



**Parks and Recreation Department
City of Bellingham**

PRECONSTRUCTION MEETING AGENDA [SAMPLE]

MEETING DATE: _____

ISSUED DATE: _____

PROJECT: _____

BY: _____

LOCATION: _____

- I. INTRODUCTIONS**
- II. UTILITIES AND RAILROADS**
- III. SUBCONTRACTORS AND AGENTS**
- IV. RECORDS AND REPORTS**
- V. TRAFFIC CONTROL AND SAFETY**
- VI. PERMITS & INSPECTIONS**
- VII. ORDER OF WORK**
- VIII. GENERAL CONSTRUCTION DISCUSSION**