

**Part 1 GENERAL**

**1.1 ADMINISTRATIVE**

- .1 Departmental Representative will schedule and administer project meetings throughout the progress of the work.
- .2 Departmental Representative will provide physical space and make arrangements for meetings.
- .3 Departmental Representative will record the meeting minutes, include significant proceedings and decisions, and identify actions by parties.
- .4 Departmental Representative will reproduce and distribute copies of minutes after meetings and transmit to meeting participants.
- .5 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

**1.2 PRECONSTRUCTION MEETING**

- .1 Within 7 days after award of Contract, the Departmental Representative will request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Consultant, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Departmental Representative will 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 (prepared by Departmental Representative) to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Schedule of Work: in accordance with Section 01 14 10 – Scheduling and Management of Work
  - .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 50 00 - Temporary Facilities.
  - .5 Delivery schedule of specified equipment.
  - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .7 Departmental Representative provided products.
  - .8 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
  - .9 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
  - .10 Take-over procedures, acceptance, warranties in accordance with Section 01 77 00 – Closeout Procedures and 01 78 00 - Closeout Submittals.
  - .11 Monthly progress claims, administrative procedures, photographs, hold backs.

- .12 Appointment of inspection and testing agencies or firms.
- .13 Insurances, transcript of policies.

### **1.3 PROGRESS MEETINGS**

- .1 Departmental Representative will schedule project meetings, held on a minimum bi-weekly basis, for entire duration of work and more often when directed as deemed necessary due to progress of work or particular situation.
- .2 Contractor, major Subcontractors involved in Work, Departmental Representative are to be in attendance.
- .3 Notify parties minimum 4 days prior to meetings.
  - .1 Ensure attendance of all subcontractors.
  - .2 Departmental Representative will provide list of other attendees to be notified.
- .4 Meetings will be held at project site or where otherwise approved by Departmental Representative.
- .5 Departmental Representative will preside at meetings and record minutes indicating significant proceedings and decisions. Minutes will identify action items by parties.
  - .1 Minutes will be distributed to participants by email within 4 calendar days after each meeting.
- .6 Departmental Representative will prepare agenda for meetings. 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.

## **Part 2 PRODUCTS**

### **2.1 NOT USED**

- .1 Not Used.

**Part 3            EXECUTION**

**3.1                NOT USED**

.1            Not Used.

**END OF SECTION**