

**Part 1            General**

**1.1                ADMINISTRATIVE**

- .1    Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2    Prepare agenda for meetings.
- .3    Distribute written notice of each meeting four(4) days in advance of meeting date to Departmental Representative.
- .4    Provide physical space and make arrangements for meetings.
- .5    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 three (3) days after meetings and transmit to meeting participants, affected parties not in attendance and Departmental Representative.
- .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    Departmental Representative or Departmental Senior representatives, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3    Establish time and location of meeting and notify parties concerned minimum five (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 Section 01 14 23 – Work sequence
  - .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, fences in accordance with Section 01 51 00- Temporary Utilities and 01 52 00 - Construction Facilities.
  - .5    Delivery schedule of specified materials and 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 Owner 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, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .12 Monthly progress claims, administrative procedures, photographs, hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

### **1.3 PROGRESS MEETINGS**

- .1 During course of Work and one week prior to project completion, schedule progress meetings once every two (2) weeks.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum 5 days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 days after meeting.
- .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**