

**PART I GENERAL****1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.02 SUMMARY**

- A. This Section includes administrative and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:
  - 1. General project coordination procedures.
  - 2. Administrative and supervisory personnel.
  - 3. Cleaning and protection.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 1 Section "Project Meetings" for progress meetings, coordination meetings, and pre-installation conferences.
  - 2. Division 1 Section "Submittals" for preparing and submitting the Contractor's Construction Schedule.
  - 3. Division 1 Section "Materials and Equipment" for coordinating general installation.
  - 4. Division 1 Section "Contract Closeout" for coordinating contract closeout.

**1.03 COORDINATION**

- A. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair
  - 3. Make provisions to accommodate items scheduled for later installation.
- 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 attendance at meetings.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Installation and removal of temporary facilities.
  - 2. Delivery and processing of submittals.
  - 3. Progress meetings.
  - 4. Project closeout activities.

**1.04 SUBMITTALS**

- A. Staff Names: Within 15 days of Commencement of construction operations, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers.

**PART 2 PRODUCTS (NOT APPLICABLE)****PART 3 EXECUTION****3.01 3.1 GENERAL COORDINATION 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.

- B. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

### **3.02 3.2 CLEANING AND PROTECTION**

- A. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
- B. Clean and provide maintenance on completed construction frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.
- C. Limiting Exposures: Supervise construction operations to assure 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:
  - 1. Excessive static or dynamic loading.
  - 2. Excessively high or low temperatures.
  - 3. Thermal shock.
  - 4. Excessively high or low humidity.
  - 5. Air contamination or pollution.
  - 6. Water or ice.
  - 7. Chemicals.
  - 8. Light.
  - 9. Soiling, staining, and corrosion.
  - 10. Combustion.
  - 11. Electrical current.
  - 12. Improper lubrication.
  - 13. Unusual wear or other misuse.
  - 14. Contact between incompatible materials.
  - 15. Excessive weathering.
  - 16. Theft.
  - 17. Vandalism.

**END OF SECTION**