



PRE-COMMENCEMENT MEETING – CHECKLIST

To be available for Site File 14 days before project start date

Project:	
Date of Meeting:	
Meeting Attendees	
Name of Project Manager:	
Client Requirements: Compare drawing and work requirements to actual premises. List any issues that arise as a result	
Undertaking the Work: Are there any special arrangements or additional information we need about the project?	
Anticipated Hazards: Does the client know of any hazards which may affect the project regarding Health & Safety e.g. Asbestos on the premises	
Outstanding Information Required by Togel Contractors:	
Direct Suppliers and Contractors being used on the project	

I confirm having been to the Pre-Commencement meeting, the above information is a true and accurate reflection of the discussion of the project on that date.

This form has been added to the Site File and other internal teams involved in the delivery of the Project.

Signed :	Status:	Date:
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