

## SECTION 01200

### PROJECT ADMINISTRATION

#### PART 1 - GENERAL

##### 1.01 RELATED REQUIREMENTS

- A. Shop Drawings and Submittals: 01300
- B. Quality Control: 01400
- C. Construction Facilities and Temporary Control: 01500
- D. Materials and Equipment: 01600
- E. Project Close-Out: 01700
- F. Project Record Documents: 01720

##### 1.02 PROJECT MEETING - GENERAL

- A. Schedule and administer progress meetings:
  - 1. Agenda items: To the maximum extent practicable, advise the DP at least 24 hours in advance of project meetings regarding all items to be added to the agenda.
  - 2. Minutes: The DP will compile minutes of each project meeting and will furnish three copies to the Contractor. The Contractor may make and distribute such other copies as he wishes.
- B. Design Professional will attend meetings to ascertain that work is expedited consistent with construction schedule and with Contract Documents.
- C. Work Included: To enable orderly review during progress of the work, and to provide for systematic discussion of problems, the DP will conduct project meeting throughout the construction period.
- D. Related Work Described Elsewhere: The Contractor's relations with his subcontractors and materials suppliers, and discussions relative thereto, are the Contractor's responsibility and are not part of the project meetings content.
- E. Persons designated by the Contractor to attend and participate in the project meetings shall have all required authority to commit the Contractor solutions agreed upon in the project meetings.

##### 1.03 PRE-CONSTRUCTION MEETING

- A. A pre-construction meeting will be scheduled by the Owner. Owner will set the time and place of meeting prior to start of any construction. Authorized representatives of the Contractor, the job superintendent and major subcontractors shall attend. Purpose of the meeting will be to verify general construction procedures expedite the handling of shop drawings and scheduling, and establish a working understanding among the parties involved in project.
- B. Minimum Agenda: Distribute data on, and discuss:
  - 1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, materials suppliers, and DP.
  - 2. Channels and procedures for communications.
  - 3. Construction schedule, including sequence of critical work.
  - 4. Contract Documents, including distribution of required copies of original Documents and revisions.
  - 5. Processing of Shop Drawings and other data submitted to the DP for review.
  - 6. Processing of field decisions and Change Orders.
  - 7. Rules and regulations governing performance of the work.
  - 8. Procedures for safety and first aid, security, quality control, housekeeping, and other related matters.

#### 1.04 PROGRESS MEETINGS

- A. Schedule regular monthly meetings prior to submitting each Request for Payment at a time agreed upon by the Design Professional. Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspects of the work involved.
- B. Hold called meetings as progress of work dictates.
- C. Locations of Meetings: Construction office, at the job site, or other location acceptable to Owner and Design Professional. Indicate in notice.
- D. Minimum Agenda:
  - 1. Review, revise as necessary, and approve minute of previous meeting.
  - 2. Review progress of the work since last meeting, including status of submittals for approval.
  - 3. Identify problems which impede planned progress.
  - 4. Develop corrective measures and procedures to regain planned schedule.
  - 5. Complete other current business.

#### 1.05 CONSTRUCTION SCHEDULES - GENERAL

- A. Provide projected construction schedules for entire work; revise periodically.
- B. Prepare schedule in form of horizontal bar chart, with horizontal bars representing project breakdown by various units of work. Superimpose on bar chart vertical lines representing months of year and weeks of each month.
- C. Minimum sheet size: As required to fit all information rendered in a legible manner on one (1) sheet.
- D. Provide complete sequence of construction by activity.
- E. Provide sub-schedules to define critical portions of entire schedule.
- F. Update schedule as required. Show all changes occurring since previous submission of updated schedule.
- G. Indicate progress of each activity; show start and completion dates. Review with each update.

#### 1.06 SUBMITTALS AND DISTRIBUTION OF SCHEDULES

- A. Submit initial schedule within fifteen (15) days after date of Notice to Proceed.
- B. Design Professional will review schedules and return reviewed copy within ten (10) days after receipt.
- C. If required, resubmit within seven (7) days after return of reviewed copy.
- D. Submit periodically updated schedules accurately depicting progress to first day of each month.
- E. Submit the number of copies required by Contractor, plus three (3) copies to be retained by Design Professional.
- F. Instruct recipients to report any inability to comply, and provide detailed explanation, with suggested remedies.

#### 1.07 PROJECT INSPECTIONS

- A. Where inspections of in-place work are specified and Design Professional's approval is required before further work can take place, or where records of procedures are specified; schedule inspection:
  - 1. With Design Professional or his designated Consultant.
  - 2. Give no less than twenty-four (24) hours notice.
  - 3. On Mondays through Thursdays between the hours of 7:30 a.m. and 5:15 p.m.

- B. Where daylight or installed project lighting at areas to be inspected is less than 30 candle power, provide this same level by artificial illumination with portable lighting.

1.08 PROJECT RECORD DOCUMENTS (PRINTS)

- A. Store record documents apart from documents used for construction.
- B. File documents in accordance with Table of Contents of Specifications.
- C. Maintain documents in clean, dry, legible condition.
- D. Do not use record documents for construction purposes.
- E. Make documents available at all times for inspection by Design Professional and Owner.
- F. Provide legible, indelible marking instruments for marking.
- G. Label each document "PROJECT RECORD".
- H. Specifications and Addenda: Legibly mark up each section to record:
  - 1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
  - 2. Changes made by Change Order or Field Order.

1.09 PROJECT PERMANENT RECORD DOCUMENTS

- A. The Contractor shall mark all changes to the contract documents and upon completion of the project he shall deliver the revised record set to the Design Professional.
- B. The Design Professional shall review the revised record set for accuracy and conformity and shall transfer all revised data from the record set to the original tracings. He shall make the set of documents (tracings) "As-Built" and deliver two sets of prints of same to the St. Johns River Community College, Department of Facilities.
- C. The St. Johns River Community College, Department of Facilities shall review the "As-Built" documents for accuracy and conformity. After which St. Johns River Community College shall receive from the Design Professional the original tracings from which film reproductions will be made along with microfilm copies for the permanent record of St. Johns River Community College. This permanent record printing shall be at the expense of St. Johns River Community College. At the completion of this permanent record printing, the original tracing shall be returned to the Design Professional.

**END OF SECTION**