

Pre-Construction Meeting Minutes

1948 Warehouse Area 3 Roof Replacement

Macon Water Authority

5/20/2025, 10:00 AM

Members of Team	<p>Team Introductions</p> <ul style="list-style-type: none">• Designer of Record, MEC&A• Owner, Macon Water Authority• Skyline Construction Services Inc. <p>Teamwork, working together to provide an efficient construction process and a complete/excellent finished product.</p> <p>Contact list of all pertinent personnel will need to be provided in submittals.</p>
Facility Use	<p>Employees</p> <ul style="list-style-type: none">• All employees clearly identified• Parking for contractor vehicles will be around the back of the warehouse. <p>Laydown Area</p> <ul style="list-style-type: none">• Laydown area will be at the back of the building. This area will be roped off.• Material Storage, ensure materials are stored in a weather tight condition. Any damaged or wet materials will not be used. Insulation is to be covered by a breathable tarp. Other materials should be stored in a safe protected manner. <p>Temporary Facilities</p> <ul style="list-style-type: none">• Provide temporary porta let• Provide generators for power (no use of the facilities power is allowed)• Facility water service can be used.• Provide protection from dust, odors and debris from entering the building. <p>Access to Roof</p> <ul style="list-style-type: none">• Roof access will be around the back of the warehouse. Ladder can be leaned against the back section of Area 3. <p>Temporary Protection</p> <ul style="list-style-type: none">• Provide temporary protection when working near building egress (i.e. Barriers, warning signs, personnel) to protect MWA personnel. This is especially important for the areas around the loading bay doors.

	<ul style="list-style-type: none"> • Ensure OSHA standards are followed when performing all work. Safety is the sole responsibility of the contractor. <p>Work Hours</p> <ul style="list-style-type: none"> • Work hours to be discussed at a later time. • Weekend work should be requested through the owner at least three days in advance.
Contract Documents	<p>Submittals</p> <ul style="list-style-type: none"> • Project cannot start without the approval of pertinent submittals (i.e. assembly letter, materials, lumber, etc.). <p>Drawings, Specifications, and Submittals</p> <ul style="list-style-type: none"> • Have a full set of the contract documents including approved submittals onsite at all times. <p>Allowances</p> <ul style="list-style-type: none"> • Use of Allowance requires photo documentation and immediate notification to the engineer.
Construction	
	<p>Tear off</p> <ul style="list-style-type: none"> • Ensure safety of facility personnel. • Do not tear off more than can be reroofed in a day. • Provide adequate temporary protection to protect the area torn off in case of pop-up showers or rainstorm. <p>Roofing Debris/Trash</p> <ul style="list-style-type: none"> • Ensure all roof debris and trash is cleaned up at the end of each workday.