**CONSTRUCTION PROGRESS MEETING NO. ##**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: | |  | | | | Project Location: | | |  | |
| DFD Project No.: | | |  | | | Meeting Location: | | |  | |
| Meeting Date: |  | | | | | State Agency: | |  | | |
| Contract Completion Date: | | | |  | | Institution: |  | | | |
| Completion Date Per Schedule: | | | | |  | Actual Substantial Completion Date: | | | |  |

**ATTENDEES:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Representing | Phone Number | Email Address |
|  |  |  |  |
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# CORRECTIONS / COMMENTS TO PREVIOUS MEETING NOTES

# SAFETY

1. **SCHEDULE**

*(1 week look behind / 2 week look ahead schedule to be provided by the GPC prior to each construction progress mtg.)*

**See Attached**

**Overall schedule / On schedule / Behind schedule. If behind, why, and what will be done to make it up?**

* GPC
* Temperature Controls
* Abatement
* Owner Furnished

1. **CRITICAL LEAD TIME ITEMS**

|  |  |
| --- | --- |
| **Task / Activity** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
| Special A/E or DFD Approval: |  |

1. **SHUTDOWN AND / OR INTERRUPTION OF SERVICES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trade** | **Contact Person(s)** | **Date** | **Start Time** | **End Time** | **Scope of Work / Location / Impact** |
| General |  |  |  |  |  |
| Fire Protection |  |  |  |  |  |
| Plumbing |  |  |  |  |  |
| HVAC |  |  |  |  |  |
| Electrical |  |  |  |  |  |

1. **RFIs (Outstanding, In Need of Resolution)**

|  |  |  |  |
| --- | --- | --- | --- |
| **RFI No.** | **Subject** | **Cost / Time Impact? (Y / N)** | **Ball in Court** |
|  |  |  |  |
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1. **COST ITEMS (Resolved)**

|  |  |  |  |
| --- | --- | --- | --- |
| **CO No.** | **Brief Description** | **Contractor** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **COST ITEMS (Requiring Resolution)**

|  |  |  |  |
| --- | --- | --- | --- |
| **CB No.** | **Brief Description** | **Status** | **Ball in Court** |
|  |  |  |  |
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| --- | --- | --- | --- |
| **FO No.** | **Brief Description** | **Status** | **Ball in Court** |
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| --- | --- | --- | --- |
| **PC No.** | **Brief Description** | **Status** | **Ball in Court** |
|  |  |  |  |
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|  |  |  |  |

**Total Numbers of Change Orders: ##**

1. **SUBMITTALS & SHOP DRAWING LOG REVIEW (See Attached)**

|  |  |  |
| --- | --- | --- |
| **Trade** | **% Complete** | **Critically Needed Submittals** |
| General |  |  |
| Fire Protection |  |  |
| Plumbing |  |  |
| HVAC |  |  |
| Electrical |  |  |

# COMMISSIONING REVIEW (Status of CVC Completions/Reviews, Functional Testing, etc.)

# DFD MEP INSPECTOR FIELD OBSERVATIONS

# A/E SITE VISIT REPORTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Discipline** | **Date** | **GPC Response Date** | **Item Closed (Yes / No)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# AGENCY CONCERNS

# A/E PUNCHLIST

# OPEN ISSUES

# CLOSEOUT LOG

# OLD BUSINESS

# NEW BUSINESS (Today’s Meeting)

# ACTION ITEMS / ASSIGNMENTS NEEDING IMMEDIATE ATTENTION (Items Not Listed Above)

|  |  |  |
| --- | --- | --- |
| **Description** | **Ball in Court** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# NEXT MEETING

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Location: |  |
| Purpose: |  |