



Agenda for ‘kick off’ Meeting

I&S Construction will take the written minutes and make sure all participants receive a copy

Representatives

1. Name:.....E-mail:.....TLF:.....
2. Name:.....E-mail:.....TLF:.....
3. Name:.....E-mail:.....TLF:.....
4. Name:.....E-mail:.....TLF:.....
5. Name:.....E-mail:.....TLF:.....

Agenda

- System of deviation
- Form for Building site check list to control sheds and facilities for the subs.
- Time schedule (agreement on deadlines and how to handle delays)
- Man and machine plan for each trade
- Going over drawings (discuss possible changes from the specification)
- Quality Control (how and when to use it – who is responsible)
- Health and safety arrangement and procedures on the building site.
- Organization on site

List of document handed out to use

1. *Building site check list*
2. *Change Orders*
3. *Agenda for safety meeting*
4. *Agenda for site meeting*
5. *Construction time schedule*
6. *Interim certificates*
7. *Building site drawing*

Signature of all participants

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