



Pre-Construction Meeting



This Document is to be used to document the topics listed at the Pre-Construction Meeting, prior to starting any construction.

The meeting will need to be set up by the Operator/Brand with the Walmart Store Manager.

At this meeting the General Contractor will need to review the project with the Walmart Manager and determine the allowances they will give for the Project. We have listed the hot topics of conversion that, at a minimum should be reviewed.

Please ensure to have a copy of your schedule, print outs of areas you would like to use, times/dates of major work that you need to coordinate with the store.

Please document all attendees and sign off on the bottom of the sheet to turn back in for documentation.

Date of Meeting: _____ Time of Meeting: _____
 Meeting location: _____
 Walmart Store #, City & State _____ Kipsy Krunchy # _____

Topics to cover & document at meeting:

Introduction & Exchange of email/phone

Logistics

- Dumpster Placement -must be secured with fencing ...where _____
- Temporary Dumpster? Needed? Y / N
- Storage Pod Placement (parking spot location) _____
- Deliveries - how to notify backroom of when _____
- How is the store set up for ingress & egress to location for construction team ?
- Keys to the space- confirm there is one in the Asset Protection Key Box and labeled. Ask for a copy, if none please ask them to open a work order to make 2. After that you can make more. _____
- Curbside/Delivery Pick up locations- Operator
The lease calls out two parking spot locations- We have prepared these, do you a better area you would propose or do you agree?

Hours

- When does the store close, how does that affect your team if you need to work late? _____

Schedule

- Provide a schedule to the Walmart Team, is there any Major projects or conflicts that we need to change?
- Who is the liason from the Walmart store for the construction project? _____
- Who is the liason from the Walmart Store for after operations? _____
- Current Grand Opening Date is: _____
Is there any items that need Walmart's attention to shut down their systems, i.e.- sprinklers

Operator:(print) _____(sign) _____
 Walmart Store Manager: (print) _____(sign) _____
 General Contractor: (print) _____(sign) _____