SECTION 01 31 19
PROJECT MEETINGS

PART 1 - GENERAL

1.01 SCHEDULING AND ATTENDANCE

A. The Designer, in cooperation with the Owner and the Contractor, will schedule and administer a Pre-Construction Conference, periodic Progress Meetings, and other specially called or required meetings.

B. Representatives of the Owner and the Designer will attend.

C. Representatives of the Contractor, subcontractors, and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.02 PRE-CONSTRUCTION CONFERENCE

A. A Pre-Construction Conference will be scheduled and conducted at the project site prior to the issuance of the Notice to Proceed.

B. The Pre-Construction Conference shall be attended by the Contractor's:

1. (Office) Job Manager,

2. (Field) Job Superintendent,

3. Major subcontractors' representatives,

4. Major suppliers' representatives, and

5. Others, as desired.

C. The Pre-Construction Conference is intended to be an opportunity for the Contractor to review administrative, procedural, and temporary facilities requirements of the Contract Documents, and to ask questions concerning the Work.

1.03 PROGRESS MEETINGS

A. Progress Meetings will be scheduled and conducted at the project site prior to the Contractor's submittal of an application for payment, or when deemed advisable by the Designer.

B. Progress Meetings shall be attended by the Contractor's:

1. (Office) Job Manager,

2. (Field) Job Superintendent,

3. Subcontractors' representatives, as befits the agenda,

4. Suppliers' representatives, as befits the agenda, and

5. Others, as appropriate.

C. Progress Meetings are intended to be a periodic opportunity for the Contractor to review and submit applications for payment, and attachments, and for a general review of the progress of the Work, aimed at identifying and mitigating impediments to timely completion.

END OF SECTION