SECTION 01 31 19

PROJECT MEETINGS

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.

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 017 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.

Edit or delete 1.04 below as required to suit job needs.

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.

END OF SECTION