

# Pre-Start Meeting Checklist

This comprehensive checklist ensures effective pre-start meetings between facilities managers, contractors, and residents. Proper preparation and clear communication are essential for successful project delivery whilst maintaining positive resident relationships and safety standards.

## Meeting Preparation

- Schedule meeting minimum 48 hours in advance
- Prepare project overview documentation
- Gather contact details for all stakeholders
- Review building access requirements

## Documentation Required

- Project timeline and milestones
- Risk assessment and method statements
- Insurance certificates and permits
- Emergency contact information

## Attendee Confirmation

- Facilities management representative
- Principal contractor and key subcontractors
- Resident representatives or tenants
- Building security personnel if applicable

# Meeting Agenda and Key Discussion Points

## Access Arrangements

Establish clear procedures for contractor access including designated entry points, working hours, and security procedures. Discuss key holder arrangements and any restrictions on weekend or evening work that may affect residents.

## Safety Measures

Review comprehensive safety protocols including evacuation procedures, fire safety arrangements, and hazardous material handling. Ensure all parties understand their responsibilities for maintaining safe working environments and resident welfare.



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### Communication Channels

Establish primary and secondary contact methods

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### Progress Updates

Schedule regular briefings and milestone reviews

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### Issue Resolution

Define escalation procedures for concerns



### Essential Checklist Items

- Confirm project scope and duration
- Establish noise control measures
- Agree on parking and storage arrangements
- Review utility isolation procedures
- Discuss waste management protocols