

**SECTION 01200**

**PROJECT MEETINGS**

**PART 1 - GENERAL**

1.01 SECTION INCLUDES:

- A. Contractor's Responsibilities:
  - 1. Schedule and administer meetings throughout duration of work.
  - 2. Prepare agenda for meetings.
  - 3. Distribute written notice of each meeting seven working days in advance of meeting date.
  - 4. Make physical arrangements for meetings.
  - 5. Preside at meetings.
  - 6. Record the minutes; include all significant proceedings and decisions.
  - 7. Reproduce and distribute copies of minutes within three working days after each meeting.
  - 8. Provide one copy to:
    - a) All participants in the meeting, including the Architect.
    - b) All parties affected by decisions made at the meeting.
  
- B. Participants:
  - 1. Qualified representative of Contractors, Subcontractors, and Suppliers authorized to act on behalf of the parties they represent.
  - 2. Owner's Representative at their option.

1.02 PRE-CONSTRUCTION MEETING

- A. Schedule meeting within the early stages of Construction as determined by the General Contractor.
  
- B. Suggested agenda: Prepare written material, distribute lists, and discuss the following:
  - 1. Identification of major Subcontractors and Suppliers
  - 2. Projected construction schedules.
  - 3. Critical work sequencing
  - 4. Major equipment deliveries and priorities
  - 5. Project coordination, including designation of responsible person.
  - 6. Procedures for, and processing of:
    - a) Field decisions.
    - b) Proposal requests.
    - c) Submittals
    - d) Change orders.
    - e) Applications for payments.
  - 7. Adequacy of distribution of Contract Documents.

8. Procedures for Maintaining Record Documents
9. Use of premises:
  - a) Office, work, and storage areas.
  - b) Owner's requirements.
  - c) Compliance with applicable CDC Guidelines
10. Construction facilities, construction aids, and controls.
11. Temporary utilities.
12. Safety and first aid procedures.
13. Security procedures.
14. Housekeeping procedures.
15. Working days/hours.

### 1.03 PROGRESS MEETINGS

- A. Schedule regular monthly meetings and as necessary, schedule additional meetings.
- B. Suggested Agenda:
  1. Review and approval of minutes of previous meeting.
  2. Review of work progress since previous meeting.
  3. Field observations, problems, and conflicts.
  4. Problems which impede construction schedule.
  5. Review of off-site fabrication, delivery schedules.
  6. Corrective measures and procedures required to regain projected schedule.
  7. Revisions to construction schedule.
  8. Plan progress and schedule for succeeding work period.
  9. Coordination of schedules.
  10. Review submittal schedules; expedite as required.
  11. Maintenance of quality standards
  12. Review proposed changes for:
    - a) Effect on construction schedule and on completion date.
    - b) Effect on other contracts of the Project.
  13. Other business.

### 1.04 PRE-INSTALLATION

- A. When required in individual Specification Section, schedule a pre-installation meeting at the job-site prior to starting the work of the Section.
- B. Require attendance of entities directly affecting, or affected by, the work of the Section.
- C. Notify Owner's Project Manager two weeks in advance of meeting date.

- D. Pre-Installation Punchlist for Hospital Communications Systems (HCS) to be completed two weeks prior to scheduling installation date. (See enclosed form.)
- E. Pre-Installation Checklist for GE Water & Process Technologies (GE Osmonics) to be completed two weeks prior to the scheduling of an R.O. water system installation. (See enclosed form).
- F. Installation and Start-up Checklist for diesel generator to be completed prior to the scheduling of the generator installation. (See enclosed form).

**END OF SECTION**