

**SECTION 01200**  
**PROJECT MEETINGS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

1. Pre-construction conference.
2. Progress meetings.
3. Pre-installation conferences.

**1.02 PRE-CONSTRUCTION CONFERENCE**

- A. Contractor will schedule a conference to be held prior to Contractor's commencement of the Work.
- B. Attendance:
  1. Owner.
  2. Architect.
  3. Resident Project Representative (if applicable).
  4. All prime Contractors (attendance required).
  5. Contractors' Project Superintendents.
  6. Major Subcontractors.
  7. Governmental agency representatives, utility representatives, and other parties who may have control of, or maybe affected by, the Work.
- C. Agenda Items (as applicable to the Project):
  1. Designation of Contractor's supervisory personnel and phone numbers to be used in event of an emergency during non-working hours.
  2. List of major Subcontractors and suppliers.
  3. List of proposed Products.
  4. Schedule of Shop Drawing submissions.
  5. Schedule of Values.
  6. Construction progress schedule and work sequencing.
  7. Utility relocations.
  8. Procedures for submittals; Field Orders and Change Orders; and Applications for Payment.
  9. Control points.
  10. Record documents.
  11. Project coordination.
  12. Site security.
  13. Temporary utilities.
  14. Field offices.

15. Housekeeping.
16. Safety and first-aid procedures.
17. Environmental requirements.

#### 1.03 PROGRESS MEETINGS

- A. Contractor will schedule progress meetings throughout the construction period at two-week intervals, or as required.
- B. Attendance:
  1. Owner.
  2. Architect.
  3. Resident Project Representative (if applicable).
  4. All prime Contractors (attendance required).
  5. Contractors' Project Superintendents (attendance required).
  6. Major Subcontractors and suppliers.
  7. Others as appropriate for agenda topics for each meeting.
- C. Agenda:
  1. Review minutes of previous meetings.
  2. Review of Work progress.
  3. Field observations, problems, and decisions.
  4. Identification of problems which impede planned progress.
  5. Review of submittals schedule and status of submittals.
  6. Review of off-site fabrication and delivery schedules.
  7. Maintenance of progress schedule.
  8. Corrective measures to regain projected schedules.
  9. Planned progress during succeeding work period.
  10. Coordination of projected progress.
  11. Maintenance of quality and work standards.
  12. Effect of proposed changes on progress schedule and coordination.
  13. Other business relating to Work.

#### 1.04 PRE-INSTALLATION CONFERENCES

- A. When pre-installation conference is required in individual Specification Section, notify Owner at least seven days prior to start of installation.
- B. Contractor will schedule conference to be held prior to start of installation.
- C. Attendance: Parties directly affecting, or affected by, work of the specific Section.
- D. If applicable, Owner will prepare agenda, preside at conference, record minutes, and distribute copies within two days after conference to participants.

- E. At conference, Contractor shall review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 2 - PRODUCTS

NOT APPLICABLE TO THIS SECTION

PART 3 - EXECUTION

NOT APPLICABLE TO THIS SECTION

**END OF SECTION**