

# **SALAMONE & ASSOCIATES, P.C.**

## **Consulting Engineers**

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### **Pre-construction Meeting Agenda**

#### **Silas Bronson Library Elevator Modernization**

Review and discussion of the following items:

1. Introductions:
2. Review Notice to Proceed:
3. Construction Schedule:
4. Permits:
5. Parking Availability:
6. Work Area:
7. Working Hours:
8. Designation of Responsible Personnel:
9. Procedure for Processing Change Orders:
10. Procedure for Processing Application for Payment:
11. Submittals – Shop Drawings and Product Data:
12. Sub-contractors:
13. Shut downs:
14. Project Close Out: