

SECTION 01200 PROJECT MEETINGS

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Owner shall schedule and administer preconstruction meeting, periodic progress meetings, and specially called meetings throughout progress of the Work.
 - 1. Prepare agenda for meetings.
 - 2. Distribute written notice of each meeting four days in advance of meeting date.
 - 3. Make physical arrangements for meetings.
 - 4. Preside at meetings.
 - 5. Record the minutes; include significant proceedings and decisions.
 - 6. Reproduce and distribute copies of minutes within three days after each meeting.
 - a. To participants in the meeting.
 - b. To parties affected by decisions made at the meeting.
- B. Representatives of contractors, subcontractors and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.2 RELATED REQUIREMENTS

- A. Instructions to Bidders: Pre-Bid Conferences.
- B. Section 01340: Shop Drawings, Product Data and Samples.
- C. Section 01700: Contract Closeout.

1.3 PRE-CONSTRUCTION MEETING

- A. Schedule within 20 days after effective date of the agreement.
- B. Location: A central site, convenient for all parties, designated by the Owner.
- C. Attendance:
 - 1. Owner's Representative.
 - 2. Engineer and his professional consultants.

3. Resident Project Representative.
4. Contractor's Superintendent.
5. Major Subcontractors.
6. Others as Appropriate and approved by the Owner.

D. Suggested Agendum:

1. Distribution and discussion of:
 - a. List of major subcontractors and suppliers.
 - b. Projected Construction Schedules.
2. Critical work sequencing.
3. Major equipment deliveries and priorities.
4. Project Coordination.
 - a. Designation of responsible personnel.
5. Procedures and processing of:
 - a. Field decisions.
 - b. Proposal requests.
 - c. Submittals.
 - d. Change Orders.
 - e. Applications for Payment.
6. Adequacy for distribution of Contract Documents.
7. Procedures for maintaining Record Documents.
8. Use of premises.
 - a. Office, work and storage areas.
 - b. Owner's requirements.
9. Construction facilities, controls and construction aids.
10. Temporary utilities.
11. Safety and first-aid procedures.
12. Security procedures.
13. Housekeeping procedures.
14. Miscellaneous.

1.4 PROGRESS MEETINGS

- A. Schedule regular periodic meetings, as required.
- B. Hold called meetings as required by progress of the Work.
- C. Location of the meetings: Project field office of the Contractor or other site directed by the Engineer.
- D. Attendance:
 1. Engineer, and his professional consultants as needed.
 2. Subcontractors as appropriate to the agenda.

3. Suppliers as appropriate to the agenda.
4. Others.

E. Suggested Agenda:

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. Revisions to Construction Schedule.
8. Progress, schedule, during succeeding work period.
9. Coordination of schedules.
10. Review of 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 relating to the project.
14. Review of record drawings.
15. Other business.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01200