

KICKOFF MEETING CHECK LIST

Estates & Infrastructure Services Final
 Authorised by: Director Estates & Infrastructure
 Date Authorised: 27/02/2023
 Revision: 2

Date:		Venue:	
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No.	Check List	Fill Details Below as Required	Contractor Confirmed (√)	Notes
1	Project Background			
1.1	Project Title		<input type="checkbox"/>	Confirm Project Title to be used on all correspondence and reporting.
1.2	Purpose		<input type="checkbox"/>	Outline the purpose of the facility
1.3	Client		<input type="checkbox"/>	Highlight who the users of the facility will be
1.4	Sponsor		<input type="checkbox"/>	Highlight who the sponsor of the project is
1.5	Project Manager		<input type="checkbox"/>	Introductions
1.6	Clerk of Works		<input type="checkbox"/>	Introductions
1.7	Contractors Site Supervisor		<input type="checkbox"/>	Introductions
1.6	Contractors Management Representative		<input type="checkbox"/>	Confirm Details of Contractors Management Rep - To escalate matters
2	Contract Administration			
2.1	Purchase Order Number		<input type="checkbox"/>	Confirm the PO Number with the contractor
2.2	Purchase Order Details Verified		<input type="checkbox"/>	Review Details on PO and verify correct
2.3	Contract Number #		<input type="checkbox"/>	Confirm Contract Title and Number with contractor
2.4	Contract Details Verified	Letter of Intent	<input type="checkbox"/>	Verify with contractor
		Bidder Declaration (section 2)	<input type="checkbox"/>	Verify with contractor
		Technical specifications/Scope of Works/Drawings	<input type="checkbox"/>	Check all documents are in order, no pages are missing, and reconcile to confirm all information.
		Price Bid Form/Accepted Quote of contract	<input type="checkbox"/>	Confirm and clarify against contract value
		Insurance Covers - Verify Validity and End Date	<input type="checkbox"/>	Check Insurance Cover dates
		General Conditions of Contract	<input type="checkbox"/>	Verify Copies provided
		Particular Conditions of Contract	<input type="checkbox"/>	Verify if any
		Bills of Quantities	<input type="checkbox"/>	Verify if any
		Others	<input type="checkbox"/>	Verify if any
2.5	Contract Value		<input type="checkbox"/>	Confirm Contract Value matches PO
2.6	Contract Deadline/Timeline		<input type="checkbox"/>	Confirm the final date of the contract matches PO
2.7	Confirm Terms & Schedule of Payments		<input type="checkbox"/>	Confirm the documents and timeline for submissions
2.8	Confirm USP Contact:	Email:	<input type="checkbox"/>	Maintenance Generic Mail <maintenance@usp.ac.fj>;
		Phone:	<input type="checkbox"/>	
2.9	Confirm Contractor Contact:	Email:	<input type="checkbox"/>	
		Phone:	<input type="checkbox"/>	
3	Site Access & Management			
3.1	Confirm Location/Limits of Work Area	Site Map, Access and Security Procedures	<input type="checkbox"/>	Refer Site Map
		Storage Site/Site office Clarified/Parking/Loading	<input type="checkbox"/>	Markup site plan, clarify site security arrangements, signage and safety barrier requirements
		Public Amenities Available for use	<input type="checkbox"/>	Point out any washrooms/showers/change rooms available and conditions for use

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		Disposal Requirements	<input type="checkbox"/>	Confirm disposal procedures and requirements (Site waste/decommissioned equip)
4	Quality & Compliance			
4.1	Certification Requirements	Structural/Civil Certification Requirements	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		Electricity Authority Inspection/Cert Requirements	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		Fire Authority Inspections/Cert Requirements	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		Occupancy Certification Requirements (Council)	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		OHS Certification Inspection/Cert. Requirements	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		USP Design Team Inspection/Cert. Requirements	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		USP ITS Team Inspection/Cert. Requirements	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		Practical Completion Certification	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
		Final Completion Certification	<input type="checkbox"/>	Confirm Procedures and Timelines - Milestones/Hold Points in Construction Program
4	Safety			
4.1	OHS Induction Requirements	Induction Video and Sign Off Sheet	<input type="checkbox"/>	Confirm SOP
4.2	Permit Requirements for this job	Working at Heights	<input type="checkbox"/>	Confirm SOP
		Hot Works Permits	<input type="checkbox"/>	Confirm SOP
		Confined Space Entry	<input type="checkbox"/>	Confirm SOP
		Lock Out Tag Out Procedures and Access Points	<input type="checkbox"/>	Confirm Procedures to disconnect/reconnect site services - Power & Water, ICT.
5	Construction Program			
5.1	Detailed Work Program Provided	Confirm the Start of Works Date, Mobilization Plan, Tasks arranged in a logical order, confirm the critical path	<input type="checkbox"/>	Mobilization Start date
		Indicate if there will be disruptions that will affect students/staff	<input type="checkbox"/>	Contractor to elaborate on the construction program
		Confirm Key Milestones/Hold Points Identified	<input type="checkbox"/>	Noise, Electricity and water shutdowns etc.
		Resource allocations identifiable	<input type="checkbox"/>	Contractor to highlight key hold points. Agree to the milestones
		Confirm Communication – Advisories	<input type="checkbox"/>	No. and type of staff, equipment required etc.
		Confirm the Completion date within the Contract/PO timeline	<input type="checkbox"/>	Identify key timelines for advisories. Advisories to be submitted for approval 2 weeks prior to circulation.
		Allowance for wet weather included as required	<input type="checkbox"/>	Verify the construction timeline is within contract and Purchase order timelines
		Working outside normal works hours	<input type="checkbox"/>	If not included- agree to EOT procedures. If included, confirm the completion timeline
		Commissioning and Handover Clear	<input type="checkbox"/>	Agree to the procedure for construction program variation - Refer to Procedures 5.2
		Demobilization and Site Clean up	<input type="checkbox"/>	Confirm commissioning and handover procedures & Documents 1. O&M Manuals 2. Certifications 3. Engineers/ Architects report
5.2	Procedures for Variations	Notice of Scope Change	<input type="checkbox"/>	Confirm Demobilization and site clean-up plan and timelines
		Variation (Scope) Request Approval	<input type="checkbox"/>	3 days to notify (Scope change and reason) - Refer to contract & SOP
		Notice of Delay	<input type="checkbox"/>	7 days to respond (Scope & Estimate provided) - Refer to contract & SOP
		Extension of Time Request	<input type="checkbox"/>	Notice with cause within 3 days to Project Manager - Refer contract & SOP
6	Reporting & Site Meetings			
6.1	Site Meeting Schedule	Site Meeting Schedule	<input type="checkbox"/>	7 days to respond (Timeline impact and cost impact provided - Refer to contract & SOP)
6.2	Reporting Requirements	Confirm Clerk of Work Reporting Requirements	<input type="checkbox"/>	Confirm Schedule, Venue and Agenda for meetings - Refer to Standard Agenda
				Confirm Reporting Template and information requirements

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		Confirm Contractor Reporting Requirements	<input type="checkbox"/>	Confirm Reporting Template and information requirements
7	Risk Assessment			
	Risk Register	Identify Risk and mitigation measures	<input type="checkbox"/>	Confirm risk and update the register accordingly
8	Kick Off Complete			
8.1	Confirm Kick Off documentation	Kick-off Meeting Attendance sheet Signed	<input type="checkbox"/>	
		Kick-Off Meeting Check List Signed by both parties	<input type="checkbox"/>	

USP Representative: _____

Contractor Representative _____