

**SECTION 01 32 15  
PROGRESS SCHEDULES AND REPORTS**

**PART 1 - GENERAL**

**1.01 INITIAL PROGRESS SCHEDULE**

- A. Submit initial schedule within 21 days of award of the Contract, and not later than the date of submission of the first application for payment. Clearly identify the Project on the schedule. After Owner and Architect review, resubmit within 10 days, modified to accommodate recommended revisions.
- B. Submit construction progress schedule using Primavera Sure Trak, Project Workgroups type.
- C. Outline the orderly progress of the Work as planned from the Notice to Proceed through Substantial Completion on the contractually required date. Group the Work by Phase (if Phases are specified) and major work area. Each activity shall be assigned a responsibility code of a distinct trade or team. Activity durations shall be one month or less each. Provide an identifiable relationship to the schedule of values.
- D. Indicate intermediate milestone completion dates, interface milestone dates, as well as all required inspections, training and other requirements for achieving Substantial Completion.
- E. Indicate the early and late start, early and late finish, float and duration of each activity.
- F. Contractor shall accurately represent to the Owner its planning schedule for execution of the Work and utilize the schedule(s) submitted to the Owner without material deviation.
- G. Provide Owner with electronic files of approved initial schedule.

**1.02 SUBMITTALS SCHEDULE**

- A. Submit with the initial Progress Schedule. Clearly identify the Project, and format in a manner similar to the initial progress schedule, utilizing the same method, or make a part of the initial progress schedule.
- B. Identify submittals to be made. Show date for submission and date by which Architect should respond, allowing sufficient time for review.
- C. Architect may require revisions of submittals schedule if times allotted for review are insufficient.

**1.03 UPDATED PROGRESS SCHEDULE**

- A. Submit three (3) copies with each application for payment.
- B. Clearly identify the Project. Format in a manner similar to the initial progress schedule, utilizing the same method.
- C. Indicate:
  - 1. Work as initially scheduled;
  - 2. Actual progress through the period covered by the current application for payment;
  - 3. Accumulated percentage of completion for each activity;
  - 4. Planned progress through Substantial Completion, including extensions of time made by Change Order or Construction Change Directive.

- D. Provide written narrative report to define problem areas, anticipated delays and impact on the schedule. Include corrective action taken, or proposed, and its effect.
- E. No time extensions will be granted until a delay occurs that impacts the Project's critical path, consumes all available float or contingency time available and extends the Work beyond the contract completion date.
- F. If, in the opinion of the Owner, the Contractor falls behind the approved progress schedule, the Contractor shall take any and all necessary steps to improve his progress. The Contractor may, at his discretion, increase the number of shifts, initiate or increase overtime operations, increase days of the work in the work week, or increase the amount of construction plant, or all of them. The Owner may require the Contractor to submit for review supplemental progress schedules detailing the specific operational changes to be instituted to regain the approved schedule, all without additional cost to the Owner.

**1.04 RFI Log**

- A. Submit three (3) copies of "Request for Information" logs with each application for payment.
- B. Indicate:
  - 1. Number of RFI.
  - 2. Description of Work.
  - 3. Status of Request.
  - 4. Anticipate cost or credit (where applicable).
  - 5. Action to be taken ("Approved," "Not Accepted," etc.).

**- END OF SECTION -**