

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

Latest Update: 8/6/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

<Edit GANTT-CHART and CPM SCHEDULE REQUIREMENTS to include when Initial Schedule is due.>

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Startup construction schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Construction schedule update reports.
 - 4. Daily construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. Unusual event reports.

1.2 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following file format:
 - 1. Working copy of schedule file in original software format.
 - 2. PDF file.
- B. Contractor's Construction Schedule: Initial schedule file showing entire construction period.
 - 1. Submit a working copy of schedule file in original software format. Comply with university file naming conventions.
- C. CPM Reports:
- D. Construction Schedule Update: Submit with Applications for Payment.

- E. Daily Construction Reports: Submit at weekly intervals.
- F. Material Location Reports: Submit at weekly intervals.
- G. Site Condition Reports: Submit at time of discovery of differing conditions.
- H. Unusual Event Reports: Submit at time of unusual event.
- I. Qualification Data: For scheduling consultant.

1.3 QUALITY ASSURANCE

A. Prescheduling Conference:

1. Review methods and procedures related to the preliminary construction schedule and Contractor's Construction Schedule.
2. Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination."
3. Agenda: **<Include as applicable>**
 - a. Review software limitations and content and format for reports.
 - b. Verify availability of qualified personnel needed to develop and update schedule.
 - c. Discuss constraints, including phasing, work stages, area separations, interim milestones, and partial University occupancy.
 - d. Review delivery dates for University-furnished products.
 - e. Review schedule for work of University's separate contracts.
 - f. Review submittal requirements and procedures.
 - g. Review time required for review of submittals and resubmittals.
 - h. Review requirements for tests and inspections by independent testing and inspecting agencies.
 - i. Review time required for Project closeout and University startup procedures, including commissioning activities.
 - j. Review and finalize list of construction activities to be included in schedule.
 - k. Review procedures for updating schedule.

1.4 SCHEDULE COORDINATION

- A. Coordinate Contractor's Construction Schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.

1. Secure time commitments for performing critical elements of the Work from entities involved.
2. Coordinate each construction activity in the network with other activities, and schedule them in proper sequence.
3. Include time for all testing and inspections identified as required for project.

1.5 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's Construction Schedule within <x> 30 days of date established for the Notice to Proceed.
 1. Base schedule on the startup construction schedule and additional information received since the start of Project.
- B. Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
 1. Primavera P6 for current Windows operating system.
 2. Microsoft Project is acceptable for smaller projects.
- C. Scheduling Coordinator: Identify Scheduling Coordinator to provide planning, evaluation, and reporting, using CPM scheduling.

[Edit for project if scheduling coordinator option is known.](#)

1. In-House Option: If Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques, submit qualifications for University review.
 2. Consultant Option: Engage a qualified Scheduling Consultant. Submit qualifications for university review.
 3. Scheduling consultant to attend all meetings related to Project progress, alleged delays, and time impact.
- D. Time Frame: Set schedule from date established for the Notice to Proceed to date of Final Completion.
 1. Contract completion date may not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
 - E. Float Usage: Float reflected in the Contractor's Construction Schedule shall be managed in accordance with the General Conditions. Float shall not be scheduled, allocated, or

used by the Contractor as a basis for entitlement to additional Contract Time. The University reserves the right to direct the use of available float as necessary to manage, sequence, or coordinate the Work.

- F. Activities: Treat each floor or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by University and Architect.
 2. Temporary Facilities: Indicate start and completion dates for the following as applicable:
 - a. Securing of approvals and permits required for performance of the Work.
 - b. Temporary facilities.
 - c. Construction of mock-ups, prototypes and samples.
 - d. University interfaces and furnishing of items.
 - e. Interfaces with Separate Contracts.
 - f. Regulatory agency approvals.
 - g. Punch list.
 3. Procurement Activities: Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 - a. Include procurement process activities as separate activities in schedule for the following:
 - 1) Long lead-time items and major items,
 - 2) Items requiring a cycle of more than 60 days,
 4. Submittal Review: Include review and resubmittal times indicated in Section 013300 Submittal Procedures in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
 5. Startup and Testing: Include no fewer than 15 days for startup and testing.
 6. Commissioning and Functional Testing: Allow sufficient time in schedule to include all commissioning activities including scheduling tests and observations. [Include no fewer than 15 days for commissioning Functional Performance Testing.]
 7. Substantial Completion: Allow time for Architect's and Construction Manager's administrative procedures necessary for certification of Substantial Completion. Schedule construction completion prior to date established for Substantial Completion.
 8. Punch List and Final Completion: Include not more than 30 days for completion of punch list items prior to Final Completion.
- G. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.

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1. Phasing: Arrange list of activities on schedule by phase.
 2. Work under More Than One Contract: Include a separate activity for each contract.
 3. Work by University: Include a separate activity for each portion of the Work performed by University.
 4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 011000 Summary. Delivery dates indicated stipulate the earliest possible delivery date.
 5. University-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Base delivery dates on the earliest possible delivery date.
 6. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction
 - b. Limitations of continued occupancies
 - c. Uninterruptible services
 - d. Partial occupancy before Substantial Completion
 - e. Use-of-premises restrictions
 - f. Provisions for future construction
 - g. Seasonal variations
 - h. Environmental control
 7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards
 - b. Submittals
 - c. Purchases
 - d. Mockups
 - e. Fabrication
 - f. Sample testing
 - g. Deliveries
 - h. Installation
 - i. Tests and inspections
 - j. Adjusting
 - k. Curing
 - l. Building flush-out
 - m. Startup and placement into final use and operation
 - n. Commissioning
 - o. Functional Testing
 8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:

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- a. Structural completion
 - b. Temporary enclosure and space conditioning
 - c. Permanent space enclosure
 - d. Completion of mechanical installation
 - e. Completion of electrical installation
 - f. Substantial Completion
 9. Other Constraints: **<Insert constraints not indicated elsewhere>**.
 - H. Milestones: Include milestones identified in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion, and the following interim milestones:
 1. Temporary enclosure and space conditioning.
 2. **<Insert milestones not indicated elsewhere>**.
 - I. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
 1. Unresolved issues
 2. Requests for Information
 3. Submittals
 - a. Rejected or unreturned submittals
 - b. Notations on returned submittals
 4. Pending modifications affecting the Work and the Contract Time.
 - J. Contractor's Construction Schedule Update: Update schedule monthly to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule with the associated meeting report.
 2. Write a report that identifies the reason for each change to the updated schedule, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 3. Update Final Completion percentage for each activity on each schedule.
 - K. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule.
 1. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.
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2. Identify causes for delay.

- L. Distribution: Distribute schedules and schedule updates electronically to the Architect, University, and other parties with a need-to-know responsibility. Electronic distribution through the Project Management Information System (PMIS) shall constitute official distribution.

1.6 STARTUP CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit startup, horizontal, preliminary Gantt-chart-type construction schedule at Scope Review.
1. If schedule was submitted during bid phase, update schedule based on current conditions.
- B. Preparation: Indicate each significant construction activity separately. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work.

1.7 GANTT-CHART SCHEDULE REQUIREMENTS

- A. Preparation:
1. Indicate each significant construction activity separately.
2. Identify first workday of each week with a continuous vertical line.
3. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

Edit if CPM schedule is required.

1.8 CPM SCHEDULE REQUIREMENTS

- A. Prepare network diagrams using AON (activity-on-node) format.
- B. Startup Network Diagram:
1. Submit diagram within 14 days of date established for the Notice to Proceed.
2. Outline significant construction activities for the first 90 days of construction.
3. Include skeleton diagram for the remainder of the Work
4. Include cash requirement prediction based on indicated activities.

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- C. CPM Schedule: Prepare Contractor's Construction Schedule using a time-scaled CPM network analysis diagram for the Work.
1. Develop network diagram in sufficient time to submit CPM schedule, so it can be accepted for use no later than 60 days after date established for the Notice to Proceed.
 - a. Failure to include any work item required for performance of this Contract does not excuse Contractor from completing all work within applicable completion dates.
 2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
 3. Measure individual activities in workdays. Indicate nonworking days and holidays incorporated into the schedule to coordinate with the Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.
1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - a. Preparation and processing of submittals
 - b. Mobilization and demobilization
 - c. Purchase of materials
 - d. Delivery
 - e. Fabrication
 - f. Utility interruptions
 - g. Installation
 - h. Work by University that may affect or be affected by Contractor's activities
 - i. Testing and inspection
 - j. Commissioning
 - k. Punch list and Final Completion
 - l. Activities following Final Completion
 2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates to be consistent with Contract milestone dates.
 3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data and reorganize activity sequences as often as necessary to produce the CPM schedule within the limitations of the Contract Time.

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4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
 - a. Subnetworks as separate electronic views are permissible for activities clearly off the critical path.
 5. Concurrent with CPM schedule, submit each of the following reports.
 - a. Activity Report: List of activities sorted by activity number and then early start date, or actual start date if known.
 - b. Logic Report: List of preceding and succeeding activities for each activity, sorted in ascending order by activity number and then by early start date, or actual start date if known.
 - c. Total Float Report: List of activities sorted in ascending order of total float.
 - d. Format for each activity in reports to contain, in calendar days:
 - 1) activity number,
 - 2) activity description,
 - 3) cost and resource loading,
 - 4) original duration,
 - 5) remaining duration,
 - 6) early start date,
 - 7) early finish date,
 - 8) late start date,
 - 9) late finish date, and
 - 10) total float
- E. Contract Modifications: When submitting a contract modification request, if the proposed contract modification includes a time adjustment, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall Project schedule.
- F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity
 2. Description of activity
 3. Main events of activity
 4. Immediate preceding and succeeding activities
 5. Early and late start dates
 6. Early and late finish dates
 7. Activity duration in workdays
 8. Total float or slack time
 9. Average size of workforce
 10. Dollar value of activity (coordinated with the schedule of values)

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- G. Schedule Updates: With each schedule update, provide tabulated report of any changes to the following:
1. Activities
 2. Early and late start dates
 3. Early and late finish dates
 4. Activity durations in workdays
 5. Critical path
 6. Total float or slack time
 7. Contract Time

1.9 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site. Submit the report using the University PMIS:
1. List of subcontractors at Project site
 2. List of separate contractors at Project site
 3. Approximate count of personnel at Project site
 4. Equipment at Project site
 5. Material deliveries
 6. High and low temperatures and general weather conditions, including presence of rain or snow
 7. Testing and inspection
 8. Accidents
 9. Meetings and significant decisions
 10. Unusual events
 11. Stoppages, delays, shortages, and losses
 12. Meter readings and similar recordings
 13. Emergency procedures
 14. Orders and requests of authorities having jurisdiction
 15. Change Orders received and implemented
 16. Change Directives received and implemented
 17. Services connected and disconnected
 18. Equipment or system tests and startups
 19. Partial completions and occupancies
 20. Substantial Completions authorized
- B. Material Location Reports: Weekly, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing both materials previously reported and recently delivered items. Include a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:

1. Material stored prior to previous report and remaining in storage.
 2. Material stored prior to previous report and since removed from storage and installed.
 3. Material stored following previous report and remaining in storage.
- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, submit a Request for Information with a detailed report.. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.
- D. Unusual Event Reports: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, responses by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise University in advance when these events are known or predictable.
1. Submit unusual event reports directly to University within one day of an occurrence. Distribute to parties affected by the occurrence, including the Architect and University.
- E. Submit all reports required by this Section through the University's PMIS unless otherwise directed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION