



Pre-start Meeting

Attendees

(complete as appropriate)

Anglian Building Products

Installation Manager

Contract Manager

Site Support Manager

Quantity Surveyor

Technical Manager

Client

Site Manager

Quantity Surveyor

Buyer

Project Manager

Pre-start Meeting Notes

Date: _____

Site Details

Anglian Site Support Manager	
Client	
Contract Name	
ABP Contract No.	
Site Address	
Site Manager	
Mobile	
Site Phone No.	
Site Fax No.	
QS Name	
QS Contact No.	

Programme/Operations

Programme, plots, phases	Interceptors	Windows/Doors
Show Plot /s		
Copy of Main Build Programme Provided	Yes	No
Number of Site Visits by ABP (minimum of 20 apertures per visit)		
Call off Lead times (from confirmed technical details)	Interceptors 3 weeks	Windows/Doors 5 weeks
ABP to Complete Mastic. If Yes....	Yes	No
Mastic at the Time of Installation. If No....	Yes	No

Additional Cost of Return Site Visits	£24.69/hour (Craftsmen)	
Handles & Vents to be Fitted at the Time of the Window/Door Installation	Yes	No
Additional Cost of Return Site Visit to Fit Handles & Vents	£24.69/hour	
Delivery Method	Palletised	Loose Load
Unloading	Whilst we will provide the labour to unload our delivery We expect use of your crane and/or forklift to unload and distribute our product accordingly.	
Drawings	Drawings are not normally provided. If requested, these are at an additional cost.	
Drawings and technical details to be approved by:		
Sign-off Procedure		
Protection of ABP Product of Site	We accept responsibility for our product whilst on site prior to installation providing that you have provided us with sufficient secure storage. Post installation, we expect you to inspect our works within 1 week of us offering it for sign-off. Should you not inspect our installation within 1 week of notification we deem that you are then responsible for the product.	
Protective Film	Anglian to leave protective tape and film on for it to be removed by others at a later date.	
Skip Provided by Client	Yes	No
Storage Provided by Client	Yes	No
Access Provided by Client	Yes	No

Financial Matters

Contract Value		
Valuation Dates		
ABP to Claim for Materials On Site	Yes	No
Level of LAD's		

Survey Information

Please Confirm

Brickwork Cavity Size	
Obscure Glass Type – eg. Cotswold	
Georgian Inserts if applic e.g. 18, 25mm	
Plant on bars, yes or no (Only if Geo Inserts)	
Restrictors, Windows/ French Doors, yes or no	
Restrictors (Windows) 1 st floor and above, yes or no	
Film Protection, yes or no	
Gas Fill, Sealed Units yes or no	
Secure by Design, yes or no/Which Plots	

Bays - Structural - Formers - Size/Layout - Template - Site Measures	
AOV's - Required/Location ?	
Restrictors – What type, Where and Site/Factory Fitted ?	
MK3 interceptor internal finish and plasterboard depth.	
Dormer Windows – Are Interceptors Required. If so, Lengths or Welded	
Doors: handing, handles, lead door etc.	
Thresholds on Doors?	
Conservatories?	
Fire Egress Hinges – Required / Locations?	
Long Lead Time Items (Vertical Sliders, Composite Doors etc)	

Cill Sizes

Brick	
Stone	
Render	
Weatherboard	
Dormers	
French Doors	
Bay Cills (If applic)	

Checklist for confirmation of discussion

<u>Item</u>	<u>Tick</u>
Call off lead times and procedure	
Norwich contacts	
Installation of interceptor	
Installation of windows	
Role of Site Support Manager and frequency of contact	
Site readiness in regard of access, floors, stairs, scaffold, stone cills	
Plot sign off	
Health and safety pack – any site specific hazards or risks to advise	
Replacement windows	
Drawings and estimate schedule accuracy.	

Any Other Business

	Action
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Signed	Signed
Anglian Building Products	Client
Print Name	Print Name
Date	Date