

PART 1 - GENERAL

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of the Departmental Representative.
- .2 Distribute written notice of each meeting four (4) days in advance of meeting date to Departmental Representative.
- .3 Meetings will be held at PWGSC Site Office, West Block Construction Site, 111 Wellington, Ottawa, ON
- .4 Preside at meetings.
- .5 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .6 Reproduce and distribute copies of minutes within five days after meetings and transmit to meeting participants, affected parties not in attendance, and Departmental Representative.
- .7 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 10 days after award of Contract, attend a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Departmental Representatives, Contractor, Major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 The Preconstruction meeting will be held at PWGSC Site Office, 111 Wellington Street, Ottawa, as arranged by the Departmental Representative.
- .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 013216 - Construction Progress Schedule
 - .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 013300 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 015200 - Construction Facilities.
 - .5 Site security in accordance with Section 015600 - Temporary Barriers and Enclosures.
 - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .7 Departmental Representative provided products.

- .8 Record drawings in accordance with Section 013300 - Submittal Procedures.
 - .9 Maintenance manuals in accordance with Section 017800 - Closeout Submittals.
 - .10 Take-over procedures, acceptance, warranties in accordance with Section 017800 - Closeout Submittals.
 - .11 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .12 Appointment of inspection and testing agencies or firms.
 - .13 Insurances, transcript of policies.
 - .14 Security clearances and application processes.
 - .15 Health and safety, training, certificates, reports, permits, SSHSP, and site orientation.
 - .16 Traffic plan.
 - .17 Work stoppages.
 - .18 Other items as deemed pertinent by the Departmental Representative.
- 1.3 PROGRESS MEETINGS
- .1 During course of Work and one week prior to project completion, schedule progress meetings once a week, unless otherwise agreed upon with the Departmental Representative, Departmental Representative and Contractor.
 - .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
 - .3 Notify parties minimum five (5) days prior to meetings.
 - .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within five (5) 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 effect on construction schedule and on completion date.
 - .12 Other business.

PART 2 - PRODUCTS

NOT USED.

PART 3 - EXECUTION

NOT USED.

***** END OF SECTION *****