SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for schedules and reports required for proper performance of the Work, including:

1. Daily construction reports.
2. Special reports.

B. Related Sections: The following Sections contain requirements that relate to this Section:

1. Division 1 Section "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.

1.3 SUBMITTAL PROCEDURES

A. Coordination: Coordinate preparation and processing of schedules and reports with performance of other construction activities.

1.4 REPORTS

A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at the site. Review the daily construction report with the Engineer or his representative within 24 hours of the report date. Revise or correct the report as may be required following review. Report must be signed by Engineer or his representative. Submit duplicate copies to the Engineer at weekly intervals.

1. List of subcontractors at the site.
2. List of separate contractors at the site.
3. Approximate count of personnel at the site.
4. High and low temperatures, general weather conditions.
5. Accidents.
6. Meetings and significant decisions.
7. Unusual events (refer to special reports).
8. Stoppages, delays, shortages, and losses.
9. Meter readings and similar recordings.
10. Emergency procedures.
11. Orders and requests of governing authorities.
12. Change Orders received, implemented.
13. Services connected, disconnected.

14. Equipment or system tests and startups.
15. Partial Completions, occupancies.
16. Substantial Completions authorized.

B. Material Location Reports: When requested by engineer at a minimum when requesting payment for materials on site, prepare a comprehensive list of materials delivered to and stored at the site. The list shall be cumulative, showing materials previously reported plus items recently delivered less materials installed. Include with the list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from the site. Submit materials list with contractor's application for payment.

C. Field Correction Reports: When the need to take corrective action that requires a departure from the Contract Documents arises, prepare a detailed report. Include a statement describing the problem and recommended changes. Indicate reasons the Contract Documents cannot be followed. Submit a copy to the Engineer immediately.

1.5 SPECIAL REPORTS

A. Reporting Unusual Events: When an event of an unusual and significant nature occurs at the site, prepare and submit a special report. List the chain of events, persons participating, response by the Contractor's personnel, an evaluation of the results or effects and similar pertinent information. Advise the Engineer in advance when such events are known or predictable.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 013100