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**PART 1        GENERAL**

**1.1        ADMINISTRATIVE**

- .1        Departmental Representative will schedule and administer project meetings throughout the progress of the work.
- .2        Project meetings will take place on site of work unless directed otherwise by Departmental Representative.
- .3        Departmental Representative will assume responsibility for recording minutes of meetings and forward copies to all parties.
- .4        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 Representative, 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 to include:
  - .1        Appointment of official representative of participants in the Work.
  - .2        Schedule of Work: in accordance with Section 01 32 16.07 - 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        Delivery schedule of specified equipment in accordance with Section 01 61 00 – Common Product Requirements.
  - .6        Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
  - .7        Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .8        Departmental Representative provided products.
  - .9        Record drawings in accordance with Section 01 33 00 - Submittal Procedures.

- .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.
- .14 Insurances, transcript of policies.

### **1.3 PROGRESS MEETINGS**

- .1 During course of Work and prior to project completion, Departmental Representative will schedule progress meetings weekly.
- .2 Contractor, major Subcontractors involved in Work Departmental Representatives are to be in attendance.
- .3 Departmental Representative will notify parties minimum 3 days prior to meetings.
- .4 Departmental Representative will 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.

**END OF SECTION**