

SCHEDULES AND REPORTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for schedules and reports required for performance of the work.
- B. Refer also to requirements in the Agreement between the Owner and the Contractor.
- C. Schedules required include:
 - 1. Preliminary Construction Schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Submittal Schedule.
 - 4. Unit Price Schedule.
 - 5. Schedule of Inspections and Tests.
- D. Reports required include:
 - 1. Daily Construction Reports.
 - 2. Material location reports.
 - 3. Field correction reports.
 - 4. Special reports.
- E. The Schedule of Values is included in Section 01019 - "Contract Modification Procedures"
- F. Project Meeting Notes are included in Section 01039 - "Coordination and Meetings"
- G. Inspection and Test Reports are included in Section 01410 - "Testing Laboratory Services"
- H. Product List is included in Section 01600 - "Material and Equipment"

1.2 PRELIMINARY CONSTRUCTION SCHEDULE

- A. Preliminary Network Diagram: Within the time allotted in the executed of the date established for "Commencement of the Work", submit a preliminary CPM schedule network diagram for the remainder of the Work with the preliminary diagram.
 - 1. Include each significant construction activity. Coordinate each activity in the network with other activities. Schedule each construction activity in proper sequence.
 - 2. Indicate completion of the Work in advance of the date established for Substantial Completion.
- B. Submittal Tabulation: With the submittal of the Preliminary Construction Schedule, include a tabulation by date of submittals required during the first ninety (90) days of construction. List those submittals required to maintain orderly progress of the Work, and those required early because of long lead time for manufacture or fabrication.
 - 1. At the Contractor's option, submittal dates may be shown on the schedule, in lieu of being tabulated separately.

1.3 CONSTRUCTION PROGRESS SCHEDULE

- A. Submit initial progress schedule in duplicate based on criteria required in Section 01010 Summary of Work - Work Sequence and Owner's Schedule within the time allotted in the executed agreement for Architect review.
1. Revise and resubmit as required.
 2. Submit revised schedules with each Application for Payment, identifying changes since previous version.
 3. Submit a horizontal bar chart with separate line for each major section of Work or operation identifying first work day of each week.
 4. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
 5. Indicate estimated percentage of completion for each item of Work at each submission.
 6. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and under Allowances.
- B. Phasing: Provide notations on the Schedule to show how the sequence of the Work is affected by the following:
1. Requirements for phased completion.
 2. Limitations of continued occupancies.
 3. Uninterruptible services.
 4. Partial occupancy prior to Substantial Completion.
 5. Site restrictions.

1.4 SUBMITTAL SCHEDULE

- A. Immediately after development and acceptance of the Contractor's Construction Schedule, prepare a complete Submittal Schedule. Submit the Schedule within the time allotted in the executed agreement of the date required for establishment of the Contractor's Schedule.
1. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values and the list of products specified in Section "Materials and Equipment" as well as the Contractor's Construction Schedule.
 2. Prepare the Schedule in chronological order; include submittals listed on the tabulation of submittals required during the first ninety (90) days of construction. Provide the following information on the Schedule:
 - a. Scheduled date for the first submittal.
 - b. Related Section number.
 - c. Submittal category.
 - d. Name of subcontractor.
 - e. Description of the part of the Work covered.
 - f. Scheduled date for resubmittal.
 - g. Scheduled date the Architect's final release or approval.
- B. Distribution: Following the Architect's response to initial submittal, print and distribute the Schedule to the Architect, Owner, separate Contractors, subcontractors, suppliers, fabricators, and other parties required to comply with submittal dates indicated.
1. Post copies in the Project Meeting Room and temporary field office.

2. When revisions are made, distribute the updated Schedule to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned part of the Work and are no longer involved in the performance of construction activities.
- C. Schedule Updating: Revise the Schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue the updated Schedule concurrently with report of each meeting.

1.5 UNIT PRICE SCHEDULE

- A. Within the time allotted in the executed agreement of the date established for commencement of the Work, prepare and submit a Schedule of Unit Prices as required. Methods of measurement and pricing are specified in these sections.
1. Refer to individual Specification Sections for portions of the Work where the establishment of unit prices required. Methods of measurement and pricing are specified in these sections.
- B. Prepare the Schedule in tabular form, including the following items:
1. Name of the part of the Work.
 2. Related Specification Section.
 3. Name of subcontractor assigned.
 4. Unit of measurement.
 5. Price per unit.
 - a. Indicate whether established add-prices are different from deduct prices.
- C. Distribution: Distribute to the Owner, Architect, and each party involved in performance of the portion of the Work, where established unit prices could come into force and effect.

1.6 SCHEDULE OF INSPECTIONS AND TESTS

- A. Prepare a schedule of inspections, test and similar services required by the Contract Documents. Submit the schedule within thirty (30) days of the date established for commencement of the Work.
- B. Form: The Schedule shall be in tabular form and shall include but not be limited to the following data:
1. Specification Section number.
 2. Description of applicable standards.
 3. Identification of applicable standards.
 4. Identification of test methods.
 5. Number of test methods.
 6. Time schedule or time span for tests.
 7. Entity responsible for performing tests.
 8. Requirements for taking Samples.
 9. Unique characteristics of each service.
- C. Distribution: Distribute the Schedule to the Owner, Architect, and each party involved in performance of portions of the Work, where inspections and tests are required.

1.7 REPORTS

- A. Daily Construction Reports: Prepare daily construction reports, recording the following information concerning events at the site; and submit duplicate copies to the Architect at weekly intervals, plus one copy to the Owner.
1. List of subcontractors at the site.
 2. List of separate contractors at the site.
 3. Approximate count of personnel at the site.
 4. High and low temperatures, general weather conditions.
 5. Accidents (refer to accident reports).
 6. Meetings and significant decisions.
 7. Unusual events (refer to special reports).
 8. Stoppages, delays, shortages, losses.
 9. Meter readings and similar recordings.
 10. Emergency procedures.
 11. Orders and requests of governing authorities.
 12. Change Orders received, implemented.
 13. Services connected, disconnected.
 14. Equipment or system tests and start-ups.
 15. Partial Completions, occupancies.
 16. Substantial Completions authorized.
- B. Material Location Reports: At weekly intervals prepare a comprehensive list of materials delivered to and stored at the site. The list shall be cumulative, showing materials previously reported plus items recently delivered. Include with the list a statement of progress on and delivery dates for all materials or items of equipment being fabricated or stored away from the building site. Submit copies of the list to the Architect at weekly intervals, plus one copy to the Owner.
- C. Field Correction Report: When the need to take corrective action that requires a departure from the Contract Documents arises, prepare a detailed report including a statement describing the problem and recommended changes. Indicate reasons the Contract Documents cannot be followed. Submit a copy to the Architect and to the Owner immediately.

1.8 SPECIAL REPORTS

- A. General: Submit special reports directly to the Owner within one (1) day of an occurrence. Submit a copy to the Architect and other parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at the site, prepare and submit a special report. List the chain of events, persons participating, response by the Contractor's personnel, an evaluation of the results or effects and similar pertinent information. Advise the Owner in advance when such events are known or predictable.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION