OUR PROGRAM
STREET ADDRESS
CITY, STATE, ZIP
PHONE

PRE-CONSTRUCTION CONFERENCE CHECKLIST

Date:_____________________

Property Owner(s):_________________________ Rehab Specialist:_________________________
Address:_________________________ Phone:_________________________
Phone:_________________________ Fax:_________________________
_________________________ Pager:_________________________
_________________________ E-Mail __________________________

Contractor Name:_________________________ Contract Amount:_________________________
Address:_________________________ Phone:_________________________
Phone:_________________________ Fax:_________________________
Fax:_________________________ Pager:_________________________
E-Mail:_________________________

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

Sat, Sun, 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

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