



## **PRE-CONSTRUCTION MEETING REQUEST**

This form is to be completed by the Resident Engineer when requesting the Lab to attend a Pre-construction meeting. Please ensure all fields are accurately filled out. Once the form is complete, click the 'Email' button below to send your request to [materialstestinglab@sandiego.gov](mailto:materialstestinglab@sandiego.gov).

<b>DATE</b>	
<b>TIME</b>	
<b>LOCATION</b>	
<b>PROJECT NAME</b>	
<b>WBS#/IO#</b>	
<b>RESIDENT ENGINEER</b>	
<b>RE PHONE #</b>	
<b>CONTRACTOR COMPANY</b>	
<b>CONTRACTOR PHONE# OR EMAIL</b>	
<b>D-SHEET PLAN #</b>	
<b>SCOPE OF WORK/ COMMENTS</b>	