

**Part 1 General****1.1 RELATED REQUIREMENTS**

- .1 Not used.

**1.2 REFERENCES**

- .1 Not used.

**1.3 ADMINISTRATIVE**

- .1 Plan on holding meetings throughout the progress of work.
- .2 Unless otherwise indicated, meeting minutes will be prepared and distributed by the Departmental Representative.
- .3 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- .4 Meeting will be held on site, in the contractor's installations.

**1.4 PRECONSTRUCTION MEETING**

- .1 Within five days after award of Contract, a meeting of the parties to the contract will be organized by the Departmental Representative to discuss administrative procedures and define the responsibilities of each. .
- .2 Departmental Representative, Contractor (project director, project manager and superintendent), field inspectors and supervisors will be in attendance.
- .3 Departmental Representative will establish time and location of meeting and notify parties concerned minimum three days before meeting.
- .4 Agenda to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Schedule of Work: in accordance with 01 32 16.06 - Construction Progress Schedule – Critical path method.
  - .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 in accordance with Section 01 32 16.06 – Construction Progress Schedule – Critical path method.
  - .6 Site security in accordance with Section 01 52 00 – Construction Facilities.
  - .7 Proposed administrative requirements about projects changes.
  - .8 Departmental Representative provided products.
  - .9 Record drawings in accordance with Section 01 78 00 – Closeout Submittals.
  - .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
  - .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
  - .12 Monthly progress claims, administrative procedures, photographs, hold backs.

- .13 Appointment of inspection and testing agencies or firms in accordance with Section 01 45 00 – Quality Control.
- .14 Special project procedures, phasing and security.
- .5 Comply with Departmental Representative's instructions regarding site mobilization zones, site office and sheds, circulation access and parking.
- .6 Use communication procedures established by Departmental Representative during construction of work site installations and temporary utilities: submittals for approval, reports and files, schedules, coordination of plans, recommendations and resolution of conflicts and ambiguities.

## 1.5 PROGRESS MEETINGS

- .1 The Departmental Representative will organize a schedule of meetings to be held regularly every two weeks during the course of the work.
- .2 Contractor and Departmental Representative are to be in attendance.
- .3 Record minutes of meetings will be prepared by the Departmental Representative and sent to participants and stakeholders, within three (3) days of completion.
- .4 Agenda to include the following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Examination of work schedule (work completed in previous weeks and future work for the three following weeks).
  - .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 Maintenance of quality standards.
  - .9 Review proposed changes for effect on construction schedule and on completion date.
  - .10 Worksite health and safety.
  - .11 Other business.

## 1.6 COORDINATION MEETINGS

- .1 Schedule and administer coordination meetings, every two weeks throughout the progress of work or at the request of the Departmental Representative and the management thereof. The contractor and key subcontractors must attend to plan, organize and coordinate future activities, various trades on site.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting three days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.

- .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants, affected parties not in attendance and the Departmental Representative

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**