

PART 1 - GENERAL

- 1.1 ADMINISTRATIVE .1 Schedule and administer on-site construction meetings throughout the progress of the work on a bi-weekly basis.
- .2 Prepare agenda for meetings.
- .3 Distribute electronic notice of each meeting four days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 General Contractor to record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute electronic copies of minutes within three days after meetings and transmit to meeting participants and affected parties not in attendance, including Departmental Representative.
- .8 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 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representatives and senior representatives from the Contractor, major subcontractors, field inspectors and supervisors are to be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
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1.2 PRECONSTRUCTION .4  
MEETING  
(Cont'd)

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 18 - 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 52 00 - Construction Facilities.
  - .5 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
  - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .7 Owner provided products, if any.
  - .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 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.
  - .14 Other business as appropriate.

1.3 PROGRESS  
MEETINGS

- .1 During course of Work schedule progress meetings monthly.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum 5 days prior to meetings.

1.3 PROGRESS  
MEETINGS  
(Cont'd)

- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 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 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.