**Pre-Construction Meeting Notice**

**PROJECT:** < Project Number and Name>

**DATE/TIME:** < Day of the week, Date >

 < Time >

**PLACE:** < Location >

**PROJECT SCOPE:** < Insert description from eBuilder >

**INVITED:**

< Project Manager >, Facilities Operations and Development

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, FDC Construction Manager, Facilities Operations and Development

< Contracts Administrator >, Facilities Operations and Development

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Users

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Facilities Services, University Hospitals

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Architect/Engineer

< General Contractor >, General Contractor

cc: < Director of Projects >, Facilities Operations and Development (name.#@osu.edu)

 Mel Westover, Facilities Administration (westover.1@osu.edu)

 Vicki Morrison, Program Management Office (morrison.134@osu.edu)

 Dolisa Hillmon, Operations, Facilities Operations & Development (hillmon.2@osu.edu)

 Ryan Malott, FDC/ Environmental Health & Safety (EHS) (malott.2@osu.edu)

 Craig Sherratt, OCIO - Telecommunication and Networking (sherratt.2@osu.edu)

 Brent Reeb, OCIO - Telecommunication and Networking (Infrastructure) (reeb.9@osu.edu)

 Scott Lissner, Office of Institutional Equity - ADA Coordinator (lissner.2@osu.edu)

 Ryan Hunt, University Registrar (Scheduling Office) (hunt.781@osu.edu)

 For projects ≥ $10m invite:

 Josh Tabler, Enterprise Risk Management (tabler.45@osu.edu)

 For projects over $200K, invite:

 Stacy Cornett, Equal Opportunity Division (stacy.cornett@development.ohio.gov)

 Kathy Dabney, Equal Opportunity Division ([kathy.dabney@development.ohio.gov](https://buckeyemailosu-my.sharepoint.com/personal/andujar_11_osu_edu/Documents/Documents/FDC%20Templates_Website/kathy.dabney%40development.ohio.gov))

 Ann Harmon, City of Columbus Income Tax Division (amharmon@columbus.gov)

 Roger Blair, City of Columbus Income Tax Division (RDBlair@columbus.gov)