

Make Your Job a Success

How to Hold a Pre-Construction Meeting on a Quad-Lock Project

Information is one of our greatest assets when we have it and our biggest challenge when we don't. This is especially true in the building business. One of the best ways to share information about Quad-Lock ICF with the team members on a building project is a pre-construction meeting. Attendees should include representatives from the ownership, the design and engineering teams, code compliance and building trade suppliers across the project.



WHY?

Each representative has their own unique set of concerns and expectations. It is tremendously productive to have a meeting during which each trade has an opportunity to raise their particular concerns against the backdrop of Quad-Lock and Quad-Deck ICFs. Especially if they are at an early stage of ICF adoption. The relationship between different trades and the effect they can have on one another can be quite surprising. Whether large or small, every project can benefit from timely communication among those charged with its execution. The price of incorrect information and poor communication is too high, especially when it can be avoided!

WHEN?



If possible, the first pre-construction meeting should take place prior to or during ground breaking, but at such time as all the players have the project clearly on their radar screens. Permits should have been issued and financing in place; tenders issued and subcontractors under contract. Design meetings should have already taken place and the design should be complete.

As the project progresses, status meetings are also desirable. A complex project will require weekly meetings to iron out issues that arise after the project starts. Status meetings will be tailored to the particular phase of the project and may only include trades that are currently or soon-to-be on the job.

WHO:

Since the use of ICF will have an impact on virtually everyone involved with the project, Quad-Lock or Quad-Deck representatives should be present as well as representation from all of the following:

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| ✓ Building Owner | ✓ General Contractor | ✓ Architect |
| ✓ Code Consultant | ✓ Fire Consultant | ✓ Engineer of Record |
| ✓ Project Manager | ✓ Site Superintendent | ✓ Financial Institution |
| ✓ Electrical Subcontractor | ✓ Plumbing /HVAC Sub. | ✓ Fire Suppression Sub. |
| ✓ Framing Subcontractor | ✓ Finish Subcontractor | ✓ Excavation Subcontractor |
| ✓ Siding Subcontractor | ✓ Ready Mix Supplier | ✓ Shoring Supplier |
| ✓ Quad-Lock Dealer | ✓ Quad-Lock Installer | ✓ Building Inspector |

How to Hold a Pre-Construction Meeting - *cont'd...*

The Building Department can be an asset to you.... or not. Including the code compliance officer on your "team" will foster a "proactive" image by allowing the building department an opportunity to air their views, expectations and concerns with the project. You may only schedule the Building Inspector for the last half hour of the meeting to address their issues but, they should be included. Building departments rarely get invited to such meetings and will be pleased to be considered. **The Quad-Lock dealer should have delivered to the Department the latest code compliance documents (ICC or CCMA reports, testing data, product manual, etc.) prior to plan submittal. Call Quad-Lock's Training & Technical Services department for copies.**

WHAT?

The agenda for the meeting should be established by the General Contractor representative. In the invitation to the meeting (written, email, or verbal) participants should be urged to make a list of questions/concerns that they wish to discuss. The agenda must be designed to foster open discussion and questions. Notes should be taken during the session by the sponsor as a record of the discussion. Quad-Lock dealers and installers should be prepared with adequate sample materials, literature, tools and displays to help all parties understand perfectly how the systems work and integrate with their trade. The more detailed, the better. You should have in your kit:

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|--------------------------------|---------------------------|------------------------------------|-------------------------------|
| ✓ Panels | ✓ Ties | ✓ Track | ✓ Wire Ties |
| ✓ Corner/Angle Brackets | ✓ Quad-Deck Sample | ✓ Siding Sample for Project | ✓ Waterproofing Sample |
| ✓ Installation DVDs | ✓ Product Manuals | ✓ Business Cards | ✓ Tools |

Have a copy of the approved plans in the room, along with engineering notes. Know as much information about the design and finish as possible.

The Quad-Lock dealer and installer will probably have to consider the following items in the meeting:

- General questions from trades about the Quad-Lock ICF
- Level of experience of trades with ICFs; previous problems with ICFs and how the Quad-Lock ICF solves them
- Scheduling of training of crews off-site or on-site
- How do other materials and systems integrate with the Quad-Lock ICF and Quad-Deck

With large commercial or multi-family jobs, attendance by a Quad-Lock factory representative should probably be considered (attendance via teleconference is also an option).

WHERE?

The pre-construction meeting should take place in an area where everyone can have a seat, where the plans and engineering notes can be opened for viewing, and where there is room to set up Quad-Lock/Quad-Deck samples. **THE MEETING SHOULD NOT TAKE PLACE OUTSIDE ON THE JOBSITE!** If a conference room is not available at the General Contractor's office or the Quad-Lock dealer's office, reserve a meeting room at a public library, the building department, or a local restaurant with a private meeting area. There should be a white board with markers, or other suitable area to make diagrams for all to see.

Remember, **information and communication are your friends.** The more of it there is on a Quad-Lock or Quad-Deck job, the easier things will go.