



FACILITIES MANAGEMENT & CONSTRUCTION

PRE-CONSTRUCTION MEETING AGENDA

1. Project Information

USA Job Number	
Bid Number	
Project Name	
Date	
Time	
Contract Duration	
NTP Date	
IFC Drawings	
Issued Documents	

2. Scope of Work

Describe the scope of work including location, affected systems, and proximity to active patient care areas:

Fill in Scope Summary



3. Attendance & Introductions

All attendees are required to sign in on the sheet being circulated.

University Personnel	
• Buck Kelley – Chief Facilities Management Officer, Facilities Management	
• Trent Davis – Associate Director, Engineering Design and Construction	
• William Guess - Senior Dir, Safety & Environmental Comp	
• Elizabeth Russ - Project Manager	
• Trip Puckett - Project Manager:	
• Will Keeney - Project Manager	
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•	
Design Team	DCM
•	• Don Williams
•	•
•	AHJ (Fire Marshall)
•	• Debbie Bryars
•	•
General Contractor	
•	
•	
•	
•	
Healthcare / Owner Representatives	Other Attendees
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•	•
•	•
•	•
•	•
•	•

4. Healthcare Risk Assessments

This section is completed during the Pre-Construction Conference. The Project Manager (PM) is responsible for leading the team through each assessment. PCRA, ICRA, and ILSM forms are maintained by USA Facilities and must be completed, approved, and on file prior to the start of work. Work may not begin until all required assessments are finalized. All controls implemented in the field must align with the approved assessments. Any changes to scope, phasing, or field conditions require reassessment and reapproval. Completed assessments must always be readily available for review.

4A. PCRA – Pre-Construction Risk Assessment

Complete the PCRA form with the group. Key items to confirm:

- Areas adjacent to or above/below the work zone identified
- Patient populations at risk identified (immunocompromised, respiratory, pediatric, etc.)
- Utility systems that may be impacted identified
- Phasing sequence and access routes determined
- Affected departments identified and notification plan confirmed
- Permits, drawings, and approvals confirmed in order
- PCRA must be revisited if scope, phasing, or field conditions change

4B. ICRA – Infection Control Risk Assessment

Complete the ICRA form with the group. Key items to confirm:

- ICRA Class determined (I, II, III, or IV) based on construction activity type and patient risk group
- Containment requirements established (barriers, anterooms, sealed work areas)
- Airflow and pressure monitoring requirements established
- Approved debris removal routes and cleaning protocols defined
- Responsible party for barrier inspection and pressure monitoring identified
- EVS and Infection Prevention notified
- Barrier acceptance walk-through process established before work begins

4C. ILSM – Interim Life Safety Measures

Complete the ILSM assessment with the group. ILSMs are required whenever construction impacts fire alarm, suppression, smoke barriers, or egress. Key items to confirm:

- Life safety systems that will be impaired identified (fire alarm, sprinkler, smoke barriers, egress)
- Required compensating measures determined (fire watch, alternate egress, added extinguishers, temp signage, temp smoke detection, staff notification)
- Fire watch requirements and patrol intervals confirmed if applicable (dedicated person, 30–60 min intervals, communication capability required)
- Egress paths confirmed at required minimum width throughout construction
- ILSM log initiated — impairment, compensating measures, responsible parties, duration, and removal criteria documented
- GC reminded: healthcare facilities use defend-in-place, not full building evacuation. Life safety systems must remain operational or compensated at all times

5. Permits & Specialty Clinical Areas

Hot Work Permit

- Facility-issued Hot Work Permit required before any welding, cutting, grinding, or open-flame work
- Fire watch requirements established per permit conditions

Permit request process confirmed with:

Name / Contact: _____

Above-Ceiling Work Permit

- Facility-issued Above-Ceiling Work Permit required before any work above the ceiling plane
- Every ceiling tile removed must be accounted for and replaced — tiles are part of the infection control barrier
- Fire and smoke barrier penetrations must be firestopped before the end of each shift
- No ceiling tiles may be left open overnight without proper containment and notification

Permit request process confirmed with:

Name / Contact: _____

Specialty Clinical Areas

- Specialty clinical areas adjacent to or affected by this project (check all that apply):
 - ☐ OR
 - ☐ Imaging
 - ☐ Pharmacy
 - ☐ Lab
 - ☐ Dialysis
 - ☐ Oncology
 - ☐ Behavioral Health
 - ☐ Sterile Processing
 - ☐ Other: _____
- Department point of contact for specialty area coordination:

Name / Department / Phone: _____

- Area-specific controls, access restrictions, and timing requirements noted:

6. Utility Shutdowns

A single missed notification can cascade into a patient care event. Every shutdown follows a deliberate path: Request → Risk Review → Notifications → Backup Plan → Shutdown → Restoration.

- Utility systems requiring shutdown on this project (check all that apply):

- ☐ Electrical
- ☐ Plumbing
- ☐ HVAC
- ☐ Medical Gas
- ☐ Fire Protection
- ☐ IT/Data
- ☐ Other: _____

Shutdown request submitted to:

Name / Title: _____

- Minimum 72-hour advance notice required to all appropriate USA staff prior to any utility shutdown
- After-hours shutdowns must be pre-approved by USA PM and coordinated with affected departments in advance
- USA Dig Permit required before any digging. Contractor must call 811.
- Post-restoration verification and sign-off process

7. Emergency Contacts & Escalation

Complete this table at the meeting. All field personnel must have access to this list.

Role	Name	Phone
USA Project Manager		
Construction Superintendent		
Facilities / Plant Operations		
Safety / EHS		
Infection Prevention		
Security		
Facility Emergency Number		

Escalation path: See something → Report to supervisor. Cannot resolve → Escalate to next level on this list. Life safety risk → Call 911 immediately, then notify Security and supervisor.

8. Inspections

DCM Inspections (14-day advance notice required)

- Overhead ceiling inspection
- Pre-roof conference
- Life safety / final inspection
- Year-end inspection
- Fire alarm inspection (pre-test required prior to DCM inspection)

DCM inspections must be requested 14 days in advance. Cancellations received less than 48 hours in advance will incur a \$1,500 re-inspection fee.

GC-Managed Inspections

- All applicable special inspections per project specifications
- All applicable building envelope / water intrusion inspections
- Contact USA PM prior to closing walls
- Verify sanitary outfall meets requirements prior to pouring back
- GC to submit engineered sprinkler plans, material submittals, and calculations

ADPH

- GC to schedule final ADPH inspection. Requirements are found on the ADPH website.

Special Inspections

- Contractor to coordinate material testing and special inspections. Special inspection entity provided by USA.

Special inspection entity:

Company / Contact: _____

9. Coordination & Communication

- Discuss facility and department hours of operation. Confirm any restrictions on noisy or disruptive work and identify whether after-hours, night, or weekend work will be required. Any work outside normal operating hours must be pre-approved by the USA PM and coordinated with affected departments in advance.
- Daily huddle expectation: GC superintendent leads a brief daily touchpoint covering the day's work plan, planned shutdowns or impairments, barrier and control status, and any patient care areas that may be affected. Goal is shared situational awareness, not a formal meeting.
- Establish how stop-work situations, unexpected impacts, and condition changes will be communicated to the USA PM.
- Work activities may need to adjust based on operational conditions. GC is expected to remain flexible and communicate early when conditions change.

10. Meetings

OAC Meeting Schedule	
Roof Pre-Con Meeting	
Hardware / Access Control Meeting	USA to schedule
Project Sign Required?	Yes / No — Location if yes:

11. Project-Specific Requirements

Record any project-specific requirements, phasing priorities, or owner direction discussed at this meeting that do not fit the standing sections above.

- Phasing priorities and sequencing:

-
- Temporary facilities (trailers, generators, portable utilities):

-
- Data / low voltage — confirm drawings with in-house low voltage department. Information to be relayed to architect:

Confirmed by / Date:

- Additional project-specific items:

12. University Requirements

- The University will NOT pay for materials stored off campus or deposits.
- Safety is the responsibility of the General Contractor. All incidents must be reported; OSHA standards apply.
- Contractor to unload and handle all own materials.
- On-site laydown area:
Location: _____
- Non-smoking, non-tobacco, non-vaping site. Applies to all buildings, grounds, staging areas, and personal vehicles parked on site.
- University restrooms and food services are off limits to contractor personnel.
- GC to complete thorough daily logs throughout the duration of the project.
- Strict adherence to Zero Tolerance Policy.
- GC shall comply with the Alabama Child Labor Law and E-Verify requirements.
- Contractor is responsible for protecting all existing utilities.
- Contractor to provide daily cleanup of work areas.
- Contractor to video/photograph any existing damage to sidewalks, curbs, landscaping, etc. prior to start of work.

13. Traffic Control & Site Logistics

- Coordinate all major construction activities with USA Facilities.
- Contractor parking and staging area:

Location: _____

- GC to coordinate with USA PM and affected departments for all large deliveries. Minimum 48-hour advance notice required.
- Pedestrian and emergency vehicle access must be maintained at all times.
- Notification to emergency vehicles (Police, Fire, Rescue, Ambulance) for any access impacts is the contractor's responsibility.

14. Schedule & Phasing

NTP Date	
Substantial Completion	
Final Completion	
Key Milestones	
Phasing Notes	
Owner Equipment Lead Time	

15. Submittals, Pay Applications & CORs

Submittals — To	
Submittals — Copy	
Pay Applications & CORs — To	
Pay Applications & CORs — Copy	

16. DCM Form B8

Review DCM Form B8 with the group at this meeting. Confirm the form is completed, signed, and on file before work begins.

- DCM Form B8 reviewed with GC at this meeting
- Form completed and signed
- Copy on file with USA PM

17. Contractor Handbook Acknowledgment

The Healthcare Construction Handbook has been distributed to the General Contractor. The GC is responsible for ensuring all subcontractors receive and review the handbook prior to beginning work.

Company	Representative	Date Received



18. Owner Comments

Record any verbal direction, commitments, or clarifications provided by ownership or USA Health leadership at this meeting.

19. Outstanding Items & Follow-Ups

Pending from GC

Pending from USA

20. Questions & Comments

21. Notes (Taken During Meeting)