

1.01 Related Requirements

- A. Schedule of Values (Section 01300)
- B. Shop Drawings and Submittals (Section 01300)
- C. Testing Laboratory Services (Section 01400)
- D. Temporary Facilities, Utilities and Operations (Section 01500)
- E. Clean-Up (Section 01700)
- F. Project Close-Out (Section 01700)

1.02 Project Meetings - General

- A. Schedule and administration of progress meetings:
 - 1. Meeting agenda: The Contractor shall advise the Architect/Engineer at least 24 hours in advance of project meetings regarding all items to be included in the agenda.
 - 2. Minutes: The Architect/Engineer will compile the official minutes of each project meeting and will furnish three copies to the Contractor. The Contractor may make and distribute such other copies as he wishes.
 - 3. Any corrections to the minutes must be submitted in writing within three (3) days of receipt of the recorded minutes.
- B. Architect/Engineer: The Architect/Engineer will attend meetings to ascertain that work is expedited consistent with construction schedule and with Contract Documents.
- C. Work Included: To enable orderly review during progress of the Work to provide for systematic discussion of problems, the Architect/Engineer will conduct project meetings throughout the construction period.
- D. Related Work Described Elsewhere: The Contractor's relations with his subcontractors and materials suppliers, and discussions relative thereto, are the Contractor's responsibility solely.

- E. Persons designated by the Contractor to attend and participate in the project meetings shall have all required authority to commit the Contractor to solutions agreed upon in the project meetings.

1.03 Pre-Construction Meeting

- A. A pre-construction meeting will be scheduled by the Owner within fifteen (15) days after date of written Notice to Proceed. Owner will set the date, time and place of meeting prior to start of any construction. Authorized representatives of the Contractor, the job superintendent and major subcontractors shall attend. Purpose of the meeting will be to verify general construction procedures, expedite the handling of shop drawings and scheduling, and establish a working understanding among the parties involved in the project.
- B. Minimum Agenda: Distribute data on, and discuss:
 - 1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, material suppliers and Architect/Engineer.
 - 2. Channels and procedures for communications.
 - 3. Construction schedule, including sequence of critical work.
 - 4. Contract Documents, including distribution of required copies of original documents and revisions.
 - 5. Processing of shop drawings and other data submitted to the Architect/Engineer for review.
 - 6. Processing of field decisions and Change Orders.
 - 7. Rules and regulations governing performance of the work.
 - 8. Procedures for safety and first aid, security, quality control, housekeeping and other related matters.

1.04 Progress Meetings

- A. The Contractor shall schedule regular monthly meetings prior to submitting each Request for Payment at a time agreed upon by the Architect/Engineer. Subcontractors, materials suppliers and others may be invited to attend those project meetings in which their aspects of the work are involved.
- B. Additional meetings shall be held as required.
- C. Progress meetings shall be held in construction office

at the job site or other location acceptable to Architect/Engineer. The location shall be indicated in a notice issued by the Contractor.

D. Minimum Agenda:

1. Review, revise as necessary, and approve minutes of previous meeting.
2. Review status of RFIs, Change Orders, Project Schedule, or claims for delay.
3. Review progress of the work since last meeting, including status of submittals for approval.
4. Identify problems, which impede planned progress.
5. Develop corrective measures and procedures to regain planned schedule.
6. Complete other current business.

1.05 Construction Schedules - General

- A. Provide projected construction schedules acceptable to the Architect/Engineer for entire work; revise at least monthly.
- B. As a minimum, the Contractor shall prepare schedule utilizing computer generated Critical Path method. Schedule shall be prepared on Primavera or other nationally recognized software acceptable to the Architect/Engineer. Indicate starting and completion dates for the Work as a whole as well as for the major categories of work by CSI sections or as may be agreed upon by the Architect/Engineer.
- C. Minimum sheet size: As required to fit all information rendered in a legible manner on one (1) sheet.
- D. Provide complete sequence of construction by activity.
- E. Provide subschedules to define critical portions of entire schedule.
- F. Update schedule monthly. Show all changes occurring since previous submission of updated schedule.
- G. Indicate progress of each activity; show start and completion dates. Revise with each update.
- H. The Owner owns all float in the project schedule.
- I. If updated Construction Schedule is not submitted with

Application for Partial Payment, request will be returned to the Contractor.

1.06 Submittals and Distribution of Schedules

- A. Submit initial schedules within ten (10) days after date of Notice to Proceed.
- B. Architect/Engineer will review schedules and return reviewed copy within ten (10) days after receipt.
- C. If required, resubmit within seven (7) days after return of reviewed copy.
- D. Submit monthly, with Contractor's pay request, updated schedules accurately depicting progress to first day of each month. Show activities ahead or behind schedule.

If schedule indicates activity or activities being behind schedule, then the Contractor shall provide a plan of action, approved by the Architect/Engineer, to bring the activity or activities back on schedule to the satisfaction of the Owner.

- E. Submit the number of copies required by Contractor, plus three (3) copies to be retained by Architect/Engineer.
- F. Instruct Subcontractors to report any inability to comply, and provide detailed explanation, with suggested remedies.

1.07 Project Inspections

- A. Where inspections of in-place work are specified and Architect/Engineer's approval is required before further work can take place, or where records of procedures are specified, the Contractor shall schedule inspections:
 - 1. With the Office of Building Code Enforcement, Duval County Public Schools.
 - 2. Give no less than twenty-four (24) hours notice.
 - 3. On Mondays through Fridays between the hours of 7:30 a.m. and 5:00 p.m.
- B. Where daylight or installed project lighting at areas to be inspected is less than 30 candlepower, provide this same level by artificial illumination with portable lighting.

C. Office of Building Code Enforcement Inspections - All Projects

All projects will require detailed code compliance inspections by the Office of Building Code Enforcement, Duval County Public Schools, 8015 Parker School Road, Jacksonville, Florida, 32211-5110, Telephone (904) 858-1919. The disciplines normally include, but are not necessarily limited to, structural, mechanical, electrical, plumbing and general building. The contractor shall make all drawings, specifications, previous inspection reports, and change documents available to Office of Building Code Enforcement Inspectors.

Contractor shall provide 24-hour notification for all inspection requests. These inspections will not be made on weekends or state holidays, unless special arrangements are made in advance and all costs are paid by the contractor. In the event a Building Code Enforcement Inspector cannot inspect the site immediately after being notified, the work must not be concealed. Work not inspected and not approved before concealed by the Contractor shall be uncovered for inspection when directed by the Inspector. All time and costs for uncovering and reconstructing such work shall be borne by the contractor.

All building inspections will be made for conformance with approved construction documents in accordance with Florida Building Code under *Florida Statutes*.

Cost for all reinspections of work found defective and subsequently repaired shall be borne by the contractor.

The following information is included as a guide to the Contractor to assist him in determining the type and frequency of inspections. The list is not complete but is provided only as a guide:

EXAMPLES OF INSPECTION SCHEDULES

General Building Inspections

These inspections will include areas such as roofs, curtain walls, windows and other glass, door types and installations, handicapped requirements, and structural for non-threshold buildings, including the following:

Foundation Inspection: After excavation is completed, forms

erected, and reinforcing steel placed.

Reinforcing Inspection: To be made after any reinforcing steel is in place and before placing any concrete.

Frame Inspection: To be made at each floor level and after all framing, furring and bracing are in place and the plumbing and electrical work are roughed in.

Roof Inspection: Verification of existing conditions prior to reroofing, during all tests, and upon completion of work.

Electrical Inspections:

1. Rough-in inspection which is made after the roof, framing, and bracing is in place but prior to the installation of wall or ceiling. Inspection must take place before the wiring is concealed.
2. Final inspection is made after the building is completed and all equipment is connected and in operating condition.
3. Other inspections: additional inspections may be required as the construction progresses especially in larger complex projects.

Inspections in general will consist of the following:

- (a) Check material to see if it has been tested or approved by a testing laboratory.
- (b) Check boxes, conduit, wire, receptacles, switches, panelboards, and any other electrical material or equipment for compliance with codes, plans and specifications.
- (c) Check direct buried cable or conduit for minimum cover requirements.
- (d) Check conduit and cable supports.
- (e) Check installation of fire alarm systems, telephone systems, intercom systems and any other system specified or shown on plans.
- (f) Check wire sizes to ensure that voltage drop is not excessive.
- (g) Check incoming service, voltage and phase, service

conductors, and main disconnect.

- (h) Check panelboard for compliance with the plans and specifications.

Mechanical Inspections

1. Underground Utilities Inspection including fuel gas lines, refrigeration lines, chilled water lines, condensing water lines, and condensate removal lines, other miscellaneous definite purpose preparation requirements, and related pressure/leakage test requirements.
2. Rough-in Inspection of equipment supports, piping, ductwork, dampers, venting curbs, and other mechanical work scope installation as required prior to the closing of walls and ceilings for purposes of finishing.
3. Final Inspection of the completed mechanical systems for performance, appearance and compliance with general specifications standards and codes compliance.
4. Special Inspections may be required in addition to the above for reasons of:
 - (a) New or original concepts in equipment and materials or in applications thereof.
 - (b) Scheduling, i.e., "fast tracking" or other accelerated forms of construction.

Plumbing Inspections

1. Site Work and Underground Utilities including fuel gas lines, water supply, sanitary waste lines, and storm drainage lines.
2. Rough Inspection of supply lines, waste and storm drainage lines for leakage under specified pressure tests, and adequate slopes to ensure proper drainage. Inspection to also include conformance to pipe bedding, support, thrust blocking, etc.
3. Stack-out Inspection of supply lines, waste and storm drainage lines for leakage under specified pressure test conditions, positions, materials and workmanship.
4. Final Inspection of the completed plumbing system for conditions of line sterilization, performance,

appearance and compliance with general specification standards and codes.

5. Special inspections may be required in addition to the above for reasons of:
 - (a) Scheduling, i.e., "fast tracking" or other accelerated forms of construction.
 - (b) Special conditions or forms of construction which would not permit the normal ordered sequence of inspection.

Other Inspections

The Department of Business Regulation has the responsibility for elevator inspections.

All other agencies having jurisdiction may require inspection of those portions of the work.

END OF SECTION 01200