# SECTION 01311 - PROJECT MEETINGS

## PART 1 - GENERAL

### 1.1 REQUIREMENTS INCLUDED

A. Contractor participation in Preconstruction Meeting and Project Meetings.

### 1.2 RELATED REQUIREMENTS

A. Section 01120:MULTIPLE CONTRACT SUMMARY

B. Section 01320:CONSTRUCTION PROGRESS DOCUMENTATION

C. Section 01330:SUBMITTAL PROCEDURES

D. Section 01780:PROJECT RECORD DOCUMENTS

E. Section 01830:OPERATION AND MAINTENANCE DATA

F. Individual Specification Sections: Preinstallation Conferences

### 1.3 PRECONSTRUCTION CONFERENCE (Initial Job Conference)

A. Construction Manager will schedule THE PRECONSTRUCTION CONFERENCE after Notice to Award.

B. Location: Construction Manager's temporary field office or as designated by Construction Manager.

C. Attendance:

1. Owner/Owner's Representative.
2. Construction Manager's Representative.
3. Contractor's Representative, as appropriate.
4. Contractor's major Subcontractors' Representatives as deemed appropriate by Contractor or Construction Manager.

D. Agenda: Use this format:

1. Distribution of Contract Documents.
2. Submittal of Source of Supply Forms listing subcontractors, proposed products, Schedule of Values, and progress schedule.
3. Designation of responsible personnel.
4. Procedures and processing of field decisions, required submittals, substitutions, applications for payment, proposal requests, change orders, and Contract close-out procedures.
5. Scheduling, major equipment and component deliveries, and priorities.
6. Use of premises by Owner and Contractor(s).
7. Owner's requirements, and when appropriate, occupancy.

8. Temporary facilities.
9. Security and housekeeping.
10. Procedures for testing.
11. Requirements for start-up of equipment.
12. Inspection and acceptance of equipment put into service during construction.

1.4 PROGRESS MEETINGS

A. Construction Manager will schedule regular progress meetings on a bi-weekly Basis.

B. Called meetings and/or special meetings shall be as required by progress of the work.

C. Location of the progress meetings: Construction Manager's office trailer or as designated by Construction Manager.

D. Attendance:

1. Owner/Owner's Representative.
2. Construction Manager's Representative.
3. Contractors working on site or necessary for coordination of upcoming work (mandatory).
4. Suppliers as appropriate to the agenda.

E. Agenda:

1. Review, approval of minutes of previous meeting.
2. Review of work progress since previous meeting.
3. Field observation, problems, conflicts.
4. Problems which impede Construction Schedule.
5. Review of off-site fabrication, delivery schedules.
6. Corrective measures and procedures to regain project's schedule.
7. Revisions to Construction Schedule.
8. Progress, schedule, during succeeding work period.
9. Coordination of schedules.
10. Review submittal schedules; expedite as required.
11. Maintenance of quality standards.
12. Pending changes and substitutions.
13. Review proposed changes for:

    a. Effect on Construction Schedule and on Completion date.
    b. Effect on other contracts of the Project.

14. Other business.
15. Discuss outstanding proposal requests, RFI's, change orders, etc.
16. Safety Issues

## 1.5 PROJECT SUPERINTENDENT MEETINGS

A. Construction Manager will schedule regular superintendent meetings on a weekly basis.

B. Called meetings and/or special meetings shall be held as required by progress of the work.

C. Location of the superintendent meetings: Construction Manager's office trailer or as designated by Construction Manager.

D. Attendance:

1. Construction Manager's Representative.
3. Contractors superintendent working on site or necessary for coordination of upcoming work (mandatory).
4. Subcontractors Representative as required by Construction Manager or Job Condition.
5. Representative of Prime Contractors not yet mobilized as required by Construction Manager.
6. Suppliers as required.

E. Agenda:

1. Review, approval of minutes of previous meetings.
2. Review of work progress since previous meetings.
3. Review of upcoming work.
4. Problems/conflicts.
5. Old business/New Business.
5. Safety.

## 1.6 PREINSTALLATION MEETINGS

A. When required in individual specification sections, the respective Contractor shall convene a Preinstallation meeting at the site prior to commencing work of the section.

B. All Contractors directly affecting, or affected by the work of the specific section shall be required to attend.

C. The responsible Contractor shall notify the Construction Manager, Architect/Engineer Owner and other affected Contractors five days in advance of the meeting.

D. The Contractor shall prepare the agenda and preside at the meeting.
1. Review the conditions of installation, preparation and installation procedures.
2. Review the coordination of other work.

E. The Contractor shall record minutes and distribute copies within five days after the meeting to all participants, with two copies to the Construction Manager, and single copies to the Architect/Engineer, Owner and those affected by the decisions made and information provided.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

END OF SECTION