

SECTION 01 31 19  
PROJECT MEETINGS

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**Notes: This section is intended to include requirements for preconstruction conferences administered by Owner or by Field Representative and for progress meetings and preinstallation conferences administered by the Builder.**

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PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Builder participation in Owner's pre-construction conferences.
- B. Builder administration of progress meetings and pre-installation conferences.

1.02 RELATED REQUIREMENTS

- A. Section 01 11 00 - Summary of Work.
- B. Section 01 33 00 - Submittals
- C. Section 01 32 00 - Construction Schedules
- D. Section 01 33 23 -- Shop Drawings, Product Data and Samples.
- E. Section 01 77 00 - Contract Closeout Procedures
- F. Section 01 78 39 - Project Record Documents.

1.03 PROGRESS MEETINGS

- A. The Professional shall Schedule and administer Project meetings throughout progress of the work at intervals agreed at the pre-construction conference and [pre-installation conferences.]
- B. Attendance: Job superintendents, major subcontractors and suppliers; Owner, Professional and Field Representative as appropriate to agenda topics for each meeting.
- C. Agenda will include review of Work progress, status of progress schedule and adjustments thereto, delivery schedules, submittals, maintenance of quality standards, two week look-ahead milestones, pending changes and substitutions and other items affecting progress or work; review of payment applications and schedule of values as applicable.
- D. The Professional shall record the minutes of the meeting and distribute to all attendees. The minutes shall record the following:
  - 1) List of Attendees
  - 2) Agenda items as discussed shall be formatted as to (XX.YY) where XX is the consecutive meeting number and YY is the consecutive action item for tracking purposes.

- 3) The Agenda shall cover at a minimum, old and new items, contract time and date days remaining to substantial completion, and a two-week look-ahead of critical items which may impact the progress of the work.
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**Edit or delete 1.04 below as required to suit job needs.**

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- 1.04 [PRE-INSTALLATION CONFERENCES]
- A. When required in individual specification Section, Builder will convene a pre-installation conference prior to commencing work of the Section.
  - B. Require attendance of entities directly affecting, or affected by, work of the Section.
  - C. Review conditions of installation, preparation and installation procedures and coordination with related work.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION