

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Not used.

1.2 ADMINISTRATIVE

- .1 Project meetings will be throughout the progress of the work
- .2 Departmental Representative organize meetings and will be responsible for setting the hours, to prepare and distribute report

1.3 PRECONSTRUCTION MEETING

- .1 Within 15 days after notice of acceptance of offer, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Contractor, major Subcontractors, field inspectors and PCA Manager will be in attendance.
- .3 Departmental Representative establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: Bar (GANTT) Chart.
 - .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .5 Delivery schedule of specified equipment.
 - .6 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .8 Products provided by the Departmental Representative.
 - .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .10 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
 - .11 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .12 Appointment of inspection and testing agencies or firms.

1.4 PROGRESS MEETINGS

- .1 Departmental Representative schedule progress meeting each 2 weeks during course of Work.
- .2 Contractor involved in Work, Departmental Representative and field inspector are to be in attendance.

- .3 Departmental Representative notify parties minimum 5 days prior to meetings.
- .4 The Departmental Representative drafts the minutes of these meetings and forwarded to participants and to absent parties thereof, within five (5) days after the holding of each.
- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.
 - .8 Progress schedule, during succeeding work period.
 - .9 Review submittal schedules: expedite as required.
 - .10 Maintenance of quality standards.
 - .11 Review proposed changes for affect on construction schedule and on completion date.
 - .12 Other business.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION