

Minutes from COMPANY NAME Pre-Construction Meeting:

DATE in PROJECT LOCATION

Company Name Personnel at Meeting	Phone #s

D. C. Taylor Co. Personnel at Meeting	Phone #s

<p>D. C. Taylor Co. 24-Hour Emergency Phone Line (if none of the above are reachable) 1-800 -723-2073 EXT. 154</p>
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- Introductions
 - Sign in sheet.
 - Review role of project personnel, including owner's representatives, consultants, general contractors, etc.
 - Review lines of communication. Provide all phone numbers, cellular phone numbers and pager numbers of critical personnel.
- Review drawings, specification, scope of work and submittals.
- Review schedule requirements of owner, D. C. Taylor Co., and other effected parties. Schedule should take into account critical areas of operation inside the building.
- Determine concerns of the owner, consultant, general contractor, etc., and provide solutions. Establish process for requests for information.
- Introduce Job Hazard Analysis, determine responsibility for mitigating risk. Typical areas of concern include conduit and other system piping over and under the roof deck, structural integrity of the building, access, deck condition, roof congestion, effluents, electrical, weather, etc. (interior protection, dust, noise, asphalt fumes, evacuation routes)
- Determine staging, storage and parking areas.

- Support required from client – labor, technical and access.
- Review payment process.
- Review sign in and sign out procedures.
- Work rules.
- Change order procedures.
- Emergency procedures: leaks, fires, etc., night and weekend telephone numbers of key project personnel, emergency fire and medical numbers.
- Environmental compliance requirements (i.e.: ACRM, MSDS, HAZCOM)
- First aid and incident reporting
- Job walk -- taking note of any changes to building since contract was signed. Documenting existing damage which could later be constructed as related to reroofing work.
- Any other special considerations (e.g. interior protection, conduits below deck, subcontractor scopes of work, air monitoring, NESHAP notification).

I have documented this meeting to the best of my recollection. If there are any misstatements, errors or omissions in this report please call me at 1-800-876-6346 and we will revise. Additionally, if there is anything you want to add to these minutes, call or write and we will reissue once all changes are made.

NAME
Regional Manager
D.C. Taylor Co.