

SECTION 01 13 00

PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Coordination.
- B. Field Engineering.

1.02 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections and Specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate regular meetings with Engineer and Owner's Representative to discuss job progress, amendments, change orders, and conflicts.
- C. Contractor is responsible for coordination of materials, delivery for general and subcontractors, and shall ensure that there is no interference between trades on the project which would jeopardize expedient completion of the project.
- D. Coordinate completion and building work clean up between all subcontractors to ensure that the job site is properly maintained.
- E. Maintain Owner occupancy of premises, coordinate access to site for construction activities, and correct incomplete or defective Work not in accordance with Contract Documents, to minimize disruption of Owner's activities at all times.
- F. Maintain daily contact with Convention Center staff to coordinate on-going construction activities with the daily needs of on-going convention center events, including move-in/move-out, supply and material deliveries, locations of construction work and personnel, and make efforts to mitigate the impacts of noise, dust, debris, and traffic on an every day basis.
- G. Prepare coordination drawings to organize installation of products for efficient use of available space, for proper sequence of installation, and to identify potential conflicts. Review shop drawings, product data, and samples not only for compliance with contract documents, but for use in preparing these coordination drawings. Check field dimensions and clearances and relationship to available space and anchors. Check compatibility with equipment and work of all trades, including electrical characteristics and operational control requirements.
- H. Prepare a master schedule identifying responsibilities for activities that directly relate to this work, including submittals and temporary utilities.

- I. Maintain and update planning documents for the duration of the work, recording changes due to site instructions, modifications or adjustments. Distribute these planning/scheduling/coordination documents to contractors, suppliers, convention center staff, and the architect/owner's representative.

1.03 FIELD ENGINEERING

- A. Observe the installation of work for coordination purposes and for compliance with the contract documents. Maintain a list of all observed deficiencies and defects; promptly notify contractors of these observations and assist in the planning/implementation of corrective measures.

END OF SECTION