Building Envelope Review Meeting

Purpose:

The purpose of this Standard Operating Procedure is to review the building envelope for dissimilar material compatibility, constructiblity, Air & Water tightness, and trade responsibility.

Procedure:

1) Prior to meeting, a thorough scrub of all exterior plans, materials, and details must be conducted.
   A) Engage design team and subcontractors early on to work through any questionable or challenging details.
   B) Make notes and suggestions as necessary to discuss in detail during the envelope review.
   C) Ensure that all parties have a good understanding of the design in order to make the BERM meeting most productive.
   D) Required attendees include:
      i. Crain Project Team
         a. Superintendent
         b. Asst. Superintendents (if scope of work is applilcable to their responsible area)
         c. Project Manager
         d. Asst. Project Manager (if scope of work is applicable to their responsible area)
      ii. Subcontractor Teams
         a. All parties having materials responsible for envelope make-up, ie:
            i. Framer
            ii. Waterproofer
            iii. Glazier
            iv. Metal Panel
            v. Roofer
      iii. Design Team
         a. Architect
         b. 3rd Party Waterproofing Consultant (if applicable)
         c. Owner CM (if necessary)

2) Topics Covered (see attached template)
   A) Objective
   B) Material Types
   C) Congested / Challenging Details
   D) Penetration Details
   E) Framing / Sheathing Details
   F) Roofing Details
   G) Glazing Details
   H) Waterproofing / Flashing Details
   I) Metal Panel Details
   J) Mockups

3) Update / Document meeting minutes and redistribute agenda with all notes.
   A) This will be the first meeting with all parties of the subcontractor team responsible for the building's air & water tightness. Be sure to capture all coordinated scopes of work, assigning any missing scope to specific trade.
   B) Follow up on any deliverables with a specified timeline for date required.
   C) Establish the delivery method of any information / details that were changed or updated during meeting. (RFI, Addendum, ASI).