

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 32 16.07 – Construction progress schedule – Bar (Gantt chart)
- .2 Section 01 35 29.06 – Health and safety requirements
- .3 Section 01 51 00 – Temporary utilities
- .4 Section 01 52 00 – Construction facilities
- .5 Section 01 56 00 – Temporary barriers and enclosures

1.2 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work according to schedule or at the call of Departmental Representative.
- .2 Contractor provides physical space and make arrangements for meetings.
- .3 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- .4 The Departmental Representative will:
 - .1 Prepare agenda for meetings and send to participants and interested parties, at least one (1) day prior to the meeting.
 - .2 Chair project meetings.
 - .3 Write down minutes of meetings. Indicate all important questions and decisions therein. Specify the actions taken by the different parties.
 - .4 Distribute the minutes of meetings to members, members absent from meetings, within five (5) days after the meeting.

1.3 PRECONSTRUCTION MEETING

- .1 Within 15 days after notice of acceptance of offer, 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 five (5) days before meeting.
- .4 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Section Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
 - .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 51 00 – Temporary Utilities; 01 52 00 - Construction Facilities and 01 56 00 – Temporary Barrier and Enclosure.
- .5 Delivery schedule of equipment.
- .6 Site security in accordance with Section 01 35 29.06 – Health and Safety Requirements and 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 Site inspection, with a report on any damages.

1.4 PROGRESS MEETINGS

- .1 The Departmental Representative will establish, with the collaboration of the Contractor, a schedule for meetings to be held every three (3) weeks in the course of work and two (2) weeks before to the completion of the latter.
- .2 The schedule for meetings can be modified depending on the progress of work and needs, with the consent of the various parties.
- .3 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .4 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Shop drawings and product samples.
 - .4 Field observations, problems, conflicts.
 - .5 Problems which impede construction schedule.
 - .6 Review of off-site fabrication delivery schedules.
 - .7 Corrective measures and procedures to regain projected schedule.
 - .8 Revision to construction schedule.
 - .9 Progress schedule, during succeeding work period.
 - .10 Review submittal schedules: expedite as required.
 - .11 Maintenance of quality standards.
 - .12 Review proposed changes for affect on construction schedule and on completion date.
 - .13 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