

## SECTION 01 31 00

### COORDINATION AND MEETINGS

#### PART 1 GENERAL

##### 1.1 SECTION INCLUDES

- A. Coordination and project conditions.
- B. Pre-construction meeting.
- C. Field engineering
- D. Progress meetings.
- E. Pre-installation meetings.
- F. Equipment electrical characteristics and components.
- G. Examination.
- H. Preparation.
- I. Schedule and Reports

##### 1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.

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- E. Coordinate completion and cleanup of Work of separate sections in preparation for Substantial Completion and for portions of Work if designated for Owner's partial occupancy.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

### 1.3 FIELD ENGINEERING

- A. Contractor shall locate and protect survey control and reference points.
- B. Control data for survey is shown on Drawings.
- C. Verify setbacks and easements; confirm drawing dimensions and elevations.
- D. Provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.

### 1.4 PRECONSTRUCTION MEETING

- A. Construction Manager will schedule a pre-construction meeting after Notice to Proceed and shall conduct meeting.
- B. Attendance Required: Owner, Architect/Engineer, Prime Contractor, Major Subcontractors, Representatives of Governmental or other regulating Agencies.
- C. Agenda:
  - 1. Execution of Owner-Contractor Agreement.
  - 2. Submission of executed bonds and insurance certificates.
  - 3. Submission of list of Subcontractors, schedule of values, and progress schedule.
  - 4. Designation of personnel representing the parties in Contract, and the Architect/Engineer.
  - 5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, and Change Order procedures.
  - 6. Scheduling and coordination of prime contractors.
  - 7. Inspection procedures.
  - 8. Shop drawings and Submittals, Grouping of Submittals
  - 9. Critical areas of the work
  - 10. Reports, testing and scheduling activities of a Geotechnical Engineer.
  - 11. Use of premises by Owner and Contractor.
  - 12. Owner's requirements and occupancy.
  - 13. Construction facilities and controls.
  - 14. Temporary utilities.
  - 15. Procedures for maintaining record documents (As-Builts).
  - 16. Requirements for start-up of equipment.
  - 17. Inspection and acceptance of equipment put into service during construction period.

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18. Contract closeout procedures, Substantial Completion, Final inspection, warranties, and manuals.
19. Other items as deemed necessary by the Architect or owner.

D. Contractor is to record minutes and distribute copies within two days after meeting to participants, with copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

#### 1.5 OAC PROGRESS MEETINGS

A. Contractor will schedule and administer meetings with assistance of Architect throughout progress of the Work at **MONTHLY** intervals unless different interval is approved by Architect.

B. Contractor will schedule and make arrangements for meetings, prepare an agenda with copies for participants, preside at meetings. Schedule comments from Architect on agenda. Architect to approve schedule.

C. Contractor shall provide written copies of previous items of discussion, resolution of same, and any new outstanding issues to be addressed.

D. Attendance is required by the following people:

1. General Contractor's Project Manager and Job Superintendent
2. Owner
3. Architect

E. Agenda:

1. Review minutes of previous meetings.
2. Review of Work progress.
3. Field observations, problems, and decisions.
4. Identification of problems which impede planned progress.
5. Review of submittals schedule and status of submittals.
6. Review of off-site fabrication and delivery schedules.
7. Maintenance of progress schedule.
8. Corrective measures to regain projected schedules.
9. Planned progress during the succeeding work period.
10. Coordination of projected progress.
11. Maintenance of quality and work standards.
12. Effect of proposed changes on progress schedule and coordination.
13. Contractor to present outline work schedule for the next month.
14. Other business relating to Work.

F. Contractor to record minutes and distribute copies within two days after meeting to participants, with copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

## 1.6 PRE-INSTALLATION MEETING

- A. When required in individual specification sections, convene a pre-installation meeting at the site prior to commencing work of the section. Group preinstallation meeting of related work items together.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect/Engineer four days in advance of meeting date.
- D. Prepare the agenda and preside at meeting:
  - 1. Review conditions of installation, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Attendance Required:
  - 1. Contractor Project Manager
  - 2. Job superintendent
  - 3. Subcontractor
  - 4. Supplier
  - 5. Manufacturer's Representative
  - 6. Architect
  - 7. Owner
  - 8. 3<sup>rd</sup> party special inspector on work requiring special inspections

## 1.7 PROGRESS REPORTS

- A. The Contractor shall submit monthly progress reports to the Architect, attached to his request for payment, showing each major item of the work, the current percentage of completion, and whether ahead or behind schedule. Any delays beyond the contractor's control, such as adverse weather conditions, strikes, etc., that delay the project's completion are to be documented and submitted each month along with the progress report. Orders for all materials, except those requiring a decision by the Owner, must be placed within thirty (30) days after the award of the contract and evidence of such orders furnished to the Architect. For order of materials requiring Owner decision, such as color, texture, etc; these orders will be placed as soon as possible after selection. Contractor is responsible for notifying the Architect when delaying selection will cause delays in completion. These requirements will be considered mandatory prior to any approval of a monthly pay request by the Architect.
- B. Include the following items as additional requirements of the monthly report.
  - 1. Updated schedule
  - 2. All meeting minutes for month
  - 3. Updated submittal schedule
  - 4. RFI log (all logs should contain date submitted to Architect, Date returned and Status)

## 1.8 OWNER'S ACCESS TO CONSTRUCTION

- A. In addition to the Architect, the Owner shall be allowed to provide on-site representation as he deems necessary. Contractor and all subcontractors are to allow access to this (these) Individual(s) identified during the pre-construction conference, or by later correspondence from the Architect.

Note: The Architect shall remain the sole responsible party for making selections, determining colors and/or textures, and directing changes in the scope or corrections to the work covered by this contract. **NO EXCEPTIONS!**

PART 2 PRODUCTS Not Used.

PART 3 EXECUTION Not Used.

END OF SECTION

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