

## SECTION 01311 - PROJECT MEETINGS

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
  - 1. Preconstruction conference.
  - 2. Preinstallation conferences.
  - 3. Progress and quality control meetings.

## 1.2 PROJECT MEETINGS

- A. Conduct project meetings, as a part of the overall project coordination effort, to coordinate construction activities and Work.

## 1.3 ATTENDEES' AUTHORITY

- A. Persons designated by Contractor, subcontractors, and suppliers to attend project meetings: Possess authority to commit entities they represent to items agreed upon in project meetings.

## 1.4 PRECONSTRUCTION CONFERENCE

- A. Schedule a pre-construction conference at project site or other designated location after execution of the Contract and one week prior to start of Work.
- B. Attendance: Walmart Construction Manager, Store Manager, Owner's Representative, Contractor Project Coordination Administrator, Contractor Quality Control Representative, Contractor Project Field Superintendent, roofing, mechanical, plumbing, fire protection, and electrical subcontractor field supervisory personnel.
  - 1. Additional Walmart personnel (including Walmart Construction Manager) may attend by telephone.
- C. Minimum Agenda:
  - 1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, material suppliers and Walmart Construction Manager.
  - 2. Contractor certificates of insurance.
  - 3. Status of Contractor-required submittals; list of subcontractors, schedule of values, etc.
  - 4. Approved Progress Schedule. Work hours. Work outside of normal working hours.
  - 5. Specific building regulations for Work within and adjacent to existing building.
  - 6. Critical work sequencing.
  - 7. Procedures for processing field decisions; Request for Information procedures.
  - 8. Change order process and procedures for processing change orders.
  - 9. Procedures for processing applications for payment. Contract closeout procedures.
  - 10. Walmart furnished equipment and materials process, procedures, and coordination.
  - 11. Walmart installed equipment and materials process, procedures, and coordination.
  - 12. Walmart separate vendor process, procedures, and coordination.
  - 13. Submittal process, procedures, and coordination.
  - 14. Temporary facilities and controls by Owner.
  - 15. Temporary utilities provided by Owner.
  - 16. Procedures for preparation and maintenance of Project Record Documents.
  - 17. Contractor office, work, storage, and parking areas.
  - 18. Work area security requirements.
  - 19. Safety procedures, first aid, and occupational safety and health requirements.
  - 20. Housekeeping, cleanliness, noise and dust control of work areas.
  - 21. Quality of workmanship required.
  - 22. Walmart furnished testing and inspection services.

23. Contractor's quality control procedures and requirements, inspection, testing, and documentation.

D. Documentation: Record minutes of conference and distribute copies to Walmart Construction Manager, participants, and those affected by decisions made, 2 working days after conference date. Recording, producing, and distributing by Contractor.

#### 1.5 PREINSTALLATION CONFERENCES

A. When required in individual specification Section, conduct a Preinstallation Conference at project site prior to start of Work of Section or related sections.

B. Notify Walmart Construction Manager 14 working days in advance of meeting date.

C. Attendance Required: Walmart Construction Manager, Store Manager, Owner's Representative, Contractor Project Coordination Administrator, Contractor Quality Control Representative, Contractor Project Field Superintendent, Separate Contractor, any subcontractor, supplier, or installer directly affecting, or affected by, Work of specific Section.

D. Minimum Agenda: Review conditions of installation, progress of other construction activities, and preparations for Work of Section or related Sections, including requirements for:

1. Contract documents.
2. Related change orders.
3. Equipment and material deliveries.
4. Shop drawings and product data.
5. Possible conflicts and compatibility problems.
6. Weather limitations.
7. Time schedules.
8. Manufacturer's instructions and recommendations.
9. Compatibility of materials.
10. Acceptability of substrates.
11. Temporary facilities required.
12. Space and access limitations.
13. Governing codes and regulations.
14. Inspection and testing requirements.
15. Required performance results.

E. Documentation: Record minutes of conference and distribute copies to Walmart Construction Manager, participants, and those affected by decisions made, 2 working days after conference date. Recording, producing, and distributing by Contractor.

#### 1.6 PROGRESS AND QUALITY CONTROL MEETINGS

A. Schedule and conduct progress meetings throughout the progress of the Work at intervals determined by the Walmart Construction Manager.

B. Attendance Required: Walmart Construction Manager, Owner's Representative, Contractor Project Coordination Administrator, Contractor Quality Control Representative, and Contractor Project Field Superintendent.

C. Minimum Agenda: Review items of significance that may affect project progress, including the following:

1. Minutes of previous meetings.
2. Work progress in relation to Contractor's construction schedule.
3. Status of required submittals.
4. Payment request status. Documentation of information for payment requests.
5. Field observations, Requests for Information, discussions of problems, and agreement on solutions.
6. Quality of materials and workmanship.
7. Corrective measures to regain quality of materials and workmanship; status of products, assemblies, or systems requiring replacement.

8. Status of change orders.
  9. Corrective measures to regain projected schedules.
  10. Planned progress for period prior to next scheduled Progress Meeting.
  11. Effect of proposed project changes (if any) on construction schedule and coordination.
  12. Temporary facilities and services.
  13. Jobsite housekeeping and cleanliness.
- D. Documentation: Record minutes of conference and distribute copies to Walmart Construction Manager, participants, and those affected by decisions made, 2 working days after conference date. Recording, producing, and distributing by Contractor.
- E. Construction Schedule Update: Revise construction schedule after each progress meeting where schedule revisions have been made or recognized. Issue updated schedule concurrently with report of meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION