

Planning & Development Pre-construction Checklist

Prior to commencement of construction complete the following: Pre-Construction Checklist items; Contract in hand; Pre-construction meeting; Follow up documents; Project notification; Notice to Proceed.

Pre-construction Meeting requirements: These items must be provided to the Project Manager a minimum of two weeks prior to the Pre-construction Meeting.

- Safety Survey (Template provided by CVG)
- Project Contact List inclusive of Superintendent/Safety Inspector/all subcontractors
- Detailed Approved Project Schedule (Must meet specification requirements for detail)
- Approved Certificates of Insurance for all contractors/subcontractors
- Site Specific Safety Plan, including confined space entry, Lockout/Tagout procedures. Include Safety plan in submittal log.
- Boone County Building Permit, status, or letter of dismissal (If applicable)
- Permit Log- Complete list of all permits required for the project, including the party responsible for submission and dates. It is the Contractor's responsibility to determine which permits are required. It may include, but it is not limited to:
 - FAA- 7460 (*amend the contract to include these)
 - KAZC- TC55-2 (*amend the contract to include these)
 - Kentucky DOW- stream, water quality, etc.
 - KYTC- Encroachment permit
 - Boone County Building Permit- HVAC Permit
 - NKYEI- Electrical Permit
 - Kentucky HBC Plumbing Permit
 - SD1- land disturbance, sewage, etc.
 - Kentucky State Fire Marshal Permit
 - USACE
 - Underground Storage Tank Permits
 - Water Meter Request (through CVG)
 - Hot works permit (through CVG)
 - Utility locates- Contractor to contact 811 and send in any CVG locate requests
- Submittal Schedule
- Quality Control Plan (Site Specific to Airport Project)
- Existing Conditions Videos or Pictures
- Contractor Licenses for MEP contractors for project. Contractor shall have a copy of their license with them on site.
- Tax Exemptions Certificates (If applicable)
- Contractor to be prepared to complete a Site Review Meeting as part of the Pre-construction Meeting. Items to be addressed will include Site staging; Access Routes; Contractor Parking;

Dumpster Location; Area of work; Barricade limitations; Access to surrounding areas; Site Specific Safety Plan, and Escorting Requirements

- Maintenance Of Traffic plan- when any traffic will be interrupted by Construction, include an MOT. (Aircraft, Tugs operations, vehicular)

The following items will also be required for airfield projects.

- A CSPP has been approved by the FAA
- Contractors Safety and Phasing Compliance document (CPCD) per FAA AC 150/5370-2 current edition has been approved by the FAA
- KCAB Airfield Closure Request Form and Barricade Plan (per KCAB SOP 6271) completed, submitted to SSC and approved
- KCAB Airside change request form completed and approved if changes to airfield markings, signs, etc.
- Confirm escort process, properly marked vehicle and lights, and any gate guard requirements or other escort requirements

Internal checklist. These items will be required, if applicable for the project, once the preconstruction meeting has been held, prior to construction:

- Operations Plan: Complete an operations plan prior to commencement of the project.
- Temporary Address: Follow the draft SOP for project addresses for large scale projects. (temporary & permanent)
- Schedule of Values