

Project: Project Name (eB #)

Construction Management (CM):

- Re-occurring activities:
 - Conduct site observations
 - Lead bi-weekly project meetings with project team
 - Attend subcontractor coordination meetings and contractor-initiated job meetings
 - Set up and attend pre-construction/pre-installation meetings (C7)
- Review RFIs (any RFIs associated with Fire Protection systems copy EHS)
- Negotiate PCOs and initiate change orders
- Review Architects Supplementary Instructions & Bulletins
- Manage submittal process
- Review pay applications
- Coordinate utility shutdowns and road/sidewalk closures and Fire Protection shut downs
- Manage and/or monitor the project schedule
- Manage building envelope consultant, Mechanical/Engineering/Plumbing (MEP) commissioning agent, FM inspections and material testing agents
- Manage red-zone program for efficient project turnover to FM and Student Campus Life (SCL) (review C6)
- Manage punch list process
- Interface with AHJ, Cornell University Facilities, EHS, Campus Services and client
- When completing Project Site Specific Plans (PSSP), contractors should use the [PSSP template](#).

- Contractors must follow the [Crane Planning and Safety Requirements](#) and submit a Site Specific Crane Plan prior to performing any work involving a crane. See the Crane Planning and Safety Requirements document for exceptions where a crane plan is not required.
- When planning to close or interrupt roadways and/or sidewalks, please be sure to include this in the PSSP along with traffic and pedestrian control plans. All closures or interruptions to roadways including unplanned closures or interruptions not included in PSSPs must be coordinated and approved by EHS, Transportation, and the University Fire Marshal Office 48-hours in advance of any closure or interruption.
- Complete quality assurance on special construction
- Ensure contract compliance
- If this is a CCF project, complete the [Fire Safety Checklist](#)

Facilities Management Related

- Contact Customer Service (CS) & EMCS Energy Management and Controls Services (EMCS) teams with a contact list of PMs, CMs, and contractors for them to reach out to if there is an emergent situation during off hours.

Customer Service: jrs579@cornell.edu

Energy Management and Control Services: emcs@cornell.edu