

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PRE-CONSTRUCTION MEETING	FMEP-P-0740	Rev. No. 2
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1.0 PURPOSE

To provide the details of the Pre-Construction Meeting.

2.0 GENERAL

The purpose of the Pre-Construction Meeting is to achieve a mutual understanding between Science Applications International Corporation- Frederick (SAIC-F) and the subcontractor regarding execution of the subcontract requirements.

3.0 PROCEDURE

Information regarding the Pre-Construction Meeting is identified below.

(a) The Pre-Construction Meeting shall be conducted prior to the subcontractor's jobsite mobilization. The agenda, a Pre-Construction Conference Check List (Exhibit A), shall be distributed in advance by the SAIC-F Contract Specialist.

(b) The meeting leader, SAIC-F Contract Specialist, shall instruct each participant on the scope of his or her involvement in performance of the subcontract.

(c) Attendance will be taken via a sign in sheet (Exhibit B).

(d) The Sign-In Sheet and the Pre-construction Conference Check List, signed by the subcontractor will be distributed to all appropriate personnel by the contract specialist.

(e) Any action items from the Pre-Construction Meeting shall be noted on the Pre- Construction Check List and each item tracked to closure by the Contracts specialist.

(f) The SAIC-F contract specialist shall issue the Pre-construction checklist with meeting notes and action items to all meeting attendees.

In some instances a Pre-Construction Meeting and a Pre-Award Meeting may be combined in a single meeting. In these cases, the agenda will be adjusted for appropriate content and the Check List will indicate a joint meeting.

FMEP-P-0740 Exhibits

Exhibit A- Pre-Construction Conference Check List (9 pages)

Exhibit B- Sign In Sheet (1page)