1. **GENERAL**
	1. **Construction Start-Up Meeting**
		1. As soon as possible following the acceptance of the Contractor's Tender, a first meeting will be set up in order to review the project requirements with all concerned and to turn over the site to the Contractor. The following are required to attend the first meeting as appropriate for the size, location and type of project:
			1. BCIT Project Manager (Chair).
			2. BCIT Senior Project Coordinator.
			3. Prime Consultant and Sub-Consultants.
			4. Contractor and major Sub-Trades.
			5. BCIT Safety & Security Emergency Management (SSEM).
			6. BCIT Grounds and Transportation (Parking).
			7. BCIT IT Services representative (if/as required).
			8. BCIT AV Services representative (if/as required).
			9. BCIT Facilities representative (if/as required).
			10. Hazardous Materials Consultant (if/as required).
			11. User’s representative (if/as required).
		2. At the end of the first meeting the Project Manager may turn over the chair of the meeting to the Consultant who will:
		3. Review the Project.
		4. Review the Schedule of Work.
		5. Take and distribute Minutes.
		6. Establish date and time of the next meeting.
	2. **Regular Site Meetings and Site Reviews**
		1. The Contractor will schedule and administer project meetings throughout progress of the Work. Frequency, location and date of the first of the regular site meeting is to be established at the first meeting. The Contractor will be responsible for generating agenda, as well as taking and distributing minutes of site meetings.
		2. The Consultants are required to make regular site reviews, and distribute their site reviews for follow-up action to the project team.
	3. **Coordination of Work**
		1. Refer to the General Conditions and the Supplementary Conditions of the construction contract.
		2. Refer to Section 01 11 00 Summary of Work.
		3. Work by Owner and Work by Other Contractors:
			1. For all work not included in Contract, but which is part of the overall Project and which will be carried out by Other Contractors under Separate Contracts or Owner's own forces.
			2. **The Contractor** is responsible for:
				1. Completing BCIT Contractor Safety Orientation.
				2. Reviewing and signing off on BCIT safety program information during mobilization stage:

Information to Contractors.

SSEM Prejob Safety Checklist.

SSEM Contractor Sign Off.

Any additional sign off forms active at the time of the Work.

* + - * 1. Applying for access and shut down requests when required, and adhering to the allotted minimum business days’ notice requirements for each type of request. Failure to observe minimum time requirements is not considered an emergency by BCIT and SSEM staff. Refer to <https://www.bcit.ca/safety-security/forms-documents/>

SSEM Access Request.

SSEM Life Safety Shutdown Request.

SSEM Roof Access Request.

SSEM Confined Space Entry Permit Request.

SSEM High Voltage Vaults Request.

SSEM Utility Shutdown Request.

* + - * 1. Obtaining and reviewing information required for the Work and provided by Other Contractors and by the Owner. Prior to proceeding with the Contractor’s related work, Contractor shall confirm proper interface and coordination of all work.
				2. Reviewing shop drawings, product data, samples, and other submittals, and notifying Project Manager and Consultant of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents.
				3. Providing site and task specific health and safety plan.
				4. Conducting job site safety inspections, to be carried at the beginning of a project and a minimum of every 2 weeks following project start.
				5. Scheduling.
				6. Setting out.
				7. Coordination, including all service requirements.
				8. Providing and connecting all services forming part of the Work, including related scanning, cutting, drilling, coring, and doing all necessary patching and making good.
				9. Disconnecting and/or capping off existing services for existing equipment to be relocated by Other Contractors or Owner, including all necessary patching and making good. Coordinating with applicable agencies for Services Shutdown or Connection Procedures including but not limited to: City of Burnaby, Greater Vancouver Water District, Terasen Gas, BC Hydro, Bell Canada, and Owner personnel. Obtain and pay for all necessary permits.
				10. Providing suitable storage for other contractors' pre-delivered products and equipment when available on site and/or building.
				11. Security.
				12. Damage caused by the Contractor.
				13. Arranging installation inspections required by public authorities.
			1. **The Owner** is responsible for:
				1. Providing information required of Other Contractors for the Work.
				2. Ensuring the timing of information and the work of Other Contractors and Owner's own forces conforms to the agreed construction schedule.
				3. Testing and placing in operation.
	1. **Owner Supplied Products**
		1. For all products not included in Contract (NIC or similar designation), but which are part of the overall Project and which will be supplied by the Owner.
			1. **The Contractor**, in addition to the same responsibilities described above for Contractor work, is responsible for:
				1. Obtaining and the review of information required for the Work and provided by product manufacturers.
				2. Move to location, and install required anchors; similarly, for existing equipment to be relocated by the Contractor. Work to manufacturers' recommendations.
			2. **The Owner (BCIT)**, in addition to the same responsibilities described above, is responsible for:
				1. Arranging for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Consultant and Contractor.
				2. Ensuring the timing of information and the delivery of N.I.C. products conforms to the agreed construction schedule.
				3. Delivering supplier's bill of materials to Contractor.
				4. Arranging and paying for delivery FOB site in accordance with Progress Schedule.
				5. Inspecting deliveries jointly with Contractor.
				6. Submitting claims for transportation damage.
				7. Arranging for replacement of damaged, defective or missing items, and determining responsibility for costs.
				8. For NIC products installed by the Owner: unload, store, uncrate, and move into location, and supply and install required anchors to adequately support weight, resist vibration, and provide lateral and seismic restraint.
				9. For NIC products installed by the Contractor: supply all required anchors to adequately support weight, resist vibration, and supply lateral and seismic restraints.
				10. The design and installation review of lateral and seismic restraints noted above shall be by a Professional Engineer Registered in British Columbia.
				11. Arranging for manufacturer's field representatives to clarify installation and carry out placing in service and testing, when required by the particular product and equipment.
				12. Testing and placing in operation all NIC products. Additional requirements or conditions related to Owner-supplied products.
				13. Other: to be issued if/as applicable.

\*\*\* END OF **PROJECT MANAGEMENT and COORDINATION** SECTION \*\*\*