

Sample Construction Manual Policy

Construction Kickoff

Statement

The construction kickoff meeting allows to the project team to clarify project specifics and address any potential issues.

Standard

- The Project Manager is responsible for leading a construction kickoff meeting to include the project team, architect, engineer, and contractors.

Procedure Steps

Prior to the Meeting

1. Schedule the meeting and invite all designated attendees.
2. Prepare the meeting agenda.

During the Meeting

1. Make introductions and identify each person's responsibilities.
2. Have the APM take detailed notes.
3. Clarify the chain of command and workflow.
4. Review the **Scope of Work** to ensure everyone is in agreement.
5. Review the **Construction Schedule** and discuss any required changes.
6. Discuss other pertinent topics, such as:
 - a. Site logistics and protocols (e.g., sanitary facilities, storage areas, etc.)
 - b. Working hours and plan for lost workdays
 - c. Any required special inspections and/or permits
 - d. Billing cycle calendar and invoice submission process
 - e. Long-lead items
 - f. **Change Orders**
 - g. Building rules and regulations
 - h. Resident notification protocols
 - i. Weekly meetings
7. Outline the **Project Close-Out** process and requirements for final payment.

After the Meeting

1. Make any necessary updates to the Scope of Work and/or Construction Schedule.
2. Have the VPC sign off on any changes.
3. Ensure the APM uploads the meeting notes to Procore.
4. Email a meeting recap to all attendees.
 - a. Attach the updated Scope of Work and/or Construction Schedule as applicable.
 - b. Share the contact information for all participants.