

1. GENERAL REQUIREMENTS: Schedules for both the design and construction phases are important tools used by the University's Project Manager to guide, facilitate and control the interaction between the University and the Project Team. These schedules shall establish adequate opportunity and timeframes for critical meetings, and periodic drawing and site reviews.
 - 1.1 *Design Schedule*:
 - 1.1.1 The Architect will work closely with the Project Manager at the start of the project to establish a Design Schedule that balances the consultant work effort with needed meeting and review times for the University faculty, staff and students.
 - 1.1.2 The Design Schedule will accommodate critical campus dates, activities, events and holidays.
 - 1.1.3 Drawing reviews shall typically occur a minimum of once per phase, including phases such as: conceptual design, schematic design, design development and construction documents. For large projects the construction document phase may need several reviews. Each review requires two weeks, allowing for distribution of the drawings, review time, and a meeting or workshop format for the review and resolution of the comments.
 - 1.1.4 The Design Schedule shall be updated to reflect changes on a periodic basis as agreed upon with the University's Project Manager.
 - 1.2 *Construction Schedule*:
 - 1.2.1 The Architect will work with the University's Project Manager and the Contractor (when brought into the Project Team) to establish a construction schedule that acknowledges critical campus dates, activities, events and holidays. For special campus events such as graduation and homecoming the University may require the Contractor to curtail or even suspend operations.