Pre-Construction Conference
Discussion Guide F 612
TBR/OFD input PITS
Data Sheet F 615
notice to Proceed Letter

Process Meeting (Twice a Month)
Agenda
TBR/OFD DM Chapter 6.17.D
Designer Logs
- Action Item F 641
- RFI's F642
- Minor Orders F 643
- RFP's F 644
- Field Report F 632
- Designer Meeting Minutes

Contractor Requirements
1. Work Complete
2. Punch List
3. Training
4. O&M Data binders
5. Cert of Occupancy
6. Commissioning Report
7. SWPPP
8. SC Pay App

Substantial Completion Inspection
TBR/OFD DM Chapter 6.19
SC Inspection Agenda TBR/OFD DM Chapter 6.19.C
Punch List
Certificate of Substantial Completion F 704
TBR/OFD input PITS

Final Inspection
TBR/OFD DM Chapter 7.03
Final Inspection Agenda
TBR/OFD DM Chapter 7.03.D
Inspection Punch List
Report of Final inspection F 764
TBR/OFD input PITS

Evaluations (At SC But Before FI)
CR Prints Evaluation Forms
Designer (SBC-8)
Contractor (CER-1)
PITS Subproject Screen
Designer Evaluation Const Phase (SBC-8)
Contractor Final Evaluation (CER-1)
TBR/OFD Input PITS and send to
Designer and Contractor

One-Year Corrective Inspection
TBR/OFD DM Chapter 7.07
CI Agenda TBR/OFD DM Chapter 7.07.D
Report of One-Year Corrective Inspection F 984
TBR/OFD Input PITS