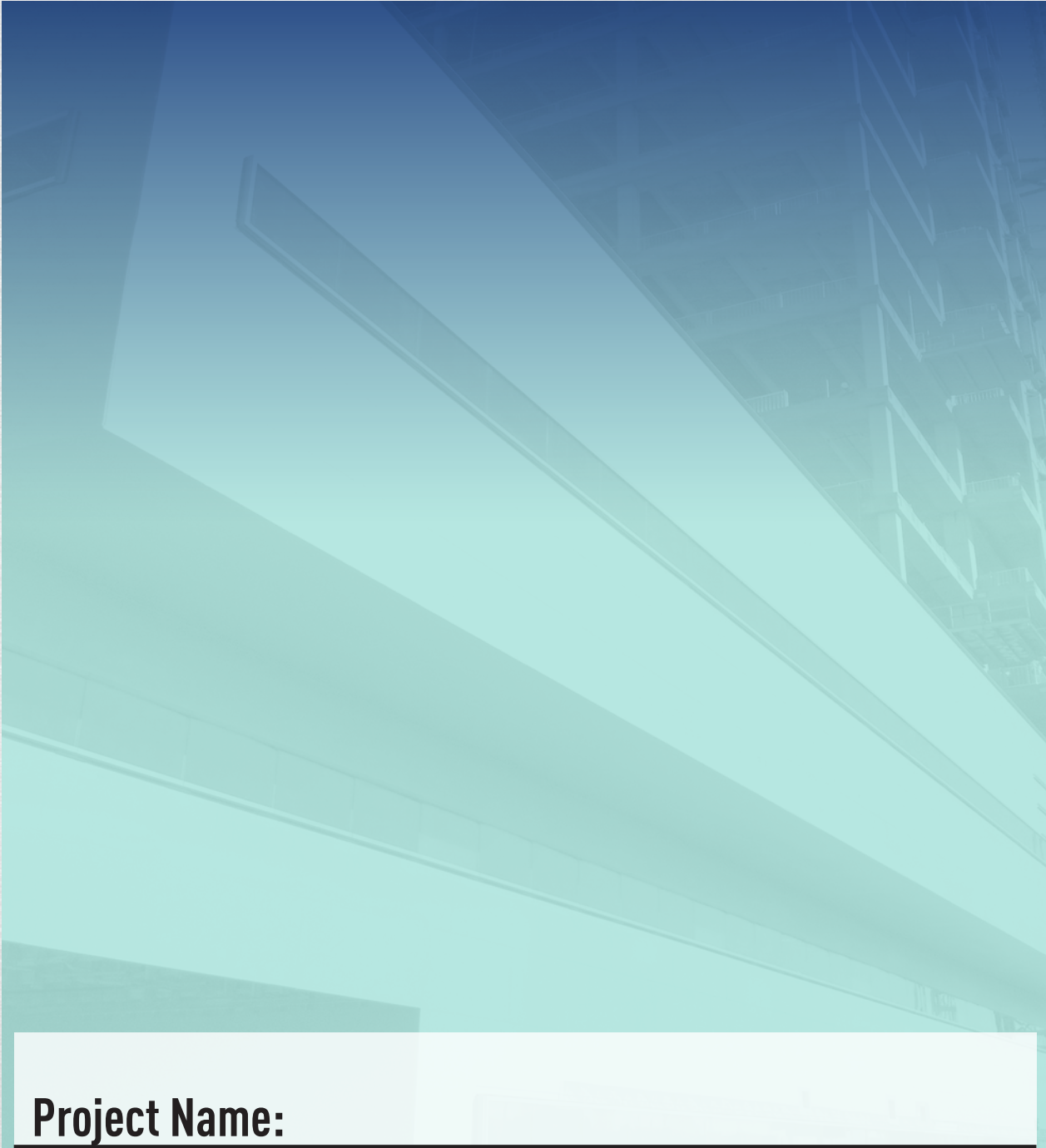


Pre-Construction Meeting Checklist



Project Name: _____

AIR BARRIER SYSTEMS

Pre-Construction Meeting Checklist

Project Name:

The purpose of the Pre-Construction Check list is to establish communication between all trades prior to construction and ensure that everyone understands who is responsible for what and when by:

- 1.) Establishing an understanding of the responsible parties involved in the design and the installation of the air barrier components and adjacent systems.
- 2.) Ensuring that the project details can be constructed as intended by the designer/specifier.
- 3.) Ensuring that the system specifications are clearly understood and declared materials from each trade are compatible.
- 4.) Discussing and agreeing on the construction detailing, including tie-in areas (i.e., below grade, roofing).
- 5.) Clarifying and sequencing the work of all trades and creating a comprehensive schedule.
- 6.) Disclosing and discussing all miscellaneous project-specific considerations.

ATTENDEES (SIGN IN SHEET)

					DATE:
COMPANY/ROLE	COMPANY NAME	REPRESENTATIVE	PHONE	EMAIL	SIGNATURE
Air Barrier Contractor					
Air Barrier Manufacturer					
Architect					
Building Owner					
Concrete Contractor					
Drywall Contractor					
General Contractor					
Insulation Contractor					
Masonry Contractor					
Owner's Representative					
Panels/Metal Contractor					
Roofing Contractor					
Waterproofing Contractor					
Window Contractor					

Pre-Construction Meeting Checklist

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ALL OTHER PROJECT SPECIFIC CONSIDERATIONS

All other project notes, issues, decisions, and considerations

ITEM #	OWNER	DESCRIPTION	DUE DATE	UPDATE NOTES

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CUSTOMER SERVICE

U.S.

Customer Service Sealant/Weatherproofing Division
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 Phone: 1-800-321-7906
 Fax: 1-216-292-5036
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Canada

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