



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective February 2005, Revised July 17, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 3.007

Subject: Project Pre-Construction Procedures

Purpose and Scope: To establish a procedure that enables FP&C staff to consistently and efficiently prepare and conduct formal or informal pre-construction meetings.

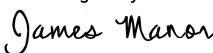
Policy: All project managers are required to conduct or facilitate a pre-construction meeting for all projects. For special state funded and Capital Improvement Trust Fund (CITF) projects Procurement & Contracts attendance is required. The design consultant may conduct the pre-construction meetings with input from the Project Manager and Director, Facilities Planning & Construction.


Procedures:

1. Prior to commencing work on the site, the Contractor/Construction Manager shall attend a pre-construction conference with the Design Professional, the UWF Project Manager and other University Representatives.
2. Construction Team attendees shall include all project staff (project manager, superintendent(s), project engineer(s), senior project manager-if applicable), plus major trade subcontractors.
3. The UWF project manager shall arrange for attendance by department/user group; Facilities Maintenance, Building & Grounds Services; ITS; Parking & Transportation Services; Environmental Health & Safety Services; Utilities; and FP&C.
4. Parties will discuss the administration, logistical, fiscal and procedural requirements for the project work.
5. Design Professional shall record & distribute minutes.
6. The project manager should utilize the attached template and provide as a handout for the contractor/design professional.

Developed by: Facilities Planning & Construction

Approved by:

DocuSigned by:

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James Manor
Executive Director
Facilities Management

DocuSigned by:

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Christopher Martin
Assistant Vice President
Facilities Management