Pre-construction Meeting Agenda

Silas Bronson Library Elevator Modernization

Review and discussion of the following items:

1. **Introductions:**
2. **Review Notice to Proceed:**
3. **Construction Schedule:**
4. **Permits:**
5. **Parking Availability:**
6. **Work Area:**
7. **Working Hours:**
8. **Designation of Responsible Personnel:**
9. **Procedure for Processing Change Orders:**
10. **Procedure for Processing Application for Payment:**
11. **Submittals – Shop Drawings and Product Data:**
12. **Sub-contractors:**
13. **Shut downs:**
14. **Project Close Out:**