



Pre-Construction Conference Checklist

Our Program
Street Address
City, State, Zip

Date: _____

Property Owner(s): _____

Address: _____

Rehab Specialist: _____

Phone: _____

E-Mail _____

Contractor Name: _____

Contract Amount: _____

Address: _____

Phone: _____

E-Mail: _____

Pre-construction Conference Attendees:

Items Covered in the Pre-construction Conference:

- _____ Final Location-by-Location Review and Agreement on Work Write-Up
- _____ Review and Completion of Owner Selection Sheet
- _____ Construction Roles Agreement
- _____ *Occupant Protection and Temporary Relocation (if necessary)*
- _____ *EPA Pre-Renovation Education "Renovate Right" Pamphlet Distributed*
- _____ Removal of Furnishings
- _____ Correspondence Procedures
- _____ Designation of Responsible Individuals (_____)
- _____ Changes (Change Orders, Clarifications and Contract Modifications)
- _____ Accident Prevention Program (including name of responsible supervisor)
- _____ Payments Procedure Review
- _____ Program Regulations and General Conditions Review
- _____ Execute Construction Roles Agreement
- _____ Documents Required under the Contract
 - Building Permit Applied for
 - Warranties
 - Liability Insurance
 - Workers Compensation

- _____ Saturday, Sunday, holiday and night work
- _____ Review of Construction Schedule
- _____ Required Progress Inspection Checklist
- _____ Equal Employment Opportunity Poster given (if over \$10,000)
- _____ Affirmative Action Plans
- _____ Section III Requirements
- _____ Initial Notice of Construction Mortgage (state-specific)
- _____ Notice of Construction Mortgage Requisition (state-specific)

Additional Items Covered in Conference:

I (we) the undersigned, have on this date _____ participated in a pre-construction conference prior to the signing of a contract for the rehabilitation of my (our) property. I (We) acknowledge that I (we) understand the terms of the contract, the explanation of the work to be performed by the contractor, the role of the contractor, the role of the construction Specialist, and my (our) responsibilities during the construction phase. I (We) have been given adequate answers to our questions, if any. I (We) further understand and acknowledge that Our Program and its employees, officers, directors, volunteers, agents, and successors and/or assigns, assume no responsibility for the work performed and do not warrant any work performed.

Witness

Homeowner Signature

Date

Witness

Homeowner Signature

Date

I, the undersigned, hereby certify that the pre-construction conference was held on this date between the homeowner(s), construction specialist, and the undersigned General Contractor. I understand the procedures to be followed for change orders and requests for payment and inspections. I understand and agree that the work performed must meet the standards of performance required by Our Program and established by the General Requirements, Work Write-Up and Agency/Contractor Agreement

General Contractor

Date

I, the undersigned, hereby certify that I participated in a pre-construction conference this date.

Our Program

_____ Construction Specialist _____ Date

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