

**ST. JOHNS COUNTY UTILITY DEPARTMENT  
1B – PRE-CONSTRUCTION MEETING AGENDA**

---

**I. General**

Project Title: \_\_\_\_\_

Date: \_\_\_\_\_

Location of Pre Con: \_\_\_\_\_

- A. Sign In Sheet
  - B. Emergency Contact Personnel
  - C. Permit Status
  - D. Name of G.C. & List of Sub Contractors (Including License Numbers)
- \_\_\_\_\_
- \_\_\_\_\_

**II. Development Services**

- A. Construction Milestone Checklist
- B. Additional Construction Related Topics
  - 1. Erosion Control Measures
  - 2. Soil Tracking Prevention
  - 3. Americans with Disabilities Act (ADA) Compliance
  - 4. Road Closure Procedure, M.O.T.

Submittal of As-built site survey: including benchmarks, is required in compliance with section 6.04.00 of the St. Johns County Land Development Code and Section 15, “As-builts”, of the Development Review Manual prior to scheduling a final inspection of the building by the Building Department and the Fire Marshal

**III. St. Johns County Utility Department**

- A. No Underground Utility work may commence until the materials checklist is completed by the Contractor AND Engineer and the Shop Drawings for manholes, wetwells, and pump items are approved by SJCUD Inspector.
- B. Utilities Construction Milestones Checklist
- C. Additional Construction Related Topics
  - 1. Water Outage Procedure
  - 2. Time of Construction
  - 3. Lay out of material (Offsite)
  - 4. Deviation from design Drawings
  - 5. Job Site As-builts (marked up by contractor)
  - 6. Due to Operational Conditions, wet-taps and pipe flushing are not scheduled on Fridays or the day before SJC holidays.
  - 7. Per SJCUD Manual of Water, Wastewater, & Reuse Design Standards and Specifications Para 3.1.7 – Construction Hours - No work shall be done between 7:00 PM and 7:00 AM, or on Saturdays and Sundays unless the property and efficient prosecution of the work requires operations during the night or weekend. Written notification for doing the work shall be provided to the SJCUD a minimum of 24 hours before starting such items of work.
- D. Updated Standards-The Contractor should familiarize themselves with the updated standards. Many changes. SDR26 sewer pipe only. New joint sealant and wrap required. Proper flow channels in manholes.