

**1 SCHEDULES REQUIRED**

- 1.1 Submit the following schedules:
- .1 Construction Progress Schedule.
  - .2 Two-week look-ahead detailed construction schedule.
  - .3 Submittal Schedule for Shop Drawings and Product Data.
  - .4 Submittal Schedule for Samples.
  - .5 Product Delivery Schedule.

**2 FORMAT**

- 2.1 Prepare schedule in the form of a horizontal bar chart.
- 2.2 Provide a separate bar for each trade or operation.
- 2.3 Provide horizontal time scale identifying the first work day of each week.
- 2.4 Format for listings: the table of contents of this specification.
- 2.5 Identification of listings: by specification section numbers.

**3 CONSTRUCTION SCHEDULE**

- 3.1 The Construction Schedule shall be in the form of a series of activities and milestones that are logically linked utilizing Critical Path Methodology. The Construction Schedule shall identify early dates and late dates as well as the Project critical path of activities and completion milestones through the Project
- 3.2 Coordinate the construction schedule with the Owner.
- .1 Develop and submit Construction Schedule to the Consultant and regularly review the progress of the work with the Consultant.
  - .2 Allow for facilitating the work of the Consultant who will be monitoring the progress of activities within the Master Project Schedule and reporting to the Owner on a monthly basis the schedule status of the project.
  - .3 Master Project Schedule: The Master Project Schedule is the schedule which facilitates the Owner's planning or activities and requirements for the Project, of which this work is part. In addition to the major milestones for the Work from the Construction Schedule provided by the Contractor, the Master Project Schedule contains activities to be performed by the Owner, the Consultant, and Authorities of Jurisdiction.

**4 SUBMISSION**

- 4.1 Submit initial schedules with bid submission.
- 4.2 Submit digital document in both PDF and Microsoft Project formats.
- 4.3 Consultant will review schedule and return review copy within 10 days after Contract award.
- 4.4 Resubmit finalized schedule within 7 days after return of review copy.

- 4.5 Submit revised progress schedule with each application for payment.
- 4.6 Distribute copies of the revised schedule to:
  - .1 Job site office.
  - .2 Subcontractors.
  - .3 Other concerned parties.
- 4.7 Instruct recipients to report to the contractor within 10 days, any problems anticipated by the timetable shown in the schedule.
- 5 **CONSTRUCTION PROGRESS SCHEDULE**
- 5.1 Include the complete sequence of construction activities.
- 5.2 Include the dates for the commencement and completion of each major elements and phasing of construction including the following.
  - .1 Selective Demolition.
  - .2 Framing.
  - .3 Special procedures.
  - .4 Special Subcontractor work.
  - .5 Equipment Installations.
  - .6 Finishes.
- 5.3 Show projected percentage of completion of each item as of the first day of the month.
- 5.4 Indicate the following:
  - .1 Cordinated sequence of tasks following the contract documentation
  - .2 Linking of critical path
  - .3 Lead time of major items with delivery schedule
  - .4 Major inspections points
  - .5 Major milestone completion dates to include Each Phase construction completion, and partial occupancy Substantial Completion, occupancy, etc.
  - .6 Commissioning activities
  - .7 Deficiencies identification and clearance
  - .8 Phasing details
  - .9 Estimate dates for access and duration of Work outside of the Area of Work.
  - .10 Deliveries of materials, advance order dates, and lead times.
- 5.5 Indicate progress of each activity to date of submission schedule.

- 5.6 Show changes occurring since previous submission of schedule:
- .1 Major changes in scope.
  - .2 Activities modified since previous submission.
  - .3 Revised projections of progress and completion.
  - .4 Other identifiable changes.
- 5.7 Provide a narrative report to define:
- .1 Problem areas, anticipated delays, and the impact on the schedule.
  - .2 Corrective action recommended and its effect.
  - .3 The effect of changes on schedules of other prime contractors.
- 6 TWO-WEEK LOOK-AHEAD SCHEDULE**
- 6.1 Format: agenda style calendar, to fit 8 1/2" x 11" pages
- 6.2 Indicate each trade activity on each day, including deliveries, submittals, and coordination activities.
- 6.3 Indicate coordination activities with Owner, Consultant, Subcontractors.
- 6.4 Indicate the following:
- .1 All required advance notice elements
  - .2 Details on all testing and inspection.
  - .3 All work that is to be done during regular and after hours following the requirements of the construction documents.
  - .4 All tasks that require tie in to existing service within the building
- 6.5 Two-week period shall commence on the first working day of the week following the Progress Meeting at which it is submitted.
- 6.6 Submit up-to-date two-week look-ahead schedule at each Progress Meeting and at maximum two-week intervals.
- 7 SCHEDULE OF VALUES (VALUE OF SUBMITTALS)**
- 7.1 Refer to Section 01 00 00, General Requirements
- 8 SUBMITTALS SCHEDULE**
- 8.1 Include schedule for submitting shop drawings, product data, and samples.
- 8.2 Indicate dates for submitting, review time, resubmission time, float time, last date for meeting fabrication schedule.
- 8.3 Include dates when submittals and delivery will be required for owner-furnished products.

8.4 Include dates when reviewed submittals will be required from the Consultant.

End of Section