



## Subcontractor Pre-Mobilization Meeting

FM 6.217  
Rev. # 0.1

Date 04/11/2024  
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### Purpose:

The purpose of this Standard Operating Procedure is to set jobsite expectations, review subcontract obligations and exclusions, establish schedule requirements.

### Procedure:

- 1) Schedule meeting date for a minimum of two weeks prior to subcontractor mobilization date
  - A) Required attendees include:
    - i. Crain Project Team
      - a. Superintendent
      - b. Asst. Superintendents (if scope of work is applicable to their responsible area)
      - c. Project Manager
      - d. Asst. Project Manager (if scope of work is applicable to their responsible area)
      - e. Safety Manager (larger subcontractors such as concrete, framers, façade trades, roofers, etc.)
    - ii. Subcontractor Team
      - a. Superintendent/s
      - b. Foreman (if deemed necessary)
      - c. Project Manager
      - d. Safety Manager (if deemed necessary)
- 2) Topics Covered (see attached template)
  - A) Subcontract Status
  - B) Site Logistics
  - C) Safety
  - D) Contaminate Control
  - E) Required Project Meetings
  - F) Daily / Periodic Reports
- 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 billing / work-in-place. Be sure to capture all expectations, missing scope from buy-out, questionable details for clarity in responsibility.

See template below.



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### Subcontractor Pre-Mobilization Meeting Agenda

#### Project Name

- I. Introduction
  - a. Address: 2 Terminal Dr., Nashville, TN
  - b. Project Team
    - i. PM's
    - ii. Superintendents
    - iii. Safety Manager
- II. Subcontract Status
  - a. Confirm execution of Subcontract
  - b. Confirm Contract & Safety Documents have been submitted / approved
  - c. Review Vendor Certification
    - i. Tiered Subcontractors (labor) will require an Insurance Certificate
    - ii. Lien Waivers will be required (see billing)
  - d. Discuss Subcontractors "Scope of Work"
  - e. Discuss procedures for submittals and samples
- III. Site Logistics (attach plan)
  - a. Identify Work Hours:
    - i. M - F - 6:30AM- 5:30PM (strictly enforced)
    - ii. Saturday - 6:30AM - 3:30PM
    - iii. Sunday - Coordinate As Needed
    - iv. After hour / weekend work only with permission from Superintendent
  - b. Discuss available parking options / requirements
  - c. Identify delivery logistics
    - i. Review delivery methods (hours & gates)
    - ii. Notify Superintendent 72 hours in advance
  - d. Review locations for storing and staging materials
  - e. Note clean up to take place on a daily basis. Debris and trash should be deposited in a dumpster provided by CCI.
  - f. Identify Buck Hoist Location
- IV. Safety
  - a. Identify required Personal Protective Equipment to be worn at all times:
    - i. Hard Hats
    - ii. Work Boots (that extend above the ankle)
    - iii. Safety Glasses (Z.87.1 with hard hat side shields, includes prescription glasses)
    - iv. Long pants
    - v. Shirts with sleeves
    - vi. Hi-Visibility vest or shirt
    - vii. Gloves
  - b. Review attached "Job Specific" Safety Plan
    - i. Discuss Fall Protection (written plan from subcontractor is required before work starts)
      - 1. Discuss specific means and methods regarding fall protection



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2. Violations showing a deliberate disregard for safety will result in permanent suspension from the Project.
  - c. Review Subcontractor Safety Program
  - d. Review Haz Comm Program, Chem List, and SDS
  - e. Review Insurance Certificate / Vendor Certificate
    - i. Insurance Certificate required from Tiered Subcontractors
    - ii. Subcontractor is responsible for the safety compliance for any Tiered Subcontractors
  - f. Submit Daily JSA's and Weekly Safety Meeting minutes every Friday at 2pm to CCI supervision, to include:
    - i. Topics Discussed
    - ii. Hazards Identified, steps taken to manage hazard
    - iii. Attendees Signatures
  - g. Specific Safety Items to be discussed
    - i. No flying of material overhead will be permitted
    - ii. Areas to be wrecked will be flagged off below with at least one person acting as a ground man. Ground man will be equipped with a hi-vis vest and a whistle to alert individuals. No entry is permitted during this process.
    - iii. Additional items as needed include:
      1. Site orientations
      2. Roof work
      3. Scaffolding requirements; Daily written inspection for all scaffolds
      4. Perimeter protection, etc.
      5. Public Safety
- V. Interim Life Safety Measures (ILSM) (if applicable)
- a. Pedestrian Traffic
  - b. Access clear for emergency personnel
  - c. Light discipline
  - d. Hot work permits
  - e. Exit / Egress corridors
  - f. Exit lights / signage
- VI. Contaminate Control
- a. Dust containment, inside & outside building areas
  - b. Debris removal
  - c. Silica Dust Control
- VII. Required Project Meetings
- a. Safety Meetings
  - b. Start up and preconstruction meetings
  - c. Scheduling meetings
  - d. Subcontractor Coordination Meetings
  - e. OAC Meetings (attendance may be required from time to time)
- VIII. Daily / Periodic Reports
- a. Submit daily reports to CCI by Friday at 2pm.
  - b. Subcontractor to have Tiered Subcontractor's information included in your report, or have them complete their own daily report
  - c. Periodic safety inspections performed by CCI will be forwarded to the affected Subcontractors. Written response with corrective action and dates will be required for



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each affected Subcontractor. Your Superintendent will be required to accompany the safety walk.

### IX. Inspection / Testing

#### a. Inspections

- i. Architectural Inspections and Field Reports
- ii. Engineering Inspections and Field Reports
- iii. General Contractor Inspections
  1. Punch Lists and Incomplete Work Lists
    - a. GC will provide incomplete work lists and deadlines to complete
    - b. Subcontractor will be required to punch their own work
    - c. GC will issue punch list and deadlines to complete

### X. Testing

- a. Concrete Testing performed by GEO Services.
- b. Steel Inspections and Weld Testing performed by GEO Services.

### XI. Cost Management

#### a. Monthly Billing

- i. Pay applications due 20<sup>th</sup> of each month. Invite to Bill via Procore.
- ii. No pay application will be processed without required safety documents reviewed, approved, and up to date, including inspection responses.
- iii. Vendor certifications / tiered subcontractors, and those who filed "Notice to Contractor" will require lien waivers to be submitted in conjunction with pay apps
- iv. Daily reports and weekly safety meetings must be current to ensure prompt payment.

#### b. Field Directed Work Orders / Change Orders

- i. Field directives / work orders must be approved and signed by the Superintendent & Project Manager
- ii. All change orders must be approved prior to work commencing
- iii. All change orders must have appropriate back-up to support changes (i.e. breakouts for all materials, labor and subcontracted work)

### XII. Closeout Process / As-Built Drawings

- a. Standard closeout documents (will be requested 30 days prior to substantial completions):
  - i. Operation manuals / maintenance data
  - ii. Standard One-year warranty from contract completion
  - iii. Special warranties
  - iv. As built drawings
- b. As-built drawings are to be updated during construction and turned over as part of the closeout.
- c. Final lien waivers will be required with final pay application from subcontractor, all tiered subcontractors and vendors.
- d. All punch list items will be required to be completed per provided schedule.
- e. All of the above are required to be completed and submitted prior to final payment.

**Sign-In Sheet**

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