

DIVISION 1 - GENERAL REQUIREMENT

SECTION 01040 - PROJECT COORDINATION

I. GENERAL

A. STIPULATIONS

The "Special Requirements" and "General Conditions" to the contract form a part of this section by this reference thereto and shall have the same force and effect as if printed herewith in full.

B. RELATED DOCUMENTS

The Contract Drawings and the Standard Form of Agreement apply to this Section.

C. SUMMARY

1. This Section specifies administrative and supervisory requirements necessary for project coordination including, but not necessarily limited to:
 - a. Coordination
 - b. Administrative and supervisory personnel
 - c. General installation provisions
 - d. Cleaning and protection
2. Field Engineering is included in Section "Field Engineering."
3. Progress Meetings, coordination meeting and pre-installation conferences are included in Section "Project Meetings."
4. Requirements for the Contractor's Construction Schedule are included in Section "Submittals."

D. COORDINATION

1. Coordination: The General Contractor shall 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.
 - a. 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.

- b. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 - c. Make adequate provisions to accommodate items scheduled for later installation.
 - d. The general contractor shall coordinate all work on the project with all trades, and/or with separate contractors so as to assure the proper prosecution of the work, additionally installing certain items that will be furnished by other contractors, which bear a direct relationship to the general construction. Such items of work shall include, but not be limited to, thru-wall louvers and grilles, flashings to floor drains, flashing to vent pipes, access panels and work of similar import.
 - e. The general contractor shall coordinate all testing on the project with each prime contractor. Reference Section 01400 - Quality Control Services.
2. Where necessary, the general contractor shall prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.

Prepare similar memoranda for the System and separate contractors where coordination of their work is required.

3. Administrative Procedures: The Lead Contractor shall 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:
- a. Preparation of schedules
 - b. Installation and removal of temporary facilities
 - c. Delivery and processing of submittals
 - d. Progress meetings
 - e. Project Closeout activities
4. Conservation: All prime contractors shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. The Contractor(s) shall salvage materials and equipment involved in performance of, but not actually incorporated in, the work. Refer to other sections for disposition of salvaged materials that are designated as System's property.

E. SUBMITTALS

1. Coordination Drawings: Prepare and submit coordination 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.
 - a. Show the interrelationship of components shown on separate shop drawings.
 - b. Indicate required installation sequences.
 - c. Comply with requirements contained in Section "Submittals."
 - d. Refer to Division-15 Section "Basic Mechanical Requirements," and Division-16 Section "Basic Electrical Requirements" for specific coordination drawing requirements for mechanical and electrical installations.
2. Staff Names: Within 15 days of notice to proceed, submit a list of the contractor's principal staff assignments, including the superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers.
 - a. Post copies of the list in the project meeting room, the temporary field office, and each temporary telephone.

II. PRODUCTS (not applicable)

III. EXECUTION

A. GENERAL INSTALLATION PROVISIONS

1. Inspection of Conditions: Require the installer of each major component to inspect both the substrate and conditions under which work is performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
2. 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 the contract documents.
3. Inspect materials or equipment immediately upon delivery and again prior to installation. Reject damaged and defective items.

4. Provide attachment and connection devices and methods necessary for securing work. Secure work true to line and level. Allow for expansion and building movement.
5. 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 Professional for final decision.
6. Recheck measurements and dimensions, before starting each installation.
7. Install each component during weather conditions and project status that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.
8. Coordinate temporary enclosures with required inspections and tests, to minimize the necessity of uncovering completed construction for that purpose.
9. 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 Professional for final decision.

B. CLEANING AND PROTECTION

1. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at substantial completion.
2. Clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

- C. LIMITING EXPOSURES: Each prime Contractor shall supervise its construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to the following:

Excessively high or low temperatures	Soiling, staining and corrosion
Thermal shock	Misalignment
Excessively high or low humidity	Excessive weathering
Water or ice	Unprotected storage
Heavy traffic	Improper shipping or handling
	Theft
	Vandalism