

SECTION 01040
COORDINATION AND MEETINGS

PART 1 GENERAL

1.1 SECTION INCLUDES:

- A. Coordination and project conditions.
- B. Field engineering.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Preinstallation meetings.
- G. Equipment electrical characteristics and components.
- H. Alteration project procedures.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate the scheduling, submittals, and Work of the Project to ensure efficient, safe and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility requirements and 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.
- C. Coordinate space requirements, supports and installation of mechanical and electrical work that is 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.
- D. In finished areas, except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's partial occupancy.
- F. 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.
- G. Owner will not consider change orders for extra work required by the Contractor due to poor coordination by the Contractor.

1.3 FIELD ENGINEERING

- A. Employ a Land Surveyor registered in the State of Florida and acceptable to the Architect and Owner.
- B. Contractor shall locate and protect survey control and reference points.
- C. Control datum for survey is that established by Owner provided survey.
- D. Verify setbacks and easements; confirm drawing dimensions and elevations.
- E. Provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.
- F. Submit a copy of site drawing and certificate signed by the Land Surveyor that the elevations and locations of the Work are in conformance with the Contract Documents.

1.4 PRECONSTRUCTION MEETING

- A. Owner will schedule a conference after Notice to Proceed.
- B. Attendance Required: Owner, Architect, and Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement, if not executed.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
 - 5. Designation of personnel representing the parties in Contract, and the Architect.
 - 6. Procedures and processing of field decisions, submittals, substitutions, safety reports, applications for payments, proposal request, Change Orders and Contract closeout procedures.
 - 7. Scheduling.
 - 8. Scheduling activities of a Geotechnical Engineer.
 - 9. Issuance of Notice to Proceed.
- D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

1.5 SITE MOBILIZATION MEETING

- A. Owner will schedule a meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required: Owner, Architect, Special Consultants, and Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
 - 1. Use of premises by Owner and Contractor.
 - 2. Owner's requirements and partial occupancy.
 - 3. Construction facilities and controls provided by Owner.
 - 4. Temporary utilities provided by Owner.
 - 5. Survey and building layout.
 - 6. Security and housekeeping procedures.
 - 7. Safety and Quality Control procedures.
 - 8. Schedules.
 - 9. Application for payment procedures.
 - 10. Procedures for testing.
 - 11. Procedures for maintaining record documents.
 - 12. Requirements for start-up of equipment.
 - 13. Inspection and acceptance of equipment put into service during construction period.
- D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

1.6 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, and preside at meetings.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Architect, as appropriate to agenda topics for each meeting.

- D. Agenda:
1. Review minutes of previous meetings.
 2. Review of Work progress.
 3. Review of Safety progress.
 4. Field observations, problems, and decisions.
 5. Identification of problems that impede planned progress.
 6. Review of submittals schedule and status of submittals.
 7. Review of off-site fabrication and delivery schedules.
 8. Maintenance of progress schedule.
 9. Corrective measures to regain projected schedules.
 10. Planned progress during succeeding work period.
 11. Coordination of projected progress.
 12. Maintenance of quality and work standards.
 13. Effect of proposed changes on progress schedule and coordination.
 14. Other business relating to work.
- E. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

1.7 PREINSTALLATION MEETING

- A. When required in individual specification section, convene a pre-installation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Owner and Architect five working days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 1. Review conditions of installation, preparation, safety and installation procedures.
 2. When required for OSHA compliance, identify and introduce "Competent Person(s)."
 3. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

PART 2 PRODUCTS

2.1 EQUIPMENT ELECTRICAL CHARACTERISTICS AND COMPONENTS

- A. Motors: Refer to Section 15170, NEMA MG1 type. Specific motor type is specified in individual specification sections.
- B. Wiring Terminations: Provide terminal lugs to match branch circuit conductor quantities, sizes, and materials indicated. Size terminal lugs to NFPA 70, include lugs for terminal box.
- C. Cord and Plug: Provide minimum 6' cord and plug including grounding connector for connection to electric wiring system. Cord of longer length is specified in individual specification sections.

PART 3 EXECUTION

3.1 ALTERATION PROJECT PROCEDURES

- A. Materials: As specified in Product sections; match existing Products and work for patching and extending work.
- B. Employ skilled and experienced installer to perform alteration work.

- C. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- D. Remove, cut and patch Work in a manner to minimize damage and to provide means of restoring Products and finishes to original or specified condition.
- E. Refinish existing visible surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- F. Where new Work abuts or aligns with existing, provide a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- G. 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 submit recommendation to the Architect for review.
- H. Where a change of plane of 1/4" or more occurs, submit recommendation for providing a smooth transition to Architect for review.
- I. Patch or replace portions of existing surfaces, which are damaged, lifted, discolored, or showing other imperfections.
- J. Finish surfaces as specified in individual Product sections.

END OF SECTION