1. **GENERAL**
   1. **Section Includes:**
      1. Schedules.
      2. Construction Progress Scheduling.
      3. Critical Path Scheduling.
      4. Two (2) Week “Look Ahead” Schedules.
      5. Progress photographs and video.
      6. Submittals Schedule.
      7. Scheduling of Work.
   2. **Related Sections:**
      1. Section 01 33 00 Submittal Procedures.
      2. Section 01 78 39 Project Record Documents.
      3. This section describes requirements applicable to all Sections within Divisions 01 to 33.
   3. **Schedules**
      1. The following schedules will be required to be submitted as applicable:
         1. Shop Drawings and Product Data.
         2. Samples.
         3. Owner-furnished Products (when required on site).
         4. Product Delivery, including identification of long-lead items.
         5. Cash Allowance Schedule for:
            1. Acquiring Products only.
            2. Acquiring Products and Installation
            3. Installation only.
         6. Shutdown or closure activity.
      2. Schedule Format:
         1. Prepare schedule in form of an MS PROJECT horizontal Gantt bar chart.
         2. Provide a separate bar for each major item of work, subcontract or operation.
         3. Split horizontally for projected and actual performance.
         4. Provide horizontal time scale identifying first or last Working Day of each week.
         5. Format for listings (Work Breakdown Structure): Table of Contents of the Project Manual or chronological order of start of each item of work.
         6. Identification of listings: By MasterFormat specification Section numbers, specification subjects or systems description.
      3. Schedule Submission:
         1. Submit initial format of schedules within [5 or 10 or 15] working days after award of Contract.
         2. Submit schedules in electronic format and forward through e‑mail or digital downloads \*.pdf, \*.gif, \*.tif, or\*.bmp files.
         3. Consultant will review schedule and return review copy within 10 days after receipt.
         4. Resubmit finalized schedule within seven (7) working days after return of review copy.
         5. Submit revised progress schedule with each application for payment, including two week look ahead schedule.
         6. Distribute copies of revised schedule to:
            1. Job site office.
            2. Subcontractors.
            3. Other concerned parties.
         7. Instruct recipients to report to Contractor within 10 days, any problems anticipated by timetable shown in schedule.
   4. **Construction Progress Scheduling**
      1. Submit initial schedule within 15 days after award of Contract.
      2. Revise and resubmit as required.
      3. Submit revised Work Progress Schedules with each Application for Payment, identifying changes since previous version.
      4. Submit a computer generated chart with separate line for each section of Work, identifying first work day of each week.
      5. 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.
      6. Indicate estimated percentage of completion for each item of Work at each submission.
      7. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and required by Allowances.
      8. Include dates for commencement and completion of each major element of construction as follows on a project-by-project basis:
         1. Site Clearing.
         2. Site Utilities.
         3. Foundation Work.
         4. Structural Framing.
         5. Electrical and Mechanical Rough-Ins.
         6. Special Subcontractor Work.
         7. Wall Boarding Installation.
         8. Equipment Installations.
         9. Finishes.
         10. [\_\_\_\_\_\_].
      9. Indicate projected percentage of completion of each item as of first day of month.
      10. Indicate progress of each activity to date of submission schedule.
      11. Indicate changes occurring since previous submission of schedule:
          1. Major changes in scope.
          2. Activities modified since previous submission.
          3. Revised projections of progress and completion.
          4. Other identifiable changes.
      12. Provide a narrative report to define:
          1. Problem areas, anticipated delays, and impact on schedule.
          2. Corrective action recommended and its effect.
          3. Effect of changes on schedules of other prime contractors.
   5. **Critical Path Scheduling**
      1. Include complete sequence of construction activities.
      2. Include dates for commencement and completion of each major element of construction:
         1. Site Clearing.
         2. Site Utilities.
         3. Foundation Work.
         4. Structural Framing.
         5. Electrical and Mechanical Rough-Ins.
         6. Special Subcontractor Work.
         7. Wallboard Installation.
         8. Equipment Installations.
         9. Finishes.
         10. [\_\_\_\_\_\_].
      3. Show projected percentage of completion of each item as of first day of month.
      4. Indicate progress of each activity to date of submission schedule.
      5. Show changes occurring since previous submission of schedule:
         1. Major changes in scope.
         2. Activities modified since previous submission.
         3. Revised projections of progress and completion.
         4. Other identifiable changes.
      6. Provide a narrative report to define:
         1. Problem areas, anticipated delays, and impact on schedule.
         2. Corrective action recommended and its effect.
         3. Effect of changes on schedules of other prime contractors.
   6. **Progress Photographs**
      1. Digital Photography:
         1. Completed by Consultants or others.
   7. **Progress Video**
      1. Completed by Consultant or others.
   8. **Submittals Schedule**
      1. Include schedule for submitting shop drawings, product data, samples, [\_\_\_\_\_].
      2. Indicate dates for submitting, review time, resubmission time, and last date for meeting fabrication schedule.
      3. Include dates when [submittals] [delivery] will be required for Owner‑furnished products.
      4. Include dates when reviewed submittals will be required from Consultant.
2. **SCHEDULING OF WORK**
   1. **Commencement of Work**
      1. Before actual work commences, the Contractor is to liaise with BCIT and/or consultant as to the sequence and order of the work.
      2. Notify and co-ordinate the assigned Project Liaison when work is to commence.
   2. **Sequence of the Work**
      1. Phases of the Work must be complete by various milestone dates. The Contractor shall allow the Owner to take possession of finished portions of the Project as they are completed.
      2. Occupied Building—as balance of building remains occupied during full construction duration all existing exit and life safety systems including Fire Alarm System verification; electrical and communications systems; heating and ventilating systems and plumbing must remain fully operational.
      3. All exit and life safety systems including Fire Alarm System verification; electrical and communications systems; heating and ventilating systems and plumbing must be fully operational. New Fire Safety Plan must be submitted and accepted. All architectural finishes, millwork, door frames and hardware must be complete and operational. Final City of Burnaby Occupancy Inspection Certificates for the Work MUST be issued.
      4. Minor deficiency rework may continue beyond the substantial performance date subject to limitations on working hours and production of noise or disturbance.

\*\*\* END OF **CONSTRUCTION PROGRESS SCHEDULE** SECTION \*\*\*