

**CITY OF MEMPHIS – STANDARD CONSTRUCTION SPECIFICATIONS  
SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION**

**PART 1 – PRECONSTRUCTION CONFERENCE**

1.01 Within ten (10) working days after the Notice to Proceed, but before the Contractor starts the Work at the site, a conference attended by the Contractor, Owner and others as appropriate will be held to discuss the schedules referred to in Specification Section 00710, Articles 3, 4 and 15 of the Contract General Conditions to discuss procedures for handling Shop Drawings and other submittals and for processing the Application for Payment, and to establish a working understanding among the parties as to the Work.

**END OF SECTION 01310**