

SECTION 01 31 19  
PROJECT MEETINGS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements and procedures for pre-construction and other project meetings to ensure quality of work.

1.2 GENERAL

- A. The City Representative will arrange project meetings after consultation with Contractor and will inform the Contractor of the meeting time and location.
- B. The Contractor's attendance is required at all meetings.
- C. The City Representative will be responsible for taking the meeting minutes and providing the Contractor with a copy. The Contractor shall duplicate them and distribute the meeting minutes to the other participants of the meeting. There will be a fifteen-day limit for protesting items recorded in the minutes.

1.3 PRE-CONSTRUCTION CONFERENCE

- A. Prior to commencement of Work, the City Representative will schedule and conduct a preconstruction conference.
- B. Contractor shall be prepared to review and discuss the construction schedule and sequence of operations. The conference will be held at a time and location selected by the City Representative.

1.4 PROGRESS MEETINGS

- A. The City Representative will schedule, prepare agenda, and administer meetings throughout progress of the Work at weekly intervals or more frequently, as required by the City Representative.
- B. Attendance Required: Job superintendent, major Subcontractors and suppliers, as appropriate to agenda topics for each meeting.
- C. Location: Project field office, unless otherwise notified.
- D. Contractor shall provide a 3-Week Look Ahead Schedule.

1.5 PRE-INSTALLATION CONFERENCES

- A. When required in individual specification Sections, Contractor shall convene a pre-installation conference at work site prior to commencing work of the Section.
- B. Contractor shall require attendance of parties directly affecting, or affected by, work of the specific Specification Section.
- C. Contractor shall notify City Representative four days in advance of meeting date.

- D. City Representative will prepare agenda, preside at conference, record minutes, and distribute copies within two days after conference to participants, with two copies to Contractor.
- E. Contractor shall review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION