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**Construction Specification**

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Contractor's Project Manager will schedule and chair meetings, except as noted.
- B. Representatives of the Architect of Record when requested to do so by the owner shall attend; Contractor, Subcontractors and material suppliers attending project meetings shall have authority to make binding decisions for their respective firms.
- C. Progress meetings called by Contractor to coordinate and expedite work of Subcontractors and materials suppliers are not covered by this Section.

1.02 PRE-CONSTRUCTION MEETING

- A. Meeting shall be administered by the General Contractor.
- B. Contractor will schedule a pre-construction meeting.
- C. Attendees will include:
  - 1. Owner's Project Manager
  - 2. Architect of Record Representative.
  - 3. Contractor's Project Manager and Project Engineers.
  - 4. Contractor's Field Superintendent.
  - 5. Contractor's Safety Representative(s).
- D. Contractor: Shall make specified pre-construction submissions including following, if not already submitted:
  - 1. Typed list of Subcontractors with address and telephone number and name of principal contact.
  - 2. Certificate of Insurance.
  - 3. Construction Schedule.
  - 4. Schedule of Values.
  - 5. Building Permits.
- E. Agenda: Will include discussion of following items:
  - 1. Tentative Construction Schedule.
  - 2. Critical Work Sequencing.
  - 3. Designation of Responsible Personnel.
  - 4. Schedule for submittal of shop drawings, project data and samples.
  - 5. Processing applications for payment.
  - 6. Procedure for maintenance of record documents.
  - 7. Procedures for field changes, change estimates, change orders, etc.
  - 8. Use of premises.
  - 9. Location and maintenance of temporary storage buildings, field offices, etc.
  - 10. Site and Building Security Procedures.
  - 11. Safety and First Aid Procedures.
  - 12. Housekeeping Procedures.

1.03 JOB SITE PROGRESS MEETINGS

- A. Frequency: Periodic job site meetings will be held. The Contractor shall chair these. The meeting minutes shall be completed using Form A following this specification section.
- B. Attendees: Will Include:
  - 1. Owner's Representative:

1.07 MONTHLY PROGRESS REPORTS

- A. Contractor shall submit monthly progress reports with each application for payment. Progress report shall be submitted in bound report covers and shall include the following:
  - 1. Report cover identifying the project, including:
    - a. Date of report
    - b. Name of contractor and Contractor's Project Manager.

NOTE: Failure to submit progress report with Application for Payment will delay Application Approval.

- 2. Construction overview, including:
  - a. Summary of construction progress during the period covered by the respective application for payment.
  - b. Construction progress schedule per General Conditions.
  - c. Status of permit inspections.
  - d. Any delays encountered and proposed responses.
- 3. Progress photographs, including:
  - a. Minimum 3-1/2"x5" glossy color prints mounted on 8-1/2" bond for Owner's Project Manager. Color photocopies are

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**PROJECT MEETINGS**

- acceptable for other copies.
- b. Provide one photo showing an overview of the site, and other photos as required to provide an overview of construction progress, particularly of such stages as earthwork, utility installation, site work, floor slab pours, masonry or concrete wall, roof framing, roofing membrane, office package, and garden center as applicable.
- 4. Submit copies of each construction progress report as follows:
  - a. Owner's Project Manager: one copy with color photos.
  - b. Architect of Record: one copy.

1.08 WEEKLY STATUS REPORTS

- A. Contractor shall submit Weekly Status Reports. This Status Report shall be completed using Form B following this Specification Section and submitted using a Bound Report Cover.
  - 1. Submit a cover of the Weekly Status Report as follows:
    - a. Owners Project Manager: One (1) copy weekly
    - b. Architect of Record: One (1) copy weekly

PART 2 - PRODUCTS - NOT APPLICABLE

PART 3 - EXECUTION - NOT APPLICABLE

END OF SECTION