

PROJECT COORDINATION

SECTION 01041

1.01 DESCRIPTION

- A. **Scope:** To set forth procedures, conditions and responsibility for coordination of the total project.
- B. **Project Coordinator:** The General Contractor will designate one (1) individual as Project Coordinator or Superintendent, as referred to in the General Conditions. Prior to beginning the Work, the name and qualifications will be submitted, in writing, to the Professional. Upon the approval of the Professional and the Owner, the Project Coordinator will remain until the Project is completed and cannot be removed during construction without the written consent of the Owner and the Professional.

1.02 DUTIES OF PROJECT COORDINATOR

- A. **General:**
 - 1. **Coordination:** Coordinate the work of all Subcontractors and Material Suppliers.
 - 2. **Supervision:** Supervise the activities of every phase of work taking place on the Project.
 - 3. **Mechanical/Electrical:** Take special care to coordinate and supervise the work of the plumbing, heating and cooling and electrical Subcontractors.
 - 4. **Communication:** Establish lines of authority and communication at the job site.
 - 5. **Location:** The Project Coordinator must be present on the job all of the time.
 - 6. **Permits:** Assist in obtaining building and special permits required for construction.
- B. **Interpretations of Contract Documents:**
 - 1. **Consultation:** Consult with Architects and Engineers to obtain interpretations.
 - 2. **Assistance:** Assist in resolution of any questions.
 - 3. **Transmission:** Transmit written interpretations to concerned parties.
- C. **Cessation of Work:** Stop all work not in accordance with the requirements of the Contract Documents.
- D. **Division One:** Coordinate and assist in the preparation of all requirements of Division One and specifically as follows:
 - 1. **Cutting and Patching:** Supervise and control all cutting and patching of other trades' work.
 - 2. **Project Meetings:** Schedule and preside at all project meetings.
 - 3. **Construction Schedules:** Prepare and submit all construction schedules; supervise work to monitor compliance with schedules.
 - 4. **Shop Drawings, Product Data and Samples:** Administer the processing of all submittals required by the Project Manual.
 - 5. **Schedule of Values:** Assist in preparation and be knowledgeable of each entry in the Schedule of Values.
 - 6. **Testing:** Coordinate all required testing.
 - 7. **Temporary Facilities and Controls:** Allocate, maintain and monitor all temporary facilities.
 - 8. **Substitutions and Product Options:** Administer the processing of all substitutions.
 - 9. **Project Closeout:** Conduct final inspections and assist in collection and preparation of closeout documents.
 - 10. **Cleaning:** Direct and execute a continuing cleaning program throughout construction, requiring each trade to dispose their own debris.
 - 11. **Project Record Documents:** Maintain up-to-date project record documents.
 - 12. **Safety Measures:** Plan and enforce all safety requirements.
- E. **Changes:** Recommend and assist in the preparation of requests to the Professional for any changes in the Contract.
- F. **Application for Payment:** Assist in the preparation and be knowledgeable of each entry in the Application and Certificate for Payment.

1.03 **SUBCONTRACTOR'S DUTIES**

- A. **General:** The Subcontractor is responsible for coordinating and supervising employees in the work to be accomplished under their part of the Contract.
- B. **Schedules:** Conduct work to assure compliance with construction schedules.
- C. **Suppliers:** Transmit all instructions to Material Suppliers.
- D. **Cooperation:** Cooperate with the Project Coordinator and other Subcontractors.

1.04 **OWNER-PURCHASED PRODUCTS**

- A. **General:** Cooperate, accept delivery, arrange storage and protect Owner-purchased products until installation, or final acceptance.