

**SECTION 01 30 00**

**ADMINISTRATION OF CONTRACTS AND PROJECT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Administrative and Procedural Requirements.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 35 23 - NYCHA Safety Requirements

**1.03 ADMINISTRATION OF CONTRACTS**

- A. The Work of the Contract shall be under the direction and supervision of NYCHA Capital Project Division. The Contractor shall notify in writing, the designated Capital Projects Division Project Manager and the Property Manager of the Development of the date the Work shall begin. Such notification must be received by NYCHA Capital Projects Division at least two (2) business days after the issuance of the Notice to Proceed. All correspondence shall be addressed to NYCHA Capital Projects Division Designated Project Manager:
  1. New York City Housing Authority
  2. (Project Management Team #)
  3. 90 Church Street, 10th Floor, New York, NY 10007
  4. [Insert Project Manager Name]

**1.04 WORK LOCATION**

- A. Development: [Insert development name here by the Designer]
- B. Management Office: [Insert management office address here]

**1.05 PROJECT PROCEDURES**

- A. The Contractor must commence work within three (3) days after the date specified in a written Notice to Proceed from NYCHA and continue on a full-time work program. The Work shall be fully complete in the time set forth in the Notice to Proceed.
- B. Each work day, the Contractor shall sign the Contractor Log upon arrival and before leaving the project grounds. At the start of each day the Contractor shall inform the NYCHA Designated Representative and Superintendent of the Development and NYCHA as to the location and scope of work planned. Any condition which might adversely affect the residents, whether during the workday or after close of operations, shall promptly be reported to The NYCHA Designated Representative and Project Superintendent.
- C. Conduct operations under this Contract in such a manner as to allow, at all times during the performance of the Work, ingress and egress for the residents and public with NYCHA's cooperation. The Contractor shall notify and cooperate with The NYCHA Designated Representative to coordinate their work to meet this condition.
- D. The Contractor shall be prepared to coordinate work so as to minimize disruption to the development.
- E. Work shall be provided without the disruption of services to any portion of the development. Where existing utilities serving the buildings are required to be shut off, notify NYCHA Designated Representative 3 days in advance. It shall be the responsibility of the Contractor to notify and make all arrangements with the Utility Company or other Authorities Having Jurisdiction over such utility.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION**