SPEC NOTE: Use this section, editing to reflect specific Project, to specify timetables and documentation procedures related to connecting to existing services as well as for special scheduling requirements for a Project. For photographs for documentation of sustainability, you should also specify 01 33 29.

Coordinate with other Division 01 sections.

# General

## SECTION INCLUDES

### Schedules, form, content, submission.

### Critical path scheduling.

SPEC NOTE: Not all Projects will require video. Confirm with Project Manager.

### Progress [photographs] [videos].

### Submittals schedule.

## RELATED SECTIONS

### Section 01 31 00 – Project Management and Coordination.

### Section 01 33 00 - Submittal Procedures.

### [Section 01 33 29 - Sustainable Design Reporting.]

### Section 01 78 39 Project Record Documents.

### This section describes requirements applicable to all Sections within Divisions 01 to 33.

## DEFINITIONS

### Schedule: Schedules can refer to timetables of activities, Scheduling in project management is the listing of activities, deliverables, and milestones within a project. A schedule also usually includes the planned start and finish date, duration, and resources assigned to each activity. Effective project scheduling is a critical component of successful time management.

## SCHEDULE SUBMISSIONS - GENERAL

SPEC NOTE: Edit or supplement the following listing as appropriate.

### Submit schedules as follows:

#### Construction Progress Schedule.

#### Submittal Schedule for Shop Drawings and Product Data.

#### Submittal Schedule for Samples.

#### Submittal Schedule for timeliness of Owner-Supplied Products.

#### Product Delivery Schedule.

#### Cash Allowance Schedule for acquiring Products only or Products and Installation, or Installation only.

#### Shutdown or closure activity.

### Schedule Submission

#### Submit initial format of schedules prior to first application for payment.

#### Submit schedules in electronic format, forward through e mail or through project web site as\*.pdf, \*.gif, \*.tif, or\*.bmp files.

#### Consultant will review schedule and return review copy within [\_\_][10]days after receipt.

#### Resubmit finalized schedule within [\_\_][5] days after return of review copy.

#### Submit revised progress schedule with each application for payment.

#### Distribute copies of revised schedule to:

##### Job site office.

##### Subcontractors.

##### Other concerned parties.

#### Instruct recipients to report to Contractor within 10 days, any problems anticipated by timetable shown in schedule.

## CONSTRUCTION SCHEDULE

### Submit a construction schedule covering the full scope of the contract to the UBC Project Manager in accordance with the Agreement including Supplemental Conditions. The construction schedule will include any special schedule requirements established by the Consultant and incorporated in the Instructions to Tenderers and the Tender Form. Prepare the schedule as follows:

#### After award of contract and before commencement of the Work, a first project meeting will be held with the UBC Project Manager, Consultant, Contractor, and Subcontractors in attendance. Prepare a preliminary and proposed sequence of construction and construction schedule, for presentation at this meeting. Timing of service interruptions, phases and sequence of the Work, etc., and any clarifications with respect to scheduling will be brought forward and discussed at this time.

#### Following this meeting, submit construction schedule, to include required staging and sequencing of the Work and also detailed scheduling for mechanical, plumbing and electrical work, etc., to the UBC Project Manager for final acceptance. Include any instructions resulting from first project meeting into the construction schedule.

#### In order to improve the work schedule or eliminate unforeseen problems, modifications to the construction schedule may be suggested by the UBC Project Manager, Consultant or the Contractor during the contract and such modifications may be implemented by mutual agreement. Schedules must be updated and reissued monthly to reflect the agreed changes.

#### Submit monthly project schedule updates, both in hard copy and electronic form. Electronic format to be Microsoft Project. Detail task start, duration, and completion dates, and percent complete of each task. Highlight critical tasks, task linkages, and order/delivery dates for major equipment components. An up-to-date construction schedule, submitted both in print and electronically, is required with all progress claims.

### Format.

SPEC NOTE: Select one of the following paragraphs to identify the type and format of schedule required.

#### Prepare timetable, in form of a horizontal [computer generated] [horizontal bar][GANTT] bar chart.

#### Provide a separate bar for each [major item] [section of Work].

#### Split horizontally for projected and actual performance.

#### Provide horizontal time scale identifying first ‘Working Day’ of each week.

#### Format for listings chronological order of start of each item of work.

#### Identification of listings: By Specification section numbers, specification subjects, and systems description.

### Revise and resubmit monthly.

### Submit revised timetable with each Application for Payment, identifying changes since previous version.

### Include complete sequence of construction activities.

### 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.

### Indicate estimated percentage of completion for each item of Work at each submission.

### Indicate submittal dates required for shop drawings, product data, samples, mock-ups, and product delivery dates, including those furnished by Owner and required by Allowances.

#### Note that more detailed submittals plan is required below. Coordinate with that schedule.

SPEC NOTE: Expand (or contract) the next paragraph with subjects appropriate to scheduling in this contract. Edit the following subparagraphs as required.

### Include dates for commencement and completion of each major element of construction example as follows. Including other major items as determined and agreed by the Contractor, Consultant and Owner. Major items may include but are not limited to:

#### Selective Demolition.

#### Site clearing.

#### Site utilities.

#### Foundation Work.

#### Concrete Slab Repair.

#### Concrete Work.

#### Structural framing.

#### Special Subcontractor Work.

#### Doors and Frames.

#### Sheathing.

#### Building Envelope including water diversion.

#### Equipment and Service Installations.

#### Finishes.

#### Clean Up.

### Indicate projected percentage of completion of each item as of first calendar day of month.

### Indicate progress of each activity to date of submission schedule.

### Indicate changes occurring since previous submission of schedule:

#### Major changes in scope.

#### Activities modified since previous submission.

#### Revised projections of progress and completion.

#### Other identifiable changes.

### Provide a narrative report to define:

#### Problem areas, anticipated delays, and impact on schedule.

#### Corrective action recommended and its effect.

#### Effect of changes on schedules of other prime contractors.

## SUBMITTALS SCHEDULE

### Plan Format.

#### Prepare plan, in method similar to Construction Progress Plan.

#### Provide a separate bar for each major item of work.

#### Format for listings Chronological order of start of each item of work.

#### Identification of listings: By specification Section numbers, specification subjects, and systems description.

### Include dates for submissions of each item as specified in both Division 01 General Requirements and the Technical Sections (Divisions 02-49).

### Submittals include, but are not limited to:

#### Schedules, timetables, plans, etc.

#### Timelines for Owner Furnished Products.

#### Product Delivery plan.

#### Closeout Submittals including:

##### Operations and Maintenance Manuals.

##### Maintenance Data.

##### Maintenance Materials.

##### Final Survey.

#### Samples.

#### Product Data.

#### Shop Drawings.

#### Test Reports.

#### Certifications and Qualifications Statements.

#### Field Reviews.

#### Letters of Assurance.

### Include dates and approximate size of submittals on plans to avoid multiple review packages being due at once. Any revisions to the accepted submittals plan are to be reviewed and accepted by Consultant. Multiple concurrent submittal reviews or large submittal reviews demanding above normal review times are to be avoided.

### Include dates for anticipated mock-ups. Delay claims will not be entertained if mock-ups are not scheduled and reviewed (as well as being re-done if mock-up is not satisfactory) well in advance of anticipated construction.

### Prepare and update plan for submitting Shop Drawings, product data, samples, and plans and other requested submittals.

#### Initial plan to be submitted in accordance with Section 01 33 00.

### Indicate dates for submitting, review time, resubmission time, and last date for meeting fabrication schedule.

SPEC NOTE: Use the following paragraph only when products will be furnished by Owner.

### Include dates when submittals and delivery will be required for Owner-furnished products.

### Include dates when reviewed submittals will be required from Consultant.

### Refer also to Section 01 31 00.

## PROGRESS PHOTOGRAPHS

SPEC NOTE: Edit the following paragraphs to suit.

### Digital Photography:

#### Submit electronic copy of colour digital photography in \*.jpg format, minimum 6 megapixel resolution.

#### Identification: Name and number of project and date of exposure indicated.

SPEC NOTE: Specify required views for both interior and exterior.

### Frequency: Monthly with progress statement.

### Frequency: At completion of [excavation] [foundation] [framing and services before [concealment] [major elements of building] [as directed by Consultant].

SPEC NOTE: Progress videos may not be required on all projects. Confirm with UBC PM.

## PROGRESS VIDEO

### Provide internet-capable camera and an active web site, allowing off-site viewing of the Place of the Work twenty-four (24) hours a (calendar) day, seven (7) days a week. Submit web site address and security access codes to Consultant.

### Submit [black and white] [colour] video [files] [tapes] in [digital] [VHS] format.

### Frequency: Monthly with progress statement.

### Frequency: At completion of [excavation] [foundation] [framing and services before concealment] [building] [as directed by Consultant].

\*\*\*END OF SECTION\*\*\*