SECTION 01 31 19

PROJECT MEETINGS

PART 1 GENERAL

1.1 DESCRIPTION

A. Work Included:

1. To enable orderly review during progress of the work;

2. To provide for systematic discussion of problems;

3. Project meetings shall be held, in addition to the pre-construction meeting, twice during the construction period.

B. Related Work Described Elsewhere:

1. The Contractor's relations with his Vendors and material suppliers, and discussions relative thereto, are the Contractor's responsibility and are not part of project meetings content.

1.2 QUALITY ASSURANCE

A. Persons designated by the Contractor to attend and participate in the project meetings shall have all required authority to commit Contractor to solutions agreed upon in the project meetings.

1.3 SUBMITTALS

A. Agenda Items:

1. To the maximum extent practicable, advise the Architect at least 24 hours in advance of project meetings regarding all items to be added to the agenda.

B. Minutes:

1. The Architect will keep minutes of project meetings and will distribute copies to all parties present at meeting or listed on a permanent list of concerned parties.

2. The Contractor shall reproduce and distribute additional copies to other parties as needed to expedite the work.

PART 2 - PRODUCTS

2.1 MEETING SCHEDULE

A. Except as noted below for preconstruction meeting, progress meetings will be scheduled by the Architect.

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B. The Contractor shall schedule the presence of active and critical suppliers, and management personnel at these meetings.

C. Representatives of the Contractor's suppliers shall be persons familiar with the details of the work. They shall be persons authorized to make commitments on matters of work progress, delivery dates, size of labor force, cost and other matters as necessary to expedite the work.

2.2 MEETING LOCATION

A. To the maximum extent practicable, meetings will be held at the job site.

2.3 PRECONSTRUCTION MEETING

A. This meeting will be scheduled by the Contractor within ten (10) days after the Owner has issued the notice to proceed order.

B. Provide attendance by authorized representatives of the Contractor.

C. Minimum agenda shall consist of distribution and discussion of the following data:

1. Organizational arrangement of Contractor's forces and personnel, and those of materials suppliers and the Architect.

2. Channels and procedures for communications.

3. Construction schedule, including sequence of critical work.

4. Contract Documents, including distribution of required copies of original Documents and revisions.

5. Processing of Shop Drawings and other data submitted to the Architect for review.

6. Processing of field decisions and Change Orders.

7. Rules and regulations governing performance of the work.

8. Procedures for security, quality control, housekeeping, and other related matters.

2.4 PROJECT MEETINGS

A. To the maximum extent practicable, assign the same persons or persons to represent the Contractor at the project meetings throughout progress of the work. Materials suppliers, and others may be invited to attend those project meetings in which their aspects of work are involved.

B. Minimum Agenda Shall Consist of the Following:

1. Review, revise as necessary, and approve minutes of previous meetings.

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2. Review progress of the work since last meeting, including status of submittals for approval.

3. Identify problems which impede planned progress.

4. Develop corrective measures and procedures to regain planned schedule.

5. Complete other current business.

C. Project meetings shall be held in addition to the preconstruction meeting, bi-weekly during construction. Two project meetings, as a minimum, shall be allotted for punchlist resolution.

END OF SECTION

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