

**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**