

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 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four (4) working 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 (3) working days after meetings and transmit to Departmental Representative, meeting participants and affected parties not in attendance.
- .8 Representative of Contractor attending meetings will be qualified and authorized to act on behalf of party they represent.

1.2 PRECONSTRUCTION MEETING

- .1 Within fifteen (15) working 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, and field inspectors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum five (5) working 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.
 - .3 Schedule of submission of shop drawings, samples, mock-ups, colour chips. Submit submittals in accordance with Section 01 33 00.
 - .4 Requirements for temporary facilities, site sign, offices, storage shed, utilities, fences in accordance with Section 01 51 00.
 - .5 Site security in accordance with Section 01 56 00.
 - .6 Health and safety in accordance with Section 01 35 29.06.
 - .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 and specifications in accordance with Sections 01 33 00 and 01 78 00.

- .10 Maintenance manuals in accordance with Section 01 78 00.
- .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00.
- .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 two (2) weeks prior to project completion, schedule progress meetings bi-weekly.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum five (5) working days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within three (3) working 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.