Part 1   **General**

1.1   **PROJECT MEETINGS**

.1   Contractor will schedule, administer, record, and distribute minutes of project meetings.

.2   Representatives of the Contractor, major Subcontractors, other Subcontractors involved in Work and others as required and decided upon by the Contractor are to be in attendance.

1.2   **CONSTRUCTION ORGANIZATION AND STARTUP**

.1   Within 15 Working days after award of Contract, a meeting of parties in Contract will be held to discuss and resolve administrative procedures and responsibilities.

.2   Senior representatives of The City, Contractor, major Subcontractors, field inspectors and supervisors, and Contract Administrator will be in attendance. Ensure project schedule efficiencies through monitoring.

.3   Contractor shall establish time and location of meeting and notify parties concerned minimum 10 Working days before meeting.

.4   Agenda to include following:

.1   Appointment of official representative of participants in Work.
.2   Schedule of submission of shop drawings, samples, and colour chips in accordance with Section 01 33 00 - Submittal Procedures.
.3   Requirements for temporary facilities, Site sign, offices, storage sheds, utilities, fences in accordance with Section 01 51 00 - Temporary Utilities.
.4   Site security in accordance with Section 01 52 00 - Construction Facilities.
.5   Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements (GC).
.6   Record drawings in accordance with Section 01 78 00 - Closeout Submittals.
.7   Maintenance in accordance with Section 01 78 00 - Closeout Submittals.
.8   Take-over procedures, acceptance, and warranties in accordance with Section 01 77 00 - Closeout Procedures and 01 78 00 - Closeout Submittals.
.9   Monthly progress claims, administrative procedures, photographs, and holdbacks (GC).
.10   Appointment of inspection and testing agencies or firms in accordance with Section 01 45 00 - Quality Control.
.11   Insurances and transcript of policies (GC).

.5   Comply with Contractor's allocation of mobilization areas of Site; for field offices and sheds, for, access, traffic, and parking facilities.

.6   During construction co-ordinate use of Site and facilities through Contractor's procedures for intra-project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.

.7   Comply with instructions of Contractor for use of temporary utilities and construction facilities.

.8   Coordinate field engineering and layout Work with Contractor.

1.3   **CONSTRUCTION PROGRESS MEETINGS**

    .1   During course of Work and up to two weeks prior to project completion Contractor will schedule progress meetings monthly as required.

    .2   Contractor, major Subcontractors involved in Work, Contractor, Contract Administrator and The City are to be in attendance. Include costs for execution, preparation and reproduction of schedule submittals in bid documents.

    .3   Contractor will notify parties minimum five Working days prior to meetings.

    .4   Contractor will record accurate and complete minutes of meetings and circulate to attending parties and affected parties not in attendance within three Working days after meeting.

    .5   Agenda to include following:

        .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   Revision to construction schedule.
        .8   Progress schedule, during succeeding Work period.
        .9   Review submittal schedules: expedite as required.
        .10   Maintenance of quality standards.
        .11   Review proposed changes for effect on construction schedule and on completion date.
        .12   Other business.

    .6   Review of progress and status of Critical Path activities.

Part 2   **Products**

2.1   **NOT USED**

    .1   Not Used.

Part 3   **Execution**

3.1   **NOT USED**

    .1   Not Used.

END OF SECTION