

PART 1- GENERAL

1.01 *SUMMARY*

This section specifies administrative and procedural requirements for pre-construction conference and project meetings.

1.02 *Pre-construction Conference*

- A. Schedule a pre-construction conference at a time convenient to the Owner after the execution of the agreement and prior to *Notice to Proceed* with construction. Hold the conference at the Project Site or another location. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees:
 - a. Owner
 - b. Designer
 - c. Contractor and its superintendent
 - d. Subcontractors
 - e. Suppliers
 - f. Other concerned parties
- C. All participants shall be familiar with the project and authorized to conclude matters relating to the Work.
- D. Agenda:
 - a. Tentative construction schedule
 - b. Critical Work Sequencing
 - c. Designation of responsible personnel
 - d. Procedures for processing field decisions and change orders.
 - e. Procedures for processing Applications for Payment.
 - f. Distribution of Contract Documents.
 - g. Submittal of Shop Drawings, Samples.
 - h. Preparation of Record Documents.
 - i. Use of the Premises.
 - j. Parking Availability.
 - k. Office, work and storage areas.
 - l. Equipment Deliveries.
 - m. Safety Procedures
 - n. First Aid
 - o. Security
 - p. Housekeeping
 - q. Working hours

1.02 *Progress Meetings*

- A. Conduct meetings at the site at regular intervals to be determined at the Pre-construction Conference. Coordinate meeting dates with preparation of Application for Payment.
- B. Attendees:
 - a. Owner
 - b. Contractor

- c. Subcontractors
- d. Or other entities currently involved in planning, coordination, or performance of future activities may be represented at the meetings. All participants shall be familiar with the project and authorized to conclude matters relating to the Work.
- E. Attendees:
 - a. Owner.
 - b. Name of Subcontractor.
 - c. Name of Manufacturer or Fabricator.
 - d. Name of Supplier.
 - e. Pertinent Change Orders.
 - f. Dollar Value.
 - g. Percentage of Contract Sum, adjusted to 100% total.
- F. Agenda: Review and correct or approve the minutes of the previous progress meeting. Review other items of significance that could affect progress
 - a. Review progress since last meeting.
 - b. Determine how progress might be expedited should the project be determined behind schedule.
 - c. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.
- G. Review present and future needs of each entity present, including:
 - a. Interface requirements.
 - b. Time.
 - c. Sequences.
 - d. Submittals status.
 - e. Deliveries.
 - f. Off site fabrication problems.
 - g. Access.
 - h. Site Utilization.
 - i. Temporary facilities.
 - j. Hours of Work.
 - k. Hazards and Risks.
 - l. Housekeeping.
 - m. Quality of Work standards.
 - n. Change Orders.
 - o. Documentation of Information for pay requests.

END OF SECTION 01200