

**SECTION 01 31 13
PROJECT COORDINATION**

PART 1 - GENERAL

1.01 SCOPE:

- A. Minimum administrative and supervisory requirements necessary for coordination of Work on the Project include, but not limited to:
 - 1. Coordination and meetings.
 - 2. Administrative and supervisory personnel.
 - 3. Surveys and records or reports.
 - 4. Limitations for use of site.
 - 5. Special reports.
 - 6. General installation provisions.
 - 7. Cleaning and protection.
 - 8. Conservation and salvage.
 - 9. Work of other contractors outside the scope of this Contract but working in the immediate vicinity of this Site.

1.02 COORDINATION AND MEETINGS:

- A. Prepare a written memorandum on required coordination activities. Include such items as required notices, reports and attendance at meetings. Distribute this memorandum to each entity performing work at the Project site. Prepare similar memorandum for separate contractors where interfacing of their work is required.
- B. Coordination drawings: Prepare coordination drawings where work by separate entities requires fabrication off site of products and shall indicate how work shown by separate shop drawings will interface, and shall indicate sequence for installation. Comply with all requirements of the "Submittals" section.
- C. Monthly coordination meetings: Hold monthly general Project coordination meetings at regularly scheduled times convenient for all parties involved. These meetings are in addition to specific meetings held for other purposes, such as regular Project meetings and special pre-installation meetings. Request representation at each meeting by every party currently involved in coordination or planning for the Work of the entire Project. Conduct meetings in a manner which will resolve coordination problems. Record results of the meeting and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
 - 1. At Contractor's option, monthly coordination meetings can be held integrally with monthly progress meetings as specified in other sections of this specification.

1.03 LIMITATIONS ON USE OF THE SITE:

- A. Limitations on site usage as well as specific requirements that impact site utilization are indicated on the Drawings and by other Contract Documents. In addition to these limitations and requirements administer allocation of available space equitable among entities needing both access and space so as to produce the best overall efficiency in performance of the total work of the Project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site.

1.04 SPECIAL REPORTS:

- A. Submit special report directly to the Owner within one day of an occurrence. Submit a copy of the

report to the Architect and other entities that are affected by the occurrence.

- B. Reporting unusual events: When an event of an unusual and significant nature occurs at the site, prepare and submit a special report. List chain of events, persons participating, response by the Contractor's personnel, an evaluation of the results or effects and similar pertinent information. Advise the Owner in advance when such events are known or predictable.
- C. Reporting accidents: Prepare and submit reports of significant accidents, at site and anywhere else work is in progress. Record and document data and actions. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained, or where the event posed a significant threat of loss or personal injury.

PART 2 - PRODUCTS

NOT APPLICABLE.

PART 3 - EXECUTION

3.01 GENERAL INSTALLATION PROVISIONS:

- A. Pre-installation conferences: In addition to other pre-installation requirements indicated throughout the Contract Documents, hold a pre-installation meeting at the Project site well before installation of each unit of work which requires coordination with other work. Installer and representatives of the manufacturers and fabricators who are involved in or affected by that unit or work, and with its coordination or integration with other work that has preceded or will follow shall attend this meeting. Advise the Architect of scheduled meeting dates.
 - 1. At each meeting review progress of other work and preparations for the particular work under consideration including specific requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related change orders.
 - d. Purchases.
 - e. Deliveries.
 - f. Shop drawings, project data and quality control samples.
 - g. Possible conflicts and compatibility problems.
 - h. Time schedules.
 - i. Weather limitations.
 - j. Manufacturer's recommendations.
 - k. Compatibility of materials.
 - l. Acceptability of substrates.
 - m. Temporary facilities.
 - n. Space and access limitations.
 - o. Governing regulations.
 - p. Safety.
 - q. Inspection and testing requirements.
 - r. Required performance results.
 - s. Recording requirements.
 - t. Protection.
 - u. Other contractors performing work outside of the scope of this Contract.
 - 2. Record significant discussions of each conference, and record agreements and disagreements, along with the final plan of action. Distribute the record of meeting promptly to everyone concerned, including the Owner and Architect.
 - 3. Do not proceed with the Work if the pre-installation conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene pre-installation conference at the earliest

feasible date.

- B. Installer's inspection of conditions: Require the installer of each major unit of work to inspect the substrate to receive work and conditions under which the work is to be performed. The installer shall report all unsatisfactory conditions in writing to the Contractor. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.
- C. Manufacturer's instructions: Where installations include manufactured products, comply with the manufacturer's applicable instructions and recommendations for installation, to the extent that these instructions and recommendations are more explicit or more stringent than requirements indicated in the Contract Documents.
- D. Inspect each item of materials or equipment immediately prior to installation. Reject damaged and defective items.
- E. Provide attachment and connection devices and methods for securing work. Secure work true to line and level, and within recognized industry tolerances. Allow expansion and building movement. Provide uniform joint width in exposed work. Arrange joints in exposed work to obtain the best visual effect. Refer questionable visual-effect choices to the Architect for final decision.
- F. Recheck measurements and dimensions of the work, as an integral step of starting each installation.
- G. Install each unit-or-work during weather conditions and Project status which will ensure the best possible results in coordination with the entire Work. Isolate each unit of work from incompatible work as necessary to prevent deterioration.
- H. Coordinate enclosure of the Work with required inspections and tests, so as to minimize the necessity of uncovering work for that purpose.
- I. Mounting heights: Where mounting heights are not indicated, mount individual units of work at industry recognized standard mounting heights for the particular application indicated. Refer questionable mounting height choices to the Architect for final decision.

3.02 CLEANING AND PROTECTION:

- A. During handling and installation of Work at the Project site, clean and protect Work in progress and adjoining work on the basis of continuous maintenance. Apply protective covering on installed work where it is required to ensure freedom from damage or deterioration at time of substantial completion.
 - 1. Clean and perform maintenance on installed work as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
 - 2. Coordinate with the requirements of Section 01 74 00.
- B. Limiting exposures of Work: To the extent possible through reasonable control and protection methods, supervise performance of the Work in such a manner and by such means which will ensure that none of the Work, whether completed or in progress, will be subjected to harmful, dangerous, damaging or otherwise deleterious exposure during the progress of the Work. Such exposures include, where applicable, but not by way of limitation the following:
 - 1. Excessive static or dynamic loading.
 - 2. Excessive internal or external pressures.
 - 3. Excessively high or low temperatures.
 - 4. Thermal shock.

5. Excessively high or low humidity.
6. Air contamination or pollution.
7. Water or ice.
8. Solvents.
9. Chemicals.
10. Light.
11. Puncture.
12. Abrasion.
13. Heavy traffic.
14. Soiling.
15. Insect infestation.
16. Combustion.
17. Electrical current.
18. High speed operation, improper lubrication, unusual wear or other misuse.
19. Incompatible interface.
20. Destructive testing.
21. Misalignment.
22. Excessive weathering.
23. Unprotected storage.
24. Improper shipping or handling.
25. Theft.
26. Vandalism.

3.03 CONSERVATION AND SALVAGE:

- A. It is a requirement for supervision and administration of the Work that construction operations be carried out with the maximum possible consideration given to conservation of energy, water and materials. In addition maximum consideration shall be given to salvaging materials and equipment involved in performance of the work but not incorporated therein. Refer to other sections for required disposition of salvage materials which are the Owner's property.

- END OF SECTION -