

Bi-Weekly Operations Meeting

Date:

Project #	
Project Name	
Contract #	

1. Personnel	
Project Manager	
Asst. Project Manager	
Superintendent	
QC Manager	
SSHO	
Surveyor (if applicable)	
Foreman	
Other	

2. Project Status Overview		
Anticipated Completion		
Date		
Contract Completion Date		
Contract time % complete		
Billing % complete		
Schedule % complete		

3. Safety

Safety should be the NUMBER ONE concern for ALL employees on-site. Managers and supervisors should be keenly aware of whether employees are wearing the proper PPE while on jobsites. Please make sure Safety Meetings are being conducted on a weekly basis. Also, make sure all crew members and subcontractors have reviewed the AHAs before each phrase of work begins, also ensuring frequent reviews and updates of all AHA's.

Weekly Tool Box Talks	Current AHA's

Issues/Concerns:

4. Outstanding issues from last meeting:

5. Current project activities	6. Upcoming project activities

7. Schedule update:

-Anticipated completion date: -Contract completion date:

-Current schedule update is showing _____ days float. -Please provide/see attached 3 Week look ahead schedule, updated to ____

DD.

8. Resources (Staff and Equipment)

PRIOR PLANNING PREVENTS POOR PERFORMANCE

Utilize 3 week look ahead schedule to confirm who and what resources will be needed in the next three weeks. Proper advance resource allocation is extremely critical in controlling costs and preventing delays to the project.

Resources needed and when:

Resources available and when:

9. Costing /Budget

0		

10. Quality Control and Deliverables

PLAN THE WORK – WORK THE PLAN

Management of construction deliverables should be considered during the planning phase of most projects. As team members are assigned and roles are identified, the personnel responsible for delivering the construction phase of the project should, where appropriate, become involved in the planning process.

Yes □ or No □

11. Reporting and Documentation

Documentation is critical for records or completed work, the strategies used, and verification of changes that may have occurred. Knowing the history of the project is essential for the current plan of action as well as how you proceed in the future. Daily reports shall be completed each day from the NTP through contract completion. Weekly/Bi-weekly progress meetings should be held and documented. Project photos shall be taken daily, and saved to the server at least weekly.

Daily Reports - Complete in RMS, up to date, & saved to server?	Yes □ or No □
Certified payrolls -up to date and submitted to client?	Yes □ or No □

Next Scheduled progress update meeting date		
Project delays or changes to the contract?	Yes or No	
Explain current change order concerns, so that details can be reviewed and discussed for formal notice to client via letter:		
Project photos up to date and save to server?	Yes □ or No □	
*Please attach recent project photos behind the 3 week look and	ead schedule for review	
12. Equipment Maintenance All sites with equipment are required to complete equipment inspection forms		
equipment. The superintendent will be responsible to ensure the forms are be accurately. Equipment, safety, reliability, and operating efficiency are no acc themselves or without a prescribed program. By initiating these simple rules, will result in safer projects with reduced equipment downtime, increased oper wellbeing. Every equipment operator should be thoroughly familiar with the of each piece of equipment that is being operated. The checklists shall be attact may be generic and apply generally to all equipment. Accordingly, each oper specific safety and maintenance checklist provided for each specific piece of them daily. Specific checklist for each piece of equipment will be in the Manu- make sure the items that can be pre-filled (such as Project Info, Equipment M printing the relevant forms. After printing, please place a checklist clip board do so). Responsibility Assignment to Superintendents and Operators: Anyon Equipment Inspection and/or daily maintenance of the equipment, will be in v to Suspension or Termination. Periodic equipment checks will be performed. Please note that although the following responsibilities are not included on th daily by the Superintendents or Operators: a) check equipment for damage; the ensure operation station is clean. ALL CHECKLIST MUST EITHER BE SAVED TO THE SERVER OR EMAILE kent.gravois@pontchpartners.com Daily equipment inspections completed and documented for each	cident. These things do not happen by , it is PPLLC's belief that these procedur rating efficiency, and improved operator checklists and follow them each day for ched to each daily report. The checklists rator must be thoroughly familiar with the equipment being used and apply each of ual on each piece of equipment. Please Make/Model, SN, etc.) are complete prior in each piece of equipment (if feasible to ne not complying with completing the riolation of company policy and is subject the checklists, they should be performed b) check equipment for vandalism; and complete the project of the project management.	
13. Additional Comments/Concerns:		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		