

SECTION 01 31 19
PROJECT MEETINGS

PART 1 - GENERAL

1.01 GENERAL REQUIREMENTS

- A. Schedule preconstruction meeting, progress meetings, and specially called meetings throughout progress of Work.
 - 1. Notify invited parties of meeting time and location minimum 36 hours prior to meeting.
 - 2. Coordinate scheduling of progress meetings with Owner and Architect to coincide with progress of major divisions of Work.
 - 3. Make physical arrangements for, and preside over, meetings.
- B. Administration:
 - 1. Prepare meeting agenda and distribute to invited parties minimum 36 hours prior to meetings.
 - 2. Record and promptly distribute copies of minutes of proceedings and decisions of meetings.
 - 3. Prepare and distribute copies of construction progress schedules as originally issued, or subsequently approved, marked to show current progress.
- C. Require representatives of Contractor, Subcontractors, and suppliers attending meetings be qualified and authorized to act on behalf of party each represents.

1.02 PRECONSTRUCTION MEETING

- A. Prior to beginning Work, meet to resolve questions pertaining to work and to establish basic administrative procedures.
- B. Attendance:
 - 1. Owner's Representative.
 - 2. Architect and his selected professional consultants.
 - 3. Contractor's Representative.
 - 4. Major subcontractors.
 - 5. Major material men and suppliers.
 - 6. Others as deemed necessary to execution of Work, such as manufacturers representatives.
- C. Minimum Agenda:
 - 1. List of major subcontractors and material suppliers distributed and discussed.
 - 2. Insurance submittals distributed and reviewed.
 - 3. Tentative construction progress schedule and submittals schedule distributed, with discussion of critical work sequencing.
 - 4. RFI Process and RFI Form format.
 - 5. Identification and designation of responsible personnel.
 - 6. Processing and distribution of field decisions, change orders and other contract documents.
 - 7. Processing of required submittals, including shop drawings, samples and product data and review of Contractor's submittal schedules.
 - 8. Procedures for maintaining required Project Record Documents and Maintenance Manuals.
 - 9. Use of site, including temporary offices, storage areas, erosion control and site use limitations or restrictions.
 - 10. Material and equipment deliveries, storage, protection and priorities.
 - 11. Security procedures and methods.
 - 12. Housekeeping procedures and methods.
 - 13. Special project requirements and conditions.
 - 14. Payment Scheduling and inspection requirements for materials and equipment stored off-site.
 - 15. Maintenance requirements and recommendations for stone pavers.

1.03 PROGRESS MEETINGS

- A. Meet on monthly basis, unless otherwise determined by Owner and Architect, to maintain optimum degree of communication between all interested parties.
- B. Attendance:
1. Owner's Representative.
 2. Architect and his selected professional consultants.
 3. Contractor's Representative; Project Manager or Principal and Project Superintendent.
 4. Subcontractors as appropriate.
 5. Material men and suppliers as appropriate.
 6. Others as deemed necessary to execution of Work.
- C. Minimum Agenda:
1. Review minutes of previous meeting with review of follow-up and work progress since previous meeting.
 2. Review field observations, problems and decisions.
 3. Identify problems and potential problems affecting project construction or anticipated progress.
 4. Review problems of materials delivery, off-site fabrication and subcontractor scheduling.
 5. Develop corrective measures and procedures to regain planned schedule when delays occur.
 6. Revise construction progress and submittals schedule to reflect actual progress.
 7. Review details of anticipated construction progress prior to next meeting.
 8. Review workmanship and maintenance of quality standards.
 9. Review proposed changes, including effect on construction progress schedule and completion date.

1.04 COORDINATION

- A. Owner will schedule all meetings, between Contractor and other Contractors performing Work at the Site, as necessary to maintain optimum degree of communication between all parties engaged in Work at the Site.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION