

Part 1 General

1.1 Administrative

- .1 The Departmental Representative is responsible for the following
 - .1 Schedule and administer project meetings throughout the progress of the work
 - .2 Prepare agenda for meetings.
 - .3 Distribute written notice of each meeting two days in advance of meeting date.
 - .4 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .2 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 The Departmental Representative is responsible for the following.
 - .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 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .3 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .4 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .5 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .6 Departmental Representative provided products.
 - .7 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .8 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
 - .9 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
 - .10 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .11 Appointment of inspection and testing agencies or firms.

- .12 Insurances, transcript of policies.

1.3 Progress meetings

- .1 The Departmental Representative is responsible for scheduling progress meetings bi-weekly during course of Work and 2 weeks prior to project completion.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Departmental Representative is to notify parties minimum 2 days prior to meetings and provide an agenda.
- .4 Departmental Representative is to record minutes of meetings and circulate to attending parties and affected parties not in attendance within 2 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.

Ω End of Section