# CCSD Logo NO LINESOAC Meeting Minutes

**Construction Management Dept.**

1180 Military Tribute Place

Henderson, NV 89074

**Project:** Insert Project Name Here

**Coordination Meeting #XX**

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| Date | Start | | Contract Days | Day | **Days Remaining** | | Next Meeting | Next Time | Prepared By |
| XX/XX/XX | X:XX XX | | XXX | XXX | XXX | | XX/XX/XX | X:XX XX | A/E Firm Name |

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| Purpose | Location | General Notes |
| Construction Progress Meeting  **Project:** Name | Address | MPID #XXXXXXX  PWP #CL-XXXX-XX |

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| **MILESTONES** | | | | | |
| **Item** | **Description** | **B.I.C.** | **Due Date** | **Liquidated Damages** | **Comments** |
|  | Notice to Proceed |  |  |  |  |
| **A** | ALL Submittals Due |  |  |  | All submittals are due 30 days after Pre-Con Mtg. LD’s $XXX per day |
|  | Est. CxA and T&B to start |  |  |  | Start 30 days prior to hand off on XX/XX. |
| **B** | HVAC 30-day P2P testing |  |  |  | HVAC & BAS work to be 100% complete prior to COSC. LD’s $XXX per day. |
| **C** | Est. Substantial Completion |  |  |  | Substantial Completion – LD’s $XXX per day. |
| **D** | Punch List Completion |  |  |  | 45 days to complete ‘after Sub. Comp. & Closeout work. LD’s $XXX per day. |

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|  | Attended By | Entity/Title | Phone | Copies To |
|  |  | School Principal |  |  |
|  |  | CCSD PM |  |  |
|  |  | CCSD Assistant PM |  |  |
|  |  | CCSD Clerk |  |  |
|  |  | CCSD Bldg. Dept. |  |  |
|  |  | CCSD Network Srvs. |  |  |
|  |  | CCSD Sec. Srvs. |  |  |
|  |  | Architect |  |  |
|  |  | Architect |  |  |
|  |  | Engineer |  |  |
|  |  | Engineer |  |  |
|  |  | General Contractor |  |  |
|  |  | General Contractor |  |  |
|  |  | General Contractor |  |  |
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| Item |  | B.I.C. | Due Date |
| A: CRITICAL ISSUES | | | |
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| Item |  | B.I.C. | Due Date |
| B: SAFETY ISSUES | | | |
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| Item |  | B.I.C. | Due Date |
| C: SCHOOL CONCERNS | | | |
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| Item |  | B.I.C. | Due Date |
| D: AOR/ EOR REPORTS AND CONCERNS | | | |
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| Item |  | B.I.C. | Due Date |
| E: SITE OBSERVATIONS | | | |
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| Item |  | B.I.C. | Due Date |
| F: LIST ACTIVITIES AND LOCATIONS OF WORK DURING NEXT THREE WEEKS | | | |
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| Item |  | B.I.C. | Due Date |
| **G: SCHEDULE** (Update status log & GC schedule) | | | |
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| Item |  | B.I.C. | Due Date |
| H: SUBMITTALS | | | |
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| Item |  | B.I.C. | Due Date |
| I: NOC / CHANGE ORDERS | | | |
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| Item |  | B.I.C. | Due Date |
| J: REQUEST FOR INFORMATION | | | |
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| Item |  | B.I.C. | Due Date |
| K: APPLICATION FOR PAYMENT | | | |
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| Item |  | B.I.C. | Due Date |
| L: TESTING & BALANCING | | | |
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| Item |  | B.I.C. | Due Date |
| M: COMMISSIONING | | | |
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| Item |  | B.I.C. | Due Date |
| N: BUILDING INSPECTIONS | | | |
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| Item |  | B.I.C. | Due Date |
| O: CLOSE-OUT | | | |
|  | 07.00 Certificate of Substantial Completion |  |  |
|  | 07.03 Closeout Submittals |  |  |
|  | 07.03.01 Final Inspection & Permits |  |  |
|  | 07.03.02 Final Punch List Completion Docs |  |  |
|  | 07.03.03 Final Start Up Reports |  |  |
|  | 07.03.04 Final Test & Balance Report |  |  |
|  | 07.03.05 Final Commissioning Report |  |  |
|  | 07.03.06 Final Spare Parts Delivery |  |  |
|  | 07.03.07 Non-Use of Asbestos Reports |  |  |
|  | 07.03.08 O&M Manuals |  |  |
|  | 07.03.09 Form of Guarantees - Warranties |  |  |
|  | 07.03.10 Systems Demo & Training |  |  |
|  | 07.03.11 Construction Keys |  |  |
|  | 07.03.12 Consent of Surety |  |  |
|  | 07.03.13 Labor Com Notice of Completion (Prior to Final Payment) |  |  |
|  | 07.03.14 Final Pay Application |  |  |
|  | 07.03.15 Evaluations |  |  |
|  | 07.03.16 Lessons Learned |  |  |
|  | 07.03.17 Decommissioned Smoke Dampers |  |  |
|  | 07.04 Record Documents |  |  |
|  | 07.04.01 Project Record Drawings |  |  |
|  | 07.04.02 Project Record CAD Drawings |  |  |
|  | 07.04.03 Project Record Project Manual |  |  |
|  | 07.04.04 Project Record Submittals |  |  |
|  | 07.04.05 Project Record Shop Drawings |  |  |
|  | 07.04.06 Project Record Samples |  |  |

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| Item |  | B.I.C. | Due Date |
| **P: LIST ITEMS DISTRIBUTED AT MEETING** | | | |
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| Item |  | B.I.C. | Due Date |
| **Q: OLD BUSINESS / NEW BUSINESS** | | | |
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The above constitutes our understanding of the issues discussed. Any comments or corrections should be directed to the undersigned within five (5) days of receipt of these minutes.