

## **PART 1 GENERAL**

### **1.1 ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Unless directed otherwise by Departmental Representative, record minutes of meetings. Minutes shall be circulated to attending parties and affected parties not in attendance within 3 days after meeting.
- .7 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 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 Schedule of Work: in accordance with Section 01 32 15.
  - .3 Schedule of submission of shop drawings, samples, mock-ups, colour chips. Submit submittals in accordance with Section 01 33 00.
  - .4 Delivery schedule of specified equipment in accordance with Section 01 32 00.
  - .5 Site security in accordance with Sections 01 35 54 and 01 56 00.
  - .6 Health and safety in accordance with Section 01 35 29.
  - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .8 Owner provided products.
  - .9 Monthly progress claims, administrative procedures, photographs, hold backs.
  - .10 Insurances, transcript of policies.

### **1.3 PROGRESS MEETINGS**

- .1 During course of Work schedule progress meetings monthly or more frequently if requested by the Departmental Representative.

- .2 Contractor, major Subcontractors involved in Work and Departmental Representative and Owner are to be in attendance.
- .3 Notify parties minimum 5 days prior to meetings.
- .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 Corrective measures and procedures to regain projected schedule.
  - .6 Revision to construction schedule.
  - .7 Review proposed changes for effect on construction schedule and on completion date.
  - .8 Other business.

**PART 2 PRODUCTS**

**2.1 NOT USED**

**PART 3 EXECUTION**

**3.1 NOT USED**

END