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**OAC Meeting**

**(Project)**

**W/O #(xx-xxxxx)**

**(Date)**

1. **Safety**
	1. Weekly tool box topics
	2. Housekeeping
	3. Barricades and area signage
	4. Site Notices
2. **Schedule**
	1. Work complete last week
	2. Active Construction Activities
	3. 3 week look ahead
	4. Overall Project Schedule Discussion
3. **RFI’s – open or outstanding**
4. **Submittals – open or outstanding**
5. **Purchasing & Long Lead Items**
6. **Inspections**
	1. Completed
	2. Scheduled
	3. Site observation reports (SOR’s)
	4. Punchlist Items
7. **Commissioning**
	1. Completed
	2. Scheduled
	3. Punchlist Items
8. **Risk**
	1. **Scope**
	2. **Schedule**
	3. **Budget**
9. **Open Discussion**

**Questions/Project walkthrough**