**SECTION 01300**

 **PROJECT MEETINGS**

1. **GENERAL**
	1. **RELATED DOCUMENTS**
		1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Sections.
	2. **SUMMARY**
		1. This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:
		2. Preconstruction conferences.
		3. Progress meetings.
		4. Coordination meetings.
		5. Related Sections: The following Sections contain requirements that relate to this Section:
		6. See 01000 – General Requirements for submitting the Contractor’s Construction Schedule.
	3. **PRECONSTRUCTION CONFERENCE**
		1. Schedule and hold the conference at the Owner’s office or other location as agreed. Conduct the meeting to review responsibilities and personnel assignments.
		2. Attendees: Authorized representatives of the Owner, Engineer, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
		3. Agenda: Discuss items of significance that could affect progress, including the following:
			1. Tentative construction schedule.
			2. Critical work sequencing.
			3. Designation of responsible personnel.
			4. Procedures for processing field decisions and Change Orders.
			5. Procedures for processing
			6. Distribution of Contract Documents Partial Payment Requests.
			7. Submittal of Shop Drawings, Product Data, and Samples.
			8. Use of the premises.
			9. Parking availability.
			10. Office, work, and storage areas.
			11. Equipment deliveries and priorities.
			12. Safety procedures.
			13. First aid.
			14. Security.
			15. Housekeeping
			16. Working hours.
	4. **PROGRESS MEETINGS**
		1. Progress meetings can be requested and coordinated by any party as the need arises otherwise.
		2. Conduct progress meetings at the Project Site at regular intervals no greater than every 30 days. Notify the Owner and the Owner’s Representative of scheduled meeting dates.
		3. Attendees: In addition to representatives of the Owner and the Owner’s Representative, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
		4. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
			1. Contractor’s Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor’s Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
			2. Review the present and future needs of each entity present, including the following:
				1. Interface requirements.
				2. Time.
				3. Sequences.
				4. Status of submittals.
				5. Deliveries.
				6. Off-site fabrication problems
				7. Access
				8. Site utilization.
				9. Temporary facilities and services.
				10. Hours of work
				11. Hazards and risks.
				12. Housekeeping.
				13. Quality and work standards.
				14. Change Orders.
				15. Documentation of information for payment requests.
			3. Reporting: No later than 3 days after each meeting, distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
			4. Schedule Updating: Revise the Contractor’s Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.
	5. **COORDINATION MEETINGS**
		1. Conduct project coordination meetings at regular intervals convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other puposes, such as regular progress meetings and special pre-installation meetings.
		2. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
		3. Record meeting result and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
2. **PRODUCTS – NOT USED**
3. **EXECUTION – NOT USED**

END OF SECTION