

Pre-Construction Meeting Checklist

Project Name:





DATE:

Project Name:

The purpose of the Pre-Construction Check list is to establish communication between all trades prior to construction and ensure that everyone understands who is responsible for what and when by:

- 1. Establishing an understanding of the responsible parties involved in the design and the installation of the air barrier components and adjacent systems.
- 2. Ensuring that the project details can be constructed as intended by the designer/specifier.
- 3. Ensuring that that system specifications are clearly understood and declared materials from each trade are compatible.
- 4. Discussing and agreeing on the construction detailing, including tie-in areas (i.e., below grade, roofing).
- 5. Clarifying and sequencing the work of all trades and creating a comprehensive schedule.
- 6. Disclosing and discussing all miscellaneous project-specific considerations.

ATTENDEES (SIGN IN SHEET)

					DATE:
Company/Role	Company Name	Representative	Phone	Email	Signature
Air Barrier Contractor					
Air Barrier Manufacturer					
Architect					
Building Owner					
Concrete Contractor					
Drywall Contractor					
General Contractor					
Insulation Contractor					
Masonry Contractor					
Owner's Representative					
Panels/Metal Contractor					
Roofing Contractor					
Waterproofing Contractor					
Window Contractor					



PROJECT DETAILS

Details	Status A = Approved; NA = Not Approved	Party Responsible for Corrective Action





SYSTEM SPECIFICATIONS

Component Type	Manufacturer	Product Selected	Installation Requirements / Compatability / Comments



CONSTRUCTION DETAILING AND CONNECTION/TIE IN RESPONSIBILITY

Date	Detail/Connection	Contractor Responsible	Detail Provided ($$, or N/A)
	Securock ExoAir 430 Panel installation		
	Substrate preparation		
	Inside and outside corners		
	Control/expansion joint detailing		
	Penetration detailing		
	Fastener detailing		
	Connection of walls to fenestrations (windows, doors, louvers)		
	Connection of foundation to wall		
	Connection of roof to wall		
	Installation of insulation		
	Installation of facade		



SEQUENCING OF WORK OF ALL TRADES - SCHEDULE

Date	Work Activity	Contractor Responsible
	Waterproofing installation	
	Steel stud location/marking	
	Securock ExoAir 430 Panel installation	
	Protection from elements	
	Insulation installation	

ALL OTHER PROJECT SPECIFIC CONSIDERATIONS

All other project notes, issues, decisions, and considerations

Item #	Owner	Description	Due Date	Update Notes

USG TREMCO. PERFORMANCE BUILT IN





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