

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 days in advance of meeting date to Departmental Representative.
 - .4 All project meetings will take place on site of work unless otherwise directed by Departmental Representative.
 - .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 days after meetings and transmit to meeting participants and, affected parties not in attendance Departmental Representative.
 - .8 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 Senior representatives, Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
 - .3 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
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1.2 PRECONSTRUCTION MEETING (Cont'd)

.3 (Cont'd)

.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 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

.6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.

.7 Departmental Representative provided products, if any.

.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, schedule progress meetings monthly.

.2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.

.3 Notify parties minimum 3 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:

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| 1.3 PROGRESS MEETINGS | .5 | (Cont'd) |
| <u>(Cont'd)</u> | | |
| | .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

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| <u>2.1 NOT USED</u> | .1 | Not Used. |
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PART 3 - EXECUTION

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| <u>3.1 NOT USED</u> | .1 | Not Used. |
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