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## **PART 1 - GENERAL**

### **1.1 RELATED SECTIONS**

- .1 Section 01 32 16.06 - Construction Progress Schedule - Critical Path Method (CPM).
- .2 Section 01 33 00 - Submittal Procedures.
- .3 Section 01 52 00 - Construction Facilities.
- .4 Section 01 56 00 - Temporary Barriers and Enclosures.
- .5 Section 01 78 00 - Closeout Submittals.

### **1.2 ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the Work at the call of Departmental Representative.
- .2 Site meetings will be held by the Departmental Representative.
- .3 Provide physical space and make arrangements for meetings.
- .4 Representative of Contractor, Subcontractor, and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

### **1.3 PRECONSTRUCTION MEETING**

- .1 Within 15 days after award of Contract, Departmental Representative will request a meeting of parties in Contract to discuss and resolve administrative procedures and responsibilities.
  - .2 Departmental Representative, Contractor, major Subcontractors, and field inspectors will be in attendance.
  - .3 Departmental Representative will establish time and location of meeting, and notify parties concerned.
  - .4 Mutually agreed variations to Contract Documents will be incorporated into Agreement, prior to signing.
  - .5 Agenda to include:
    - .1 Appointment of official representative of participants in the Work.
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- .2 Schedule of Work: in accordance with Section 01 32 16.06 - Construction Progress Schedule - Critical Path Method (CPM).
- .3 Schedule of submission of shop drawings, samples, AND colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, and 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, and administrative requirements.
- .8 AAC provided products.
- .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .11 Take-over procedures, acceptance, and warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .12 Monthly progress claims, administrative procedures, photographs, and hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

#### **1.4 PROGRESS MEETINGS**

- .1 Schedule progress meetings at the call of Departmental Representative.
- .2 Contractor, major Subcontractors involved in Work, and Departmental Representative are to be in attendance.
- .3 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, and 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 Safety on site.
- .11 Maintenance of quality standards.
- .12 Review proposed changes for affect on construction schedule and on completion date.
- .13 Other business.

**PART 2 - PRODUCTS**

- .1 Not Used.

**PART 3 - EXECUTION**

- .1 Not Used.

**END OF SECTION**

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