# SECTION 01 31 19

**PROJECT MEETINGS**

PART 1 - GENERAL

1.01 PRE-CONSTRUCTION CONFERENCE

1. A Pre-Construction Conference shall be held prior to any work taking place on site. The purpose of the Pre-Construction Conference is to acquaint the Contractor(s) with University contract administration and policies and to introduce the entire project team to each other.
2. The University will conduct the Pre-Construction Conference at the project site or other convenient location. Representatives of the University and the Contractor shall attend. Representatives should be familiar with and authorized to conclude matters relating to the Contract and the work. At a minimum, the Contractor’s project manager and superintendent shall attend. The Contractor may have his major subcontractors, manufacturers, and suppliers in attendance at the Conference, although their attendance is not normally necessary. The University’s Professional will normally be in attendance at the Conference.
3. The agenda should include at least the following topics:
4. contract basics (price, duration/dates, etc.)
5. key representatives and organization of all parties
6. lines of communication
7. contracting authorities and agents
8. distribution of contract documents
9. distribution of university procedures and forms
10. coordination of prime contractors’ work
11. tentative construction schedule and critical work sequencing
12. review of critical contract clauses and requirements
13. procedures for requests for information
14. procedures for change orders
15. procedures for applications for payment
16. procedures for submittals
17. preparation of record drawings/documents
18. use of the premises
19. office, work, and storage areas
20. utilities
21. university and facility policies and access
22. working hours
23. permits and intergovernmental requirements
24. UCC coordination with the Department of Labor & Industry
25. prevailing wage and labor standards
26. steel certifications
27. equipment deliveries and priorities
28. quality control
29. disputes
30. safety and health
31. environmental protection
32. security
33. housekeeping and clean-up
34. substantial completion and contract completion
35. testing and commissioning

33. warranties

1. The University will designate a party to record and publish a record of the Conference. Normally this will be the Professional.

1.02 PROGRESS MEETINGS

1. Periodic Progress Meetings will normally be held every two weeks during the Contract duration, but the frequency and schedule will be determined by the University in coordination with the Contractor. The purpose of Progress Meetings is to review status of work to date and plan for future work.
2. Representatives of the University and the Contractor shall attend the Meetings. Representatives should be familiar with and authorized to conclude matters relating to the Contract and the work. At a minimum, the Contractor’s project manager and/or superintendent shall attend. The University’s Professional will normally be in attendance at the Meeting.
3. The agenda should include at least the following:
4. review and approval or correction of minutes of the previous meeting
5. review of any special coordination or other meetings held since the previous Periodic Progress Meeting
6. review of outstanding submittals and late submittals
7. review of open requests for information
8. review of open change orders and change order requests
9. review of any tests or inspections that were not successful
10. review of progress, in relation to the Project Schedule, since the last Periodic Progress Meeting
11. review of work, in relation to the Project Schedule, planned for the next two weeks
12. review of other items of significance that could impact the project or progress
13. review of present and future needs of each Contractor and party present
14. In all cases, the Meeting attendees shall focus on a plan for resolution of open items and issues. If the project is behind schedule, discussion shall include a determination of how construction that is behind schedule will be returned to schedule, and securing of commitments from parties involved to do so; such discussion shall include whether schedule revisions are required to ensure that current and subsequent activities will be completed within the contract time
15. The University will designate a party to record and publish a record of the Meeting. Normally this will be the Professional.

1.03 PRE-INSTALLATION MEETINGS

1. Prior to the start of work on any new feature of work, pre-installation coordination should take place that ensures that all parties involved in the feature of work are prepared to accomplish the work in accordance with the Contract requirements. Pre-installation coordination may take place during or in conjunction with Progress Meetings, or a separate meeting may take place.
2. Pre-installation coordination should include a check of at least the following:
3. review of the applicable specifications and drawings
4. check to ensure materials and/or equipment to be installed have been submitted and approved
5. check to ensure that materials and/or equipment to be installed are on hand, and that those on hand are as submitted and approved, to include any applicable steel certifications
6. review of any required testing or inspection procedures, and that such tests or inspections are ready to be performed
7. examination of the work area to ensure that all preliminary work is complete and in compliance with the Contract requirements
8. discussion of procedures for controlling the work, for avoiding common deficiencies in the work, and achieving standards that meet the Contract requirements
9. review of safety and health considerations and/or review of the Contractor’s activity hazard analysis

1.04 PRE-COMPLETION MEETINGS

1. Prior to the completion of a project, and particularly for larger, more complex projects, specific pre-completion coordination should be accomplished. The purpose of pre-completion coordination is to conduct detailed planning and coordination for the completion of the project, with the goal of ensuring the facility is totally operational and functional and prepared for occupancy in a timely manner. Pre-completion coordination may involve parties, other than the Separate Prime Contractors, who have input or actions required to make the facility ready for occupancy. Pre-completion coordination may take place during or in conjunction with Progress Meetings, or a separate meeting may take place.
2. Pre-Completion coordination may include, at least, the following:
3. plan for the final work by each Separate Prime Contractor
4. tie-ins for permanent utilities
5. tie-ins for permanent communications
6. tie-ins for fire and safety systems
7. delivery and staging of furniture and equipment being provided by the University
8. mechanical, electrical, and other system and equipment testing
9. user training
10. commissioning (if applicable)
11. final inspection procedures
12. Certificate of Occupancy
13. transfer and acceptance procedures
14. punchlist procedures
15. items due to the University at completion (record drawings, O&M manuals, etc.)
16. warranty requirements and plan

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 01 31 19