

**SECTION 01 32 15.01  
PROGRESS SCHEDULES AND REPORTS**

**PART 1 - GENERAL**

**1.01 INITIAL PROGRESS SCHEDULE**

- A.** Submit within twenty-one (21) days of award of the Contract, and not later than the date of submission of the first application for payment. Clearly identify the Project on the schedule.
- B.** Outline the orderly progress of the Work as planned from the Notice to Proceed through Substantial Completion on the contractually required date. Categorize the Work by Phase (if Phases are specified), major work area, and distinct trade or team, and divide into individual activities of one month or less duration each. Provide an identifiable relationship to the schedule of values. Identify projected monthly progress, points of fifty percent (50%) completion and Substantial Completion, and other major milestones.
- C.** A bar chart or critical path method is acceptable, or other method that is approved by the Designer.

**1.02 SUBMITTALS SCHEDULE**

- A.** Submit with the initial Progress Schedule. Clearly identify the Project by Name and SBC Project Number, and format in a manner similar to the initial progress schedule, utilizing the same method, or make a part of the initial Progress Schedule.
- B.** Identify submittals to be made. Show date for submission and date by which Designer should respond, allowing sufficient time for review.
- C.** Designer may require revision of schedule if times allotted for review are insufficient.

**1.03 UPDATED PROGRESS SCHEDULE**

- A.** Submit three (3) copies with each application for payment along with all the necessary documentation and certifications as required.
- B.** Clearly identify the Project by Name and SBC Project Number. Format in a manner similar to the initial progress schedule, utilizing the same method.
- C.** Indicate:
  - 1.** Work as initially scheduled,
  - 2.** Actual progress through the period covered by the current application for payment, and
  - 3.** Planned progress through Substantial Completion, including extensions of time made by change order or construction change directive.
- D.** If actual progress falls behind projections, show how the backlog is to be made up so that the Work will be completed on time.

**1.04 MONTHLY SUBCONTRACT REPORT**

Subcontractor Paid Summary Report (subcontractor report) with an updated list of subcontractors. The Contractor shall specifically identify Diversity Business Enterprise's (DBE) in the report. The location where each subcontractor worked shall also be shown.

The report shall indicate the total number of subcontractors and the total dollar value of all subcontracts awarded to date. The report shall show the total number of subcontracts, regardless of tier, and all of the following:

- A.** The original subcontract amount,
- B.** The value of any modification to date,
- C.** Payments made to date,
- D.** Tier of the Subcontractor, and
- E.** Appropriate signatures.

**END OF SECTION**

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