

Municipal Inspection and Construction Guidelines
Appendix III - Pre-Construction Meeting Agenda



PRE-CONSTRUCTION MEETING AGENDA
for PROJECTS within THE CITY OF MARKHAM

Project:

Developer:

Civil Engineering Consultant:

Date/Time of Meeting:

Meeting Location:

Next Site Meeting:

Requested Attendees:

Pre-Construction Meeting Agenda Structure

- 1.0 Personnel
- 2.0 Subdivision or Pre-Servicing Agreement Status
- 3.0 Status of Documents for Construction
- 4.0 Permits/Engineering Approval/Notices
- 5.0 Construction Schedule
- 6.0 Traffic Control
- 7.0 Safety
- 8.0 Construction Details
 - 8.1 Intersection Works/Lane Closure
 - 8.2 Earthworks
 - 8.3 Sanitary Sewers
 - 8.4 Storm Sewer/FDC
 - 8.5 Watermain
 - 8.6 Roadworks
 - 8.7 Utilities
- 9.0 Materials Testing
- 10.0 Shop Drawings or Special Requirements
- 11.0 Miscellaneous

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1.0 Personnel:

Contact	Contact Name	Company Name	Telephone	Email Address	24-hour Contact Info
Developer/Owner					
Contractor					
City					
Consultant Engineer					
Geotechnical Engineer					
Legal Surveyor					
Region of York					
Conservation Authority					
List any others, if req'd					

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2.0 Subdivision or Pre-Servicing Agreement Status

Agreement between _____ (developer) and _____ (town) signed on _____

3.0 Status of Documents for Construction

Securities	Municipal	_____
	Regional	_____
From Contractor:		
Insurance Certificate		_____
WSIB Clearance Certificate		_____
Ministry of Labour Notice of Project		_____
From Owner:		
Owner's Insurance		_____

4.0 Permits/Engineering Approval/Notices

City of Markham:

Tree Clearing Approval	_____
Topsoil Preservation By-Law	_____
Engineering/Drawing Approval Status	Underground _____
	Above Ground _____
	Composite Utility Plans _____
	Engineering Fees _____
	Securities _____

Other:

Conservation Authority	_____
Ministry of Natural Resources	_____
MOE	_____
Ministry of Transportation Ontario	_____

5.0 Construction Schedule:

Start date	_____
Completion date	_____
Projected Schedule Advances/Delays	_____

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6.0 Traffic Control

Traffic control devices including flagmen, delineators, signing, Jersey Barrier, etc. have been coordinated by:

Contractor and discussed with Consultant Engineer _____

Traffic Control Plan has been submitted by Contractor _____

Submitted plan has been reviewed by Town and Consultant Engineer _____

7.0 Safety

Site Safety – Responsibility, emergency contact information, directions to local hospital

8.0 Construction Details

Ensure Contractor has latest version of City of Markham standards and construction specifications and that benchmarks are identified.

8.1 Intersection Works/Lane Restrictions

a) Traffic Control Plan

In place _____

Reviewed by _____

Circulation _____

b) Region Requirements/Approval _____

c) City Requirements/Approval _____

8.2 Earthworks

a) Sediment Control - including fencing, swales, check dams, sediment pond status, dust control plan

In place _____

Reviewed by _____

b) Topsoil stripping, stockpile/reuse/export details _____

c) Imported Fill details, including source, timing, soil/chemical reports _____

d) Cut/Fill works requiring import/export, transport and location details _____

8.3 Sanitary Sewers

a) Pipe Material _____

b) Bedding _____

c) Service Connections (size & material) _____

d) Construction Details _____

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8.4 Storm Sewer/FDC

- a) Pipe Material _____
- b) Bedding _____
- c) Service Connections (size & material) _____
- d) Street CB leads (size & material) _____
- e) RLCB leads (size & material) _____
- f) Requirement for concrete encased leads (CBs/RLCBs) _____
- g) Silt Control (silt sacs/filter cloth) _____
- h) Inlet Control Devices _____
- i) Grates (CBs/RLCBs) _____

8.5 Watermain

- a) Method of connecting to existing system, cut-in or tapping valve _____
- b) Hydrants to be draining or plugged (Municipality specification) _____
- c) Pipe Material _____
- d) Cathodic Protection _____
- e) Other _____

8.6 Roadworks

- a) Composition

	Road A	Road B	Road C
Base			
Sub-base			
Base Asphalt			
Top Asphalt			
Other?			

- b) Utility Crossings, Contractor and timing _____
- c) Backfill treatment:
 - Existing road backfill _____
 - Intersection backfill _____

8.7 Utilities

- a) Composite Utility Plan, Status of submission _____
- b) Existing utilities (special details/information avail.) _____
- c) Relocation of Existing utilities (poles, pedestals, etc.) _____
- d) Utility Crossings, Contractor and timing _____
(see 8.6 Roadworks, Item b)

8.8 Streetlight - all streetlights are functional and operational on all streets, lanes and walkways at Building Permit Application Stage

9.0 Materials Testing

List of Materials Sources to be provided by Contractor prior to commencement

Expected site visit scheduling _____

Circulation of reports/test results _____

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10.0 Shop Drawings or Special Requirements

Shop or Support drawings required _____

11.0 Miscellaneous

Special Ground Conditions (dewatering/monitoring req'd for backfill adjustments/dewatering)

Well Monitoring Requirements, if any _____

Status and Protection of existing legal/survey bars _____

Status of Site office (hydro, etc.) _____

Schedule for Site meetings _____