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**1 GENERAL**

**1.1 Administrative**

- .1 Schedule and administer project meetings throughout the progress of the Work and as called for by the 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 Departmental Representative will record the meeting minutes.
- .7 Reproduce and distribute copies of minutes within four ( 4 ) days after meetings and transmit to meeting participants and affected parties not in attendance.
- .8 Representative of Contractor and sub-Contractor attending meetings will be qualified and authorized to act on behalf of party each represents.

**1.2 Preconstruction Meeting**

- .1 Within seven ( 7 ) days after award of Contract, request a meeting of parties in Contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of Departmental Representative and Contractor will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum three (3) days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
  - .1 Appointment of official representatives of Contract parties.
  - .2 Schedule of Work in accordance with Section 01 32 18.
  - .3 Schedule of submission of shop drawings and samples in accordance with Section 01 33 00.
  - .4 Requirement for temporary facilities, site sign, offices, storage areas, power, water, communications in accordance with Section 01 56 00.
  - .5 Delivery schedules for materials in accordance with Section 01 32 18.
  - .6 Site security in accordance with Section 01 56 00.

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- .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions and overtime.
  - .8 Record drawings and O & M data materials in accordance with Section 01 33 00.
  - .9 Maintenance materials in accordance with Section 01 78 00.
  - .10 Take over procedures, acceptance warrantees in accordance with Section 01 78 00.
  - .11 Payment claims, administrative procedures, photographs, holdbacks.
  - .12 Insurances, transcript of policies.

**1.3 Progress Meetings**

- .1 During course of work, schedule progress meetings monthly or as required by construction progress.
- .2 Contractor, major sub-Contractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum three (3) days prior to meeting.
- .4 Departmental Representative will record minutes of meetings and circulate to attending parties and affected parties not in attendance within seven ( 7 ) 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 schedule.
  - .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.

**2 PRODUCTS** not applicable

**3 EXECUTION** not applicable

**END OF SECTION**