

Pre-Construction Meeting Checklist

Project Name: _____



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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.

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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					

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Manufactured by
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