SECTION 01041

PROJECT COORDINATION

PART 1 - GENERAL

1.1 SUMMARY:

A. Contractor is responsible for all of the work of this Contract.

1. Assign and subcontract portions of the work as required to assure that all work is constructed in compliance with these documents.
2. Coordinate the work of the several Subcontractors for the project.
3. Coordinate work of this contract with work by separate contractors.
4. Comply with orders and instructions of owner.

B. Each Subcontractor Shall:

1. Coordinate work of his own employees and subcontractors.
2. Expedite his work to assure compliance with schedules.
3. Coordinate his work with that of other subcontractors and work by separate contractor.
4. Comply with orders and instructions of owner.

C. Related Requirements:

1. All Division 1 Sections.

1.2 CONSTRUCTION ORGANIZATION AND START-UP:

A. Establish on-site lines of authority and communications.

1. Attend pre-construction meeting with Subcontractors upon commencement of the project.

2. Establish procedures for intra-project communications.

   a. Submittals.
   b. Reports and records.
   c. Recommendations.
   d. Coordination drawings.
   e. Schedules.
   f. Resolution of conflicts.
   g. Requests for clarifications (RFCs)

a. Consult with Architect to obtain interpretation or clarification.
b. Assist in resolution of questions or conflicts which may arise.
c. Transmit written interpretations to Subcontractors, and to other concerned
   parties.

4. Assist in obtaining permits and approvals.
   a. Obtain building permits and special permits required for work or for
      temporary facilities.
   b. Verify that Subcontractors have obtained inspections for work and for
      temporary facilities.

5. Control the use of site.
   a. Supervise field engineering and site layout.
   b. Allocate space for each Subcontractor's use for field offices, sheds, work
      and storage areas.
   c. Establish access, traffic and parking allocations and regulations.
   d. Monitor use of site during construction.

1.3 CONTRACTOR DUTIES:

A. Construction Schedules:
   1. Coordinate schedules with several Subcontractors.
   2. Monitor schedules as work progresses.
   3. Identify potential variances between schedules and probable completion dates
      for each phase.
   4. Recommend adjustments in schedule to meet required completion dates.
   5. Adjust schedules of Subcontractors as required.
   7. Observe work of each Subcontractor to monitor compliance with schedule.
   8. Verify that labor and equipment are adequate for the work and the schedule.
   9. Verify that product procurement (resource loading) schedules are adequate.
  10. Verify that product deliveries are adequate to maintain schedule.
  11. Pay application approvals will be contingent upon whether the schedule is
      maintained in a reasonable current time frame and format.

B. Process shop drawings, product data and samples.
   1. Review for compliance with Contract Documents.
   2. Field dimensions and clearance dimensions.
   3. Relation to available space.
   4. Relation to other trades, equipment and systems.
   5. Submit to Architect/Owner.
C. Monitor the use of temporary utilities.
   1. Verify that adequate services are provided and maintained.

D. Inspection and Testing:
   1. Inspect work to assure performance in accordance with the requirements of the Contract Documents.
   2. Administer special testing and inspections of suspected non-conforming work, as required by other sections of the project manual and the code.
   3. Reject work which does not comply with requirements of the Contract Documents.
   4. Coordinate testing laboratory services.
   5. Verify that required laboratory personnel are present.
   6. Verify that tests are made in accordance with specified standards.
   7. Review test reports for compliance with specified criteria.
   8. Recommend and administer required retesting.

E. Monitor periodic cleaning.
   1. Enforce compliance with specifications.
   2. Resolve any conflicts.

F. Coordinate changes.
   1. Recommend necessary or desirable changes.
   2. Assist Owner in negotiating change orders.
   3. Promptly notify all Subcontractors of pending changes.

G. Maintain reports and records at job site available to Architect and Subcontractors.
   1. Log progress of work of each Subcontractor.
   2. Records
   3. Contracts.
   4. Purchase orders.
   5. Materials and equipment records.
   6. Applicable handbooks, codes and standards.
   7. Obtain information from Subcontractors and maintain file of project record documents.
   8. Assemble documentation for handling of claims and disputes to avoid or resolve in a timely manner. Report weekly and monthly any pending problems to consultant and owner. Detail efforts to resolve.

H. Coordinate work of this Contract and requirements of this section with work by separate contract including but not limited to:
1. Removal of asbestos containing materials by separate contract.

1.4 CONTRACT CLOSEOUT:

A. Coordinate Equipment Start-Up:

1. Provide seven days notification prior to start-up of each item.
2. Ensure that each piece of equipment or system is ready for operation.
3. Execute start-up under supervision of responsible persons in accordance with manufacturer's instructions.
4. Perform required testing and balancing and coordinate commissioning efforts by owner and design team.
5. Record dates of start of operation of systems and equipment. Submit written report that equipment or system has been properly installed and is functioning correctly.
6. Provide written notice of beginning of warranty period for equipment put into service.

B. Demonstration and Instructions:

1. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to Completion.
2. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, seasonal operation, and shutdown of each item of equipment.

C. At completion of work of each Section, conduct an inspection to assure that:

1. Specified cleaning has been accomplished.
2. Temporary facilities have been removed from site.

D. At Completion:

1. Conduct an inspection to list work to be completed or corrected.
2. Supervise correction and completion of work as established in Certificate of Completion.

E. When a portion of the Project is occupied prior to final completion, coordinate established responsibilities of each Subcontractor.
F. Final Completion:

1. When each Subcontractor determines that work is finally complete, conduct an inspection to verify completion of work.
2. Assist Owner and Architect in inspection.

G. Administer Contract Closeout:

1. Receive and review Subcontractor's final submittals.
2. Transmit to Architect with recommendation for action.

END OF SECTION 01041