

SECTION 01 31 13
PROJECT COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and supervisory requirements for Project coordination including, but not limited to:
 - 1. Coordination
 - 2. Administrative and supervisory personnel
 - 3. General installation provisions
 - 4. Cleaning and protection
- B. The Contract Documents include, but are not limited to, the Drawings and Project Manual (including the Technical Specifications); each Contractor is expected to review and coordinate the Work of their Contract with that of the other Contractors resulting in the timely construction of the Project, and meeting the quality standards developed by the Contract Documents.
- C. Progress meetings, coordination meetings, and pre-installation meetings are included in Section 01 31 19 - Project Meetings.
- D. Requirements for the Contractor's Construction Schedule are included in Section 01 33 00 - Submittal Procedures.

1.2 COORDINATION

- A. Coordination: Coordinate construction activities included under various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections of the Specifications that are dependent upon each other for proper installation, connection and operation.
 - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
 - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
 - 4. Prior to installation, verify that utility requirements and characteristics of equipment are compatible with building utilities. Coordinate Work of various sections having interdependent responsibilities for installing, connecting to and placing in service of such equipment.
- B. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports and meeting attendance.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to the following:
 - 1. Preparation of schedules
 - 2. Installation and removal of temporary facilities
 - 3. Delivery and processing of submittals
 - 4. Representation at Project Meetings
 - 5. Project Closeout activities
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water and materials.

- E. The Contractor and affected subcontractors will coordinate their efforts with the Owner's Commissioning Agent. It is the responsibility of the Contractor and the subcontractors to provide all required labor and/or materials to comply with the commissioning plan provided by the Commissioning Agent. A copy of the Commissioning Plan is included in the Project Manual.
- F. The Contractor and affected subcontractors will coordinate their efforts with the Owner's Playground Contractor.
- G. The Contractor and affected subcontractors will coordinate their efforts with the Owner's building and roofing consultant. Selected submittals will be issued to them for review and comment.
- H. RFI's shall be utilized to request design clarifications in accordance with the contract.

1.3 SUBMITTALS

- A. Coordination Drawings: Prepare and submit coordination documents as required by the BIM standard and/or drawings where close and careful coordination is required for installation of products and materials fabricated off-site by separate entities, and where limited space availability necessitates maximum utilization of space for efficient installation of different components.
 - 1. Show the interrelationship of components shown on separate Shop Drawings
 - 2. Indicate required installation sequences
 - 3. Comply with requirements contained in Section 01 33 00 - Submittal Procedures
- B. Staff Names: Within ten (10) days of Notice to Proceed, submit a list of the Contractor's principal staff assignments, including the Superintendent and other personnel, with contact information, in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers and if requested separately provide a list of their past experience on similar work.
 - 1. Post copies of the list in the Project meeting room, the temporary field office and each temporary telephone.

1.4 WORK WEEK AND HOURS

- A. The Owner's standard work week for the Project will be Monday through Friday, 8 hours per day. The project's starting and quitting times will be established at the first job site meeting. If The Contractor is working extended additional hours in a particular week due to his Work being behind schedule, the contractor will be responsible for any overtime costs incurred by the Owner (on occupied campuses) or the Architect, who must also work extended hours to support his Work. If The Contractor is working additional hours on weekends or on holidays he must schedule these with the Owner in writing at least two working days (48 hours) in advance of the work taking place.

PART 2 - PRODUCTS (Not Used)

PART 3 – EXECUTION

3.1 GENERAL INSTALLATION PROVISIONS

- A. Inspection of Conditions: Require the installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner. Provide notice to the Architect of any condition that will not allow work to proceed.

- B. Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.
- C. Inspect materials or equipment immediately upon delivery, and again prior to installation. Reject damaged and defective items.
- D. Provide attachment and connection devices and methods necessary for securing Work. Secure Work true to line and level. Allow for expansion and building movement.
- E. Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints in exposed Work to obtain the best visual effect. Refer questionable choices to the Architect for final decision.
- F. Re-check measurements and dimensions before starting each installation.
- G. Install each component in a sequence that will ensure the best possible results. Provide adequate weather protection. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.
- H. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.
- I. Mounting Heights: Where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated. Refer questionable mounting height decisions to the Architect for final decision.
- J. Coordinate space requirements 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 maximize accessibility for other installations, maintenance and repairs.
- K. In finished areas, conceal pipes, ducts and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements. If items cannot be concealed the contractor will refer to the Architect for direction.
- L. On any equipment provided, The Contractor, and his subcontractors are responsible for providing equipment with electrical characteristics compatible with electrical services provided for this equipment in the Electrical Drawings and Specifications.
- M. All penetrations made by The Contractor or any subcontractor through walls, ceilings and/or floors shall be sealed by that Contractor to meet the requirements of all City, County, and State building codes, fire codes, etc., applicable to the Project.
- N. All sleeves set in concrete, masonry or other work will be set in a timely manner so as not to delay the concrete, masonry or other Work. The responsibility for the exact location of such items belongs to the individual providing the sleeves.
- O. The Contractor shall provide and maintain primary building layout lines, batter boards and permanent reference points for himself and his subcontractors.

END OF SECTION