

**OUR PROGRAM  
STREET ADDRESS  
CITY, STATE, ZIP  
PHONE**

**PRE-CONSTRUCTION CONFERENCE CHECKLIST**

Date: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Rehab Specialist: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Pager: \_\_\_\_\_

E-Mail \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Pager: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Pre-construction Conference Attendees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items Covered in the Pre-construction Conference:

- \_\_\_\_\_ Final Location-by-Location Review and Agreement on Work Write-Up
- \_\_\_\_\_ Review and Completion of Owner Selection Sheet
- \_\_\_\_\_ Construction Roles Agreement
- \_\_\_\_\_ *Occupant Protection and Temporary Relocation (if necessary)*
- \_\_\_\_\_ *EPA Lead Hazard Information Pamphlet Distributed*
- \_\_\_\_\_ Removal of Furnishings
- \_\_\_\_\_ Correspondence Procedures
- \_\_\_\_\_ Designation of Responsible Individuals (\_\_\_\_\_)
- \_\_\_\_\_ Changes (Change Orders, Clarifications and Contract Modifications)
- \_\_\_\_\_ Accident Prevention Program (including name of responsible supervisor)
- \_\_\_\_\_ Payments Procedure Review
- \_\_\_\_\_ Program Regulations and General Conditions Review
- \_\_\_\_\_ Execute Construction Roles Agreement
- \_\_\_\_\_ Documents Required under the Contract
  - Building Permit Applied for
  - Warranties

- Liability Insurance
- Workers Compensation

- \_\_\_\_\_ Saturday, Sunday, holiday and night work
- \_\_\_\_\_ Review of Construction Schedule
- \_\_\_\_\_ Required Progress Inspection Checklist
- \_\_\_\_\_ Equal Employment Opportunity Poster given (if over \$10,000)
- \_\_\_\_\_ Affirmative Action Plans
- \_\_\_\_\_ Section III Requirements
- \_\_\_\_\_ Initial Notice of Construction Mortgage (state-specific)
- \_\_\_\_\_ Notice of Construction Mortgage Requisition (state-specific)

Additional Items Covered in Conference:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (we) the undersigned, have on this date \_\_\_\_\_ participated in a pre-construction conference prior to the signing of a contract for the rehabilitation of my (our) property. I (We) acknowledge that I (we) understand the terms of the contract, the explanation of the work to be performed by the contractor, the role of the contractor, the role of the construction Specialist, and my (our) responsibilities during the construction phase. I (We) have been given adequate answers to our questions, if any. I (We) further understand and acknowledge that Our Program and its employees, officers, directors, volunteers, agents, and successors and/or assigns, assume no responsibility for the work performed and do not warrant any work performed.

_____	_____	_____
Witness	Homeowner Signature	Date
_____	_____	_____
Witness	Homeowner Signature	Date

I, the undersigned, hereby certify that the pre-construction conference was held on this date between the homeowner(s), construction specialist, and the undersigned General Contractor. I understand the procedures to be followed for change orders and requests for payment and inspections. I understand and agree that the work performed must meet the standards of performance required by Our Program and established by the General Requirements, Work Write-Up and Agency/Contractor Agreement

_____	_____
General Contractor	Date

I, the undersigned, hereby certify that I participated in a pre-construction conference this date.

Our Program \_\_\_\_\_ Construction Specialist \_\_\_\_\_ Date \_\_\_\_\_