

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

## 1.4 PRECONSTRUCTION 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.

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- 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