

**Part 1        General**

**1.1        PRECONSTRUCTION MEETING**

- .1        Following the award of the Contract, Consultant to 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        Consultant to establish time and location of meeting and notify parties concerned minimum 24 hours before meeting.
- .4        Consultant to 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 16.06 - Construction Progress Schedule - Critical Path Method (CPM) .
  - .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        Delivery schedule of specified equipment.
  - .6        Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

**1.2        PROGRESS MEETINGS**

- .1        During course of Work, schedule progress meetings bi-weekly.
- .2        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**

**Part 3 Execution**

**3.1 NOT USED**

**END OF SECTION**