1.0 GENERAL

Spec. Note: Include this section on projects with extensive work by Owner or Owner supplied products, as required.

1.1 FIRST PROJECT MEETING

.1 As soon as possible following the acceptance of the Contractor's Tender a first meeting will be set up in order to review the project requirements with all concerned and to turn over the site to the Contractor. The following are required to attend the first meeting as appropriate for the size, location and type of project:

.1 SFU Project Manager (chair)
.2 Consultant and Subconsultants
.3 Contractor and major Subtrades
.4 Permits & Inspections representative (if required)
.5 Building Operations representative
.6 SFU IT Services representative (if required)
.7 SFU Risk Manager/Analyst representative
.8 SFU Environmental Health and Research Safety representative (EHRS)
.9 User's representative (if required)

.2 At the end of the first meeting the Project Manager may turn over the chair of the meeting to the Consultant who will a) review the Project, b) review the schedule of work, c) take and distribute minutes and d) establish date and time of the next meeting.

1.2 REGULAR SITE MEETINGS AND SITE REVIEWS

.1 The Contractor will schedule and administer project meetings throughout progress of the Work. Frequency, location and date of the first of the regular site meeting is to be established at the first meeting. The Contractor will be responsible for generating agenda, as well as taking and distributing minutes of site meetings.

.2 The Consultants are required to make regular site reviews, and distribute their site reviews for follow-up action to the project team.

1.3 COORDINATION OF WORK

.1 Refer to the General Conditions and the Supplementary Conditions of the construction contract.

.2 Refer to Section 01 11 00 Summary of Work.
.3 Document coordination amongst disciplines:

.1 All IFT drawings will be yellow in color, and all IFC drawings will be blue in color.

.4 Work by Owner and Work by Other Contractors

.1 For all work not included in Contract, but which is part of the overall Project and which will be carried out by Other Contractors under Separate Contracts or Owner's own forces.

.1 The Contractor is responsible for:

.1 Obtaining and the review of information required for the Work and provided by Other Contractors and by the Owner. Prior to proceeding with the Contractor's related work, Contractor shall confirm proper interface and coordination of all work.

.2 Review of shop drawings, product data, samples, and other submittals, and notification to both SFU Project Manager and to Consultant of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents.

.3 Completing SFU EHRS Contractor Orientation

.4 Site and task specific health and safety plan

.5 Job site safety inspections. To be carried at the beginning of a project and a minimum of every 2 weeks following project start.

.6 Scheduling.

.7 Setting out.

.8 Coordination, including all service requirements.

.9 Provide and connect all services forming part of the Work, including related cutting, drilling, coring, and doing all necessary patching and making good.

.10 Disconnect and/or capping off existing services for existing equipment to be relocated by Other Contractors or Owner, including all necessary patching and making good.

.11 Provide suitable storage for other contractors' pre-delivered products and equipment when available on site and/or building.

.12 Security.

.13 Damage caused by the Contractor.

.14 Arranging installation inspections required by public authorities.
The Owner is responsible for:

1. Providing information required of Other Contractors for the Work.

2. Ensuring the timing of information and the work of Other Contractors and Owner's own forces conforms to the agreed construction schedule.

3. Testing and placing in operation.

**OWNER-SUPPLIED PRODUCTS**

For all products not included in Contract (NIC or similar designation), but which are part of the overall Project and which will be supplied by the Owner.

The Contractor, in addition to the same responsibilities described by 1.3.1 above for Other Contractor work, is responsible for:

1. Obtaining and the review of information required for the Work and provided by product manufacturers.

2. Move to location, and install required anchors; similarly, for existing equipment to be relocated by the Contractor. Work to manufacturers' recommendations.

The Owner, in addition to the same responsibilities described by 1.3.1 above, is responsible for:

1. Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Consultant and Contractor.

2. Ensuring the timing of information and the delivery of N.I.C. products conforms to the agreed construction schedule.

3. Deliver supplier's bill of materials to Contractor.

4. Arrange and pay for delivery FOB site in accordance with Progress Schedule.

5. Inspect deliveries jointly with Contractor.

6. Submit claims for transportation damage.

7. Arrange for replacement of damaged, defective or missing items, and determine responsibility for costs.

8. For NIC products installed by the Owner: unload, store, uncrate, and move into location, and supply and install required anchors to adequately support weight, resist vibration, and provide lateral and seismic restraint.
.9 For NIC products installed by the Contractor, supply all required anchors to adequately support weight, resist vibration, and supply lateral and seismic restraints

.10 The design and installation review of lateral and seismic restraints noted above shall be by a Professional Engineer Registered in British Columbia.

.11 Arrange for manufacturer's field representatives to clarify installation and carry out placing in service and testing, when required by the particular product and equipment.

.12 Testing and placing in operation all N.I.C. products. Additional requirements or conditions related to Owner-supplied products:

.13 (Description, or state:) To be issued by Addendum if applicable

***END OF SECTION***