

PROJECT PRE-INSTALLATION CONFERENCE DETAIL LIST

PROJECT DETAILS

Date: _____	Jurisdiction: _____
Job Name: _____	Inspector Phone: _____
Site Address: _____ _____	Building Permit: _____
Site Phone: _____	Plumbing Permit: _____
E-mail: _____	Electrical Permit: _____
Client Main Contact: _____	Mechanical Permit: _____
Best Time for Contact: _____	Phone: _____
Optional Contact: _____	Cellular: _____
Project Manager: _____	Phone: _____
Consultant: _____	Phone: _____ Pager: _____
	Phone: _____

SITE INFORMATION

Alarm System: _____ Alarm Code: _____

Alarm Company: _____ Alarm Company Phone: _____

Children:	Name	Age	Will they be on-site?

Pets:	Name	Kept Inside	Kept Outside
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Lock Box Location: _____

Bathroom for Craftsperson's Use: _____

Telephone for Craftsperson's Use: _____

Best Access to Work Area: _____

Area for Staging Materials: _____

Job Sign Location: _____

Pardon Our Dust Letter (Check One): Yes No

Water Shut Off: _____

Electrical Panel Location: _____

Electrical Devices Color and Type: _____

Crawl Space Access: _____

Debris Pile Location: _____

Crew Parking Restrictions/Locations: _____

CLIENT COORDINATION

- The client has been advised of the scheduling starting date.
- The client has been advised to clear out all stored items from the work project area.

ITEMS TO BE COVERED IN THE PRE-INSTALLATION CONFERENCE

Name of installation team caption: _____

Directions to the jobsite: Attached Listed Below

- Project documents/jobsite control manual.
- Order (sequence) of work received.
- Material order list received.
- Cabinet specifications received.
- Unusual design features and non-standard items to be installed discussed.
- Who is responsible for special materials needed on the job determined.
- Who will supply miscellaneous installation items (screws, clips, etc.) identified.
- What is the installer's specific responsibility at the jobsite?

ITEMS TO BE COVERED IN THE PRE-INSTALLATION CONFERENCE (CONT'D)

Who is in charge of coordinating other trades?

What existing appliances are to be re-installed? Where they will be stored?

Existing Appliance	Stored

How existing cabinets will be disposed.

Which existing moldings are to be re-used; which are to be replaced?

Delivery method and path into kitchen or bath.

Temporary storage site for cabinets and tools.

Installer's access to electrical power and water.

Workers' access to site bathroom facilities.

Who to contact if installer has questions or problems.