
PROJECT COORDINATION & MEETINGS

PART 1 GENERAL**1.1 Description of Work**

- .1 Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 Pre-Construction Meeting

- .1 Schedule a pre-construction meeting within ten (10) days after issuance of the Purchase Order (PO) or written notification to Commence Work.
- .2 Purpose: To review personnel assignments, responsibilities, and administrative and procedural requirements.
- .3 Attendees:
 - .1 Contractor and Sub-Contractor's representatives as necessary.
 - .2 Consultant and Sub-Consultant's representatives as necessary.
 - .3 Owner and Owner's representative as necessary.
- .4 Agenda:
 - .1 Introduction of the Consultant and Owner to Contractor team.
 - .2 Review of significant contractual responsibilities and administrative and procedural requirements.
 - .3 Other business.

1.3 Construction Progress Meetings

- .1 Schedule regular construction progress meetings during the course of the Work.
- .2 Purpose: to monitor construction progress and to identify problems and action required for their solution, to expedite the Work.
- .3 Frequency: Weekly, or as otherwise directed by the Consultant.
- .4 Location: On site or as directed by the Consultant.

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- .5 Attendees:
 - .1 Contractor and Sub-Contractor's representatives as necessary.
 - .2 Consultant and Sub-Consultant's representatives as necessary.
 - .3 Owner and Owner's representative as necessary.
 - .4 Others as required or directed by the Consultant.
- .6 Agenda:
 - .1 Review and approval of minutes of previous meeting.
 - .2 Review of items of significance that could affect progress.
 - .3 Other topics for discussion as appropriate to current status of the Work.
- .7 Minutes:
 - .1 The Consultant will be responsible for recording minutes at meetings.
 - .2 Minutes will be distributed to all attendees within three (3) days after the meeting.

1.4 Warranty Meetings

- .1 Warranty meetings shall be held between Total Performance of the Work and the completion of the Warranty period.
- .2 Purpose: to bring to Contractor's attention Contract Deficiencies identified during warranty period, determine action required for their correction, and monitor progress of Contract Deficiency correction.
- .3 Frequency: called by the Owner or Consultant and Contractor.
- .4 Location: same as progress construction meetings.
- .5 Attendees: same as construction progress meetings.
- .6 Agenda:

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- .1 Review and approval of minutes of previous meeting.
- .2 Review of progress of Contract Deficiency correction.
- .3 Identification of problems impeding Contract Deficiency correction.
- .4 Review of outstanding Contract Deficiencies.
- .5 Other business
- .7 Minutes: same as construction progress meetings.

END OF SECTION - 01040