SECTION  – construction progress documentation

This Section is a CANADIAN master.

Use this Section for INTERIOR ONLY projects.

This Section uses the term "Consultant." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

Removed from Section: most definitions, submittals schedule (now specified in 01 33 00 – Submittal Procedures), references to phasing, preliminary construction schedule, prescheduling conference, CPM scheduling, material location reports, and special reports.

1. GENERAL
   1. SUMMARY
      1. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
         1. Contractor's construction schedule.
         2. Daily construction reports.
   2. definitions
      1. Float: The measure of leeway in starting and completing an activity.
         1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
         2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
         3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
   3. informational submittals
      1. Format for Submittals: Submit required submittals in the following format:
         1. Working electronic copy of schedule file.
         2. PDF electronic file.
         3. Two paper copies.
      2. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
      3. Construction Schedule Updating Reports: Submit updated schedule with every Contractor draw request and with each Application for Payment.
      4. Daily Construction Reports: Submit at weekly intervals.
   4. COORDINATION
      1. Coordinate construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
         1. Secure time commitments for performing critical elements of the Work from entities involved.
         2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.
2. PRODUCTS
   1. CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL
      1. Time Frame: Extend schedule from date established for the Notice of Award to date of final completion.
         1. Contract completion date shall not be changed by submission of a schedule that shows an early or late completion date, unless specifically authorized by Change Order.
      2. Activities: Treat each story and separate area as a separate numbered activity for each main element of the Work. Comply with the following:

Revise "Activity Duration" Subparagraph below to suit Project. Long activity durations provide less detail and, therefore, less information with which to manage a project. As an alternative to specifying activity duration, indicate minimum and maximum number of activities, which will result in a similar effect.

* + - 1. Activity Duration: Define activities so no activity is longer than twenty (20) days, unless specifically allowed by Consultant.
      2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than sixty (60) days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
      3. Submittal Review Time: Include review and resubmittal times indicated in Section 01 33 00 – Submittal Procedures in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
      4. Startup and Testing Time: Include no fewer than 5 days for startup and testing.
      5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion and allow time for Consultant's administrative procedures necessary for certification of Substantial Completion.
      6. Deficiencies List and Final Completion: Include not more than ten (10) days for completion of deficiencies list items and final completion.
    1. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule and show how the sequence of the Work is affected.

Retain subparagraphs below if applicable; coordinate with requirements in Section 01 11 00 – Summary of Work.

* + - 1. Work under More Than One Contract: Include a separate activity for each contract.
      2. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
      3. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 01 11 00 – Summary of Work." Delivery dates indicated stipulate the earliest possible delivery date.
      4. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 01 11 00 – Summary of Work." Delivery dates indicated stipulate the earliest possible delivery date.
      5. Work Restrictions: Show the effect of the following items on the schedule:

Coordinate list below with work restrictions listed in Section 01 11 00 – Summary of Work.

* + - * 1. Coordination with existing construction.
        2. Limitations of continued occupancies.
        3. Uninterruptible services.
        4. Partial occupancy before Substantial Completion.
        5. Use of premises restrictions.
        6. Provisions for future construction.
        7. Environmental control.

Retain "Work Stages" Subparagraph below for large projects and complicated small projects. Consider limiting it to critical work or important subcontracts.

* + - 1. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
         1. Subcontract awards.
         2. Submittals.
         3. Purchases.
         4. Mockups.
         5. Fabrication.
         6. Deliveries.
         7. Installation.
         8. Tests and inspections.
         9. Adjusting.
         10. Startup and placement into final use and operation.
    1. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
    2. Recovery Schedule: When periodic update indicates the Work is seven or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
    3. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules. Coordinate with Consultant regarding which project management software will be used on the Project.
  1. CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)
     1. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's construction schedule within seven (7) days of date established for the Notice of Award.
     2. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
  2. reports
     1. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:

Revise list below to suit Project.

* + - 1. List of subcontractors at Project site.
      2. List of separate contractors at Project site.
      3. Approximate count of personnel at Project site.
      4. Equipment at Project site.
      5. Material deliveries.
      6. High and low temperatures and general weather conditions, including rain or snow accumulation.
      7. Accidents.
      8. Meetings and significant decisions.
      9. Unusual events (refer to special reports).
      10. Stoppages, delays, shortages, and losses.
      11. Meter readings and similar recordings.
      12. Tests and inspections, including name(s) of testing and inspection agency(ies).
      13. Emergency procedures.
      14. Orders and requests of authorities having jurisdiction.
      15. Change Orders received and implemented.
      16. Construction Change Directives received and implemented.
      17. Services connected and disconnected.
      18. Equipment or system tests and startups.
      19. Partial Completions and occupancies.
      20. Substantial Completions authorized.

1. execution
   1. CONTRACTOR'S CONSTRUCTION SCHEDULE
      1. Contractor's Construction Schedule Updating: At regular intervals, update schedule to reflect actual construction progress and activities. Issue schedule with draft review of each Application for Payment.
         1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
         2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
         3. As the Work progresses, indicate final completion percentage for each activity.
         4. Notify Owner and Consultant one week prior to revising the Project schedule.
      2. Distribution: Distribute copies of approved schedule to Consultant, Owner, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
         1. Post copies in Project meeting rooms and temporary field offices.
         2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION