

DIVISION 1 - GENERAL REQUIREMENTS
Section 01200 - Project Meetings

1. GENERAL

1.01 DESCRIPTION

- A. Work Included: The Construction Manager will conduct project meetings throughout the construction period to ensure an orderly review during progress of the work, and to provide for systematic discussion of problems.
- B. Related Work Described Elsewhere: The Contractor's relations with subcontractors and materials suppliers and discussions relative thereto, are the Contractor's responsibility and are not a part of project meetings.

1.02 QUALITY ASSURANCE

- A. Persons designated by the Owner and Contractor to attend and participate in the project meetings shall have all required authority to commit the Contractor to solutions agreed upon in the project meetings.
- B. The person designated by the Owner to manage the project will be referred to (by title) as the "Construction Manager".
- C. **Retain the same project coordinators and the same installation foremen in charge for the entire duration of the installation through final acceptance of the systems.**

1.03 SCHEDULE

- A. Agenda Items: The Construction Manager should be notified at least 48 hours in advance of project meetings, to the maximum extent practicable, regarding all items to be added to the agenda.
- B. Minutes: The Construction Manager will compile minutes of each project meeting, and will furnish a copy to the Owner, Contractor, Sub Contractors and Project Coordinators. The Contractor may make and distribute such other copies as he wishes.
- C. Clarification: In the event a Construction Manager is not available for the project meeting the Owner and Contractor will appoint an individual to provide minutes.

2. PRODUCTS

Not Used.

3. EXECUTION

3.01 MEETING SCHEDULE

- A. Except as noted below for Pre-construction Meetings, project meetings will be held at the request of the Principal, Construction Manager, or Contractor. Coordinate as necessary to establish a mutually acceptable schedule for meetings.

3.02 MEETING LOCATION

- A. The meetings will be held at the Owners discretion.

3.03 PRE-CONSTRUCTION MEETING

- A. The Construction Manager will schedule a pre-construction meeting within one week of receipt of the "Notice to Proceed" letter, with the Principal, Building Engineer, Technical Coordinator, Architect / Engineer of Record and the Contractor, to be held at the project site.
- B. Persons to be notified of the meeting (but not limited to) include:
 - 1. Principal
 - 2. Construction Manager
 - 3. Architect / Engineer of Record
 - 4. CPS Operations Project Manager
 - 5. Contractors
 - 6. CPS Office of Technology Service Project Manager
 - 7. School Engineer / Technical Coordinator
- C. At the meeting, drawings and specifications for construction will be reviewed. All Contractors shall bring a bar chart of their construction schedule to coordinate their efforts. The Construction Manager is responsible to assemble the project schedule on both written and electronic media (Microsoft Project 2000 or equivalent is preferred) and dispatch with minutes of meeting.
- D. Minimum Agenda: Distribute Data On and Discuss:
 - 1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, material suppliers, Building Engineer, Architect / Engineer.
 - 2. Channels and procedures for communications.
 - 3. Construction schedule, including sequence of critical work.
 - 4. Contract Documents, including distribution of required copies of original Documents and revisions.
 - 5. Processing of Shop Drawings and other data submitted to the Engineer/Architect for review.
 - 6. Processing of field decisions and Change Orders.
 - 7. Rules and regulations governing performance of work.
 - 8. Procedures for safety and first aid, security, quality control, housekeeping, and other related matters.

3.04 PROJECT MEETINGS

- A. Attendance: To the maximum extent practicable, assign the same person or persons to represent the Contractor at project meetings throughout the progress of the work. Subcontractors, materials' suppliers and others may be invited to attend those project meetings in which their respective work is involved.
- B. Minimum Agenda:
 - 1. Review, revise as necessary, and approve minutes of previous meeting, if any.

2. Review progress of the work since last meeting, including status of submittals for approval.
 3. Identify problems, which could impede planned progress.
 4. Develop corrective measures and procedures to regain planned schedule.
 5. Complete other current business.
 6. Safety issues
- C. Copies of meeting minutes are to be available for review:
1. Provide meeting minutes as required by closeout documentation.
 2. Each participating member shall receive minutes for review, prior to the next scheduled meeting.
 3. Any changes to the previous meeting minutes will be approved and amended during the next scheduled meeting.

END Section 01200