

**FACILITIES DIVISION  
Standard Operating Procedures**

<b>DATE:</b> January 12, 2005
<b>SUBJECT:</b> Procedure for Pre-Construction Conference Agenda
<b>NUMBER:</b> FDSOP-05-001
<b>EFFECTIVE DATE:</b> Immediately Until Replaced or Superseded

**1. Purpose**

This SOP establishes the procedures for conducting Pre-Construction Conferences. This SOP will create consistent approach for project start-up. The intent is to improve customer service and project communication within and outside the Facilities Division.

**2. Abbreviations**

A-E	Architect-Engineer
CC	Construction Contractor
CO	Contracting Officer
COR	Contracting Officer Representative
EPM	Engineering Project Manager
FD	Facility Division
LM	Location Manager
RPM	Research Program Manager
RPR	Research Program Representative
SOP	Standard Operating Procedures

**3. Procedures**

All FD construction projects will have a Pre-Construction Conference Agenda. The CO and EPM will develop and coordinate the attached Pre-Construction Conference Agenda with RPM, RPR, LM, A-E, and CC. The attached Pre-Construction Conference Agenda must be edited for each project based on the contract requirements.

4. Point of Contact

For further information, please contact the Office of the Director, Facilities Division, on 301-504-1151.

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PATRICK G. BARRY  
Director  
Facilities Division

2 Enclosures