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

Preparing Activity: NASA

UNIFIED FACILITIES GUIDE SPECIFICATIONS

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PROJECT MEETINGS
04/06

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).

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 SUBMITTALS

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.

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.

1.3 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.

1.4 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 --