



**Meeting**      Pre-Start Meeting  
**Attendees**    Operations Manager, Technical Manager, Building Surveyor

	<b>Item</b>	<b>Action</b>	<b>Timing</b>
1	<b>Introductions</b>		
2	<b>Summary of works</b> 2.1 Scope of Works 2.2 Tenants Team Contact Directory 2.3 Programme		
3	<b>Landsec services interface</b> 3.1 Incumbent Contractors / Consultants 3.2 Validation Information		
4	<b>Permits to work</b> 4.1 Permits required on e-permit/ programme dates 4.2 Requirements for RAMS		
5	<b>Housekeeping – Confirm ‘House Rules’</b> 5.1 Working Times 5.2 Deliveries 5.3 Tenant Liaison 5.4 Insurances 5.5 Storage & Welfare 5.6 Access Routes / Lifts etc (Schedule of Condition) 5.7 Emergency Arrangements for site/building incl. fire, first aid, assembly points 5.8 Security – signing in/out, passes 5.9 Raised Floors – Use of TacTiles from Interface FLOR (or similar approved) is MANDATORY as per the Fit Out Guide. 5.10 Waste – recycling and removal		
6	<b>Licence to alter</b>		
7	<b>AOB &amp; date of next meeting</b>		