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USACE / NAVFAC / AFCEA / NASA UFGS-01 31 19.00 40 (April 2006)  
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Preparing Activity: NASA

UNIFIED FACILITIES GUIDE SPECIFICATIONS

Latest change not indicated by CHG tags

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SECTION 01 31 19.00 40

PROJECT MEETINGS

04/06

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NOTE: This specification covers the requirements  
for preconstruction and progress meetings.

Edit this guide specification for project specific  
requirements by adding, deleting, or revising text.  
For bracketed items, choose applicable items(s) or  
insert appropriate information.

Remove information and requirements not required in  
respective project, whether or not brackets are  
present.

Comments and suggestions on this guide specification  
are welcome and should be directed to the technical  
proponent of the specification. A listing of  
technical proponents, including their organization  
designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as  
a Criteria Change Request (CCR).

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### PART 1 GENERAL

#### 1.1 SUMMARY

The requirements of this Section apply to, and are a component part of,  
each section of the specifications.

#### 1.2 REFERENCES

Not Used

#### 1.3 SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions  
in Section 01 33 00 SUBMITTAL PROCEDURES and edit  
the following list to reflect only the submittals  
required for the project. Submittals should be kept  
to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

Choose the first bracketed item for Navy, Air Force and NASA projects, or choose the second bracketed item for Army projects.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are [for Contractor Quality Control approval.] [for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

#### SD-01 Preconstruction Submittals

A [Project Submittal Schedule](#) shall be submitted in accordance with paragraph entitled, "Project Meetings," of this section.

The Contractor shall submit a [Monthly Progress Report](#) at the first meeting of each month.

#### 1.4 PRECONSTRUCTION CONFERENCE

The Contractor shall attend a preconstruction conference scheduled by the Contracting Officer. Work shall not commence prior to the conference. [Subcontractor representatives shall attend.]

The Contractor shall address project orientation, personnel contact, safety issues, permits, deficiencies, and the location of the Contractor's office.

#### 1.5 PROJECT MEETINGS

The Contractor shall attend [weekly] [monthly] project meetings scheduled by the Government. [The Contractor's Superintendent shall attend scheduled project meetings.] [Subcontractor representatives shall attend.]

A [Monthly Progress Report](#) shall be submitted with the progress schedule, and shall address potential factors of delay, deficiencies, material

delivery schedules, submittals, and safety issues.

A [Project Submittal Schedule](#) shall be submitted showing full coordination with the project schedule. All products and tests under each submittal number shall be prioritized and linked to the progress schedule.

## PART 2 PRODUCTS

Not Used

## PART 3 EXECUTION

Not Used

-- End of Section --