

**DIVISION OF PUBLIC WORKS
MONTHLY MEETING AGENDA**

1. Project Name: _____ Project No: _____
2. Architect: _____ Contractor _____
3. Date: _____
4. Meeting Participants (Please sign and attach attendance Sheet.)
5. Review and approve minutes of last month's meeting. (Please read minutes prior to attending meeting.)

Discuss compliance and/or coordination of DPW Policies.
6. Discuss work quality and safety.
7. Review of any Construction Observation Reports and/or Correspondence.
8. Discussion of, and/or conclusions to the following technical concerns:
 - a. Structural
 - b. Mechanical
 - c. Electrical
 - d. Architectural
 - e. Civil
 - f. Others
9. Review of Material and Equipment Delivery.
10. Review of Shop Drawings and Submittals.
11. Schedule of Values and Upgraded Construction Schedule. (Please indicate how far ahead or behind the project is, and why. The contractor is to furnish a narrative report explaining how to get the project back on schedule if it is delayed.)
12. Review Planned Progress during the up-coming month.

13. Review of the Change Order Process.
 - a. ASI's
 - b. RFI's
 - c. CCD's
 - d. PR's
 - e. Change Orders
14. Review of Pay Requests.
 - a. Submitted Date
 - b. Approved Date
 - c. Unresolved Problems
15. Architect/Engineer review of Red Line Drawings.
16. Contractors/Subcontractors concerns.
17. Division of Public Works concerns.
18. Other business.
19. Date and location of next Monthly Meeting.