

BUILDING ENCLOSURE COORDINATION MEETING GUIDE

The purpose of the building enclosure coordination meeting is to improve the delivery of the proposed construction project by means of coordination between the affected parties, including the owner, designer, and construction teams, specifically regarding the building enclosure. This includes, but is not limited to, foundation waterproofing, opaque wall assemblies, glazing, and roof assemblies. While the principles contained within this document can be utilized by anyone to improve design and construction practices, an understanding of building enclosure systems and building science is highly recommended for the individual or group leading the discussion.

Recommended Attendees

- Owner's Representative
- Architect / Engineer of Record
- General Contractor
- Building Enclosure Subcontractors
 - Framing/Carpentry
 - Roofing
 - Waterproofing / Air Barrier
 - Insulation
 - Glazing
- Opaque Wall Systems (Brick, Metal Panels, EIFS, etc.)
- Associated Contractors
 - Electrical
 - Plumbing
 - HVAC
- Manufacturer Representatives
- Building Enclosure Consultant / Commissioning Agent

Meeting Agenda

- Introductions
- Specific Roles and Responsibilities
- Project & Performance Requirements
- Review of Critical Details
- Additional Enclosure Considerations

Project & Performance Requirements

- Schedule & Sequencing
- Insurance Requirements
- Quality Control / Quality Assurance Requirements
- 3rd Party Inspection Requirements

Review of Critical Details

- Underslab to Below Grade
- Below Grade to Wall
- Wall to Window (Sill, Jamb & Head)
- Wall to Roof
- Roof to Window
- Canopies
- Inside and Outside Corners
- Dissimilar Substrates
- Expansion & Control Joints
- Differentiating Planes / Intersections
- Cladding Transitions
- Protrusions / Penetrations / Signage

Review of Critical Details (continued)

Discussion topics for each critical detail may include, but should not be limited to:

- Confirm continuity of the four control layers (priority) – Water (1st), Air (2nd), Thermal (3rd), Vapor (4th)
- Confirm all materials shown in the details, including flashing and accessories, are included in someone's scope of work
- Confirm contract drawings and specifications are accurately represented in the various subcontractors' shop drawings
- Check for constructability or sequencing issues
- Verify compatibility of interfacing materials
- Confirm if adhesion / compatibility testing is required for interfacing materials and what is the time frame for the testing to be complete and manufacturer compatibility letters to be submitted
- Review whether the detail should be revised to improve constructability, durability, schedule, etc., without sacrificing project or performance requirements

Additional Enclosure Considerations

- Sequencing
- CFMF / Structural Steel Coordination
- Blocking
- Fastener Penetrations
- Flashing Back and End Dams
- Substrate Expectation & Preparation Requirements
- Performance Testing Requirements
- Manufacturer Warranty Requirements
- Manufacturer-Required Training/Certification
- Owner Maintenance Considerations
- Weather/Site Limitations
- Potential Material Sourcing Issues
- Thickness of materials / Additive tolerance of multiple layers of materials

The project's contract documents will govern over any discussion or documents generated during the building enclosure coordination meeting. It is highly recommended that any deviations from the contract documents are first reviewed by the architect / engineer of record and issued as a revision to the contract documents, e.g., Request for Information response prior to their execution in the field. Additionally, any proposed revisions which may impact schedule or cost should be coordinated with the general contractor prior to execution.

Reference the BEC Indiana *Building Enclosure Meeting Guide Supplement* for condition specific considerations, including tips and questions to ask during the BEC Meeting.

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