

SECTION 01311 - SCHEDULES AND REPORTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for schedules and reports required for proper performance of the Work, including:
 - 1. Preliminary construction schedule.
 - 2. Contractor's construction schedule.
 - 3. Submittal schedule.
 - 4. Schedule of inspections and tests.
 - 5. Unit-price schedule.
 - 6. Daily construction reports.
 - 7. Material location reports.
 - 8. Field correction reports.
 - 9. Special reports.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Applications for Payment" specifies requirements for submittal of the Schedule of Values.
 - 2. Division 1 Section "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.
 - 3. Division 1 Section "Quality Control" specifies requirements for submittal of inspection and test reports.
 - 4. Division 1 Section "Materials and Equipment" specifies requirements for submittal of the list of products.

1.3 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of schedules and reports with performance of other construction activities.
- B. Coordination: Each prime contractor shall closely coordinate scheduling and reporting with scheduling and reporting of other prime contractors.

1.4 PRELIMINARY CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit a preliminary horizontal bar-chart-type construction schedule within 7 days of the date established for commencement of the Work.
- B. Bar-Chart Schedule: The Contractor for General Construction shall submit a preliminary horizontal bar-chart-type construction schedule, with a copy to each prime contractor, within 7 days of the date

established for commencement of the Work. Within 5 working days of this submittal, the other prime contractors shall submit a matching preliminary horizontal bar-chart schedule showing construction operations sequenced and coordinated with general construction.

1. Provide a separate time bar for each significant construction activity. Coordinate each element on the schedule with other construction activities. Schedule each construction activity in proper sequence. Provide a continuous vertical line to identify the first working day of each week.
 2. Indicate completion of the Work in advance of the date established for Substantial Completion.
 3. If adjustments are necessary for sequencing and coordination of the Work, the Contractor for General Construction shall arrange a meeting with other prime contractors at the earliest possible date. At this meeting prime contractors shall negotiate reasonable adjustments to their schedules.
- C. Submittal Tabulation: With the submittal of the Preliminary Construction Schedule, include a tabulation by date of submittals required during the first 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, show submittals on the schedule, instead of tabulating them separately.

1.5 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Prepare a comprehensive, fully developed, horizontal bar-chart-type, contractor's construction schedule. Base the schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of the Project.
- B. Bar-Chart Schedule: The Contractor for General Construction shall secure time commitments for performing critical construction activities from other prime contractors. The Contractor for General Construction shall prepare a combined construction schedule for the entire Project. The schedule shall be a comprehensive, multisheet, integrated, fully developed, horizontal bar-chart-type schedule. The schedule shall be based on the Preliminary Construction Schedule and shall reflect updating and feedback received since the start of the Project.
1. Submit the schedule within 60 days of the date established for commencement of the Work.
 2. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week.
 - a. If practical, use the same breakdown of units of the Work as indicated in the Schedule of Values.
 3. Within each time bar, indicate estimated completion percentage in 10 percent increments. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion percentage.
 4. For significant construction activities that require 3 months or longer to complete, indicate an estimated completion percentage in 10 percent increments within the time bar. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion percentage.
 5. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
 - a. Show the activities of each prime contract on a separate sheet.
 - b. Prepare a simplified summary sheet indicating the combined construction activities of the prime Contracts.
 6. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on schedule with other construction activities. Include minor elements

- involved in the overall sequence of the Work. Show each activity in proper sequence. Indicate graphically the sequences necessary for completion of related portions of the Work.
7. Coordinate the Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other required schedules and reports.
 8. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's administrative procedures necessary for certification of Substantial Completion.
- C. 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. Work by separate contractors.
 3. Work by the Owner.
 4. Preurchased materials.
 5. Coordination with existing construction.
 6. Limitations of continued occupancies.
 7. Uninterruptible services.
 8. Partial occupancy prior to Substantial Completion.
 9. Site restrictions.
 10. Provisions for future construction.
 11. Seasonal variations.
 12. Environmental control.
- D. Work Stages: Use crosshatched bars to indicate important stages of construction for each major portion of the Work. Such stages include, but are not necessarily limited to, the following:
1. Subcontract awards.
 2. Submittals.
 3. Purchases.
 4. Mockups.
 5. Fabrication.
 6. Sample testing.
 7. Deliveries.
 8. Installation.
 9. Testing.
 10. Adjusting.
 11. Curing.
 12. Startup and placement into final use and operation.
- E. Area Separations: Provide a separate time bar to identify each major area of construction for each major portion of the Work. For the purposes of this Article, a "major area" is a story of construction, a separate building, or a similar significant construction element.
1. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Structural Completion.
 - b. Permanent space enclosure.
 - c. Completion of mechanical installation.
 - d. Completion of the electrical portion of the Work.
 - e. Substantial Completion.

- F. Cost Correlation: At the head of the schedule, provide a cost correlation line, indicating planned and actual costs. On the line, show dollar volume of Work performed as of the dates used for preparation of payment requests.
 - 1. Refer to Division 1 Section "Applications for Payment" for cost reporting and payment procedures.
- G. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.
 - 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- H. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.6 SUBMITTAL SCHEDULE

- A. After development and acceptance of the Contractor's Construction Schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for submittal of the Contractor's Construction Schedule.
 - 1. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values and the list of products as well as the Contractor's Construction Schedule.
- B. Prepare the schedule in chronological order. Provide the following information:
 - 1. Scheduled date for the first submittal.
 - 2. Related Section number.
 - 3. Submittal category.
 - 4. Name of the subcontractor.
 - 5. Description of the part of the Work covered.
 - 6. Scheduled date for resubmittal.
 - 7. Scheduled date for the Architect's final release or approval.
- C. Distribution: Following the Architect's response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, 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 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 construction activities.
- D. Schedule Updating: Revise the schedule after each meeting or other activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.7 SCHEDULE OF INSPECTIONS AND TESTS

- A. Prepare a schedule of inspections, tests, and similar services required by the Contract Documents. Submit the schedule within 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:
1. Specification Section number.
 2. Description of the test.
 3. Identification of applicable standards.
 4. Identification of test methods.
 5. Number of tests required.
 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.

1.8 UNIT-PRICE SCHEDULE

- A. Within 15 days of the date established for commencement of the Work, prepare and submit a unit-price schedule established in the Agreement.
1. Refer to Division 1 Section "Unit Prices" for a listing of categories of Work where unit prices are required.
 2. Refer to individual Specification Sections for portions of the Work that require establishment of unit prices. Methods of measurement and pricing are specified.
- 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 schedule to the Owner, Architect, and each party involved in performance Work where established unit prices could come into force and effect.

1.9 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at the site. Submit duplicate copies to the Architect at weekly intervals:
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.
 6. Meetings and significant decisions.
 7. Unusual events (refer to special reports).
 8. Stoppages, delays, shortages, and 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 startups.
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 materials or items of equipment fabricated or stored away from the site. Submit copies of the list to the Architect at weekly intervals.
- C. Field Correction Reports: When the need to take corrective action that requires a departure from the Contract Documents arises, prepare a detailed report. Include a statement describing the problem and recommended changes. Indicate reasons the Contract Documents cannot be followed. Submit a copy to the Architect immediately.

1.10 SPECIAL REPORTS

- A. General: Submit special reports directly to the Owner within one 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 Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01311