

**APPENDIX E: PRE-CONSTRUCTION MEETING
AGENDA AND MINUTES TEMPLATE**

Attendance:

Owner(s):

Representative –

Water and Sewer Operator: _____ Township

Representatives

Contractor:

Representative

Engineer Information:

Office –

Field –

Project Information:

Anticipated

Anticipated Completion

Ready for Installation of Utilities (Power, Gas, Phone etc.) –

Utility Comments:

Gas - DTE

Representative:

Electric - Consumers Energy

Representative:

Phone - AT&T

Representative:

Cable - Comcast

Representative:

Supplier Information: (THE FOLLOWING ARE EXAMPLES)

Permits Information:

Record Plan:

Contractor to record 'As-Built' measurements to be drafted by the Developer's Engineer.

Miscellaneous Comments:

Emergency Phone Numbers

NAME	Cell:	(616) ___ - ____
	Office:	(616) ___ - ____
NAME	Cell:	(616) ___ - ____

cc: All in attendance