**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](mailto:hillmon.2@osu.edu))

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

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

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

Scott Lissner, Office of Institutional Equity - ADA Coordinator ([lissner.2@osu.edu](mailto: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](mailto:tabler.45@osu.edu))

For projects over $200K, invite:

Stacy Cornett, Equal Opportunity Division ([stacy.cornett@development.ohio.gov](mailto: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@development.ohio.gov))

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

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