****

**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**