

1 GENERAL

1.01 RELATED REQUIREMENTS

- .1 Section 01 32 16.07 - Construction Progress Schedule
- .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

1.02 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work on a bi-weekly basis, at the call of the Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting five business 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 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.

1.03 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, 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 Section 01 32 16.06 - Construction Progress Schedule.
 - .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 in accordance with Section 01 52 00 - Construction Facilities.
 - .5 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 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.

1.04 PROGRESS MEETINGS

- .1 During course of Work and two weeks prior to project completion, schedule progress meetings bi-weekly.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum four days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within three 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.

2 PRODUCTS

2.01 NOT USED

.1 Not Used.

3 EXECUTION

3.01 NOT USED

.1 Not Used.

END OF SECTION