Pre-Install Meeting

Agenda and minutes for the glazing scope

MEETING INFORMATION

Project	Meeting date	Location

Areas or elevations covered	Minutes prepared by

ATTENDEES

Name	Company	Role	Phone or email

AGENDA

1. Scope and sequence

Walk the elevations and agree on the order of work, area by area.

DECISIONS AND NOTES	OWNER	DUE

2. Opening dimensions

Confirm whether dimensions are guaranteed. If not, set the date openings will be ready to field verify.

☐ Guaranteed ☐ Field verify. Openings ready on:

DECISIONS AND NOTES	OWNER	DUE

3. Submittals and releases

Confirm approved submittals, framing release, and when glass can be ordered.

DECISIONS AND NOTES	OWNER	DUE

4. Access and hoisting

Lifts, scaffold, cranes, or hoists: who provides them and when they are available.

DECISIONS AND NOTES	OWNER	DUE

5. Laydown and deliveries

Staging location, protection, delivery windows, and who receives material.

DECISIONS AND NOTES	OWNER	DUE

6. Site rules and safety

Orientation, site-specific requirements, and how the crew's daily hazard review fits the site safety plan.

DECISIONS AND NOTES	OWNER	DUE

7. Adjacent trades

Who is working near the openings and what has to finish first.

DECISIONS AND NOTES	OWNER	DUE

8. Testing and inspections

Mockup status and coordination with the third-party testing agency for field testing.

DECISIONS AND NOTES	OWNER	DUE

9. Contacts and communication

Superintendent, foreman, and project managers, plus how issues and RFIs will flow.

DECISIONS AND NOTES	OWNER	DUE

10. Open items

Any remaining questions, each with an owner and a date.

DECISIONS AND NOTES	OWNER	DUE

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ACTION ITEMS

No.	Action	Owner	Due	Status

DISTRIBUTION

Minutes sent to

Date sent