hospital Maintenance
Director of Support Services
Director of Financial Management
Manager of Energy Management
DPMS Project Manager/ DBS Project Manager
DPMS Field Project Manager/DBS Construction Supervisor
DBS Asbestos Abatement Manager
Project General Contractor
Project Subcontractors
UAB Communications Director
UAB Occupational Health and Safety Assistant Vice President
UAB Security Director

2.0 **Conference Agenda:**

2.1 The DBS Engineer or Project Manager should prepare an **Agenda (+agenda.pdf)** for each meeting and mail it to the attendees with the Conference Notice. Additional copies should be available at the meeting.

3.0 Pre-Construction Conference Outline:

3.1 The Architect of Record shall conduct the Pre-Construction Conference utilizing a **Pre-Construction Conference Outline (+preconst.pdf)**.

4.0 Minutes:

4.1 The Architect of Record shall prepare minutes of the Pre-Construction Conference within five working days thereafter. These minutes shall be distributed to all people invited to the conference.

(END OF PROCEDURE)