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| 1.1 | DESCRIPTION OF WORK | .1 | In general, work under this contract includes, but not limited to: <ul style="list-style-type: none">.1 Selective demolition to portions of the cells..2 Removal and replacement of the steel barred cell entrances (11 Total) including the entire cell front wall and framing..3 Modifications and replacement of the electrical components located on the back wall in each cell..4 Replacement of the light fixtures located against the ceiling in the back corner of each cell..5 Replacement of the floor tiles within the cells..6 Modifications to and repainting existing beds..7 New steel desk/book shelving unit in each cell..8 Modifications and replacement of mechanical ventilation grilles in cells..9 Replace existing cell sprinklers..9 Repair ceilings and walls and repaint the cells interior. |
| | | .2 | Site of Work is at: Dorchester Penitentiary, in the segregation area on the first floor level in area B4. |
| 1.2 | FAMILIARIZATION WITH SITE | .1 | Before submitting a quotation, it is recommended that bidders visit the site to review and verify the form, nature and extent of the work, materials needed, the means of access and the temporary facilities required to perform the Work. |
| | | .2 | Obtain prior permission from the Departmental Representative before carrying out such site inspection. |
| 1.3 | CODES AND STANDARDS | .1 | Perform work in accordance with the 2010 National Building Code of Canada and any other code of provincial or local application including all amendments up to project tender closing date provided that in any case of conflict or discrepancy, the more stringent requirements shall apply. |
| | | .2 | Materials and workmanship must meet or exceed requirements of specified standards, codes and referenced documents. |
| 1.4 | INTERPRETATION OF DOCUMENTS | .1 | Supplementary to the Order of Precedence article of the General Conditions of the Contract, the Division 01 sections take precedence over the technical specification sections in other Divisions of the Specification Manual. |
| 1.5 | TERM ENGINEER | .1 | Unless specifically stated otherwise, the term Engineer where used in the Specifications and on the Drawings shall mean the Departmental Representative as defined in the General Conditions of the Contract. |

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| 1.6 | SETTING OUT
WORK | .1 | Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated. |
| | | .2 | Provide devices needed to layout and construct work. |
| | | .3 | Supply such devices as straight edges and templates required to facilitate Departmental Representative's inspection of work. |
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| 1.7 | COST
BREAKDOWN | .1 | Before submitting first progress claim submit breakdown of Contract price in detail as directed by Departmental Representative and aggregating contract price. Required forms will be provided for application of progress payment. |
| | | .2 | List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by Departmental Representative. |
| | | .3 | Upon approval, cost breakdown will be used as basis for progress payment. |
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| 1.8 | DOCUMENTS
REQUIRED | .1 | Maintain at job site, one copy each of the following:
.1 Contract Drawings
.2 Specifications
.3 Addenda
.4 Reviewed Shop Drawings
.5 List of outstanding shop drawings
.6 Change Orders
.7 Other modifications to Contract
.8 Field Test Reports
.9 Copy of Approved Work Schedule
.10 Health and Safety Plan and other safety related documents
.11 Other documents as stipulated elsewhere in the Contract Documents. |
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| 1.9 | PERMITS | .1 | In accordance with the General Conditions, obtain and pay for building permit, certificates, licenses and other permits as required by municipal, provincial and federal authorities. |
| | | .2 | Provide appropriate notifications of project to municipal and provincial inspection authorities. |
| | | .3 | Obtain compliance certificates as prescribed by legislative and regulatory provisions of municipal, provincial and federal authorities as applicable to the performance of work. |

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| | .4 | Submit to Departmental Representative a copy of application forms and approval documents received from above referenced authorities. |
| 1.10 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING | .1 | Execute work with least possible interference or disturbance to building operations and normal use of premises. Arrange with Departmental Representative to facilitate execution of work. |
| | .2 | Where security has been reduced by work of Contract, provide temporary means to maintain security. |
| | .3 | Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas which will be operative during such work. |
| 1.11 ROUGHING-IN | .1 | Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment, fixtures and appliances. |
| 1.12 CUTTING, FITTING AND PATCHING | .1 | Ensure that cutting and patching required by all trades is included in total bid price submitted for the work. |
| | .2 | Execute cutting including excavation, fitting and patching required to make work fit properly. |
| | .3 | Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services. |
| | .4 | Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative. |
| | .5 | Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly. |
| | .6 | Fit work airtight to pipes, sleeves ducts and conduits. |
| 1.13 CONCEALMENT | .1 | Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise. |
| 1.14 LOCATION OF FIXTURES | .1 | Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable. |
| | .2 | Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance. |

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- .3 Inform Departmental Representative when impending installation conflicts with other new or existing components. Follow directives for actual location.
 - .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.
- 1.15 EXISTING SERVICES
- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to vehicular traffic and tenant operations.
 - .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
 - .3 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. This includes disconnection of electrical power and communication services to tenant's operational areas. Adhere to approved schedule and provide notice to affected parties.
 - .4 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
 - .5 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
 - .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
 - .7 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.
- 1.16 BUILDING SMOKING ENVIRONMENT
- .1 Comply with smoking restrictions.
- 1.17 ITEMS TO BE TURNED OVER TO OWNER
- .1 After removal of the following items turn over to the institution. Provide signed written documentation that items were turned over.
 - .1 All door hardware including food pass thru and wall switches
 - .2 2 Light fixtures
 - .3 Cell 254 and one other door

1.18 ASBESTOS
DISCOVERY

- .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed with relevant work until written instructions have been received from Departmental Representative.

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- 1.1 SUBMITTALS .1 Upon acceptance of quotation and prior to commencement of work, submit to Departmental Representative the following work management documents:
- .1 Work Schedule as specified herein.
 - .2 Shop Drawing Submittal Schedule specified in section 01 33 00
 - .3 Health and Safety Plan specified in section 01 35 28
 - .4 Hot Work Procedures specified in section 01 35 24
 - .5 Lockout Procedures specified in section 01 35 25
 - .6 List of workers requiring security clearance and those to be placed on Site Security Control list as specified in section 01 35 59.
 - .7 Dust Control Plan specified in Section 01 50 00.
 - .8 Waste Management Plan specified in Section 01 74 22.
 - .9 Common Product Requirements specified in Section 01 61 00.
- 1.2 WORK SCHEDULE .1 Upon acceptance of quotation submit:
- .1 Preliminary work schedule within 7 calendar days of contract award.
 - .2 Detailed work schedule within 14 day calendar days of contract award.
- .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
- .3 Provide sufficient details in bar chart schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Work schedule must take into consideration and reflect the special conditions and operational restrictions of the institution.
- .5 Schedule work in cooperation with the Departmental Representative.
- .6 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
- .7 Ensure that all sub-trades and subcontractors are made aware of the work restraints and operational restrictions specified.

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- .8 Schedule Updates:
 - .1 Submit on a monthly basis when requested by Departmental Representative.
 - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
 - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
 - .9 Departmental Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.
 - .10 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.
 - 1.3 PROJECT PHASING
 - .1 Be aware the Facility must be kept operational for the full duration of work of this contract. Building services to areas under use by tenants must also be maintained at all times during the Facility's operational hours and as specifically defined in operational restrictions specified in this section.
 - 1.4 OPERATIONAL RESTRICTIONS
 - .1 The contractor must recognize that building occupants will be affected by implementation of this contract. The Contractor must perform the work with utmost regard to the safety and convenience of building occupants and users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the building without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.
 - .2 Contractor to consult with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
 - .3 To assure that construction work may proceed productively without risk to safety of building occupants and the public, and due to the nature of the tenant's operation be aware that certain work of this contract must be carried out during "Off-Hours".

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- .4 Off Hours: means a period of time which is outside the daily operational hours of the tenants of the Facility. For the purpose of this contract, Off-Hours are defined as follows:
- .1 Weeknight Off-Hours: between the hours of 16:00 and 5:00 for each weekday Monday to Thursday inclusive.
 - .2 Weekend Off-Hours: between the hours of 16:00 Friday evening to 5:00 Monday morning.
 - .3 Dependent on the nature and location of the construction activity and due to an unanticipated operational requirement of the Tenant, certain off-hour periods may be redefined by adjusting the start and end time periods or cancellation of a specific off-hour workshift during the course of the Work.
- .5 The following work shall be performed during Off-Hours:
- .1 Erection and dismantling of dust barriers, hoarding or other protective devices to separate areas of Facility occupied and under use by Staff and Inmates from work areas.
 - .2 Asbestos abatement.
 - .3 Demolition of masonry or concrete inside the building.
 - .4 All work involving saw cutting or boring of openings through masonry and concrete walls floors, ceilings or roof.
 - .5 Work which requires the use of products controlled by WHMIS and for which MSDS sheets indicate toxic or hazardous materials requiring special handling and application procedures.
 - .6 Use of material having high solvent content or other content emitting strong noxious fumes or odors.
 - .7 Painting.
 - .8 Removal of demolition debris from the building including cleaning of premises.
 - .9 Cleaning and preparing of occupied areas for daytime use immediately following an off-hour workshift.
 - .10 Work within an occupied area including circulation routes under use.
 - .11 Work which requires the temporary disconnection of power and communication services to occupied areas including installation of new electrical panel.
 - .12 Work which creates excessive noise or vibration creating interference with operations.
- .6 Departmental Representative reserves the right to stop certain daytime work activities, if the nature of that activity generates excessive noise or dust and have Contractor

- re-schedule that particular work to be performed at a time deemed appropriate to the institution.
- .7 Ensure that all trades are aware of the operational restrictions of this contract and ensure that any extra costs incurred as a result is included in the Contractor's bid price for the work. No extra cost will be paid due to failure by General Contractor or his sub-contractors to recognize the off-hour requirements and other restrictions specified herein and to include all necessary allowances within their bids.
- .8 See section 01 35 59 in regards to:
- .1 Special security requirements which must be observed in the course of work.
- .2 Provision of security personnel by Contractor as part of the Work.
- .9 Facility circulation maintained:
- .1 Ensure that entrances, corridors, stairwells, fire exits and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users and public at all times during the entire work.
- .2 Maintain those areas clean and free of construction materials and equipment. Provide temporary dust barriers and other suitable enclosures to ensure users are not exposed to construction activities and are protected from exposure to dust, noise and hazardous conditions.
- .3 Provide temporary corridors, walkways, passageways, access to offices, etc... when required due to nature of work. Such circulation routes must be constructed to barrier free requirements unless approved otherwise by Departmental Representative.
- .4 Maintain fire escape routes accessible and fire fighting access open all times for the duration of the project.
- .5 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.
- .10 Safety Signage:
- .1 Provide on site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and building occupants of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.

- .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
- .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
- .4 Include costs for the supply and installation of these signs in the bid price.
- .11 Dust and Dirt Control:
 - .1 See section 01 74 11 for cleaning requirements.
 - .2 Do not allow demolition debris and construction waste to accumulate on site and contribute to the propagation of dust.
 - .3 As work progresses, maintain construction areas in a tidy condition at all times. Remove gross dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.
 - .4 Immediately remove all debris and dust from within occupied areas as generated by work therein during a given work-shift.
 - .5 Disconnect and seal-off ductwork of HVAC servicing the construction area to stop spread of dust into other areas of Facility.
 - .6 Avoid situations and practices which results in dust and dirt being brought from the construction areas or from the exterior and tracked inside the building into occupied areas used by tenants.
 - .7 Stop workers with soiled footwear from entering building. This includes roofing mechanics and heavy civil workers.
 - .8 Inform workers and make them sensitive to the need for dust and dirt control. Stringently enforce rules and regulations, immediately address non-compliance.
 - .9 Keep access doors to work areas closed at all times. Use only designated doors for entry or egress.
- .12 Work in Occupied Areas:
 - .1 Ensure that all dust, dirt, debris, construction waste, materials, tools and equipment are completely removed at the end of each workshift. Clean and reinstate area ready for daytime use by tenant.
 - .2 Provide temporary dust barriers around immediate work areas and place fabric drop sheets over workstations, equipment and other furnishings located immediately adjacent to such work.

- .3 Conduct work in such a way as to minimize the creation of dust and to avoid contaminating areas beyond the immediate location.
- .4 Discuss and obtain Departmental Representative's approval beforehand on the type and extent of dust barriers, protective devices and measures needed.
- .5 Be responsible for temporarily moving office furnishings, workstations, computer equipment and other objects as needed to gain access and conduct work. Reinstall all dislocated items at end of each work-shift making the area operational again.
- .6 Disconnect and reconnect any power and communications systems feeding workstations as required.
- .7 Clean such areas as well as those corridors and routes used to gain entry and access.
- .13 Cleaning of tenant occupied areas used by Contractor:
 - .1 Clean lobbies, corridors, stairs and other circulation routes used by workers to gain access to work by conducting cleaning, vacuuming and washing of floors, walls and other soiled surfaces.
 - .2 Cleaning staff shall remain on site beyond the end of each off-hour work-shifts to address any Tenant complaints or concerns and carryout additional cleaning functions as directed by the Departmental Representative or by a pre-designated person(s) representing the tenant.
 - .3 Meager attempts at controlling dust and ineffective unprofessional cleaning procedures will not be tolerated.
 - .4 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas and building circulation areas will result in Contractor being ordered to immediately provide professional cleaning services without delay to remedy the situation and conduct all cleaning to the extent as determined by Departmental Representative. Alternatively, Departmental Representative may, at certain times and at own discretion, obtain the services of an independent building cleaning agency when cleaning being provided by Contractor is ineffective or tardy in response. Costs of such services will be charged against Contractor in the form of financial penalties or holdback assessments against the Contract.

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- .14 Ensure that all sub-trades are made aware of and abide by the contents of this section and in particularly the work restrictions specified herein due to tenant operational requirements.
- 1.5 PROJECT MEETINGS
- .1 Schedule and administer project meetings, held on a minimum by-weekly basis, for entire duration of work and more often when directed by Departmental Representative as deemed necessary due to progress of work or particular situation.
- .2 Prepare agenda for meetings.
- .3 Notify participants in writing 4 days in advance of meeting date.
- .1 Ensure attendance of all subcontractors.
- .2 Departmental Representative will provide list of other attendees to be notified.
- .4 Hold meetings at project site or where approved by Departmental Representative.
- .5 Preside at meetings and record minutes.
- .1 Indicate significant proceedings and decisions. Identify action items by parties.
- .2 Distribute to participants by mail or by facsimile within 3 calendar days after each meeting.
- .3 Make revisions as directed by Departmental Representative.
- .4 Departmental Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.
- 1.6 WORK COORDINATION
- .1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
- .1 Designate one person from own employer having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 The General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
- .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
- .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.

- .1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.
 - .2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.
 - .3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.
 - .4 Plan and coordinate work in such a way to minimize quantity of service line offsets.
 - .5 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .4 Work Cooperation:
- .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
 - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.
- .5 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

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- 1.1 SECTION INCLUDES
- .1 Shop drawings and product data.
 - .2 Samples.
 - .3 Certificates
- 1.2 RELATED SECTIONS
- .1 Section 01 14 10 - Scheduling And Management Of The Work.
 - .2 Section 01 35 24 - Special Procedures On Fire Safety Procedures.
 - .3 Section 01 35 25 - Special Procedures On Lockout Requirements.
 - .4 Section 01 35 28 - Health And Safety Requirements.
 - .5 Section 01 45 00 - Quality Control.
 - .6 Section 01 78 00 - Closeout Submittals.
 - .7 Section 04 05 12 - Mortar And Masonry Grout.
 - .8 Section 05 50 00 – Miscellaneous Metals.
 - .9 Section 07 92 10 - Joint Sealing.
 - .10 Section 08 11 14 - Metal Doors And Frames.
 - .11 Section 08 34 60 - Detention Door Hardware.
 - .12 Section 08 80 50 - Glazing.
 - .13 Section 09 65 19 - Resilient Tile Flooring.
 - .14 Section 09 65 19 - Interior Painting.
- 1.3 SUBMITTAL GENERAL REQUIREMENTS
- .1 Submit to Departmental Representative for review requested submittals specified in various sections of the specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.
 - .2 Submit with reasonable promptness and in orderly sequence so as to allow for engineer review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
 - .3 Do not proceed with work until relevant submissions are reviewed by Departmental, representative.
 - .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
 - .5 Where items or information is not produced in SI Metric units, provide soft converted values.
 - .6 Review submittals prior to submission to Engineer. Ensure during review that necessary requirements have been determined and verified, required field

measurements or data have been taken, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.

- .1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Engineer and considered rejected.
- .7 Notify engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Verify field measurements and affected adjacent Work are coordinated.
- .9 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not relieved by engineer's review.
- .10 Submittal format: paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by engineer. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
- .11 Make changes or revision to submissions which engineer may require, consistent with Contract Documents and resubmit as directed by engineer. When resubmitting, notify engineer in writing of any revisions other than those requested.
- .12 Keep one reviewed copy of each submittal document on site for duration of Work.

1.4 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, product data, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Number of Shop Drawings: submit sufficient copies of shop drawings which are required by the General Contractor and sub-contractors plus 3 copies which will be retained by engineer. Ensure sufficient numbers are submitted to enable one complete set to be included in each of the maintenance manuals specified in 01 78 00.
- .3 Shop Drawing Submittal Schedule:
 - .1 Submit, within 15 working days of contract award, in format acceptable to Department Representative, a submittal schedule listing all shop drawings to be submitted for project as specified in various sections of the Specifications.
 - .2 Schedule to indicate proposed submission date of each shop drawing, status of review status and anticipated product delivery date to site. Track all submissions for entire project.

- .3 As work progresses, revise schedule identifying those items which have been reviewed and finalized and indicating list of outstanding shop drawings.
- .4 Submit schedule updates at stipulated dates or project time intervals as predetermined and agreed upon between Contractor and Departmental representative at commencement of Work.
- .4 Shop Drawings Content and Format:
 - .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
 - .2 Shop Drawings Format:
 - .1 Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specific to project requirements. Maximum sheet size to be 1000 x 707 mm.
 - .2 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be original full colour brochures, clearly marked indicating applicable data and deleting information not applicable to project.
 - .3 Non or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
 - .3 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
 - .4 Delete information not applicable to project on all submittals.
 - .5 Equipment installation/start-up data include manufacturer's recommended installation instructions, pre-start and start-up checklists for those pieces of equipment and systems designated to be commissioned as specified in section.
- .5 Allow 14 calendar days for engineer's review of each submission.

- .6 Adjustments or corrections made on shop drawings by engineer are not intended to change Contract Price. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.
- .7 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.
- .8 Be advised that costs and expenses incurred by Departmental Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work will be assessed against the Contractor in the form of a financial holdback to the Contract.
- .9 Accompany each submissions with transmittal letter, in duplicate, containing:
 - .1 Date.
 - .2 Project title and project number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .10 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and project number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
 - .6 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.

- .7 Operating weight.
- .8 Wiring diagrams.
- .9 Single line and schematic diagrams.
- .10 Relationship to adjacent work.
- .11 After Departmental Representative's review, distribute copies.
- .12 The review of shop drawings by Public Works and Government Services Canada (PWGSC) or its authorized Consultant is for sole purpose of ascertaining conformance with general concept. This review shall not mean that PWGSC approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

1.5 SAMPLES

- .1 Submit for review samples as specified in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples to PWGSC Project Manager's office or to other address as directed by Engineer. Do not drop off samples at construction site except for special circumstances previously approved by Engineer.
- .3 Notify Engineer in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Engineer prior to proceeding with Work.
- .6 Make changes in samples which Engineer may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.6 SCHEDULES,
PERMITS AND
CERTIFICATES

- .1 Upon award of contract, submit to Departmental Representative, a copy of Work Schedule and various other schedules, permits, certification documents and project management plans as specified in other sections of the Specifications.
- .2 Submit copy of permits, notices, compliance Certificates received by Regulatory Agencies having jurisdiction and as applicable to the Work.
- .3 Submission of above documents to be in accordance with Submittal-General Requirement procedures specified in this section

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- 1.1 SECTION INCLUDES .1 Fire Safety Requirements
.2 Hot Work Permit
.3 Existing Fire Protection and Alarm Systems
- 1.2 RELATED WORK .1 Section 01 14 10 Scheduling And Management Of Work.
.2 Section 01 35 28 Health and Safety Requirements
.3 Section 01 35 25: Special Procedures on Lockout Requirements
- 1.3 REFERENCES .1 Fire Protection Standards issued by Fire Protection Services of Human Resources Development Canada as follows:
.1 FCC No. 301-June 1982 Standard for Construction Operations.
.2 FCC No. 302-June 1982 Standard for Welding and Cutting.
.3 FCC standards, may be viewed at:
.1 <http://www.hrsdc.gc.ca/en/lp/lo/fp/standards/commissioner.shtml>
.2 Fire Protection Services – Atlantic Region Office, at 99 Wyse Road, 8th Floor, Dartmouth, NS, Tel: (902) 426-2124 - Stephen Richardson.
- 1.4 DEFINITIONS .1 Hot Work defined as:
.1 Welding work
.2 Cutting of materials by use of torch or other open flame devices
.3 Grinding with equipment which produces sparks.
.4 Use of open flame torches such as for roofing work.
- 1.5 SUBMITTALS .1 Submit copy of Hot Work Procedures and sample of Hot Work permit to Department Representative for review, within 14 calendar days after contract award.
.2 Submit in accordance with the submittal - general requirements specified in section 01 33 00.
- 1.6 FIRE SAFETY REQUIREMENTS .1 Implement and follow fire safety measures during Work. Comply with following:
.1 National Fire Code
.2 Fire Protection Standards FCC 301 and FCC 302.
.3 Federal and Provincial Occupational Health and Safety Acts and Regulations as specified in section 01 35 28.

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- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Engineer will advise on the course of action to be followed.
- 1.7 HOT WORK AUTHORIZATION
- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot work on site.
 - .2 To obtain authorization submit to Departmental Representative:
 - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
 - .2 Description of the type and frequency of Hot Work required.
 - .3 Sample Hot Work Permit to be used.
 - .3 Upon review and confirmation that effective fire safety measures will be implemented during performance of hot work, Departmental Representative will provide authorization to proceed as follows:
 - .1 Issue one written "Authorization to Proceed" covering the entire project for duration of work or;
 - .2 Separate work, or segregate certain parts of work, into individual entities. Each entity requiring a separately written "Authorization to Proceed" from Engineer. Follow Engineer's directives in this regard.
 - .4 Requirement for individual authorization based on:
 - .1 Nature or phasing of work;
 - .2 Risk to Facility operations;
 - .3 Quantity of various trades needing to perform hot work on project or;
 - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.
 - .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.
 - .6 In tenant occupied Facility, coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed, perform Hot Work only during non-operative hours of Facility. Follow Departmental Representative's directives in this regard.
- 1.8 HOT WORK PROCEDURES
- .1 Develop and implement safety procedures and work practices to be followed during the performance of Hot Work.
 - .2 Procedures to include:
 - .1 Requirement to perform hazard assessment of site and immediate hot work area for each hot work event in

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- accordance with Hazard Assessment and Safety Plan requirements of section 01 35 28.
- .2 Use of a Hot Work Permit system for each hot work event.
 - .3 The step by step process of how to prepare and issue permit.
 - .4 Permit shall be issued by Contractor's site Superintendent, or other authorized person designated by Contractor, granting permission to worker or subcontractor to proceed with hot work.
 - .5 Provision of a designated person to carryout a Fire Safety Watch for a minimum of 60 minutes immediately upon completion of the hot work.
 - .6 Compliance with fire safety codes and standards specified herein and occupational health and safety regulations specified in section 01 35 28.
- .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific project conditions. Clearly label as being the Hot Work Procedures applicable to this contract.
- .4 Hot Work Procedures shall clearly establish worker instructions and allocate responsibilities of:
- .1 Worker(s),
 - .2 Authorized person issuing the Hot Work Permit,
 - .3 Fire Safety Watcher,
 - .4 Subcontractors and Contractor.
- .5 Brief all workers and subcontractors on Hot Work Procedures and Permit system established for project. Stringently enforce compliance.
- .1 Failure to comply with the established procedures may result in the issuance of a Non-Compliance Notification as specified in section 01 35 28.
- .6 Failure to comply with fire safety procedures may result in the issue of a Non-Compliance notification as specified in Section 01 35 28.
- 1.9 HOT WORK PERMIT .1 Hot Work Permit to include, as a minimum, the following data:
- .1 Project name and project number;
 - .2 Building name, address and specific room or area where hot work will be performed;
 - .3 Date when permit issued
 - .4 Description of hot work type to be performed;
 - .5 Special precautions required, including type of fire extinguisher needed;
 - .6 Name and signature of person authorized to issue the permit.
 - .7 Name of worker (clearly printed) to which the permit is being issued.
 - .8 Time Duration that permit is valid (not to exceed 8

- hours). Indicate start time & date and completion time & date.
- .9 Worker signature with date and time upon hot work termination.
 - .10 Specified time period requiring safety watch.
 - .11 Name and signature of designated Fire Safety Watcher, complete with time & date when safety watch terminated, certifying that surrounding area was under his continual surveillance and inspection during the full watch time period specified in Permit and commenced immediately upon completion of Hot Work.
- .2 Permit to be typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
 - .3 Each Hot Work Permit to be completed in full and signed as follows:
 - .1 Authorized person issuing Permit before hot work commences;
 - .2 Worker upon completion of Hot Work;
 - .3 Fire Safety Watcher upon termination of safety watch;
 - .4 Returned to Contractor's Site Superintendent for safe keeping.
- 1.10 FIRE PROTECTION AND ALARM SYSTEMS
- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut-off, unless approved by Engineer.
 - .3 Left inactive at the end of a working day or shift.
 - .2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.
 - .3 Costs incurred, from the fire department, Facility owner and tenants, resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract.
- 1.11 DOCUMENTS ON SITE
- .1 Keep Hot Work Permits and Hazard assessment documentation on site for duration of Work.
 - .2 Upon request, make available to Departmental Representative or to authorized safety representative for inspection.

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| 1.1 | SECTION
INCLUDES | .1 | Procedures to isolate and lockout electrical facility or other equipment from energy source. |
| 1.2 | RELATED WORK | .1 | Section 01 14 10 Scheduling And Management Of The Work |
| | | .2 | Section 01 35 28: Health and Safety |
| | | .3 | Section 01 35 24: Fire Safety Requirements |
| | | .4 | Section 01 50 00: Temporary Facilities. |
| 1.3 | REFERENCES | .1 | CSA C22.1-06 - Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations. |
| | | .2 | CSA C22.3 No. 1-06 - Overhead Systems. |
| | | .3 | CSA C22.3 No. 7-06 - Underground Systems. |
| | | .4 | COSH, Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code. |
| 1.4 | DEFINITIONS | .1 | Electrical Facility: means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons. |
| | | .2 | Guarantee of Isolation: means a guarantee by a competent person in control or in charge that a particular facility or equipment is isolated. |
| | | .3 | De-energize: in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD). |
| | | .4 | Guarded: means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any person who might touch or go near such item. |
| | | .5 | Isolate: means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous. |
| | | .6 | Live/alive: means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons. |

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| 1.5 | COMPLIANCE
REQUIREMENTS | .1 | Perform lockouts in compliance with:
.1 Canadian Electrical Code
.2 Federal and Provincial Occupational Health and Safety Acts and Regulations as specified in section 01 35 28.
.3 Regulations and code of practice as applicable to mechanical equipment or other machinery being de-energized.
.4 Procedures specified herein. |
| | | .2 | In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Engineer will advise on the course of action to be followed. |
| 1.6 | SUBMITTALS | .1 | Submit copy of proposed Lockout Procedures and sample form of lockout permit or lockout tags for review. |
| | | .2 | Submit documentation within 14 calendar days of contract award. Do not proceed with work until submittal has been reviewed by Engineer. |
| | | .3 | Submit above documents in accordance with the submittal requirements specified in section 01 33 00. |
| | | .4 | Resubmit Lockout Procedures with noted revisions as may result from Departmental Representative's review. |
| 1.7 | ISOLATION OF
EXISTING
SERVICES | .1 | Obtain Engineer's written authorization prior to conducting work on an existing active, energized service or facility required as part of the work and before proceeding with lockout of such services or facility. |
| | | .2 | To obtain authorization, submit to Departmental Representative following documentation:
.1 Written Request for Isolation of the service or facility and;
.2 Copy of Contractor's Lockout Procedures. |
| | | .3 | Make a Request for Isolation for each event, unless directed otherwise by the Departmental Representative, and as follows:
.1 Fill-out standard forms in current use at the Facility when so directed by Engineer or;
.2 Where no form exist at Facility, make request in writing identifying:
.1 Identification of system or equipment to be isolated, including it's location;
.2 Time duration, indicating Start time & date and Completion time & date when isolation will be in effect. |

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- .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.
 - .3 Document to be in typewritten format.
 - .4 Do not proceed until receipt of written notification from the Departmental Representative granting the Isolation Request and authorization to proceed with the isolation of designated equipment or facility. The Departmental Representative may designate other individual at the Facility as the person authorized to grant the Isolation Request.
 - .5 Conduct safe, orderly shut down of equipment or facilities, de-energize and isolate power and other sources of energy and lockout items in accordance with requirement of clause 1.8 below.
 - .6 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of facility operations.
 - .7 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require a Request for Isolation. Follow Departmental Representative's directives in this regard.
 - .8 Conduct hazard assessment as part of the planning process of isolating existing equipment and facilities. Hazard Assessments to conform with requirements of Health and Safety Section 01 35 28.
- 1.8 LOCKOUTS
- .1 De-energize, isolate and lockout electrical facilities, mechanical equipment and machinery from all potential energy sources prior to starting work on such items.
 - .2 Develop and implement lockout procedures to be followed on site as an integral part of the Work.
 - .3 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.
 - .4 Use industry standard lockout tags.
 - .5 Provide appropriate safety grounding and guards as required.
 - .6 Prepare type written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tag-out it's sources of energy.

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- .7 Include as part of the Lockout Procedures a system of lockout permits managed by the Contractor's Superintendent or other qualified persons designated by him/her as being "in-charge" at the site.
 - .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
 - .2 Duties of person managing the permit system include:
 - .1 Issuance of permits and lockout tags to workers.
 - .2 Determining permit duration
 - .3 Maintaining record of permits and tags issued.
 - .4 Making a Request for Isolation to Departmental Representative when required above.
 - .5 Designating a Safety Watcher, when one is required based on the type of work.
 - .6 Ensuring equipment or facility has been properly isolated.
 - .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.
 - .8 Clearly establish, describe and allocate, within procedures, the responsibilities of:
 - .1 Workers.
 - .2 Designated person controlling issuance of lockout tags/permits.
 - .3 Safety Watcher.
 - .4 Subcontractors and General Contractor.
 - .9 Generic procedures, if used, must be edited, supplemented with pertinent information and tailored to reflect specific project requirements.
 - .1 Clearly label as being the procedures applicable to this contract.
 - .2 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through Departmental Representative.
- 1.9 CONFORMANCE
- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.
 - .2 Failure to follow lockouts procedures specified herein may result in the issuance of a Non-Compliance notification as specified in section 01 35 28.

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- 1.10 DOCUMENTS ON
SITE
- .1 Post Lockout Procedures on site in common location for viewing by workers.
 - .2 Keep copies of Request for Isolation forma and lockout permits and tags issued to workers on site for full duration of Work.
 - .3 Upon request, make available to Departmental Representative or to authorized safety representative for inspection.

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- 1.1 RELATED WORK
- .1 Section 01 35 24: Special Procedures on Fire Safety Requirements.
 - .2 Section 01 35 25: Special Procedures on Lockout Requirements.
- 1.2 SUBMITTALS
- .1 Submit to Departmental Representative copies of the following documents, including updates:
 - .1 Site Specific Health and Safety Plan.
 - .2 Building Permit, compliance certificates and other permits obtained
 - .3 Reports or directions issued by Federal and Provincial Inspectors and other Authorities having jurisdiction.
 - .4 Accident or Incident Reports
 - .5 MSDS data sheets.
 - .6 Name of Contractor's representative designated to perform full time health and safety supervision on site.
 - .7 Letter of good standing from Provincial Workers Compensation organization.
 - .8 Name of person designated as Health and Safety Site Coordinator.
 - .2 Upon request by Departmental Representative, submit other documents and reports as stipulated to be produced and maintained by Federal and Provincial Occupational Health and Safety Regulations and as specified herein.
 - .3 Submit above documents in accordance with the submittal procedures specified in Section 01 33 00.
- 1.3 COMPLIANCE REQUIREMENTS
- .1 Comply with the Occupational Health and Safety Act for the Province of New Brunswick, and the General Regulations made pursuant to the Act.
 - .2 Comply with Canada Labour Code Part II, and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
 - .3 Observe and enforce construction safety measures required by:
 - .1 National Building Code of Canada;
 - .2 Provincial Worker's Compensation Board;
 - .3 Municipal statutes and ordinances.
 - .4 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

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- .5 A copy of the Canada Labour Code Part II may be obtained by contacting:
Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9
Tel: (819) 956-4800 (1-800-635-7943) Publication No. L31-85/2000 E or F)
 - .6 Maintain Workers Compensation Coverage for duration of Contract. Submit Letter of Good Standing to Engineer upon request.
- 1.4 RESPONSIBILITY
- .1 Be responsible for health and safety of persons on site, of property and for protection of persons and public circulating adjacent to work operations to extent that they may be affected by conduct of the Work.
 - .2 Enforce compliance by all workers, sub-contractors and other persons granted access to work site with safety requirements of Contract Documents, applicable Federal, Provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- 1.5 SITE CONTROL AND ACCESS
- .1 Control work site and entry points to construction areas.
 - .1 Delineate and isolate construction areas from other areas of site by use of appropriate means.
 - .2 Post notices and signage at entry points and at other strategic locations identifying entrance onto site to be restricted to authorized persons only.
 - .3 Signage must be professionally made, bilingual in both official languages or display internationally understood graphic symbols.
 - .2 Approve and grant access to site only to workers and authorized persons.
 - .1 Immediately stop non-authorized persons from circulating in construction areas and remove from site.
 - .2 Provide site safety orientation to all persons before granting access. Advise of site conditions, hazards and mandatory safety rules to be observed on site.
 - .3 Secure site at night time to extent required to protect against unauthorized entry. Engage and pay for services of Institutionally approved Commissionaire to provide security where protection cannot be achieved by other means.
 - .4 Ensure persons granted access to site wear appropriate personal protective equipment (PPE) suitable to work and site conditions.

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- .1 Provide such PPE to authorized persons who require access to perform inspections or other approved purposes.
- 1.6 PROTECTION
- .1 Carry out work placing emphasis on health and safety of the Public, Facility personnel, construction workers and protection of the environment.
- .2 Erect safety barricades, lights and signage on site to effectively delineate work areas, protect pedestrian and vehicular traffic around and adjacent to work and to create a safe working environment.
- .1 Erect fences, hoarding protective barriers and temporary lighting as required.
- .3 Should unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise Engineer verbally and in writing.
- 1.7 FILING OF NOTICE
- .1 File Notice of Project and other Notices with Provincial authorities prior to commencement of Work.
- 1.8 PERMITS
- .1 Obtain all necessary permits as specified in Section 01 10 10. Post where approved.
- .2 Where particular permit or compliance certificate cannot be obtained at the required stage of work, notify Departmental Representative in writing and obtain Departmental Representative's approval to proceed prior to carrying out that portion of work.
- 1.9 HAZARD ASSESSMENTS
- .1 Conduct site specific health and safety hazard assessment before commencing project and during course of work identifying risks and hazards resulting from site conditions, weather conditions and work operations.
- .1 Perform on-going assessments addressing new risks and hazards as work progresses including when new sub-trade or sub-contractor arrives on site.
- .2 Also, conduct assessment when the scope of work has been changed by Change Order and when potential hazard or weakness in current health and safety practices are identified by Departmental Representative or by an authorized safety representative.

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- .2 Record results in writing and address in Health and Safety Plan.
 - .3 Keep copy of all assessments on site and make available to Departmental Representative for inspection upon request.
- 1.10 PROJECT/SITE CONDITION
- .1 The following are known or potential project related health, environmental and safety hazards if encountered during the course of work:
 - .1 Workers will be in contact with inmates.
 - .2 Work may have to be performed from height. Ladders and/or scaffolds may be required.
- 1.11 HEALTH AND SAFETY MEETINGS
- .1 Attend pre-construction health and safety meeting conducted by Departmental Representative. Have designated Health and Safety Representative in attendance.
 - .2 Conduct health and safety meetings and tool box briefings on site. Hold on a regular and pre-scheduled basis during entire work in accordance with requirements and frequency as stipulated in provincial occupational health and safety regulations.
 - .1 Keep workers informed of potential hazards and provide safe work practices and procedures to be followed.
 - .2 Take written minutes and post on site.
 - .3 Conduct formal meetings on a minimum monthly basis.
- 1.12 HEALTH AND SAFETY PLAN
- .1 Develop written site-specific Project Health and Safety Plan, based on hazard assessments, prior to commencement of work.
 - .1 Submit copy to Departmental Representative within 7 calendar days of Contract Award.
 - .2 Submit updates as work progresses.
 - .2 Health and Safety Plan shall contain three (3) parts with following information:
 - .1 Part 1 - Hazards: List of individual health risks and safety hazards identified by hazard assessment process.
 - .2 Part 2 - Safety Measures: Engineering controls, personal protective equipment and safe work practices used to mitigate hazards and risks listed in Part 1 of Plan.
 - .3 Part 3a: Emergency Response: standard operating procedures, evacuation measures and emergency response in the occurrence of an accident, incident or emergency.

- .1 Include response to all hazards listed in Part 1 of Plan.
- .2 Evacuation measures to complement the Facility's existing Emergency Response and Evacuation Plan. Obtain pertinent information from Engineer.
- .3 List names and telephone numbers of officials to contact including:
 - .1 General Contractor and all Subcontractors.
 - .2 Federal and Provincial Departments as stipulated by laws and regulations of authorities having jurisdiction and local emergency resource organizations, as needed base on nature of emergency.
 - .3 Officials from PWGSC and site Facility management. Engineer will provide list.
- .4 Part 3b - Site Communications:
 - .1 Procedures used on site to share work related safety issues between workers, subcontractors, and General Contractor.
 - .2 List of critical tasks and work activities, to be communicated with the Facility Manager, which has risk of affecting tenant operations, or endangering health and safety of Facility personnel and the general public. Develop list in consultation with the Departmental Representative.
- .3 Prepare Health and Safety Plan in a three column format, addressing the three parts specified above, as follows:

Column 1	Column 2	Column 3
Part 1 Identified Response & Hazards	Part 2 Safety Measures	Part 3a/3b Emergency Site
- .4 Develop Plan in collaboration with subcontractors. Address work activities of all trades. Revise and update Plan as Sub-contractors arrive on site.
- .5 Implement and enforce compliance with requirements of Plan for full duration of work to final completion and demobilization from site.
- .6 As work progresses, review and update Plan. Address additional health risks and safety hazards identified by on-going hazard assessments.
- .7 Post copy of Plan, and updates, on site.

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- .8 Submission of the Health and Safety Plan, and updates, to the Engineer is for review and information purposes only. Engineer's receipt, review and any comments made of the Plan shall not be construed to imply approval in part or in hold of such Plan by Engineer and shall not be interpreted as a warranty of being complete and accurate or as a confirmation that all health and safety requirements of the Work have been addressed and that it is legislative compliant. Furthermore, Engineer's review of the Plan shall not relieve the Contractor of any of his legal obligations for Occupational Health and Safety provisions specified as part of the Work and those required by provincial legislation or those which would otherwise be applicable to the site of the work.
- 1.13 SAFETY SUPERVISION AND INSPECTIONS
- .1 Designate one person to be present on site at all times, responsible for supervising health and safety of the Work.
- .1 Person to be competent in Occupational Health and Construction Safety as defined in the Provincial Occupational Health and Safety Act.
- .2 Assign responsibility, obligation and authority to such designated person to stop work as deemed necessary for reasons of health and safety.
- .3 Conduct regularly scheduled informal safety inspections of work site on a minimum bi-weekly basis.
- .1 Note deficiencies and remedial action taken in a log book or diary.
- .4 Cooperate with Facility's Health and Safety Site Coordinator responsible for the entire site, should one be designated by Engineer.
- .5 Keep inspection reports on site.
- 1.14 TRAINING
- .1 Ensure that all workers and other persons granted access to site are competently trained and knowledgeable on:
- .1 Safe use of tools and equipment.
- .2 How to wear and use personal protective equipment (PPE).
- .3 Safe work practices and procedures to be followed in carrying out work.
- .4 Site conditions and minimum safety rules to be observed on site, as given at site orientation session.
- 1.15 MINIMUM SITE SAFETY RULES
- .1 Notwithstanding the requirement to abide by federal and provincial health and safety regulations, the following safety rules shall be considered minimum requirements to be obeyed by all persons granted site access:

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- .1 Wear personnel protective equipment (PPE) appropriate to function and task on site; the minimum requirements being hard hat, safety footwear and eye protection.
 - .2 Immediately report unsafe activity or condition at site, near-miss accident, injury and damage.
 - .3 Maintain site in tidy condition.
 - .4 Obey warning signs and safety tags.
- .2 Brief workers on site safety rules and on disciplinary measures to be taken by Departmental Representative for violation or non compliance of such rules. Post rules on site.
- .3 The following actions or conduct by Contractor, workers and subcontractors will be considered as non conformance with the health and safety requirements of the contract for which Non-Compliance Notification will be issued to the General Contractor by the Departmental Representative:
- .1 Failure to follow the minimum site safety rules specified above.
 - .2 Negligence resulting in serious injury or major property damage.
 - .3 Deliberate non-compliance with Federal and Provincial Acts and Regulations.
 - .4 Falsification of information in Workers Compensation Reports, safety reports and other health and safety related documents submitted to Departmental Representative or to Authority having jurisdiction.
 - .5 Possession of firearms on site.
 - .6 Possession of non-prescriptive illegal drugs or alcohol.
 - .7 Action, or lack thereof, resulting in the issuance of Warnings, Fines or Stop Work Orders from a Provincial Authority having jurisdiction.
 - .8 Violation of other specified health and safety rules and requirements as determined by Departmental Representative.
- .4 See elsewhere in this section for details on Non-Compliance Notifications and resulting disciplinary measures.
- 1.16 ACCIDENT REPORTING
- .1 Investigate and report the following incidents and accidents:
 - .1 Those as required by Provincial Occupational Safety and Health Act and Regulations.
 - .2 Injury requiring medical aid as defined in the Canadian Dictionary of Safety Terms-1987, published by the Canadian Society of Safety Engineers (C.S.S.E) as follows:

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- .1 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.
 - .3 Property damage in excess of \$5000.00,
 - .4 Interruption to Facility operations with potential loss to a Federal Dept. in excess of \$5000.00,
 - .5 Those which require notification to Workers Compensation Board or other regulatory agencies as stipulated by applicable law or regulations.
 - .2 Send written report to Departmental Representative for all above cases.
- 1.17 TOOLS AND EQUIPMENT SAFETY
- .1 Routinely check and maintain tools, equipment and machinery for safe operation.
 - .2 Conduct checks as part of site safety inspections. When requested, submit proof that checks and maintenance have been carried out.
 - .3 Tag and immediately remove from site items found faulty or defective.
- 1.18 HAZARDOUS PRODUCTS
- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
 - .2 Keep MSDS data sheets for all products delivered to site. Post on site. Submit copy to Departmental Representative upon receipt.
 - .3 On building renovation projects where work is within or immediately adjacent to occupied areas, also post copy of data sheets in a location accessible to Facility personnel.
- 1.19 POWDER ACTUATED DEVICES
- .1 Use powder actuated fastening devices not permitted on site.
- 1.20 CONFINED SPACES
- .1 Carry out work in confined spaces in compliance with:
 - .1 Provincial Occupational Safety and Health Regulations and;
 - .2 Canada Occupational Safety and Health Regulations (COSH) made under the Canada Labour Code - Part II.
 - .2 Conduct hazard assessment and address in Safety Plan before entering confined space.
 - .3 Obtain "Entry Permit" from Facility management before entering a Facility's known confined space in accordance with Part XI, Section 11.3, of COSH Regulations. Keep copy of permits received.

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- .4 Provide and maintain equipment and PPE as required for the safety and emergency evacuation of persons entering confined spaces.
 - .5 Provide training to persons who will be entering and to those persons who will be assisting in the confined space entry process. Training to be specialized instructions beyond (basic confined space entry information) as required to suit type and conditions of confined space.
 - .6 Safety for Inspectors:
 - .1 Upon request, provide PPE and training to Engineer and to other authorized persons, for the purpose of entering confined space to conduct inspections.
 - .2 Be responsible for the efficacy of the equipment and safety of such persons during their entry and occupancy in the confined space.
- 1.21 POSTING OF DOCUMENTS
- .1 Post on site safety documentation as stipulated by Departmental Representative having jurisdiction and as specified herein. Place in a common visible location.
- 1.22 SITE RECORDS
- .1 Maintain on site a copy of all health and safety documentation and reports specified to be produced as part of the work and received from authorities having jurisdiction.
 - .2 Upon request, make available to Engineer, or authorized safety representative, for review. Provide copy when directed by Departmental Representative.
- 1.23 NON COMPLIANCE AND DISCIPLINARY MEASURES
- .1 Immediately address and correct health and safety violations and non-compliance issues.
 - .2 Negligence or failure to follow occupational health and safety provisions specified in the Contract Documents and of those of applicable laws and regulations could resulting disciplinary measures taken by the Departmental Representative against the General Contractor.
 - .3 PWGSC uses a system of Non-Compliance Notifications and Disciplinary Measures on projects as follows:
 - .1 A non-compliance notification is issued to the General Contractor, by the Departmental Representative, whenever there is a violation or non compliance of the project's health and safety requirements and of those of Provincial and Federal regulations by any worker, subcontractor or other person to whom the Contractor has granted access to the work site.

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- .2 Non-Compliance notifications are progressive in nature resulting in disciplinary measures imposed depending on the frequency, nature and severity of the infraction.
 - .3 Disciplinary measures could include:
 - .1 Removal of the offending person or party from site;
 - .2 Financial penalties in the form of progress payment reduction or holdback assessments made against the Contract and;
 - .3 Taking the Work Out of Contractor's Hands in accordance with the General Conditions Document "C".
 - .4 Departmental Representative will make final decision as to what constitutes a violation and when to issue a Non-Compliance Notification.
 - .5 Non-compliance Notifications issued by Departmental Representative shall not be construed as to overrule or disregard warnings, orders and fines levied against Contractor by a regulatory agency having jurisdiction.
 - .6 Details of the Non-Compliance Notification and Disciplinary Measures system will be provided by Departmental Representative upon contract award and prior to commencement of work.

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| 1.1 RELATED WORK | .1 | Section 01 74 22: Construction Demolition Waste Management And Disposal. |
| | .2 | Section 01 14 10 Scheduling And Management Of The Work |
| 1.2 DEFINITIONS | .1 | Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment. |
| 1.3 FIRES | .1 | Fires and burning of rubbish on site not permitted. |
| 1.4 HAZARDOUS MATERIAL HANDLING | .1 | Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment |
| | .2 | Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials. |
| | .3 | Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began. |
| | .4 | Store and handle flammable and combustible materials in accordance with National Fire Code. |
| | .5 | Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations. |
| 1.5 DISPOSAL OF WASTES | .1 | Do not bury rubbish and waste materials on site. |
| | .2 | Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites. |
| | .3 | Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines. |
| 1.6 POLLUTION CONTROL | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | .2 | Control emissions from equipment and plant to local authorities emission requirements. |

- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.

- .4 Report, spills of petroleum and other hazardous materials as well as accidents having potential of polluting the environment to Federal and Provincial Department of the Environment.
 - .1 Notify Departmental Representative and submit a written spill report to Departmental Representative with hours of occurrence.

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- 1.1 GENERAL
- .1 Work of this Contract must not disrupt the daily operations of the Institution and shall be carried out in such a way to ensure that security at the Institution is maintained at all times.
 - .2 Abide by all rules and procedures specified herein and with all directives given by the Director.
- 1.2 DEFINITIONS
- .1 Where used, the following terms shall be deemed to have the meaning stated herein.
 - .2 Institution: means the Penitentiary or Correctional Facility where the Work will be carried out.
 - .3 Director: means the person in charge of the Correctional Institution or Penitentiary where the Work will be carried out and includes any authorized person at the Facility, as designated by the Director, to provide directions on his/her behalf.
 - .4 Contraband: means any of the following:
 - .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
 - .2 A weapon or a component thereof, ammunition for a weapon, and any other object that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization;
 - .3 An explosive or a bomb or a component thereof;
 - .4 Currency over the prescribed limit of 50.00 dollars and;
 - .5 Any other item, as deemed by the Director, to pose a risk to the security of a Penitentiary or to the safety of persons, when that item is possessed without prior authorization from the Director.
 - .5 Smoking **not** permitted on Institutional property. Unauthorized smoking items: means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.
 - .6 Commercial vehicle: means any motor vehicle used to transport materials, equipment and tools to the site as required for construction purposes.
 - .7 CSC: means the Department of Correctional Service Canada.
 - .8 Construction employee: means any person working for the General Contractor or subcontractor(s), commercial vehicle or equipment operator, material supplier and personnel from testing, inspection or regulatory agencies

who needs to circulate on the Institution's property as part of the Work.

- .9 Departmental Representative: means the person as defined in the General Conditions of the Contract for projects managed by Public Works and Government Services Canada (PWGSC) or the Project Manager for projects managed by Correctional Service Canada (CSC).
- .10 Perimeter: means the fenced or walled area of the Institution that restrains the movement of the inmates.
- .11 Construction zone: means the area as shown on the contract drawings and as described below where the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution.
 - .1 In general, Contractor's work activities and movement is limited to the yard beside the building B6 and the masonry security wall around the Institution, and the area designated by the Institution during the startup meeting.

1.3 PRELIMINARY PROCEEDINGS

- .1 Prior to commencement of work, the Contractor shall meet with the Director to:
 - .1 Discuss the nature and extent of all activities involved in the work of this contract.
 - .2 Obtain security rules, regulations and procedures in force at the Institution and directives to be followed by Contractor and all construction employees during the entire course of the work.
- .2 The Departmental Representative will coordinate a pre-construction meeting between Contractor, the Director and Facility security personnel who will provide details on site security requirements.
- .3 The Contractor shall:
 - .1 Ensure that all construction employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is prominently displayed at the work site at all times.
 - .3 Co-operate with Institutional staff in ensuring that security requirements and procedures are stringently followed by all construction employees.
- .4 Any infraction of site security requirements by the Contractor or by a construction employee could result in the immediate removal of the offending party or person from the site.

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- 1.4 WORKER SECURITY CLEARANCE .1 Security clearance must be obtained from Correctional Service Canada (CSC) for all construction employees who needs to circulate on the Institution's property during the course of the Work.
- .1 Applicable security application forms will be provided by the Departmental Representative.
 - .2 Have forms filled out by each worker.
- .2 Submit to the Director:
- .1 A list of the names with date of birth of all construction employees;
 - .2 Completed security clearance form for each person
- .3 No person will be admitted inside the Institution without a valid CSC Security Clearance in place and a recent picture identification, such as a provincial driver's permit, to show proof of his identity.
- .1 Security clearances obtained from other CSC Institutions are not valid at the Institution where the work of this contract will take place.
- .4 Allow two (2) weeks for processing of security clearances.
- .5 Be aware that facial photographs of security cleared construction employees may taken as deemed required by the Director.
- .1 These photographs may be posted for display at appropriate locations in the Institution or placed into an electronic database for identification purposes.
 - .2 Photo ID cards may also be issued to each construction employee to be donned while on site. ID cards will be left at the designated security entrance to be picked by each person upon arrival at the Institution and must be prominently displayed on the person's clothing at all times.
- .6 CSC Security Clearance will be denied and entry into the Institution will be refused to any person which the Director has reason to believe may be a security risk to the Facility's operations.
- .1 Also, a person will be subject to the immediate removal from the Institution if he/she:
 - .1 Appears to be under the influence of alcohol, drugs or narcotics.
 - .2 Behaves in an unusual disorderly manner.
 - .3 Is found in possession of contraband.

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- .7 Facilitate security clearance application process:
 - .1 Provide copy of security clearance form to all workers including those of sub-contractors.
 - .2 Provide a list of names and birth dates for all persons who require security clearance to the Departmental Representative.
 - .3 Coordinate and expedite submissions from the various subcontractors.
 - .4 Brief and assist applicants in preparing and submitting the required application form and related documentation.
 - .5 Review application form of each applicant for completeness before submission.
 - .6 Have each worker keep a copy of their completed application form in case the initial submission gets lost.
 - .7 Submit documentation in an organized manner with transmittal letter clearly identifying the project for which worker security clearance is being requested.
 - .8 Send submission(s) to the approved mailing address provided by the Departmental Representative.

 - 1.5 VEHICLES
 - .1 All unattended vehicles on the Institution's property shall have their windows, doors and trunks closed and locked at all times. Keys must be removed and kept securely in the possession of the vehicle's owner or with an employee of the Contractor or subcontractor who owns the vehicle.
 - .2 The Director may limit at any time the number and type of vehicles allowed within the Institution.
 - .3 Drivers of vehicles simply delivering materials to the site do not require security clearance but shall remain inside their vehicle for the entire duration that the vehicle is on the Institution's property. This is of particular importance for vehicles entering the Institution's secure perimeter area in which case the vehicle must be escorted by Institutional staff or Commissionaires while in that area.
 - .4 If the Director permits office and/or storage trailers to be left inside the secure perimeter area of the Institution, their exterior doors shall be kept locked at all times and windows securely locked when trailer is unoccupied. Additionally, windows shall be covered with expanded metal mesh secured in place. All storage trailers, whether inside and outside of the secure perimeter area must be kept locked when not in use.

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| 1.6 | PARKING OF
VEHICLES | .1 | Director will designate a location on site, outside the secure perimeter area, where construction employee vehicles may be parked during workshifts. |
| | | .2 | All other areas are prohibited and vehicles are subject to being removed by the Institution with towing costs borne by their owner. |
| 1.7 | SHIPMENTS | .1 | All shipments of materials, equipment and tools shall be clearly marked, addressed to the attention of the project title and Contractor's name to avoid confusion with the Institution's own shipments. |
| | | .2 | Contractor shall have designated employee(s) on site to receive and take possession of all deliveries and shipments. |
| | | .3 | Under no circumstances will personnel of the Institution accept delivery of materials, equipment and tools designated for use by the Contractor in the Work. |
| 1.8 | TELEPHONES | .1 | Telephone landlines, facsimile machines and computers with internet connections are not permitted within the secure perimeter of the Institution unless prior approval is obtained from the Director. |
| | | .2 | If approved, locate telephones, facsimile machines and computers with internet connections only where designated by the Director and in such location where they are not accessible to Inmates. |
| | | .1 | Equip all computers with approved password protection features which will block internet connection to unauthorized computer users. |
| | | .3 | Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, Blackberries, telephone used as 2-way radios, are not permitted within the secure perimeter of the Institution unless prior approval is obtained from the Director. |
| | | .1 | Should wireless cellular telephones be permitted, the owner/user of such device shall not permit it's use by any Inmate. |
| | | .4 | The Director may approve but limit the use of two way radios. |
| 1.9 | WORK HOURS | .1 | Be aware that for security reasons the days and hours which Contractor will be permitted to perform work at the site are limited to: |
| | | .1 | Weekdays only from Monday to Friday and between the hours of 08:00 and 16:00. |

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- .2 No work will be permitted during evenings, nighttime, weekends and on statutory holidays. These are considered off-hour periods at the Institution.
 - .3 The work day and hour restrictions specified above will only be waved for special situations and certain aspects of the Work deemed necessary and where off-hour work is determined to be the least disruptive approach to the operations of the Institution as determined by the Director.
 - .1 A minimum of 7 days advance notice is required to obtain permission for off-hour work.
 - .2 In case of an emergency, the advanced notification may be waved by the Director.
- 1.10 OVERTIME WORK
- .1 No overtime work will be allowed at the end of a work-shift.
 - .2 Where overtime work is deemed necessary at the end of a work-shift to complete a critical component of the work, it shall be planned and requested a minimum of 48 hours beforehand for approval by the Director.
 - .3 Should unplanned overtime work occur due to an emergency situation, such as to complete a concrete pour or to make the work site safe and secure, the Contractor shall immediately advise the Director of this pending situation and stringently follow all directions given by the Director.
 - .4 Extra Costs: Note that when overtime work or off-hour work on weekends and statutory holidays is approved by the Director, be aware that extra CSC security staff or commissionaires may need to be posted at the Institution to maintain security surveillance. The costs for such service will be charged to the Contractor in the form of a financial assessment to the Contract.
- 1.11 TOOLS AND EQUIPMENT
- .1 Make a complete list of all tools and equipment brought on site for use in the work. Provide copy of the list to the Director and to Departmental Representative.
 - .2 Maintain and update list during the entire course of the Work.
 - .3 Keep all tools and equipment under constant supervision. This is of particular importance for power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders as well as all types of jacking devices.
 - .4 Store all tools and equipment in lockable tool boxes and place in approved and secure locations.

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- .5 Lock tool boxes when not in use. Keys shall remain in the possession of employees designated by Contractor.
 - .6 Scaffolding: Store and securely lock scaffolding components when not erected. When erected, secure against unauthorized disassembly in manner approved by the Director.
 - .7 Immediately report to the Director any missing tools and equipment.
 - .8 Tool Check: Be aware that CSC security personnel will conduct tool/equipment checks during the course of the Work against the list provided by Contractor. Frequency of checks to be as follows:
 - .1 At commencement and completion of the project.
 - .2 Weekly basis when the construction period is greater than 1 week.
 - .9 Controlled items: entry and use of certain tools and equipment, such as cartridges and hacksaw blades, are highly controlled at the Institution. The Director will determine and advise which items are to be controlled.
 - .1 Controlled items will be given to the Contractor at the beginning of each workday in quantities as required for 1 day's work.
 - .2 All controlled items must be returned to CSC security personnel at the end of each day including used blades, cartridges etc...
 - .10 When propane or natural gas is used as fuel for construction heaters, the Contractor shall provide an employee to supervise that work site during non-working hours.
- 1.12 KEYS
- .1 Security Hardware Keys:
 - .1 Arrange and ensure that keys for security door hardware are delivered directly by the hardware Supplier/Installer to the Institution's designated Security Maintenance Officer (SMO).
 - .2 The SMO will provide written receipt to Contractor for security keys received.
 - .3 Provide a copy of such receipt to the Departmental Representative.
 - .2 Construction Keys:
 - .1 Supply and install construction cylinders on all new doors and keep such doors locked during the entire construction period.
 - .2 Instruct construction employees on the care and safekeeping of keys assigned to them to ensure safe custody of construction keys.
 - .3 Construction cylinders shall only be removed and be replaced with operational cylinders at such

- time as deemed appropriate by the Director. The SMO will, in conjunction with the lockset manufacturer:
- .1 Prepare an operational keying schedule.
 - .2 Accept the operational keys and cylinders directly from the lockset manufacturer.
 - .3 Arrange for removal and return of the construction cylinders and install the operational cylinders in all locks.
 - .4 Upon putting operational security keys into use, an approved security escort designated by the Director will thereafter obtain specific keys from the SMO and open those doors as required by Contractor to access work areas.
 - .5 Contractor shall issue instructions to all construction employees advising them that all security keys must always remain with the security escort.
- 1.13 SECURITY HARDWARE .1 Turn over to Director all security hardware removed as part of the work. This includes all items intended for disposal as well as those for temporary safekeeping until ready for reinstallation as part of the work.
- 1.14 PRESCRIPTION DRUGS .1 Construction employees who are required to take prescription drugs during the workday shall obtain approval from the Director beforehand and shall only bring on site a one days supply each day.
- 1.15 SMOKING RESTRICTIONS .1 Contractor and construction employees are not permitted to:
- .1 Smoke inside the Institution or outdoors within the secure perimeter of the Facility and;
 - .2 Must not possess unauthorized smoking items within the secure perimeter of the Institution.
- .2 All persons found in violation of this directive shall immediately cease smoking and dispose of any unauthorized smoking items. If violation persist, such persons will be removed from the Institution's property.
- .3 Smoking on the Institution's property is only permitted outdoors, outside of the secure perimeter of the Institution and in a location designated by the Director.
- 1.16 CONTRABAND .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are considered contraband by the Institution and are strictly prohibited on the Institution's property.

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- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.
- .3 Contractor shall be vigilant with all construction employees and suppliers in ensuring that no contraband items are brought on site. Advise all persons that the discovery of contraband will result in the cancellation of their security clearance and their immediate removal from the site. Serious infractions may result in the removal of the Contractor or subcontractor from the Institution's property for the duration of the Contract.
- .4 Presence of arms and ammunition found in 0vehicles owned by Contractor, subcontractors, suppliers and construction employees will result in the immediate cancellation of security clearance for the driver of that vehicle.
- 1.17 SEARCHES
- .1 All vehicles and persons entering Institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that a construction employee is in possession of contraband, he/she may order that person to be searched.
- .3 Be aware that persons entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.
- 1.18 OFF-HOURS SITE ACCESS
- .1 Construction personnel and commercial vehicles will not be permitted access to the Institution outside of the stipulated work hours specified, unless approved by the Director.
- 1.19 MOVEMENT OF VEHICLES
- .1 Be aware that commercial vehicles will only be allowed to enter or leave the secure perimeter of the Institution (ie: pass through the designated vehicle security gate) between the following hours of each day:
- .1 From 08:00 AM to 16:00 PM and;
- .2 Vehicles shall not be allowed to leave the Institution until an inmate count has been completed.
- .3 Vehicles must be escorted by approved CSC Staff or Commissionaire while inside the secure perimeter of the Institution.
- .4 Contractor shall provide 24 hours advance notice to the Director of the arrival of heavy equipment such as excavator, cranes, concrete trucks etc...to the site.
- .5 Vehicles being loaded with soil or other debris at site, or

- any vehicle considered impossible to search, must be under continuous supervision by Institutional staff or Commissionaires working under the authority of the Director.
- .6 Commercial vehicles will only be allowed access onto the Institution's property when their contents are certified by the Contractor, or his representative, as being strictly necessary to the execution of the work.
- .7 Vehicles shall be refused access to Institutional property if, in the opinion of the Director, they contain any article which jeopardizes the security of the Institution.
- .8 Private vehicles of construction employees will NOT be allowed inside the secure perimeter area of a medium or maximum security Institution, except for a special situation as may be authorized by the Director.
- .9 Subject to approval from the Director, a vehicle may be used in the morning and evening of each day to transport construction employees to and from work areas inside the secure perimeter of the Institution. However the vehicle shall not be allowed to remain parked inside that area during the remainder of the workday.
- .10 Subject to prior approval from the Director, certain construction equipment may be permitted to remain in the work areas during nighttime or weekend provided such equipment is securely locked and has it's battery removed. The Director may also require that the equipment be tied by chain and padlocked to a solid unmovable object.
- 1.20 MOVEMENT OF PERSONS AT THE INSTITUTION
- .1 Subject to the requirements of good security, the Director will permit the Contractor and construction employees as much freedom of action and movement in the work areas of the site as is possible.
- .2 Notwithstanding the above clause, the Director will:
- .1 Prohibit or restrict access to certain parts of the Institution.
- .2 Require that access to certain areas of the Institution, (either for the entire duration of the work or for certain specific time periods) be only allowed under escort by a member of CSC security staff or a commissionaire.
- .3 During lunch and coffee breaks, all construction employees shall remain within the construction work areas of the site. No person shall not be permitted to eat in the Officer's lounge or the dining room of the Institution.

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- 1.21 SURVEILLANCE AND INSPECTION .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspections by the Institution's security staff to ensure that established security requirements and procedures are followed.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the duration of the entire Work.
- 1.22 STOPPAGE OF WORK .1 The Director may, at any given time during the course of this contract, stop Contractor and workers from entering the Institution or order their immediate departure from the site due to an emergency security situation occurring at the Institution.
- .1 Should this occur, Contractor's Superintendent shall obtain the name of the Institution's staff member issuing the Order, note the date and time the notification was given and immediately obey the order as quickly as possible.
- .2 The Contractor shall advise the Departmental Representative within 24 hours of receipt of such notification from the Institution.
- 1.23 CONTACT WITH INMATES .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 Note that cameras are not allowed on CSC property.
- .3 Notwithstanding the above clause, if the Director approves the use of cameras, it is strictly forbidden to take pictures of Inmates, CSC staff members or of any part of the Institution other than those areas under renovations as part of the Work.
- 1.24 COMPLETION OF THE WORK .1 Upon completion of the work and/or prior to takeover and occupancy of the Facility, remove all materials, waste, tools and equipment that are not specified to remain at the Institution as part of the Work.

END

PART 1 - GENERAL

- 1.1 INSPECTION
- .1 Give timely notice requesting inspection of Work designated for special tests, inspections or approvals by Departmental Representative or by inspection authorities having jurisdiction.
 - .2 In accordance with General Conditions, Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents.
 - .3 If Contractor covers or permits to be covered Work designated for special tests, inspections or approvals before such is made, uncover Work until particular inspections or test have been fully and satisfactorily completed and until such time as Departmental Representative gives permission to proceed.
 - .4 Pay costs to uncover and make good work disturbed by inspections or tests.
- 1.2 TESTING
- .1 Tests on materials, equipment and building systems as specified in various sections of the Specifications is the responsibility of the Contractor except where stipulated otherwise.
 - .1 Provide all necessary instruments, equipment and qualified personnel to perform tests.
 - .2 At completion of tests, turn over 2 sets of fully documented tests reports to the Departmental Representative. Submit in accordance with Section 01 33 00.
 - .1 Obtain additional copies for inclusion of a complete set in each of the maintenance manuals specified in Section 01 78 00.
 - .3 Unspecified tests may also be made by Departmental Representative, at the discretion of the Departmental Representative. The costs of these tests will be paid for the Departmental Representative.
 - .4 Where tests or inspections reveal work not in accordance with contract requirements, Contractor shall pay costs for additional tests and inspection incurred by Departmental Representative as required to verify acceptability of corrected work.
- 1.3 INDEPENDENT INSPECTION AGENCIES
- .1 Departmental Representative may engage and pay for service of Independent Inspection and Testing Agencies for purpose of Work except for the following which remain part of the Contractor's responsibilities:
 - .1 Inspection and testing required by laws,

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- ordinances, rules, regulations or orders of public authorities.
 - .2 Inspection and testing performed exclusively for Contractor's convenience.
 - .3 Testing, adjustment and balancing of mechanical and electrical equipment and other building systems.
 - .4 Performance verification tests before building commissioning procedures commences.
 - .5 Mill test and certificates of compliance.
 - .6 Test as specified within various sections designated to be carried out by Contractor under the supervision of Departmental Representative.
 - .7 Additional tests as specified in Clause 1.2.4 above.
- .2 Provide sufficient advance notice to Departmental Representative of time when the Work will be ready for testing by designated Testing Agency in order for the Departmental Representative to make attendance arrangements with such Agency. When directed by Departmental Representative notify the Agency directly.
 - .3 When specified or directed, submit Representative samples of materials, in required quantities, to Testing Agency for testing purposes. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work
 - .4 Provide labour and facilities to obtain, handle and deliver samples.
 - .5 Employment of Independent Inspection and Testing Agencies by Departmental Representative does not relieve reasonability to perform Work in the accordance with Contract Documents.
- 1.4 ACCESS TO WORK
- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
 - .2 Co-operate to provide reasonable facilities for such access.
 - .3 Make good work disturbed by inspections and tests.
- 1.5 PROCEDURES
- .1 Notify Departmental Representative sufficiently in advance of when work is ready for tests, in order for Departmental Representative to make attendance arrangements with Testing Agency. When directed by Departmental Representative, notify such Agency directly.
 - .2 Submit representative samples of materials specified to be tested. Deliver in required quantities to Testing Agency. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.

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| 1.1 | SITE ACCESS AND
PARKING | .1 | The Departmental Representative will designate Contractor's access to project site as well as parking facilities for equipment and workers. |
| | | .2 | The Contractor is advised that while parking facilities for his workers and subcontractors will be on property, such parking facilities may be remote from the actual site of the work. In any case, follow all instructions from the Departmental Representative in regards to parking facilities. |
| 1.2 | BUILDING ACCESS | .1 | Use only access doors, and circulation routes within building as designated by Departmental Representative to access interior work. |
| 1.3 | CONTRACTOR'S
SITE OFFICE | .1 | Be responsible for and provide own site office, if required, including electricity, heat, lights and telephone. Locate site office as directed by Departmental Representative. |
| 1.4 | MATERIAL
STORAGE | .1 | Locate site storage trailers where directed by Departmental Representative. Place in location of least interference with existing Facility operations. |
| | | .2 | Material storage space on site does not exist. Coordinate delivery to minimize storage period on site before being needed for incorporation into work. |
| 1.5 | PEDESTRIAN
WALKWAYS AND
HOARDING | .1 | Ensure maximum safety and security to facility users during the course of work. |
| | | .2 | Be responsible for and provide temporary plywood construction hoarding as indicated adjacent to circulation routes used by facility employees and inmates. |
| | | .3 | Maintain access and egress to building entrances and fire exits designated by Departmental Representative to remain in use. |
| | | .4 | Adequately frame and brace hoarding and walkways to resist site conditions. |
| | | .5 | Erect such protective devices during Facility's non-operational off hour periods. |
| | | .6 | Obtain Departmental Representative's concurrence prior to removal of hoarding and walkways. |
| 1.6 | INTERIOR
HOARDING | .1 | Erect hoarding inside building to isolate construction areas and protect occupants for duration of work. |
| | | .2 | Construct hoarding as follows: |
| | | .1 | Height: to underside of floor above as indicated. |
| | | .2 | Framing type: 38x89 wood studs spaced at 400 o/c. |

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- .3 Covering: 19 mm thick plywood sheathing.
 - .4 Sealed to abutting surfaces.
 - .5 Access Doors: 1 quantity wood pedestrian door dust tight, lockable.
- 1.7 INTERIOR DUST CONTROL AND DUST BARRIERS
- .1 Control creation and spread of dust and dirt to building interior and in particular to areas within premises still under use by occupants.
 - .2 Develop and implement a dust control plan, addressing effective measures to carry out work with least amount of dust being created and propagated.
 - .1 Carefully evaluate the type of work to be undertaken and the physical layout of each work area on site.
 - .2 Provide specifically tailored strategy for each work area.
 - .3 Pre-determine location and placement of dust barriers to confine resulting dust to immediate work area.
 - .4 Inform Departmental Representative of the proposed dust control measures to be followed at each work area and for each major dust generating activities. Obtain Departmental Representative's approval before proceeding with work.
 - .3 Dust control plan to incorporate as a minimum the following dust protection and cleaning requirements:
 - .1 Erect dustproof partitions completely around work area to fully isolate construction from other parts of the building.
 - .2 Construct hoarding/dust partitions as follows:
 - .1 Use 10 mm polyethylene installed and sealed tightly to abutting walls, ceilings and floor with continuous duct tape along all edges and seams. Support in position with 38 x 89 wood framing at 400 mm o.c. Locate seams only at framing members and overlap sheathing by minimum of 150 mm.
 - .2 Use 19 mm thick plywood installed to wood stud framing spaced at 400 o.c.
 - .1 Erect from floor to underside of ceiling above, sheathing applied to occupied side of partition. Install polyethylene beneath plywood sheathing.
 - .2 Scribe, cut and fit sheathing tight to shape of structural steel, deck profile and to other obstructions in ceiling space and abutting walls.

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- through the Departmental Representative.
 - .2 Departmental Representative will designate and approve each location of existing power source to which connections can be made to obtain temporary power service.
 - .3 Connect to existing power supply in accordance with Canadian Electrical Code.
 - .2 Provide and pay all costs to supply and install temporary cabling, Panelboards, switching devices and other equipment as required to connect into power source, provide adequate ground fault protection and extend power supply from existing source to work areas. Perform work and make all connections in accordance with the Canadian Electrical Code, in compliance with the federal and provincial Occupational Health and Safety Regulations as specified in section 01 35 28 and to lockout requirements specified in section 01 35 25.
 - .3 Provide and maintain temporary lighting to conduct work. Ensure illumination level is not less than 162 lux in all locations.
 - .4 Electrical power and lighting systems installed under this Contract can be used for construction requirements provided that guarantees are not affected thereby. Make good damage.
 - 1.10 WATER SUPPLY
 - .1 Water supply is available in existing building and will be provided for construction usage at no cost. Make arrangements for the use and transportation of such services to work area through the Departmental Representative.
 - .2 Permanent water supply system installed under this Contract can be used for construction requirements provided that guarantees are not affected thereby. Make good damage.
 - 1.11 VENTILATING
 - .1 Provide temporary ventilation in enclosed areas as required to:
 - .1 Facilitate progress of work.
 - .2 Provide adequate ventilation to meet health regulations for safe working environment.
 - .2 Maintain strict supervision of operation of temporary ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .3 Upon acceptance of bid, Departmental Representative may permit use of permanent system providing

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- agreement can be reached on:
- .1 Conditions of use, special equipment, protection and maintenance.
 - .2 Saving on Contract price.
 - .3 Provisions relating to warranties on equipment
- 1.12 CONSTRUCTION SIGN AND NOTICES
- .1 Contractor or subcontractor advertisement signboards are not permitted on site.
 - .2 Safety and Instruction Signs and Notices:
 - .1 Signs and notices for safety and instruction shall be in both official languages or commonly understood graphic symbols conforming to CAN3-Z321-96(R2006).
 - .3 Maintenance and Disposal of Site Signs:
 - .1 Maintain approved signs and notices in good condition for duration of project and dispose of off site on completion of project or earlier if directed by Departmental Representative.
- 1.13 REMOVAL OF TEMPORARY FACILITIES
- .1 Remove temporary facilities from site when directed by Departmental Representative.

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| 1.1 | GENERAL | .1 | Use new material and equipment unless otherwise specified. |
| | | .2 | Within 7 days of written request by Departmental Representative, submit following information for any materials and products proposed for supply: <ul style="list-style-type: none">.1 Name and address of manufacturer..2 Trade name, model and catalogue number..3 Performance, descriptive and test data..4 Compliance to specified standards..5 Manufacturer's installation or application instructions..6 Evidence of arrangements to procure..7 Evidence of manufacturer delivery problems or unforeseen delays. |
| | | .3 | Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available. |
| | | .4 | Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified. |
| | | .5 | Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms. |
| 1.2 | PRODUCT QUALITY | .1 | Contractor shall be solely responsible for submitting relevant technical data and independent test reports to confirm whether a product or system proposed for use meets contract requirements and specified standards. |
| | | .2 | Final decision as to whether a product or system meets contract requirements rest solely with the Departmental Representative in accordance with the General Conditions of the Contract. |
| 1.3 | ACCEPTABLE MATERIALS AND ALTERNATIVES | .1 | Acceptable Materials: When materials specified include trade names or trade marks or manufacturer's or supplier's name as part of the material description, select and only use one of the names listed for incorporation into the Work. |
| | | .2 | Alternative Materials: Submission of alternative materials to trade names or manufacturer's names specified must be done during the bidding period following procedures indicated in the Instructions to Bidders. |
| | | .3 | Substitutions: After contract award, substitution of a specified material will be dealt with as a change to the Work in accordance with the General Conditions of the Contract. |

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| 1.4 | MANUFACTURERS INSTRUCTIONS | .1 | Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods to be used. Do not rely on labels or enclosure provided with products. Obtain written instructions directly from manufacturers. |
| | | .2 | Notify Departmental Representative in writing of any conflict between these specifications and manufacturers instructions, so that Departmental Representative will designate which document is to be followed. |
| 1.5 | AVAILABILITY | .1 | Immediately notify Departmental Representative in writing of unforeseen or unanticipated material delivery problems by manufacturer. Provide support documentation as per clause 1.1.2 above. |
| 1.6 | WORKMANSHIP | .1 | Ensure quality of work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. |
| | | .2 | Remove unsuitable or incompetent workers from site as stipulated in the General Conditions of the Contract. |
| | | .3 | Ensure cooperation of workers in laying out work. Maintain efficient and continuous supervision on site at all times. |
| | | .4 | Coordinate work between trades and subcontractors. See section 01 14 10 in this regard. |
| | | .5 | Coordinate placement of openings, sleeves and accessories. |
| 1.7 | FASTENINGS – GENERAL | .1 | Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use noncorrosive fasteners, anchors and spacers for securing exterior work and in humid areas. |
| | | .2 | Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood or organic material plugs not acceptable. |
| | | .3 | Keep exposed fastenings to minimum, space evenly and lay out neatly. |
| | | .4 | Fastenings which cause spalling or cracking of material to which anchorage is made, are not acceptable. |
| | | .5 | Do not use explosive actuated fastening devices unless approved by Departmental Representative. See section on Health and Safety Requirements in this regard. |

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| 1.8 | FASTENINGS -
EQUIPMENT | .1 | Use fastenings of standard commercial sizes and patterns with material and finish suitable for service. |
| | | .2 | Use heavy hexagon heads, semi-finished unless otherwise specified. |
| | | .3 | Bolts may not project more than one diameter beyond nuts. |
| | | .4 | Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur and, use resilient washers with stainless steel. |
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| 1.9 | STORAGE,
HANDLING AND
PROTECTION | .1 | Deliver, handle and store materials in manner to prevent deterioration and soiling and in accordance with manufacturer's instructions when applicable. Provide same degree of protection to materials supplied by Departmental Representative. |
| | | .2 | Store packaged or bundled materials in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work. Provide additional cover where manufacturer's packaging is insufficient to provide adequate protection. |
| | | .3 | Store products subject to damage from weather in weatherproof enclosures. |
| | | .4 | Store cementitious products clear of earth or concrete floors, and away from walls. |
| | | .5 | Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather. |
| | | .6 | Store sheet materials and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture. |
| | | .7 | Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion. |
| | | .8 | Immediately remove damaged or rejected materials from site. |
| | | .9 | Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates. |

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| 1.10 | CONSTRUCTION
EQUIPMENT AND
PLANT | .1 | On request, prove to the satisfaction of Departmental Representative that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed. |
| | | .2 | Maintain construction equipment and plant in good operating order. |

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| 1.1 | GENERAL | .1 | Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws. |
| | | .2 | Store volatile waste in covered metal containers, and remove from premises at end of each working day. |
| | | .3 | Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose. |
| 1.2 | MATERIALS | .1 | Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer. |
| 1.3 | CLEANING
DURING
CONSTRUCTION | .1 | Maintain work areas in a tidy condition, free from accumulations of waste material and debris. Clean areas on a daily basis. |
| | | .2 | Keep building entrances, and occupied areas of building in a clean dust free condition at all times. Conduct thorough cleaning of these areas at end of each work shift when used by workers or affected by the Work. |
| | | .3 | Provide on-site lockable metal containers for collection of waste materials and debris. Locate where approved and directed by Departmental Representative. |
| | | .4 | Use separate collection bins, clearly marked as to purpose, for source separation and recycling of waste and debris in accordance with waste management requirements specified. |
| | | .5 | Remove waste materials, and debris from site on a daily basis. |
| | | .6 | Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems. |
| | | .7 | Provide dust barriers, dividers, seals on doors and employ other dust control measures as required to ensure that dust and dirt, generated by work, are not transmitted to other existing areas of building. Should dust migrate into adjacent areas of building, employ such means as may be necessary to immediately clean all contaminated surfaces to the satisfaction of the Departmental Representative. |
| | | .1 | See Section 01 50 00 for requirements on dust control and for erection of dust partitions. |
| 1.4 | FINAL CLEANING | .1 | In preparation for acceptance of the completed work perform final cleaning. |

- .2 Remove grease, dust, dirt, stains, labels, fingerprints, marks and other foreign materials, from interior and exterior finished surfaces. Clean and polish surfaces including glass, mirrors, hardware, stainless steel, chrome, baked enamel, mechanical and electrical fixtures.
- .3 Replace items with broken pieces, scratches or disfigured.
- .4 Clean lighting reflectors, lenses, and other lighting surfaces.
- .5 Vacuum clean and dust building interiors.
- .6 Wax, seal, shampoo or prepare floor finishes as recommended by manufacturer.
- .7 Inspect finishes, fitments and equipment. Ensure specified workmanship and operation.
- .8 Remove debris and surplus materials from crawl areas, and other accessible concealed spaces.
- .9 Clean equipment, washroom fixtures to a sanitary condition.

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| 1 | DEFINITIONS | .1 | Hazardous Material: Product, substance, or organism that is used for its original purpose, and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment. |
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| 2 | WASTE MANAGEMENT | .1 | Incorporate environmental and sustainable practices in managing waste resulting from work. |
| | | .2 | Divert as much waste as possible from landfill. |
| | | .3 | Coordinate work of sub-trades and subcontractors to ensure all possible waste reduction and recycling opportunities are taken. Follow waste management requirements specified in trade sections of the Specifications. |
| | | .4 | Reduce waste during installation of new materials. Undertake practices which will optimize full use of materials and minimize waste. |
| | | .5 | Develop innovative procedures to reduce quantity of waste generated by construction such as by delivering materials to site with minimal packaging etc... |
| | | .6 | Provide on-site facilities to collect, handle and store anticipated quantities of reusable, salvageable and recyclable materials. |
| | | .7 | During demolition and removal work separate materials and equipment at source, carefully dismantling, labeling and stockpiling alike items for the following purposes:
.1 Reinstallation into the work where indicated.
.2 Salvaging reusable items not needed in project which Contractor may sell to other parties.
.3 Sending as many items as possible to locally available recycling facility.
.4 Segregating remaining waste and debris into various individual waste categories for disposal in a "non-mixed state" as recommended by waste processing/landfill sites. |
| | | .8 | Isolate product packaging and delivery containers from general waste stream. Send to recycling facility or return to supplier/manufacturer. |
| | | .9 | Send leftover material resulting from installation work for recycling whenever possible. |
| | | .10 | Establish methods whereby hazardous and toxic materials, and their containers used on site are properly handled, stored and disposed in accordance with applicable federal, provincial and municipal laws and regulations. |

- 3 DISPOSAL REQUIREMENTS
- .1 Burying or burning of rubbish and waste materials is prohibited.
 - .2 Disposal of volatile materials, mineral spirits, oil, paint, and other hazardous materials into waterways, storm, or sanitary sewers is prohibited.
 - .3 Dispose of waste only at approved waste processing facility or landfill sites approved by authority having jurisdiction.
 - .4 Contact the authority having jurisdiction prior to commencement of work, to determine what, if any, demolition and construction waste materials have been banned from disposal in landfills and at transfer stations. Take appropriate action to isolate such banned materials at site of work and dispose in strict accordance with provincial and municipal regulations.
 - .5 Transport and dispose of waste intended for waste processing plant or landfill facility in separated condition and to Operator's rules and recommendations in support of their effort to recycle, reduce and divert certain waste stream from general landfill.
 - .6 Collect, bundle and transport salvaged materials to be recycled in separated categories and condition as directed by recycling facility. Ship materials only to approved recycling facilities.
 - .7 Sale of salvaged items by Contractor to other parties not permitted on site.

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| 1.1 | SECTION
INCLUDES | .1 | Administrative procedures preceding inspection and acceptance of Work by Departmental Representative. |
| 1.2 | RELATED
SECTIONS | .1 | Section 01 78 00 - Closeout Submittals. |
| 1.3 | INSPECTION AND
DECLARATION | .1 | Contractor's Inspection: Coordinate and perform, in concert with subcontractors, an inspection and check of all Work. Identify and correct deficiencies, defects, repairs and perform outstanding items as required to complete work in conformance with Contract Documents.
.1 Notify Departmental Representative in writing when deficiencies from Contractor's inspection have been rectified and that Work is deemed to be complete and ready for Departmental Representative's inspection of the completed work. |
| | | .2 | Departmental Representative's Inspection: Accompany Departmental Representative during all substantial and final inspections of the Work.
.1 Address defects, faults and outstanding items of work identified by such inspections.
.2 Advise Departmental Representative when all deficiencies identified have been rectified. |
| | | .3 | Note that Departmental Representative will not issue a Certificate of Substantial Performance of the work until such time that Contractor performs following work and turns over the specified documents:
.1 Project record as-built documents;
.2 Final Operations and Maintenance manuals;
.3 Maintenance materials, parts and tools;
.4 Compliance certificates from applicable authorities;
.5 Reports resulting from designated tests;
.6 Demonstration and training complete with user manuals;
.7 Manufacturer's Guarantee certificates.
.8 Testing, adjusting and balancing of equipment and systems complete with submission of test reports.
.9 Commissioning of equipment and systems specified. |
| | | .4 | Correct all discrepancies before Departmental Representative will issue the Certificate of Completion. |

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- 1.1 SECTION INCLUDES
- .1 Project Record Documents as follows:
 - .1 As-built drawings;
 - .2 As-built specifications;
 - .3 Reviewed shop drawings.
 - .2 Operations and Maintenance data as follows:
 - .1 Operations and Maintenance Manual;
 - .2 Maintenance Materials;
 - .3 Spare Parts;
 - .4 Special Tools.
 - .5 MSDS's
- 1.2 RELATED SECTIONS
- .1 Section 01 14 10 Scheduling And Management Of Work.
 - .2 Section 01 33 00 - Submittal Procedures.
 - .3 Section 01 77 00 - Closeout Procedures.
 - .4 Section 08 11 14 - Metal Doors And Frames.
 - .5 Section 08 34 60 -Detention Doors & Hardware.
 - .6 Section 09 91 23 - Interior Painting.
- 1.3 PROJECT RECORD DOCUMENTS
- .1 Departmental Representative will provide 2 white print sets of contract drawings and 2 copies of Specifications Manual specifically for 'AS-BUILT' purposes.
 - .2 Maintain at site one set of the contract drawings and specifications to record actual 'AS-BUILT' site conditions.
 - .3 Maintain up-to-date, real time as-built drawings and specifications in good condition and make available for inspection by the Departmental Representative upon request.
 - .4 'AS-BUILT': Drawings:
 - .1 Record changes in red ink on the prints. Mark only on one set of prints and at completion of work, neatly transfer notations to second set (also by use of red ink).
 - .2 Submit both sets to Departmental Representative prior to application for Certificate of Substantial Performance.
 - .3 Stamp all drawings with "As-Built Drawings". Label and place Contractor's signature and date.
 - .4 Show all modifications, substitutions and deviations from what is shown on the contract drawings or in specifications.
 - .5 Record following information:
 - .1 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure;
 - .2 Field changes of dimension and detail;

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- .3 Location of all capped or terminated services and utilities.
 - .4 Chases for mechanical, electrical and other services;
 - .5 All design details dimensioned and marked-up to consistently report finished installation conditions;
 - .6 Any details produced in the course of the contract by the Departmental Representative to supplement or to change existing design drawings;
 - .7 All change orders issued over the course of the contract must be documented on the finished 'AS-BUILT' documents, accurately and consistently depicting the changed condition as it applies to all affected drawing details.
- .6 ' AS-BUILT' Specifications: legibly mark in red each item to record actual construction, including:
- .7 Maintain 'AS-BUILT' documents current as the contract progresses. Departmental Representative will conduct reviews and inspections of the documents on a regular basis. Failure to maintain as-built current and complete to satisfaction of the Departmental Representative shall be subject to financial penalties in the form of progress payment reductions and holdback assessments.
- 1.4 REVIEWED SHOP DRAWINGS
- .1 Provide a complete set of all shop drawings reviewed for project to incorporate into each copy of the Operations & Maintenance manuals.
 - .2 Submit full sets at same time and as part of the contents of the Operation and Maintenance manuals specified.
- 1.5 OPERATIONS & MAINTENANCE MANUAL
- .1 Operations & Maintenance Manual - Definition: an organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of the specifications.
 - .2 Manual Language: final manuals to be in English language.
 - .3 Number of copies required:
 - .1 Submit 2 interim copies of the manual for review and inspection by Departmental Representative. Make revisions and additions as directed and resubmit.
 - .2 Upon review and acceptance by Departmental Representative, submit 4 final copies. Interim copies are not to be considered as part of the final copies unless they have been fully revised and are identical to the final approved version.

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- .4 Submission Date: submit complete operation and maintenance manual to Departmental Representative 3 weeks prior to application for Certificate of Substantial Performance of the work.
 - .5 Binding:
 - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
 - .2 Use vinyl, hard covered, 3 "D" ring binders, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
 - .3 Where multiple binders are needed, correlate data into related consistent groupings.
 - .4 Identify contents of each binder on spine.
 - .5 Organize and divide data following same numerical system as the section numbers of the Specification Manual.
 - .6 Dividers: separate each section by use of cardboard dividers and labels. Provide tabbed fly leaf for each individual product and system and give description of product or component.
 - .7 Type lists and notes. Do not hand write.
 - .8 Drawings, diagrams and manufacturers' literature must be legible. Provide with reinforced, punched binder tab. Bind in with text; fold larger drawings to size of text pages.
 - .6 Manual Contents:
 - .1 Cover sheet containing:
 - .1 Date submitted.
 - .2 Project title, location and project number.
 - .3 Names and addresses of Contractor, and all Sub-contractors.
 - .2 Table of Contents: provide full table of contents in each binder(s), clearly indicate which contents are in each binder.
 - .3 List of maintenance materials.
 - .4 List of spare parts.
 - .5 List of special tools.
 - .6 Original or certified copy of warranties and product guarantees.
 - .7 Copy of approval documents and certificates issued by Inspection Authorities.
 - .8 Copy of reports and test results performed by Contractor as specified.
 - .9 Product Information (PI Data) on materials, equipment and systems as specified in various sections of the specifications. Data to include:
 - .1 List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.

- .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts list.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.
 - .7 Maintenance instructions for finishes.
- .7 Shop drawings:
- .1 Include complete set of reviewed shop drawings into each copy of the operations and maintenance manual.
 - .2 Fold and bind material professionally in a manner that corresponds with the specification section numbering system.
 - .3 When large quantity of data is submitted, place into separate binders of same size as Operations & Maintenance binders.
- .8 Equipment and Systems Data: the following list indicates the type of data and extent of information required to be included for each item of equipment and for each system:
- .1 Description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include complete nomenclature and commercial number of replaceable parts.
 - .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
 - .3 Include installed colour coded wiring diagrams.
 - .4 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
 - .5 Manufacturer's printed operation and maintenance instructions.
 - .6 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
 - .7 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
 - .8 Include test and balancing reports.
 - .9 Additional requirements as specified in individual specification sections.
- .9 Materials and Finishes Maintenance Data:
- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture

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- designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
 - .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
 - .4 Additional Requirements: as specified in individual specifications sections.
- 1.6 SPARE PARTS, TOOLS AND MAINTENANCE MATERIALS
- .1 Provide spare parts, special tools and extra materials for maintenance purposes in quantities specified in individual specification sections.
 - .2 Tag all items with associated function or equipment.
 - .3 Provide items of same manufacture and quality as items in Work.
 - .4 Deliver to site in well packaged condition. Store in location as directed by Departmental Representative.
 - .5 Clearly mark as to contents indicating:
 - .1 Part number.
 - .2 Identification of equipment or system for which parts are applicable.
 - .3 Installation instructions or intended use as applicable.
 - .4 Name, address and telephone number of nearest supplier.
 - .6 Prepare and submit complete inventory list of items supplied. Include list within Maintenance Manual.
- 1.7 MATERIAL SAFETY DATA SHEET
- .1 Provide an MSDS for new and existing controlled product. Where MSDS's are available from the supplier for hazardous substances not covered by Federal legislation governing WHMIS, MSDS's shall be obtained from the supplier.

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