

**SECTION 01 32 00**  
**CONSTRUCTION PROGRESS DOCUMENTATION**

**PART 1 - GENERAL**

**1.1 SURVEY AND LAYOUT DATA**

- A. Prior to starting any construction work, stake out all limits of cut and fill, the limits of proposed walkways and site improvements. Promptly upon completion of layout work and before any construction work is begun on the site, notify the Architect and Designated Owner's Representative, who shall conduct a field inspection of the stake -out. The Architect reserves the right to adjust the location of such layouts as it deems necessary to comply with the intent of the Contract Documents.

**1.2 SCHEDULING OF THE WORK**

- A. **Submit Gantt/Bar progress schedule in triplicate within 15 days after date of Owner - Contractor Agreement to Architect for Architect's review.** Revise and resubmit as required.
- B. Schedule shall be of format approved by Architect showing complete sequence of construction activity, identifying Work of separate stages and other logically grouped activities. For each separate phase, stage of Work and individual activities, indicate the early and late start dates, early and late finish dates, float dates, and duration.
  - 1. The Schedule shall show the sequence and phasing of activities required and reflect the manner in which actual work will be performed. The number of activities shown in the Schedule must be at least equal and related to the number of items listed in the Schedule of Values including back -up detail.
  - 2. Indicate implementation and termination of each temporary utility.
  - 3. Define portions of work which are dependent on the schedule of other related activities and phasing.
  - 4. Define activities on which the work is dependent, including:
    - a. Submittal of shop drawings, equipment schedules, samples, color submission, coordination drawings, templates, fabrication and material delivery times.
    - b. Architect/Engineer's review of shop drawings, equipment schedules, samples and templates.
    - c. Delivery times of equipment furnished under separate Contracts with Owner, where the Contractor has responsibility for installation or coordination.
  - 5. Conclude all activities on one common end date, show contract completion date as a milestone activity on the Schedule.

**1.3 CONTRACT PROGRESS REPORTING**

- A. Construction schedule updates:
  - 1. During progress of Work, revise and resubmit with Applications for Payment in accordance with the provisions of the General Conditions and Supplementary Conditions.
  - 2. Maintain progress schedule with project progress and utilize the plan in planning, coordinating and performing the work under this Contract.
  - 3. Furnish copies of the Progress schedule, and revisions, to all subcontractors, installers, equipment vendors and suppliers.
  - 4. Update schedule showing actual progress of Work in progress, identify Work started and completed during the previous update period. Show the estimated time required to complete each activity started but not yet completed, and reflect any changes in the schedule.

5. Prepare a Schedule Analysis for submission with revised project schedules. The Schedule Analysis shall include a description of problem areas, current and anticipated delaying factors and their estimated impact on performance of other activities and completion dates, and an explanation of corrective action to be taken. All activities that are behind schedule by more than two weeks shall be addressed individually in the Schedule Analysis.
  6. Submit revised schedules with attached Schedule Analysis, with each Application for Payment; clearly identify changes since previous version. Indicate estimated percentage of completion for each item of Work at each submission.
- B. Daily construction reports: Prepare a daily construction report, submit duplicate copies to the Architect and Owner at two -week intervals. Record the following information concerning events at the site:
1. List of subcontractors at the site, and approximate count of personnel.
  2. Accidents, unusual events, and emergency procedures.
  3. High and low temperatures, general weather conditions (when exterior work is in Progress)
  4. Meetings and significant decisions.
  5. Stoppages, delays, shortages, losses.
  6. Emergency procedures.
  7. Orders and requests of governing authorities.
  8. Change Orders received, and implemented.
  9. Services connected, disconnected.
  10. Meter readings and similar recordings.
  11. Equipment or system tests and start -ups.
  12. Partial Completions/occupancies.
  13. Substantial completions authorized.
- C. "Look Ahead" activity reports: Prepare each week throughout the term of construction a listing of upcoming construction activities. Each weekly report shall include a listing of planned construction activities for the upcoming 2 weeks (14 calendar days). Submit a Look Ahead Activity Report at each job meeting to all participants. If no meeting is planned on a given week, mail the reports directly to both Architect/Engineer and Owner's Project Representative.
1. Maintain a record of all Look Ahead Activity Reports in a 3-ring binder in the Contractor's field office and make available for review by Architect/Engineer and Owner's Project Representative.
- D. Special Reports:
1. Unusual Event Reporting: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information.

#### **1.4 AFFIRMATION OF PURCHASE ORDERS**

- A. Several items specified in individual specification sections are products requiring long lead time. To ensure smooth progress of the Project without unwarranted delays, and to confirm compliance with the Contract Documents, the Contractor shall furnish affirmation of purchase orders for those items indicated in the individual specification sections as being long lead items.
- B. Affirmation shall include cover letter to Architect naming the purchased products, anticipated date of delivery, and referencing applicable specification section. Attach to letter, copy of Bill of Sale, or other term of receipt, indicating payment or downpayment for each of the indicated products. Bill of Sale shall clearly show date of purchase, product identification, quantities ordered and amount paid.

1. In lieu of Bill of Sale, Contractor may obtain from vendor a notarized letter, on the vendor's letterhead. Vendor's, letter shall certify placement of order and identify date of purchases products and quantity purchased.

#### **1.5 WORK DOCUMENTATION – PERIODIC SITE OBSERVATIONS**

- A. Observe and maintain a record of tests. Record the following:
  1. Specification section number, product(s), and name of subcontractor or installer.
  2. Name of testing agency and name of inspector.
  3. Name of manufacturer's representative present.
  4. Date, time and duration of tests.
  5. Type of test and results.
  6. Retesting required.
- B. Observe startup and adjustments; record time and date of equipment start -up and results.
- C. Observe equipment demonstrations to Owner; record times and additional information required for operation and maintenance manuals.
- D. Assist Architect/Engineer with final inspections. Prepare list of items to be completed and corrected.

#### **1.6 WORK DOCUMENTATION – CONSTRUCTION PROGRESS PHOTOGRAPHS**

- A. Furnish digital photographs of site and construction through -out the progress of Work, produced by an experienced photographer acceptable to Architect.
  1. Submittals:
    - a. Discs: 2 copies, monthly and at final project completion.
- B. Views: Take photographs from differing direction s indicating the relative progress of the Work. Take photographs monthly on date for Application of Payment, and at final completion.
  1. Prior to start of demolition work and site clearing take one set of 10 photographs showing existing conditions (interior and exterior).
  2. As a minimum, furnish 10 photos each month during the Work, furnish the following minimum number of views (as appropriate to Work being performed)
    - a. Views of site construction: 2
    - b. Exterior views of building: 2
    - c. Interior views: 6.
  3. Take additional photographs for the following major portions of work:
    - a. Start and completion of site preparation.
    - b. Completion of demolition.
    - c. Completion of foundations.
- C. Discs: Identify each disc on the back with the following information:
  1. Project identification.
  2. Date and time of exposure and orientation(s) of view.
  3. Photographer's name, address and phone number.

#### **PART 2 - PRODUCTS (NOT USED)**

#### **PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**