

PART 1 GENERAL

1.1 PRECONSTRUCTION MEETING

- .1 Preconstruction meeting will be arranged by the Departmental Representative after the Contract is awarded.

1.2 PROGRESS MEETINGS

- .1 The Contractor shall provide a site trailer for progress meetings on-site.
- .2 Progress meetings will be held on a bi-weekly basis or as assigned by the Departmental Representative. Meeting frequency will be determined by the work in progress.
- .3 Contractor, major Subcontractors involved in Work and the Departmental Representative are to be in attendance. Representatives of the Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- .4 The Departmental Representative will give to all parties advance notice of meeting dates, times and locations.
- .5 Minutes will be taken by the Consultant and copies will be distributed to attendees within three (3) working days after each meeting.
- .6 The Contractor shall keep one complete set of contract documents and drawings at the site at all times. Ensure that the documents and the drawings are the current "issued for construction" set.

END OF SECTION