

Partie 1 General

1.1 PRECONSTRUCTION MEETING

- .1 Within fifteen (15) days after award of Contract and before Contractor mobilises to the work site, Departmental Representative will request a meeting of each of the parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Contractor, major Subcontractors and field inspectors will be in attendance.
- .3 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work.
 - .3 Requirements for temporary facilities, site sign, offices, storage sheds, utilities and fences.
 - .4 Contractor's work method.
 - .5 Origin of backfill materials (aggregate, stone, etc.).
 - .6 Site safety.
 - .7 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .8 Appointment of inspection and testing agencies or firms.
 - .9 Insurances, transcript of policies.

1.2 PROGRESS MEETINGS

- .1 Departmental Representative will schedule progress meetings to be held at least monthly during course of Work. The frequency of meetings could change depending on progress.
- .2 Contractor, major Subcontractors involved in Work, Departmental Representative, site supervisor and all parties concerned are to be in attendance.
- .3 Notify parties minimum five (5) days prior to meetings.
- .4 Departmental Representative will record minutes of meetings and circulate to attending parties and affected parties not in attendance within five (5) 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/production 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.

Partie 2 Product

2.1 NOT USED

- .1 Not used.

Partie 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION