

1 PRECONSTRUCTION MEETING

- .1 Schedule a preconstruction meeting after award of Contract.
- .2 Agenda:
 - .1 Execution of Project Contract Agreement.
 - .2 Submission of executed bonds and insurance certificates.
 - .3 Distribution of Contract Documents.
 - .4 Submission of List of Subcontractors, Price Breakdown, Contract Price, Unit Prices, Construction Schedule and Proposed Product List.
 - .5 Designation of the personnel representing the parties in the Contract.
 - .6 Procedures and processing of field decisions, submittals, substitutions, applications for payments, Proposal Change Requests, Change Orders and Contract closeout.
 - .7 Scheduling.
 - .8 Scheduling of activities of independent inspection and testing laboratories.
 - .9 Terms of Payment and proposed cash flow for the project.
 - .10 Project meeting procedures.
- .3 Record minutes and distribute copies to meeting participants and affected parties not in attendance.

2 SITE MOBILIZATION MEETING

- .1 Schedule a mobilization meeting at the Project Site, prior to Contractor occupancy. Attendance by:
 - .1 The Consultant
 - .2 Specialized sub-consultants.
 - .3 The Contractor
 - .4 Major subcontractors.
- .2 Agenda:
 - .1 Use of the premises by the Contractor.
 - .2 Construction facilities and controls.
 - .3 Temporary facilities.
 - .4 Survey and building layout.
 - .5 Security and housekeeping procedures.
 - .6 Construction Schedule.
 - .7 Application for payment procedures.
 - .8 Procedures for testing.
 - .9 Procedures for maintaining record documents.
 - .10 Requirements for start-up of equipment.
 - .11 Inspection and acceptance of equipment put into service during the construction period.
- .3 Record minutes and distribute copies to meeting participants and affected parties not in attendance.

3 PROGRESS MEETINGS

- .1 In consultation with the Consultant, schedule progress meetings at the Project Site, at the same time and day of the week, at two-weekly intervals, throughout the progress of the Work. By

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- agreement, additional meetings may be held if circumstances require.
- .2 Attendance required (as appropriate to agenda topics for each meeting):
 - .1 The Consultant
 - .2 Specialized sub-consultants.
 - .3 Contractor.
 - .4 Contractor's superintendent.
 - .5 Other contractors affected by the Work.
 - .6 Major subcontractors.
 - .3 Subcontractors and/or suppliers shall be invited only by prior agreement with the Consultant.
 - .4 The Contractor shall:
 - .1 Distribute written notices of meetings to all affected parties.
 - .2 Provide physical space and make arrangements for meetings.
 - .5 Agenda:
 - .1 Review of minutes of previous meetings.
 - .2 Review of Work progress.
 - .3 Field observations, problems and decisions. progress.
 - .4 Identification of problems which impede planned progress.
 - .5 Review of Schedule of Submittals 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 succeeding work period.
 - .10 Coordination of projected progress.
 - .11 Maintenance of quality and work standards.
 - .12 Effect of proposed changes on the Progress Schedule and coordination.
 - .13 Implementation of the Waste Management Plan.
 - .14 Other business relating to the Work.
 - .6 Record minutes. Minutes shall include significant proceedings and decisions and will identify "action by" parties.
 - .7 Distribute copies to meeting participants and affected parties not in attendance.

4 PREINSTALLATION MEETINGS

- .1 When required by individual Sections of the Specification, the Contractor shall:
 - .1 Convene a preinstallation meeting at the site or at an appropriate location, prior to commencing the work of the Section.
 - .2 Require the attendance of parties directly affecting or affected by the work of the Section.
 - .3 Distribute written notice of the meeting to all parties required to attend.
 - .4 Prepare the agenda and preside at the meeting:
 - .1 Review conditions of installation, preparation and installation procedures.
 - .2 Review coordination with related work.
 - .5 Record minutes and distribute copies to meeting participants and affected parties not in

attendance.

END OF SECTION