Lighthouse Restoration   **PROJECT MEETINGS**   **SECTION 01 31 19**
Sambro Island Lighthouse   **PAGE 1**
R.077624.001   **March 2016**

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 16.07 – 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.

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END OF SECTION

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