

## AGENDA FOR STARTING UP AND SECURITY MEETINGS

This document has been written in order to establish the exact dates for activity coordination meetings and security meetings that must obligatory take place during the working process. Even this document establishes the minimum security meetings that have to be done, if it is necessary\*, the number of meetings can be increased. It is considered necessary in case of any change on the previous building/building site conditions, incidents or accidents, or every time one of the working crews or trade companies consider this convenient. According to that and to the general plan, the agenda for starting up and activities coordination meetings will be:

# 2015

January							February							March							April										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4			
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11				
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18				
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30						
May							June							July							August										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2	1	2	3	4	5	6				1	2	3	4	30	31					1					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8				
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29					
September							October							November							December										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12				
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19				
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26				
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31						

(RED: Activity coordination meeting before new incorporation at building site  
 PURPLE: Date of new incorporation at building site  
 GREEN: Regular activity coordination and security meeting).