

**PART 1 GENERAL****1.1 ADMINISTRATIVE**

- .1 Departmental Representative will schedule and administer project meetings throughout the progress of the work.
- .2 Departmental Representative will prepare agenda for meetings.
- .3 Provide physical space and make arrangements for meetings.
- .4 Departmental Representative will preside at meetings.
- .5 Departmental Representative will record the meeting minutes. Significant proceedings and decisions will be included. Actions by parties will be identified.
- .6 Departmental Representative will reproduce and distribute copies of minutes within 5 days after meetings and transmit to meeting participants and, affected parties not in attendance.
- .7 Representative of Contractor, Subcontractor and suppliers attending meetings will be

**1.2 PRECONSTRUCTION MEETING**

- .1 Within 15 days after award of Contract, Departmental Representative will arrange a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior Departmental Representatives, Departmental Coordinator Construction Services, Consultant, Contractor, major Subcontractors and Contractor's 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 Agenda to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Schedule of Work: in accordance with Section 01 32 16.19 - Construction Progress Schedule - 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, 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.
  - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
  - .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.

### **1.3 PROGRESS MEETINGS**

- .1 During course of Work and 2 weeks prior to project completion, progress meetings will be held every 14 days.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative, are to be in attendance.
- .3 Parties will be notified a minimum of 5 days prior to meetings.
- .4 Departmental Representative will record minutes of meetings and circulate to attending parties and affected parties not in attendance within 5 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 and Contractor's Construction Quality Plan.
  - .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**