

**1 COORDINATION**

- 1.1 Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- 1.2 Verify that utility requirement characteristics of operating equipment are compatible with building utilities. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- 1.3 Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- 1.4 In finished areas, except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- 1.5 Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Performance and for portions of Work designated for Owners partial occupancy.
- 1.6 After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

**2 ALTERATION PROJECT PROCEDURES**

- 2.1 Materials: As specified in product Sections; match existing products and work for patching and extending work.
- 2.2 Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- 2.3 Remove, cut, and patch work in a manner to minimize damage and to provide a means of restoring products and finishes to original condition.
- 2.4 Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- 2.5 Where new work abuts or aligns with existing, perform a smooth and even transition. Patched work to match existing adjacent work in texture and appearance.
- 2.6 When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Consultant.
- 2.7 Where a change of plane of 6 mm or more occurs, submit recommendation for providing a smooth transition for Consultant's review or request instructions from Consultant.
- 2.8 Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- 2.9 Finish surfaces as specified in individual product Sections.

**3 PRE-CONSTRUCTION CONFERENCE**

- 3.1 Consultant will schedule a conference after Notice of Award and prior to Contractor occupancy of site.
- 3.2 Attendance Required: Owner, Consultant and Contractor.
- 3.3 Agenda:
  - .1 Submission of executed bonds and insurance certificates.
  - .2 Distribution of Contract Documents.
  - .3 Submission of list of Subcontractors, list of products, Schedule of Values, and progress schedule.
  - .4 Designation of personnel representing the parties in Contract, Owner, and Consultant.
  - .5 Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, contract changes and contract closeout procedures.
  - .6 Scheduling.
  - .7 Use of premises by Owner and Contractor.
  - .8 Owner's requirements and partial occupancy.
  - .9 Construction facilities and controls provided by Owner.
  - .10 Temporary utilities provided by Owner.
  - .11 Security and housekeeping procedures.
  - .12 Procedures for maintaining record documents.

**4 PROGRESS MEETINGS**

- 4.1 Schedule and administer meetings throughout progress of the Work at maximum bi-weekly intervals.
- 4.2 Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within two days to Consultant, Owner, participants, and those affected by decisions made.
- 4.3 Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Consultant as appropriate to agenda topics for each meeting.
- 4.4 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.

## 5 **PRE-INSTALLATION CONFERENCES**

- 5.1 When required in individual specification Section, convene a pre-installation conference at work site prior to commencing work of the Section.
- 5.2 Attendance Required: Parties directly affecting, or affected by, work of the specific Section.
- 5.3 Notify Consultant four days in advance of meeting date.
- 5.4 Prepare agenda, preside at conference, record minutes, and distribute copies within two days after conference to participants, with two copies to Consultant.
- 5.5 Review conditions of installation, preparation and installation procedures, and coordination with related work.

End of Section