

## **1 GENERAL**

### **1.1 ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the work at the call of ministerial Representative.
- .2 Ministerial Representative prepare agenda for meetings.
- .3 Ministerial Representative distribute written notice of each meeting 5 days in advance of meeting date to.
- .4 Contractor provide physical space and make arrangements for meetings.
- .5 Ministerial Representative preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute copies of minutes within 5 days after meetings and transmit to meeting participants and, affected parties not in attendance.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

### **1.2 PRECONSTRUCTION MEETING**

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Ministerial Representative, Owner, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Schedule of Work: in accordance with Construction Progress Schedules - 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.
  - .5 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .6 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
  - .7 Maintenance manuals in accordance with requirements of the owner.
  - .8 Take-over procedures, acceptance, warranties in accordance with Section.
  - .9 Monthly progress claims, administrative procedures, photographs, hold backs.
  - .10 Appointment of inspection and testing agencies or firms.
  - .11 Insurances, transcript of policies.

### 1.3 PROGRESS MEETINGS

- .1 Establish a calendar of meetings which will be held at the beginning of the works and afterward if necessary, during the progress of the works and 1 week before the completion of the latter.
- .2 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.

### 1.4 COMPLETION OF THE WORKS

- .1 Acceptance of Work Procedures:
  - .1 Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .1 Notify Ministerial Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
    - .2 Request Ministerial Representative inspection.
  - .2 Ministerial Representative Inspection:
    - .1 Ministerial Representative and Contractor to inspect Work and identify defects and deficiencies.
    - .2 Contractor to correct Work as directed.
  - .3 Completion Tasks: submit written certificates in English and French that tasks have been performed as follows:
    - .1 Work: completed and inspected for compliance with Contract Documents.
    - .2 Defects: corrected and deficiencies completed.
    - .3 Equipment and systems: tested, adjusted] and balanced and fully operational.
    - .4 Certificates required by Utility companies: submitted.
    - .5 Operation of systems: demonstrated to Owner's personnel.
    - .6 Work: complete and ready for final inspection.
  - .4 Final Inspection:
    - .1 When completion tasks are done, request final inspection of Work by Ministerial Representative, Owner, and Contractor.
    - .2 When Work incomplete according to Owner and Ministerial Representative, complete outstanding items and request re-inspection.
  - .5 Declaration of Substantial Performance: when Ministerial Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
  - .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of

Work.

**2 PRODUCTS**

**2.1 NOT USED**

.1 Not Used.

**3 EXECUTION**

**3.1 NOT USED**

.1 Not Used.

**END OF SECTION**