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**PART 1 GENERAL**

**1.1 RELATED REQUIREMENTS**

- .1 Section 01 32 16.07 – Construction Progress Schedule – GRANTT).

**1.2 ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Distribute written notice of each meeting three (3) days in advance of meeting date to Departmental Representative.
- .3 Departmental Representative to provide physical space for meetings.
- .4 Departmental Representative to preside at meetings.
- .5 Departmental Representative to record the meeting minutes, including significant proceedings and decisions, and identifying actions by parties.
- .6 Departmental Representative to reproduce and distribute them by email within seven (7) days after meetings and transmit to meeting participants, affected parties not in attendance.
- .7 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

**1.3 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 or Departmental Senior representatives, Contractor, major Subcontractors, field inspectors, supervisors to be in attendance.
- .3 Departmental Representative to establish time and location of meeting and notify parties concerned minimum seven (7) days before meeting.

**1.4 PROGRESS MEETINGS**

- .1 During course of Work, schedule progress meetings once every two (2) weeks.
- .2 Contractor, major Subcontractors involved in Work, Departmental Representative to be in attendance.
- .3 Departmental Representative to preside at meetings.
- .4 Departmental Representative to record the meeting minutes, including significant proceedings and decisions, and identifying actions by parties.
- .5 Departmental Representative to make copies by email of meetings and circulate to attending parties and affected parties not in attendance within 7 days after meeting.
- .6 Agenda to include the following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.

**1.4 PROGRESS MEETINGS (cont'd)**

- .3 Health and Safety.
- .4 Communication plan, emergency measures and list of parties involved.
- .5 Quality control.
- .6 Shop drawings.
- .7 Field observations, problems, conflicts.
- .8 Environment.
- .9 Archaeology.
- .10 Problems which impede construction schedule.
- .11 Review of off-site fabrication delivery schedules.
- .12 Corrective measures and procedures to regain projected schedule.
- .13 Revision to construction schedule.
- .14 Progress schedule, during succeeding work period.
- .15 Review submittal schedules: expedite as required.
- .16 Review proposed changes for affect on construction schedule and on completion date.
- .17 Notice of proposed changes.
- .18 Potential claims.
- .19 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**