Construction Phase

Contract and Bond Insurance

a) Purchasing office to confirm that General Contractor:
   1) Has performance and payment bond in place for the project
   2) Has signed agreement
   3) Has all insurance as specified in agreement

Preconstruction Meeting(s)

a) Verify client’s point of contact for this phase
b) Verify client’s key expectations at this point.
c) Identify regular time and location for weekly meetings
d) Request contractor’s schedule for entire project, weekly updates to this schedule will be expected.
e) Discuss and plan for smoke alarms, utility outages, road closures, and the University’s need to have three week notification. Request Utilities have a presence at the meeting as required. Fire systems, emergency access, notify the Fire chief.
f) Site logistics plan:
   1) Review site boundaries/construction limits
   2) Site access; change locks, issue construction keys to NMSU locks, review proposed working hours.
   3) Crane locations
   4) Security/safety requirements; EH&S input
   5) Site preservation
   6) Traffic re-routing
   7) Delivery access
   8) Emergency vehicle access
   9) Pedestrian access and safety flow
  10) Laydown area
  11) Campus parking
  12) Construction parking
  13) Fencing location
  14) Trailer location
  15) Temporary services
  16) Signage
**Schedule Inspections**

a) Steam, condensate  
b) Electrical  
c) Plumbing  
d) Mechanical  
e) Building  
f) Telecomm and Data  
g) Fire Inspector  
h) Confirm key/lock plan with FS Locksmith  
i) Confirm phone activation  
j) Commissioning consultant (if required)

**Punch List**

a) Identify and track additional scope requests  
b) Establish punch list date  
c) Establish punch list participants  
d) Verify that all punch list items have been identified and completed  
e) Identify person responsible for tracking of warranty items