

**Public Works and  
Government Services Canada**

**Asset and Facilities Management Services**

**General Maintenance Services  
Standing Offer**

**Description:** **Standing Offer – General Maintenance Services**

**Location:** **Joseph A. Ghiz Building**  
275 Pope Rd.  
Summerside PEI  
C1N 5Z7  
And  
**Various Locations Prince Edward Island**

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- 1. Location**

  - .1 Work Site for this Contract include the following:  
  
Joseph A.Ghiz Building (90% of the Work)  
275 Pope Rd  
Summerside, PE  
And  
Various Locations (10 % of the Work)  
Prince Edward Island
  
- 2. General**

  - .1 Scope of work under this Contract includes but shall not be limited to the provisions of all labour, material, tools, test equipment, and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical and painting, as specified herein, and/or shown on Contract Drawings/Specifications.
  
- 3. Work Included**

  - .1 Minor carpentry construction, and/or repairs and related work.
  - .2 Minor mechanical work, e.g., plumbing, sheet metal, machining, welding, etc.
  - .3 Minor electrical work. (electrical license imperative)
  - .4 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
  - .5 Minor exterior work, e.g., siding, painting, caulking, brick concrete and mortar repair, roof repairs, glass replacement, etc.
  - .6 Clean up and debris removal.
  
- 4. Work Excluded**

  - .1 Major construction and/or maintenance repairs.
  - .2 Major electrical and mechanical work.
  - .3 Major painting.
  
- 5. Contractor Responsibilities**

  - .1 The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to calls for service as per Item 3.1 of this Section, during other than normal business hours.

- .2 On award of Contract, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
  - .3 The Contractor must report to the site with a service vehicle which is reasonably well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
  - .4 Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the departmental representative or local authority.
- 6. Log Books**
- 1 The Contractor shall complete all applicable log books outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
- 7. Invoicing**
- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), as detailed in Appendix "A".
  - 2. Invoice must show:
    - .1 Contract number
    - .2 Work location
    - .3 Date
    - .4 Requisition number
    - .5 Name of person who authorized call
    - .6 Hours broken down as per Unit Price Table
    - .7 Material net cost and % mark-up
    - .8 Tradeperson's name(s) and license number(s)
  - .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
  - .4 The Contractor must submit a completed "Request For Isolation" form, when applicable before any invoice can be processed. See Appendix "B".
  - .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.

8. **Service Definitions** 1 The following definitions apply to the work to be directed by the Departmental Representative.
- .1 Add  
Make an addition to.
  - .2 Adjust  
Bring components to a more effective relative position.
  - .3 Assemble  
To take apart and put together again.
  - .4 Clean  
Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
  - .5 Check/Inspect  
View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
  - .6 Energy Source  
Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
  - .7 Instruct  
Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
  - .8 Isolate  
To physically prevent the transmission or release of an energy source to machinery or equipment.
  - .9 Lubricate  
Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
  - .10 Paint  
Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for

applicable surface and use. CGSB Listed Products only.

- .11 Probe  
Operate and determine if operation produces intended response.
- .12 Remove  
Take off or away from.
- .13 Repack  
Fill with packing again.
- .14 Repair  
Restore to a sound state.
- .15 Replace  
Restore by removing old components and replacing with new components.
- .16 Report  
To Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
- .17 Shut Down  
Take out of service.
- .18 Start Up  
Return to service.
- .19 Tighten  
Securely fix in place.
- .20 Torque  
A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
- .21 Treat  
Act upon with agent.

## 9. Site Visits

1

The Departmental Representative may, without prior notification, visit the site.

**10. Departmental  
Representative(s)  
Authorized Personnel**

.1

PWGSC Departmental Representative is:

Mike Picketts  
Phone: 902-432-6953 office  
902-954-1314 cell

1. **Use of Site**
  - .1 Limited to areas of work and storage.
  - .2 Do not unreasonably encumber site with materials or equipment.
  - .3 Move stored products or equipment which interfere with operations of building or other Contractors.
  
2. **Services to be Performed**
  - .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:
    - .1 **Emergency**

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

**Standard Response Times -**

Urban	<b>ASAP</b>
Rural	<b>ASAP</b>
    - .2 **Urgent**

A priority of "Urgent" is defined as a deficiency or breakdown that requires same day attention to reduce the potential for danger to occupants, the general public, the environment or the facility.

**Standard Response Times -**

Urban	<b>4 Hrs.</b>
Rural	<b>12 Hrs.</b>

**.3 Routine**

A priority of "Routine" is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

**Standard Response Times -**

Urban	<b>24 Hrs.</b>
Rural	<b>48 Hrs.</b>

**.4 Low Priority**

Low Priority work includes deficiencies that are similar to those considered as Routine, but are of a less important nature. They are deficiencies which do not pose any immediate risk to the facility, its systems, its equipment or its occupants.

**Standard Response Times -**

Urban	<b>48 Hrs.</b>
Rural	<b>96 Hrs.</b>

- .2 The Contractor shall contact the Departmental Representative on the first working day following an "after normal working hours" emergency or urgent call and obtain a requisition number.
- .3 The Contractor shall register with the on-site Representative or his designate upon entering and leaving the premises when applicable.
- .4 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .5 Service and/or repair to be provided on an "as and when requested" basis only.

**3. Codes and  
Legislated  
Requirements**

.1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract:

- .1 National Building Code of Canada.
- .2 National Fire Code.
- .3 Part II of the Canada Labour Code.
- .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- .5 Fire Commission of Canada #301 Standard for Building Construction Operations.
- .6 Provincial / Territorial Acts and Regulations.
- .7 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .8 Part 7 NBC Canadian Plumbing Code.
- .9 Canadian Electrical Code, Part I, CSA C22.1.
- .10 Public Works and Government Services Canada "Electrical Safety Requirements". (Includes Lockout Procedures). \*

\* Please Note: The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements, Codes and Legislative Requirements, Items 2.1.1, 2.1.2, 2.1.3, 2.1.4 and 2.1.5 (the cited Codes and Standards). Public Works and Government Services Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and

Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

- .11 Canadian Environmental Protection Act.
- .12 Federal Halocarbon Regulations
- .13 CSA-B-139-00, Installation Code for Oil Burning Equipment
- .14 Painting and Finishing, Section 09900 (To be obtained from the Departmental Representative upon award of the Contract)
- .15 Plumbing - General, Section 15400 (To be obtained from the Departmental Representative upon award of the Contract)
- .16 Electrical - General, Section 16010 (To be obtained from the Departmental Representative upon award of the Contract)
- .17 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- .18 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .19 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .20 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

**4. Licences, Permits and Fees .1**

Submit necessary number of drawings and specifications to Electrical Inspection Department Authority and/or any

- other inspection authority within their discipline for examination and approval as requested and prior to commencement of work.
- .2 Provide the authorities having jurisdiction with all information requested.
- .3 Pay all fees and obtain certificates and permits required.
- .4 Furnish these certificates and permits when requested.
- .5 Permits and certificates are not required for repair or maintenance of existing 15 ampere, 120 volt circuits or replacement of single-pole switches, duplex receptacles or existing light fixtures.
- 5. Taxes**
- .1 Pay applicable Federal, Provincial and Municipal taxes.
- 6. Environmental**
- .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.
- .2 Public Works and Government Services Canada support "Green" and sustainable initiatives; all effort to support these initiatives are to be implemented by the contractor.
- 7. Examination**
- .1 Examine the existing conditions and determine those conditions affecting the work.
- 8. Existing Services**
- .1 Protect and maintain existing active services.
- .2 Connect to existing services with minimum disturbance to occupants and building operation.
- .3 Use existing services at no cost.
- .4 Use designated sanitary facilities.
- .5 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, inclusive excluding holidays.
- .6 Ensure that capacity of services is adequate prior to

imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility.

.7 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.

.8 When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.

.9 It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.

**9. Cleaning**

.1 Maintain work area free of accumulated waste and rubbish.

.2 Remove and dispose of debris, used and obsolete material on a daily basis.

.3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contract work.

.4 All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Departmental Representative to dispose of such.

**10. Cutting, Fitting and Patching**

.1 Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.

.2 All fire wall penetrations shall be properly sealed using approved fire rated patching material.

**11. Co-ordination and Protection**

.1 Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.

.2 Movement of office furniture is the Contractor's responsibility.

.3 Furniture including desks, file cabinets, shelving units,

chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.

- .4 Protect existing work from damage.
  - .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
  - .6 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
  - .7 Replace damaged existing work with material and finish to match original.
  - .8 All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
  - .9 The Contractor shall coordinate work with all trades in liaison with the Departmental Representative.
  - .10 Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Departmental Representative.
  - .11 Asbestos assessment drawings, where available, are to be referenced before any interior finished surface is disturbed.
  - .12 Obtain Departmental Representative's approval prior to isolating any security, monitoring or audible alerting devices.
  - .13 In the event the Fire Alarm System has to be isolated due to ongoing work by the Contractor, a trained sentry / rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
  - .14 At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Departmental Representative.
- 12. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).

- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
  - .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
  - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 13. Materials and Equipment**
- .1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.
  - .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
  - .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
  - .4 Request direction from Departmental Representative prior to replacing any component whose list price is \$500.00 or more.
  - .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
  - .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
  - .7 Store materials in accordance with manufacturer's and supplier's instructions.
  - .8 Do not store materials on-site without Departmental Representative's approval.
  - .9 Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on-site.
  - .10 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.

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- .11 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
- .12 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.
- 14. Personnel**
- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable Province to work on all aspects of carpentry and electrical related to this Contract. PWGSC may at any time during this Contract request to inspect a workperson's certification.
- .2 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
- .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
- .4 All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
- 15. Work Done by Other Means**
- .1 This Contract does not create an exclusive right of the Contractor to perform all minor carpentry, mechanical and/or electrical work which might be required. The Department reserves the right to have any work done by other means.
- 16. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is

subject to inspection and approval.

- .2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
- .3 All work deemed unsatisfactory by the Departmental Representative will be redone/replaced at no extra cost to the Department.

**17. Site Security**

- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
- .3 After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
- .4 All security requirements deemed necessary by PWGSC and/or by the facility client will be the responsibility of the Contractor.

**18. Security Clearance**

- .1 The security clearance level for this Contract is reliability.
- .2 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Departmental Representative immediately following notification of Contract award.
- .3 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.
- .4 Only those employees who receive the required clearance level will be allowed on-site.

**19. Meetings**

- .1 Attend meetings at site when notified by Public Works and Government Services Canada.

- 20. Drawings and Maintenance Manuals**
- .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
  - .2 Additions, relocation or removal of equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
  - .3 As-built drawings are to be revised accordingly to indicate any deviations to the originals.
  - .4 The Contractor shall ensure that all new electrical work is recorded in the log "Records of Electrical Work".
- 21. Fastening Devices Explosive Actuated**
- .1 Power activated devices using explosives shall not be used.
- 22. Welding, Burning and Soldering**
- .1 No welding, burning and/or soldering activity is to take place without written permission from the Departmental Representative.
  - .2 The ventilation system in the area of any welding, burning and/or soldering activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
  - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any welding, burning and/or soldering activity, and (1) hour after activity has ceased.
- 23. Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada

Occupational, Safety and Health Regulations, Part XI.

.3 The Contractor to provide and maintain training, as required by the Canada Occupational, Safety and Health Regulations, Part XI.

.1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.

.4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational, Safety and Health Regulations, Part XI.

.5 The Contractor to have a hazard assessment of the confined space performed.

.1 Contractor to provide the Departmental Representative with a copy of the hazard assessment.

**24. Fall Arrest**

.1 All work carried out above the mandatory height restrictions, from an unsafe/unguarded structure and/or scaffolding will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 of the Canada Labour Code, Part II.

.2 The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10(2) of the Canada Labour Code, Part II.

.3 The Contractor is to ensure Fall Arrest equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3 of the Canada Labour Code, Part II.

**25. Safety Plan**

.1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.

.2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for

the safety and well being of his / her employees. Copies shall be made available to Public Works and Government Services Canada upon request.

- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.

**26. Bidders/Tenderers  
Qualifications**

- .1 Prior to Award the successful bidder may be required to provide (within fourteen (14) calendar days after closing)
  - .1 Documentation indicating that the bidder/tenderer meets the Occupational Health and Safety Act and Regulations of Prince Edward Island. This shall include a copy of Company's Safety Manual, which include Company Safety Policy & Assignment of Responsibilities, Hazard Assessment, Safe Work Practices/Job Procedures, Rules, Personal Protective Equipment, Maintenance Program, Training and Safety Meetings, Inspections, Investigations, Environmental, Emergency Prepared-ness, Records and Statistics & Harassment.
  - .2 Certification letter of proof standing from Worker's Compensation Board.

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- .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Contract, including sub-contractor.
- .4 The Contractor shall provide certified technicians with a valid proof of Provincial Licenses for all aspects of landscaping maintenance and pest control management. The Contractor shall provide an approved landscape program complete with pesticide application plan.
- .2 Before Work Begins the successful contractor is to provide documentation:
  - .1 A copy of the company's site-safety plan.
  - .2 Certification of training for safety for all personnel that will be involved with the Contract. Updated list complete with licenses shall be kept on site including personnel changes.
  - .3 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
- .3 All sub-contractors shall adhere to the above qualifications.
- 27. **Disciplinary Procedures for Safety Violations**
  - .1 Disciplinary Procedures for Safety Violations are as follows:
    - .1 **First Violation** : Verbal warning issued to the Contractor for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
    - .2 **Second Violation** : Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to PWGSC
    - .3 **Third Violation** : May result in the termination of the SOA with a recommendation that the Contractor be denied being able to tender on future PWGSC-produced tenders. Violation shall be documented on the Contact file, a copy to the Contract and copy to PWGSC.
    - .4 **Immediate Loss of Contract** : a serious violation of safety regulation as deemed by a Regulator, Project Manager, or Safety Officer. Violation shall be documented on the Contract file, a copy to the Contractor, and copy to PWGSC.
    - .5 **Denied Opportunity to Tender** : Infractions of

safety regulations that result in charges being laid by the Regulator, and the Contractor being found guilty by the Courts may result in the Contractor being denied consideration to tender on future PWGSC projects.

1. **Journeyperson** .1 The journeyperson shall:
  - .1 Carry out and assist in various types of building maintenance as requested by Public Works and Government Services Canada. Maintenance types defined as:
    - Preventative Maintenance: inspecting, testing and reconditioning a system at regular intervals according to specific instructions, intended to prevent failures;
    - Breakdown Maintenance: repairs to damaged equipment due to failures;
    - Predictive Maintenance: declared in advance, on the basis of observation, experience or scientific reasons;
    - Development Maintenance: the act of developing new maintenance methods and procedures.
  - .2 Relocate, install, repair or test equipment as requested by the Departmental Representative.
  - .3 Produce all certificates and permits upon request of the Departmental Representative.
  - .4 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.
  
2. **Structural Work General** .1 Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Departmental Representative.
  - .2 Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings.
  - .3 Doors and frames shall be set true and plumb.
  - .4 All hardware shall be installed to manufacturer's instructions.
  - .5 Gyproc, tape and crack fill in accordance with CSA A82-31.

- .6 Patching and repairs shall match adjacent surfaces, unless otherwise specified.
- 3. Masonry and Concrete General**
- .1 Do masonry work to CAN3-S304, except where specified elsewhere.
- .2 Build masonry plumb, level and true to line, with vertical joints in proper alignment.
- .3 Mix and place concrete in accordance with CSA A23.1.
- 4. Painting General**
- .1 Perform all painting work in accordance with each individual requisition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
- .2 Perform all painting and other related work to good trade practices, applicable standards and as directed by the Departmental Representative.
- 5. Mechanical General**
- .1 Perform all plumbing work in accordance with the National Plumbing Code, latest edition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
- .2 Perform all sheet metal work and other mechanical work to good trade practices and applicable standards as directed by the Departmental Representative.
- .3 All parts and equipment shall be installed to manufacturer's instructions.
- 6. Electrical General**
- .1 The journeyperson and/or an apprentice working towards certification that is supervised at all times by a journeyperson maybe required to:
- .1 Relocate, install or repair electrical equipment such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Works and Government Services Canada, such as testing, calibrating, programming or electrical measurements.

- .2 Perform all electrical work in accordance with the Canadian Electrical Code, latest edition, and PWGSC Electrical Safety Requirements document, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
  - .3 Inform the Departmental Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
  - .4 Produce all certificates and permits upon request of the Departmental Representative.
  - .5 Instruct the Departmental Representative of any new operating procedures when installing or modifying new or existing equipment.
  - .6 Ensure that all applicable personal protective equipment (PPE) is used when and where applicable.
  - .7 Ensure that all applicable safe work practice procedures are established and followed where applicable.
  - .8 Immediately inform the Departmental Representative of any unsafe situations or conditions directly related to the work site.
  - .9 All parts and equipment shall be installed to manufacturer's instructions.
- 7. Warranty and Guarantees**
- .1 Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
  - .2 The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.

.3 The Contractor will also provide manufacturer's written guarantees on the following products. These guarantees are to be made out to Her Majesty the Queen in Right of Canada.

- .1 Carpet - 10 year, max. 10% wear
- .2 Drapes
- .3 Vertical louvre blinds

**JOB SLIP  
MAINTENANCE SERVICES**

**Requisition #:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description of Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>WORK TIME</b>
Start Time:
Completion Time:
No. of Persons:
Provincial License #:
Total Hours Worked:
Material Cost:
Grand Total:

Signed By:

\_\_\_\_\_  
**Departmental Representative**  
(or his/her Designate)

\_\_\_\_\_  
**Contractor**

**NOTE: Use separate job slip for each day.**

# Request For Isolation



## REQUEST FOR ELECTRICAL ISOLATION AND RE-ENERGIZATION DEMANDE DE COUPURE À LA SOURCE ET RÉ-ALIMENTATION

<b>A. Building Name and Address - Nom et adresse de l'immeuble</b>		Isolation/Re-Energization Request No. N° de la demande de coupure à la source et ré-alimentation	
Specific Location of Installation or Equipment to be Isolated/Re-Energization (indicate floor, wing, room no., cabinet no., etc.) Endroit précis de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté. (indiquer l'étage, l'aile, le n° de la pièce, le n° du panneau, etc.)		Date and Time of Request - Date et heure de la demande	
		Date Y-A      M      D-J	Hour Heure HH:MM
Description of Installation or Equipment to be Isolated/Re-Energization Description de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté.		Isolation to Start On Coupure à la source devant débiter le	
		Date Y-A      M      D-J	Hour Heure HH:MM
		Isolation to End On Coupure à la source se termine le	
		Date Y-A      M      D-J	Hour Heure HH:MM
Procedures for Isolation/Re-Energization - Procédures de coupure à la source et de ré-alimentation (NOTE: When procedures involve more than one operation a Procedures for Isolation and Re-Energizing form must be completed and attached.) (NOTA : Lorsqu'un procédé comporte plus d'une opération, vous devez remplir les formulaires « Procédures de coupure à la source » (PWGSC-TPGSC 12) et « Procédures de ré-alimentation » (PWGSC-TPSGC 12-1) et les annexer au présent formulaire.)			
Voltage Tension <input type="checkbox"/> When high voltage equipment is to be Isolated a Procedures for Isolation/Re-Energizing form must be completed and attached. Pour la coupure à la source d'appareillages haute tension, les formulaires « Procédures de coupure à la source » (PWGSC-TPSGC 12) « et Procédures de ré-alimentation » (PWGSC-TPSGC 12-1) doivent être rempli et joint.			
Update of Line Drawings Required Upon Completion <input type="checkbox"/> Yes / <input type="checkbox"/> No Nécessité de mettre à jour les schémas électriques une fois les travaux terminés <input type="checkbox"/> Oui / <input type="checkbox"/> Non			
Requested by - Demandé par Name of Person in Charge - Nom de la personne responsable		Signature	Date Y-A      M      D-J
			Hour - Heure HH:MM
<b>B. Request Approved - Demande autorisée</b>			
Name of Guarantor - Nom du garant		Signature	Date Y-A      M      D-J
			Hour - Heure HH:MM
<b>C. Isolation Confirmed - TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK Coupure à la source confirmée - À REMPLIR AVANT DE COMMENCER LES TRAVAUX</b>			
Isolation has been tested for potential and its determined safe for workers to perform the work. Le procédé de coupure à la source a été vérifié pour potentiel et les travaux peuvent être exécutés en sécurité.			
Name of Person in Charge - Nom de la personne responsable		Signature	Date Y-A      M      D-J
			Hour - Heure HH:MM
<b>D. Completion of Requested Isolation Time and Completion of Work Confirmed Achèvement de la période demandée pour la coupure à la source et confirmation de l'exécution des travaux</b>			
Line Drawings Updated as Required <input type="checkbox"/> Yes / <input type="checkbox"/> No Les schémas électriques ont été mis à jour tel que demandé <input type="checkbox"/> Oui / <input type="checkbox"/> Non			
Name of Person in Charge - Nom de la personne responsable		Signature	Date Y-A      M      D-J
			Hour - Heure HH:MM
<b>E. Approval of Completion of Work and Confirmation that Equipment or Installation has been Re-energized Approbation d'achèvement des travaux et confirmation de la remise sous tension de l'appareil ou de l'installation</b>			
Name of Manager in Charge of Worksite or Supervisor Nom du gestionnaire responsable du lieu de travail ou du superviseur		Signature	Date Y-A      M      D-J
			Hour - Heure HH:MM