PART 1 - GENERAL

1.01 DESCRIPTION OF WORK:

.1 This section specifies administrative and procedural requirements for project meetings including but not limited to:

.1 Pre-Construction Conference.
.2 Pre-Installation Conferences.
.3 Coordination Meetings.
.4 Progress Meetings.

.2 Construction schedules are specified in another Division-1 Section.

1.02 PRE-CONSTRUCTION CONFERENCE:

.1 The Owner's Representative will schedule a pre-construction conference and organizational meeting at the project site or other convenient location no later than 15 days after execution of the Agreement and prior to commencement of construction activities. The Owner's Representative will conduct the meeting to review responsibilities and personnel assignments.

.2 Attendees: The Owner, Owner's Representative, Architect, Contractor and its superintendent, and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the work.

.3 Agenda: Discuss items of significance that could affect progress including such topics as:

.1 Tentative construction schedule.
.2 Critical work sequencing.
.3 Designation of responsible personnel.
.4 Procedures for processing field decisions and Change Orders.
.5 Procedures for processing Applications for Payment.
.6 Distribution of Contract Documents.
.7 Submittal of Shop Dwgs, Product Data and Samples.
.8 Preparation of record documents.
.9 Use of the premises.
.10 Office, work and storage areas.
.11 Equipment deliveries and priorities.
.12 Safety procedures
.13 First aid.
.14 Security
.15 Housekeeping
.16 Working hours.

4. Submittals: At the time of the meeting, Contractor shall submit the following items to the Architect: and Owner's Representative:

.1 Schedule of values.
.2 List of Subcontractors and Suppliers.
.3 Project Superintendent.

.5 List of emergency phone numbers of people who can be reached 24 hours per day, 7 days per week.

.6 Tentative Project Schedule: In weekly Bar Chart Form, based on length of project as stated in construction documents.

.7 List of long-lead items and current dates of delivery.

1.03 PRE-INSTALLATION CONFERENCES:

.1 Conduct a pre-installation conference at the site before each construction activity that requires coordination with other sub-contractors construction. The installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Owner' s Representative of the scheduled meeting dates.

.1 Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:

.1 Contract Documents.
.2 Options.
.3 Related Change Orders.
.4 Purchases.
.5 Deliveries.
.6 Shop Drawings, Product Data and Quality Control Samples.
.7 Possible conflicts.
.8 Compatibility problems
.9 Time schedules.
.10 Weather limitations.
.11 Manufacturer's recommendations.
.12 Compatibility of materials.
.13 Acceptability of substrates.
.14 Temporary facilities.
.15 Space and access limitations.
.16 Governing regulations.
.17 Safety.
.18 Inspection and testing requirements.
.19 Required performance results.

.20 Recording requirements.
.21 Protection.

.2 Record significant discussions and agreements and disagreements of each conference, along with the approved schedule. Distribute the record of the meeting to everyone concerned, promptly, including the Owner' Representative and Architect.

.3 Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of work and reconvene the conference at the earliest feasible date.

1.04 COORDINATION MEETINGS:

.1 Conduct project coordination meetings at regularly scheduled times convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.

.2 Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.

.3 Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.05 PROGRESS MEETINGS:

.1 The Owner's Representative will conduct progress meetings at the project site at regularly scheduled intervals (typically biweekly). The dates of meetings will be coordinated with preparation of the payment request.

.2 Attendance: All prime Contractors or an authorized representative must attend every progress meeting.

.3 Attendees: In addition to representatives of the Owner, each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the project and authorized to conclude matters relating to progress.

.4 Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the project.

.1 Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties

involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.

.2 Review the present and future needs of each entity present, including such items as:

.1 Interface requirements.
.2 Time.
.3 Sequences.
.4 Deliveries.
.5 Off-site fabrication problems.
.6 Access.
.7 Site utilization.
.8 Temporary facilities and services.
.9 Hours of work.
.10 Hazards and risks.
.11 Housekeeping
.12 Quality and work standards.
.13 Change Orders.
.14 Documentation of information for payment requests.

.5 Reporting: No later than ten (10) days after each progress meeting date, the Architect will distribute copies of minutes of the meeting to each party present and to other parties who should have been present.

.6 Schedule Updating: The General Contractor will revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

.7 One Year Guarantee Period Walk Through: The General contractor is required to attend to review work associated with the project to determine its condition for approval by the Owner and Architect.

PART 2 - PRODUCTS (Not Applicable)
PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01200