

**SECTION 010410 – PROJECT COORDINATION**

**PART 1 – GENERAL**

**1.01 REQUIREMENTS INCLUDED**

- A. This section specifies minimum administrative and supervisory requirements necessary for coordination on the project to be collectively fulfilled by Contractor.
- B. Where applicable, each contractor performing work on the project shall participate in these coordination requirements, even though certain areas of responsibility are assigned to a specific contractor.
- C. Progress Meetings, Coordination Meetings and Pre-Installation Conferences are included in Section 012000 – PROJECT MEETINGS.
- D. Requirements for Contractor's Construction Schedule are included in Section 01310 – CONSTRUCTION SCHEDULES.

**1.02 RELATED REQUIREMENTS**

- A. Drawings and general provisions of Contract, including General and Special Conditions.
- B. Section 008400 – MILESTONE SCHEDULE FOR CONSTRUCTION.
- C. Section 010100 – SCOPE OF WORK.
- D. Section 012000 – PROJECT MEETINGS.
- E. Section 013100 – CONSTRUCTION SCHEDULES.
- F. Section 013400 – SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.

**1.03 COORDINATION**

- A. Contractor shall coordinate its construction activities with the Construction Manager to assure efficient and orderly installation of each part of the Work. Contractor shall coordinate its operations with operations included under different sections of the specifications that are dependent upon each other for proper installation, connection and operation.
  - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
  - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later

installation.

4. Where necessary, prepare a memoranda for distribution to each entity involved outlining special procedures required for coordination. Include such items as required notices, reports and attendance at meetings.
  5. Prepare similar memoranda for the Construction Manager and separate contractors where coordination of their Work is required.
  6. Coordination requirements also apply to changes in the work resulting from field directives, change orders, etc.
- B. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water and materials.
- C. Each contractor performing work on the project shall refer to the project construction schedule for information regarding the overall sequence of Work.

#### 1.04 SUBMITTALS

- A. Staff Names: Within ten (10) days after receipt of Notice of Intent to Proceed, submit a list of Contractor's principal staff assignments, including the Superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities, list their addresses and telephone numbers to the Construction Manager. Contractor's Superintendent shall be responsible for supervision of Work only and shall not participate in the performance of the Work.
- B. Post copies of the list in the Project meeting room, Contractor's temporary field office, and at each temporary telephone.
- C. It shall be the requirement of Contractor to identify any changes in such staff submissions, assignments, addresses and telephone numbers within ten (10) days of said change by providing a copy of same to the Construction Manager and to post such changes in the specified locations.

#### PART 2 – PRODUCTS

##### 2.01 Coordination Drawings

- A. The Mechanical / Plumbing contractor shall prepare  $\frac{1}{4}'' = 1'-0''$  base drawings for coordination purposes. Drawings will include plans with visible existing structure (accuracy of structural sizes and locations to be reviewed and field verified by all contractors) and all mechanical work with elevation information to locate all ductwork, VAV's, hangers and other equipment that is part of their work. The Mechanical / Plumbing contractor will provide the drawings in AutoCad 2000 compatible format to all other related contractors for use in preparation of coordination drawings of their work.
- B. Each related contractor shall prepare coordination drawings locating their work including (but not limited to) piping, conduit, sprinkler head locations, ceilings,

structure and lighting. Each related contractor shall also document the following existing information as applicable and where these items are to remain:

1. Plumbing: Plumbing equipment including water, sanitary, gas and storm piping.
  2. Mechanical: Mechanical equipment including ductwork and piping.
  3. Electrical: Electrical equipment including conduit, wiring and junction boxes.
  4. Fire Alarm: Fire Alarm equipment including conduit, wiring and junction boxes.
  5. Fire Protection: Fire protection equipment, piping, sprinkler heads and hangers.
- C. Location of equipment and structure is approximate. Final locations of new equipment shall be field verified and coordinated in the field at the time of installation.
- D. Each related contractor shall submit their coordination files in AutoCad 2000 compatible format to the Mechanical / Plumbing contractor for inclusion in master coordination drawings.
1. Each related contractor can obtain electronic copies of drawings in AutoCad 2000 format from the Architect. See Specification Section 017200 – PROJECT RECORD DOCUMENTS for information regarding obtaining electronic copies of drawings.
- E. It is the Mechanical / Plumbing contractor's responsibility to compile and distribute master coordination drawings to each related contractor, Contractor, Construction Manager, Architect and Engineer for preliminary review during coordination meeting.
- F. Finalized coordination drawings will be submitted by the Mechanical / Plumbing contractor as dictated by submittal requirements.
- G. If any contractor performing work on the project fails to properly complete their responsibilities concerning coordination drawings it may result in reinstallation of previously installed work at no additional cost to the Owner.

PART 3 – EXECUTION (Not Applicable)

**END OF SECTION 010410**