

## SECTION 01 31 19

### PROJECT MEETINGS

#### PART 1 GENERAL

##### 1.01 CONSTRUCTION MEETING REPORTS

- A. The Architect is responsible for conducting and keeping the minutes of the meetings. The Architect shall transmit minutes of the meetings to the Contractor, Owner, and other parties affected by the issues raised and/or resolved at each meeting. Distribute minutes as soon as possible after meeting. Delivery of meeting minutes shall be no later than 24 hours prior to the next meeting.

##### 1.02 CONSTRUCTION PROGRESS MEETINGS

- A. The Contractor shall meet at the project site with the Architect and Owner for regularly scheduled construction progress meetings. For this project, these meetings will be held once each week during periods of construction activity.
- B. Weekly construction meetings shall include:
1. Construction meeting:
    - a) General progress and status of the Project.
    - b) Review and discussion of Weekly Progress Report as defined in Section 01 32 00.
    - c) Comparison of weekly progress with the project master schedule.
  2. Construction Schedule status:
    - a) Portions of the work ahead of schedule.
    - b) Portions of the work behind of schedule.
    - c) Critical materials delivery problems.
  3. Change Order status:
    - a) Items pending pricing.
    - b) Items pending approval.
    - c) Items pending definition and request for proposal.
  4. Submittals Status:
    - a) Critical items pending submittal.
    - b) Critical items pending review.
    - c) Critical resubmittal items.
  5. Construction Problems
    - a) discussion of construction problems arising from:
      - i) Unknown conditions discovered.
      - ii) Sequencing problems.
      - iii) Others.
      - iv) Resolution of undefined construction details and/or procedures.
  6. Review of unresolved problem from previous meetings.
  7. Observation of construction to identify and resolve construction issues.

**1.03 PRE-PHASE MEETINGS**

- A. At various times during the progress of the work, the Contractor shall conduct pre-phase meetings for the trade(s) involved in the next portion of the work.
- B. The pre-phase meeting shall include:
  - 1. Documentation of parties present.
  - 2. Review of permits required and status of each.
  - 3. Review of submittals required and status of each, and verification that submittals comply with specified requirements.
  - 4. Review of materials delivery status.
  - 5. Verification that materials comply with specified requirements.
  - 6. Materials storage requirements and provisions made for meeting requirements
  - 7. Review of maintenance requirements for stored materials and provisions made for compliance with manufacturer's requirements.
  - 8. Review of all Specification requirements for the work considered.
  - 9. Review of the status of required preceding work.
  - 10. Review of testing and inspection requirements and coordination of same.
  - 11. Review of Record Drawing and Operation and Maintenance documentation and methodology for recording variations from plans and the methodology for accumulation of Project Record Documents.

**END OF SECTION 01 31 19**