



Martin
Concrete
Construction

LESSONS LEARNED

COMPLETED BY:	DATE PREPARED:
PROJECT NAME:	SUBJECT:

LESSON LEARNED :

LESSON LEARNED CORRECTIVE ACTION & PICTURES:

PROJECT TURNOVER MEETING AGENDA

Project Name:

Attendees:

Date:

Remaining Scope of Work:

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General Information

- Drawing Review (Architectural, Structural, Civil, MEP)
 - Are there any unique conditions?
- Purchase Orders and Subcontracts
 - Have we sent out purchase orders to material vendors?
 - Are they Fully Executed?
 - Have subcontractors sent in all information to Angie?
 - Has there been a finishing meeting? If so, please provide meeting minutes to PM taking over project.
- Review Costs
 - Have we identified areas of potential savings?
 - Are there any outstanding change orders?
 - Is the project over/under budget?
 - If so, what is our recovery/sustainability plan, and has it been communicated with the project team?
 - Do project costs/savings swing from month to month?
 - Have we identified why costs/savings swings from month to month?
- Schedule Review
 - Is the project behind or ahead of schedule, according to contract durations?
 - How are we tracking delays and communicating that to the general contractor?
- Crane Road Certification
 - Have initial conversations been held with the general contractor?
 - What information has been passed along?
 - Do we have a crane road designed by Full Tilt?
 - What is the general contractor's position on providing a certified crane road?
- Exit Strategy Meeting
 - Where are we in the exit strategy meeting process?
- Miscellaneous
 - Are daily reports and weather/concrete logs up to date?
 - Has the PCI log been updated?

***Print updated drawings for Civil, Structural and Architectural Drawings**

PROJECT TURNOVER MEETIN AGENDA

Project Task Coverage

- Scheduling Material Deliveries -
- Schedule Update –
- 3-week look ahead –
- Weekly Labor Updates -
- Weather/Concrete Log Update -
- Concrete Log -
- DWP's –
- PPCL's -
- RFI's -
- Pay Apps -
- Daily Reports -
- Document Control -
- PO's/SCA's -
- Change Orders -
- Pour Tracking -
- JSR's -
- Update Status Of Submittals -
- Meeting attendance/minutes -
- Subs -
 - Finisher:
 - Patcher:
 - Rodbuster:
 - Other:
- Cost Projections-

UNIQUE PROJECT CONDITIONS

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