



**AIA North Carolina**

A Chapter of The American Institute of Architects



## **JCR-18**

### **Construction Coordination Meetings**

October 1974

October 1975, September 1979, October 1999

#### **Recommendations:**

At the pre-construction conference on projects requiring additional coordination, the general contractor shall submit a detailed job progress schedule with sufficient copies for the architect, owner and separate prime contractors if applicable. Within a period of seven (7) days, all parties shall concur in writing with this schedule or request modifications. It is important that all parties agree to a progress schedule at this preliminary stage of construction.

Subsequent to the beginning of construction, job progress weekly meetings shall be held. The project manager or the superintendent for the general contractor shall conduct the meeting and keep minutes. These minutes shall be mailed to all parties involved in the meetings as soon as possible.

Weekly meetings shall be attended by the representatives (usually superintendents or foremen) of the contractors, subcontractors and other parties involved with the phase of the work that is in progress or scheduled for the ensuing weeks. A representative of the architect shall attend.

The job progress weekly meeting format shall include:

- Name of project and date.
- Names of persons and firms represented.
- The general contract work schedule for the week.
- Work to be accomplished by each contractor or subcontractor.
- Commitment of each party to their aspect of the work.
- General agreements between parties on coordination.
- Lack of any materials or equipment that might affect the progress.

At the end of the minutes to be distributed, the following statement should be included: If anyone in attendance finds that they do not agree with the minutes as written, they should contact the writer prior to the next meeting. Otherwise, the general contractor will assume that all commitments will be carried out.

#### **Comments:**

Good and constant communications between all parties involved in the construction of a project will produce the best results for the owner, the architect and the contractors.

#### **End of JCR-18**

*This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.*