

PART 1 - GENERAL

1.1 WORK COVERED BY  
CONTRACT DOCUMENTS

- .1 The Work described in this Contract comprises the replacement of the lighting fixtures in the Establishment owned by Transport Canada, located at 700 Leigh Capreol, Dorval, Québec, H4Y 1G8.

1.2 CONTRACT METHOD

- .1 Construct Work under stipulated price contract.
- .2 Relations and responsibilities between Contractor and subcontractors assigned by Owner are as defined in Conditions of Contract. Assigned Subcontractors must, in addition:
- .1 Supply to Contractor bonds covering faithful performance of subcontracted work and payment of obligations there under when Contractor is required to furnish such bonds to Ministerial representative.
- .2 Purchase and maintain liability insurance to protect Contractor from claims for not less than limits of liability which Contractor is required to provide to Ministerial representative.

1.3 WORK BY OTHERS

- .1 Cooperate with other Contractors in carrying out their respective works and carry out instructions from Ministerial representative.
- .2 Coordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Ministerial representative, in writing, any defects which may interfere with proper execution of Work.

1.4 WORK SEQUENCE

- .1 Construct Work in stages to accommodate Owner's continued use of premises during construction.
- .2 Coordinate Progress Schedule and coordinate with Owner Occupancy during construction.
- .3 Maintain fire access/control.

1.5 CONTRACTOR USE OF  
PREMISES

- .1 Unrestricted use of site until Substantial Performance.
- .2 Coordinate use of premises under direction of Ministerial representative.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .4 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Ministerial representative.

- .6 At completion of operations, the condition of the existing work shall be in an equal or better state than when the work began.

1.6 OWNER FURNISHED ITEMS

- .1 Owner Responsibilities:
- .1 Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Contractor.
  - .2 Deliver supplier's bill of materials to Contractor.
  - .3 Arrange and pay for delivery to site in accordance with Progress Schedule.
  - .4 Inspect deliveries jointly with Contractor.
  - .5 Submit claims for transportation damage.
  - .6 Arrange for replacement of damaged, defective or missing items.
  - .7 Arrange for manufacturer's field services; arrange for and deliver manufacturer's warranties and bonds to Contractor.
- .2 Contractor Responsibilities:
- .1 Designate submittals and delivery dates for each product in the progress schedule.
  - .2 Review shop drawings, product data, samples, and other submittals. Submit to Ministerial representative notification of observed discrepancies or problems anticipated due to non-conformance with Contract Documents.
  - .3 Receive and unload products on site.
  - .4 Inspect deliveries jointly with Owner; record shortages, and damaged or defective items.
  - .5 Handle products on site, including uncrating and storage.
  - .6 Protect products from damage, and from exposure to elements.
  - .7 Assemble, install, connect, adjust, and finish products.
  - .8 Provide, after installation, the inspections required by competent authorities.
  - .9 Repair or replace items damaged by Contractor or subcontractor on site (under his control).

1.7 ALTERATIONS, ADDITIONS  
OR REPAIRS TO EXISTING  
BUILDING

- .1 Execute work with least possible interference or disturbance to occupants, and normal use of premises. Arrange with Costumer to facilitate execution of work.
- .2 Use only the existing lifts or escalators to moving workers and material.
- .1 Protect walls of passenger elevators, to the satisfaction of the Ministerial representative prior to use.
  - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.8 DOCUMENTS REQUIRED

- .1 Maintain on site, one copy of each of the following documents:
- .1 Contract Drawings;
  - .2 Specifications;
  - .3 Addenda;
  - .4 Reviewed Shop Drawings;

- .5 List of Outstanding Shop Drawings(non-reviewed);
- .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 specified.

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PART 1 - GENERAL

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work as requested by the Ministerial representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice for each meeting four (4) days in advance of meeting date to Ministerial representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 The ministerial representative shall preside the meetings.
- .6 The ministerial representative shall record the meeting minutes, include significant proceedings and decisions and identify actions by parties.
- .7 Reproduce and distribute copies of minutes within three (3) days after meetings and transmit to meeting participants and affected parties not in attendance.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings shall be qualified and authorized to act on behalf of the party each represents.

1.2 PRECONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 The Ministerial Representative, Contractor, major Subcontractors, field inspectors, supervisors and CSST representative shall attend this meeting.
- .3 Establish time and location of meeting, and notify parties concerned a minimum of 5 days before the meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Schedule of Work.
  - .3 Schedule of submission of shop drawings, samples, and color chips in accordance with Section 01 33 00 - Submittal Procedures.
  - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences.
  - .5 Delivery schedule of specified equipment.
  - .6 Laws of Health and Site security.
  - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and other administrative requirements.

- .8 Not used.
- .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .12 Monthly progress claims, administrative procedures, photographs, hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

### 1.3 PROGRESS MEETINGS

- .1 Schedule progress meetings every two (2) weeks during the course of work and two (2) weeks before completion.
- .2 The Contractor, the major Subcontractors involved in Work, and the Ministerial representative shall attend.
- .3 Notify parties a minimum of five (5) days prior to meetings.
- .4 Record minutes of meetings and distribute to attending parties and affected parties not in attendance within four (4) days after meeting.
- .5 Agenda to include the following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.
  - .3 Field observations, problems, conflicts.
  - .4 Problems which impede construction schedule.
  - .5 Review of off-site fabrication delivery schedules.
  - .6 Corrective measures and procedures to regain projected schedule.
  - .7 Revision to construction schedule.
  - .8 Progress schedule, during succeeding work period.
  - .9 Review submittal schedules: accelerate Work as required.
  - .10 Maintenance of quality standards.
  - .11 Review proposed changes and their effects on construction schedule and on completion date.
  - .12 Other business.

PART 1 - GENERAL

1.1 REFERENCES

- .1 List of shop drawings prepared by the Ministerial representative

1.2 ADMINISTRATIVE

- .1 Submit to Ministerial representative the documents listed for review. Submit promptly and in proper sequence to prevent delays in Work. Failure to submit in ample time is not considered a sufficient reason for the extension of Contract Time and no claim for extension by reason of such nature will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values can be accepted.
- .5 Review submittals prior to submission to Ministerial representative. This review confirms that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to the specific project will be returned without being examined and considered rejected.
- .6 Notify the Ministerial representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify the exactness of the field measurements with respect to the adjacent equipment concerned with the Work.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Ministerial representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Ministerial representative review.
- .10 Keep one reviewed copy of each submission on site.

1.3 SHOP DRAWINGS AND  
PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit shop drawings bearing stamp and signature of qualified Ministerial representative registered or licensed in Province of Québec, Canada.

- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow five (5) days for the review of each submission by the Ministerial representative.
- .5 Adjustments made on shop drawings by Ministerial representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Ministerial representative prior to proceeding with Work.
- .6 Make changes in shop drawings as Ministerial representative may require, consistent with Contract Documents. When resubmitting, notify Ministerial representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, in containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .8 Submissions include:
  - .1 Date and revision dates.
  - .2 Project title and 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 Details of appropriate portions of Work as applicable:
    - .1 Fabrication materials and details.
    - .2 Layout, showing dimensions, including measured 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 Links to adjacent work.
- .9 After the Ministerial representative's review, distribute copies.

- .10 Submit one (1) electronic copy of each shop drawing requested in the specifications' technical sections and as the Ministerial representative may reasonably request.
- .11 Submit one (1) electronic copy of the test reports mentioned in the specifications' technical sections and as requested by the Ministerial representative.
  - .1 Report signed by authorized official of testing laboratory that the material, product or system identical those proposed for the Work have been tested in accordance with specified requirements.
  - .2 Testing must have been within 3 years of date of contract award for project.
- .12 Submit one (1) electronic copy of certificates mentioned in the specifications' technical sections and as requested by the Ministerial representative.
  - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
  - .2 Certificates must be dated after award of project contract complete with project name.
- .13 Submit one (1) electronic copy of the manufacturer's instructions mentioned in the specifications' technical sections and as requested by the Ministerial representative.
  - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .14 Submit one (1) electronic copy of the Manufacturer's Field Reports as requested in the specifications technical sections and as requested by the Ministerial representative.
  - .1 Documentation of the testing and verification actions taken by the manufacturer's representative to confirm compliance with the manufacturer's standards or instructions.
- .15 Submit one (1) electronic copy of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Ministerial representative.
- .16 Delete information not applicable to the project.
- .17 In addition to the standard information, supply all the additional details that apply to the project.
- .18 If upon review by Ministerial representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, the noted copy will be returned and the corrected shop drawings shall be resubmitted, through same procedure indicated above before the fabrication and installation of Work may proceed.
- .19 The review of shop drawings by Public Works and Government

Services Canada (PWGSC) is for the sole purpose of ascertaining conformance with the general concept.

.1 This review shall not mean that PWGSC approves detail design inherent to shop drawings, this responsibility remains with the Contractor who submits the drawings, and such review shall not relieve the Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.

.2 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 coordination of Work of sub-trades.

#### 1.4 SAMPLES

- .1 Submit for review samples in duplicate as requested by the specifications' technical sections. Label the samples with their origin and intended use.
- .2 Deliver samples with prepaid shipping to the Ministerial representative's business address.
- .3 Notify the Ministerial representative in writing, at the 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 Ministerial representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to the Ministerial representative prior to proceeding with Work.
- .6 Make changes in samples which Ministerial representative 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.

#### 1.5 MOCK-UPS

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

#### 1.6 PROGRESS PHOTOGRAPHS

- .1 Submit progress photographs.

#### 1.7 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

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PART 1 - GENERAL

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1.1 PURPOSE

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- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.
- .2 Canadian Construction Documents Committee (CCDC) – CCDC2-2008, Stipulated Price Contract.

1.2 DEFINITIONS

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- .1 "Contraband" means:
  - .1 an intoxicant, including alcoholic beverages, drugs and narcotics;
  - .2 a weapon or a component thereof, ammunition for a weapon, and anything 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 Not used.
  - .5 any item not described in paragraphs .1 to .4 that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization.
- .2 "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.
- .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
- .4 Not used.
- .5 Not used.
- .6 "Construction employees" means persons working for the general contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .7 "Departmental Representative" means the Public Works and Government Services Canada (PWGSC) project manager depending on project.
- .8 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
- .9 "Construction zone" means the area as shown on the contract drawings where the contractor will be allowed to work. This area may or may not be isolated from the security area of the institution. The construction limits are around the fences on the interior and the exterior of the establishment. Another work area is located along the inner fence with separates the establishment into two sections.

1.3 PRELIMINARY

PROCEEDINGS

- .1 Prior to the commencement of work, the contractor shall meet with the Director to:
  - .1 Discuss the nature and extent of all activities involved in the Project.
  - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
- .2 The contractor shall:
  - .1 Ensure that all construction employees are aware of the PWGSC security requirements.
  - .2 Ensure that a copy of the PWGSC security requirements is always prominently on display at the job site.
  - .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

1.4 CONSTRUCTION  
EMPLOYEES

- .1 Submit to the ministerial representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee.
- .2 Allow two (2) weeks for processing of security clearances. Employees will not be admitted to the Institution without a valid security clearance in place and recent picture identification such as a provincial driver's license. Security clearances obtained from other PWGSC institutions are not valid at the institution where the project is taking place.
- .3 The ministerial representative may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The ministerial representative may require that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the institution and shall be displayed prominently on the construction employees clothing at all time while employees are at the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
  - .1 appear to be under the influence of alcohol, drugs or narcotics;
  - .2 behave in an unusual or disorderly manner;
  - .3 are in possession of contraband.

1.5 VEHICLES

- .1 All unattended vehicles on PWGSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle.
- .2 The director may limit at any time the number and type of vehicles

allowed within the Institution.

- .3. Drivers of delivery vehicles for material required by the project shall not require security clearances but must remain with their vehicle the entire time that the vehicle is in the Institution. The director may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4. If the Director permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh. All storage trailers inside and outside the perimeter must be locked when not in use.
- .5. Agents will be dedicated to escort the workers on the whole building.

#### 1.6 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the Director. Parking in other locations will be prohibited and vehicles may be subject to removal.

#### 1.7 SHIPMENTS

- .1 All shipments of project material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the institution's own shipments. The contractor must have his own employees on site to receive any deliveries or shipments. PWGSC staff will **NOT** accept receipt of deliveries or shipments of any material equipment or tools for the contractor.

#### 1.8 WORKING HOURS

- .1 No work will be tolerated during the office hours and all the works must be ended after every quarter of work, because the building is in service during the day.
- .2 All the out-of-the-way lamps must be replaced by new and site must be cleaned after every quarter of work (01-74-11 cleaning).
- .3 The working hours are from 6 pm till 6 Am from Monday to Friday with no limitation on week-end.
- .4 In 10 working days following the attribution of the market, to submit the calendar of the works indicating the progress of the diverse stages of the project and the date of completion of the works, which must be ended in 150 days further to the granting of the contract

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PART 1 - GENERAL

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1.1 CONTENT

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- .1 The general contractor must make sure that during his activities, the public and his employees' health and safety and the protection of the environment will always prevail on cost or schedule issues.

1.2 REFERENCES

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- .1 Working Canadian code, part II, Canada Occupational Safety and Health Regulations.
- .2 Canadian Standard Association (CSA).
- .3 Workplace Hazardous Materials Information System (SIMDUT) /Health Canada.  
.1 Data sheet.
- .4 Act respecting Occupational health and safety, L.R.Q. Chapitre S-2.1, 2002.
- .5 Safety Code for the construction industry, S-2.1, r.6, 2001.

1.3 DOCUMENTS/ SAMPLES

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- .1 Submit all documents and samples in conformity with the section 01 33 00 – Submittals Procedures.
- .2 Ten (10) days before construction start, transmit to the CSC representative and to the Commission de la santé et de la sécurité du travail (CSST) the health and safety program specific to the construction activity as described in the section 1.8. If necessary, the general contractor must update his prevention program to reflect any changes to the initial plans. Following the reception of the prevention program and at any time during the work, the CSC representative can ask for its modification to adapt it to the work on site. The general contractor will have to proceed with the required modifications before the beginning of works.
- .3 Transmit to the CSC's representative a copy of any federal or provincial inspector's inspection reports, notice of corrections or recommendations within 24 hours of their reception.
- .4 Transmit to the CSC representative any investigation report concerning any accident with injury or pointing out any potential hazard for health and safety within 24 hours of their reception.
- .5 Transmit to the CSC's representative the data sheet for all controlled product at least three (3) days before they are used on site.
- .6 Transmit to the CSC representative a copy of the formation certificates required for the application of the prevention program including :
- .1 General health and safety course on work sites;
  - .2 Security agent certificate;
  - .3 First-aid and CPR on work sites;
  - .4 Work subject to asbestos conditions;

- .5 Work in enclosed spaces;
  - .6 Locking/securing procedures;
  - .7 Wearing and adjustment of individual protection equipment;
  - .8 Forklift truck safe use;
  - .9 Working platform lift;
  - .10 and any other formation required by regulations or by the prevention program.
- .7 Medical examinations: when required by law, regulation, directive, specification or by a prevention program, the general contractor must :
- .1 Before mobilisation, transmit to the CSC representative the medical examination certificate for all surveillance employees and any other employee attending the first site meeting concerned by this article's first paragraph.
  - .2 Afterwards, transmit as one goes along and without any delays all medical examination certificates of any new incoming worker concerned by this article's first paragraph.
- .8 Emergency plan: the emergency plan, as described in the article 1.7.3, must be transmitted to the CSC representative with the prevention program.
- .9 Notice of work start: the notice of work start must be transmitted to Commission de la santé et de la sécurité du travail before the work start and copied to the CSC representative. A copy of this notice must be available and visible on site at all time. During demobilisation, the notice of end of work must be transmitted to the CSST with a copy to the CSC representative.
- .10 Ministerial representative's plans and notice of conformity: the general contractor must transmit to the CSST and to the CSC representative an Ministerial representative's signed and sealed copy of all the plans and notice of conformity required in virtue of the Safety Code for the construction industry (S-2.1, r. 6), of any other law, rules or any clause from the specifications or the contract. A copy of those documents must be available at all time on the work site.
- .11 Certificate of conformity delivered by the CSST: the certificate of conformity is a document delivered by the CSST and confirms that the general contractor complies with the CSST requirements, that he has paid all amount due in relation with the awarded contract. This document must be transmitted to the CSC representative at the end of work.

#### 1.4 EVALUATION OF THE RISKS

- .1 The general contractor must identify all related risks to the various tasks on site.
- .2 The general contractor must plan and organize his work in order to favour the elimination of the danger at the source or the collective protection and minimize the use of individual protection equipment. When the use of individual protection equipment is required in situations of falling hazards, the workers must use a safety harness in conformity with the norm CAN/CSA-Z-259.10-M90. The safety belt

must not be used as a falling protection.

- .3 Any equipment, tool or mean of protection that cannot be installed or used without compromising the health and safety of the workers is considered inadequate for the work.
- .4 All mechanical equipment must be inspected before their delivery on site. Before using mechanical equipment, the general contractor must transmit to the CSC representative a certificate of conformity signed by an approved mechanic. At any time, if the CSC representative suspects a defect or a risk of accident, he can order the immediate shutdown of the machine and require a second inspection performed by a specialist of his choice.

### 1.5 MEETINGS

- .1 A decision-making representative of the general contractor must attend all meetings about job site health and safety issues.

### 1.6 RULING AGENCY REQUIREMENTS

- .1 Comply with all rules, regulations and applicable norms for the execution of the work.
- .2 Follow the prescribed norms and rules in order to assure a normal course of events in the work progress in situations of contaminated grounds by toxic products.
- .3 Despite the publication date of the indicated norms in the Safety Code for the construction industry, always use its most recent and applicable version during work.

### 1.7 HEALTH AND SAFETY MANAGEMENT

- .1 Accept and assume all tasks and obligations normally assigned to the master-builder in accordance with the Loi sur la santé et la sécurité du travail (L.R.Q., chapitre S-2.1) and the Safety Code for the construction industry (S-2.1, r.6).
- .2 Develop a prevention program specific to the work based on the identification of the risks and put this program in application from the beginning of work to its demobilization. The prevention program must take into account the information in the article 1.7. It must be transmitted to all person involved in conformity with the article 1.2. The prevention program must include:
  - .1 The business policy regarding health and safety;
  - .2 The description of the work, the total cost of the work, the schedule with its workforce chart;
  - .3 A flowchart of the health and safety's responsibilities;
  - .4 The physical and material organization of the job site;
  - .5 The first-aid norms;
  - .6 The identified risks on the job site;
  - .7 The identification of the risks related to the work to be executed, including the prevention program and their applicability modality;
  - .8 The required formation;
  - .9 The procedures in situation of accident/injuries;

- .10 A written commitment from all stakeholders to comply with this prevention program;
  - .11 A job site inspection schedule based on the prevention measures.
- .3 The general contractor must develop an efficient emergency plan, in relation with the job site characteristics and conditions. The emergency plan must be transmitted to all involved stakeholders, in conformity with the article 1.2. The emergency plan must include:
- .1 The evacuation procedure;
  - .2 The identification of the resources (police, firefighter, ambulance, etc.);
  - .3 The identification of the persons in charge of the job site;
  - .4 The identification of the first-aiders;
  - .5 The required formation for the persons in charge of its application;
  - .6 And any other information necessary related to the job site characteristics.

## 1.8 RESPONSIBILITIES

- .1 No matter what is the size of the job site or the number of workers on site, always have an identified competent supervisor responsible of the health and safety. Take all necessary measures to assure the health and safety of peoples and goods on and in the proximity of the job site that could be affected by the execution of the work.
- .2 Take all necessary measures to assure the application and the respect of all health and safety requirements indicated in the contractual documents, the federal and provincial regulations, the applicable norms and the prevention program specific for the job site and comply immediately to any prescription or notice of correction issued by the CSST.
- .3 Take all necessary measures to maintain the job site clean and in good order during the work.

## 1.9 COMMUNICATION AND SIGNAGE

- .1 Take all necessary measures to assure an efficient communication of the health and safety information on the job site. As soon as they arrive on the job site, all workers must be informed of the particularities of the prevention program, of their obligations and rights. The general contractor must insist on the worker's right to refuse to execute a work if they believe this work could imperil their health, their safety, their own physical integrity or the one of the other persons on the job site. The general contractor must maintain on the job site an updated register with the information transmitted and the signature of all the workers who received this formation.
- .2 The following information and documents must be displayed in an easily accessible place for the workers:
  - .1 Notice of work start;
  - .2 Identification of the master-builder;
  - .3 The business policy regarding health and safety at work;
  - .4 The prevention program specific to the job site;

- .5 The emergency plan;
- .6 Data sheet of all controlled products used on the job site;
- .7 Minutes of meeting of the construction site committee;
- .8 Name of the first-aiders;
- .9 Intervention and correction reports published by the CSST.

1.10 UNFORSEENS

- .1 When a source of danger not specified in the specifications and not identified during the preliminary inspection of the job site occurs during the execution of the work, the general contractor must immediately stop the work, set up temporary protection measures for the workers and the public and warn the CSC representative verbally and by writing. The general contractor must afterwards proceed with the necessary modifications to the prevention program for the work to resume safely.

1.11 DYNAMITING

- .1 Dynamiting and the use of explosives are forbidden.

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PART 1 - GENERAL

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1.1 DEFINITIONS

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- .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- .3 PCBs: Polychlorinated Biphenyls present in ballasts.

1.2 SUBMITTALS

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- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prior to commencing construction activities or delivery of materials to site, submit Environmental Protection Plan for review and approval by Departmental Representative Environmental Protection Plan is to present comprehensive overview of known or potential environmental issues which must be addressed during construction.
- .3 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .4 Environmental protection plan: include:
  - .1 Name of persons responsible for ensuring adherence to Environmental Protection Plan.
  - .2 Name and qualifications of persons responsible for manifesting hazardous waste to be removed from site.
  - .3 Name and qualifications of persons responsible for training site personnel.
  - .4 Descriptions of environmental protection personnel training program.
  - .5 Erosion and sediment control plan which identifies type and location of erosion and sediment controls to be provided including monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations.
  - .6 Not used.
  - .7 Not used.
  - .8 Work area plan showing proposed activity in each portion of area and identifying areas of limited use or non-use. Plan to include measures for marking limits of use areas including methods for protection of features to be preserved within authorized work areas.

- .9 Not used.
- .10 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
- .11 Air pollution control plan detailing provisions to assure that dust, debris, materials, and trash, do not become air borne and travel off project site.
- .12 Contaminant prevention plan that: identifies potentially hazardous substances to be used on job site; identifies intended actions to prevent introduction of such materials into air, water, or ground; and details provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.
- .13 Not used.
- .14 Not used.
- .15 Not used.

1.3 FIRES

- .1 Not used.

1.4 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.5 DRAINAGE

- .1 Not used.

1.6 POLLUTION CONTROL

- .1 Not used.

1.7 NOTIFICATION

- .1 Ministerial representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.
- .2 Contractor: after receipt of such notice, inform Ministerial representative of proposed corrective action and take such action for approval by Ministerial representative.
- .3 Ministerial representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

1.8 PCB DANGEROUS  
PRODUCT FOR BALLASTS

- .1 Refer to the article CG9.3 of the General Conditions as expressed in the CCDC2.
- .2 Before the beginning of the works, master of work shall:
  - .1 Make sure that toxic or dangerous matter is not present in the

location of the work;

.2 Project manager has to make sure that during the works nobody is exposed to toxic or dangerous matter in the limits required by the CSST.

.3 If the contractor meets toxic or dangerous matter which exceeds the limit required (demanded) by the CSST, he has to make immediately and in writing a report on this situation for the Ministerial representative and the Project manager.

.1 The contractor has to make sure that all the employees of the construction know the requirements regarding toxic or dangerous matter;

.2 The contractor has to make sure not to try to remove of his support a roadbed containing PCB under stress in a device of lighting.

PART 1 - GENERAL

1.1 REFERENCES AND CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.
- .3 The works must be executed according to the requirements of the Code of Construction of Quebec, chapter V - Electric on 2010.

1.2 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions and municipal by-laws.

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PART 1 - GENERAL

1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)  
.1 CCDC 2-94, Stipulated Price Contract.

1.2 INSPECTION

- .1 Refer to CCDC 2, GC 2.3.
- .2 Allow Ministerial representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .3 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Ministerial representative instructions, or law of Place of Work.
- .4 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .5 Ministerial representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.
- .6 During inspections Ministerial Representative, the contractor will be penalized financially if any breach of the requirements of section 01-74-11 Cleaning are recognized and this gradually.

1.3 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Ministerial representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Ministerial representative at no cost to Departmental Representative. Pay costs for retesting and reinspection.
- .5 The contractor shall correct the defects and imperfections to the Ministerial Representative's satisfaction without additional costs for

the Ministerial Representative and pay for the tests and inspections that are required after the corrections.

1.4 ACCESS TO SITE

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Cooperate to provide reasonable facilities for such access.

1.5 PROCEDURES

- .1 Notify appropriate agency and Ministerial representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.6 REJECTED WORK

- .1 Refer to CCDC, GC 2.4.
- .2 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Ministerial representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .3 Make good other Contractor's work damaged by such removals or replacements promptly.
- .4 If in opinion of Ministerial representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Ministerial representative.

1.7 REPORTS

- .1 Submit 2 copies of inspection and test reports to Ministerial representative.
- .2 Provide copies to subcontractor of work being inspected or tested.

1.8 TESTS AND MIX DESIGNS

- .1 Not used.
- .2 Not used.

1.9 MOCK-UPS

- .1 Not used.

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PART 1 - GENERAL

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1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-94, Stipulated Price Contract.
- .2 Within text of each specifications section, reference may be made to reference standards.
- .3 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .4 If there is question as to whether products or systems are in conformance with applicable standards, Ministerial representative reserves right to have such products or systems tested to prove or disprove conformance.
- .5 Cost for such testing will be borne by Ministerial representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.

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1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .3 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .4 Should disputes arise as to quality or fitness of products, decision rests strictly with Ministerial representative based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacturing for any particular or like item throughout building.
- .6 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.

1.3 AVAILABILITY

- .1 In event of failure to notify Ministerial representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Ministerial representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Not used.
- .5 Not used.
- .6 Store sheet materials, lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Not used.
- .8 Remove and replace damaged products at own expense and to satisfaction of Ministerial representative.
- .9 Return to the satisfaction of the Ministerial representative quite material that was damaged.

1.5 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.

1.6 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Ministerial representative in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Ministerial representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.7 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Ministerial representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative, whose decision is final.

1.8 CO-ORDINATION

- .1 Ensure cooperation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.9 CONCEALMENT

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation, inform Ministerial representative if there is interference. Install as directed by Ministerial representative.

1.10 REMEDIAL WORK

- .1 Perform remedial works required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial works by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.11 LOCATION OF FIXTURES

- .1 Consider location of fixtures, grounding connection, and mechanical and electrical items indicated as approximate.
- .2 Inform Ministerial representative of conflicting installation. Install as directed.
- .3 Take into account drawings of workshop to determine the location of devices, indicate to the entrepreneur any abnormal situation.

1.12 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, color and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.

- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause crumbling or cracking of material to which anchorage is made are not acceptable.

1.13 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Not used.
- .3 Not used.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.14 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Ministerial representative.

1.15 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with a minimum of disturbance to Work, and building occupants and pedestrian and vehicular traffic.
- .2 Not used.
- .3 Maintain the system existing in operation any time by temporary supply.

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PART 1 - GENERAL

1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)  
.1 CCDC 2-94, Stipulated Price Contract.
- .2 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions "C", In Effect as Of: May 14, 2004.

1.2 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Provide and use marked separate bins for recycling. Refer to Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .6 Dispose of waste materials and debris off site.
- .7 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .8 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .10 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.3 CLEANING SHIFT AND FINAL

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.

- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris including that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 The cleaning shall be done before each PWGSC employee shift. If the premises are not properly cleaned, PWGSC shall clean the premises and charge the associated costs to the contractor in the monthly payment demand.

#### 1.4 WASTE MANAGEMENT AND DISPOSAL

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- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management And Disposal.

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## PART 1 - GENERAL

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### 1.1 WASTE MANAGEMENT GOALS

- .1 Prior to start of Work conduct meeting with Departmental Representative to review and discuss PWGSC's Waste Management Plan and Goals.
- .2 PWGSC's Waste Management Goal 75 percent of total Project Waste to be diverted from landfill sites. Provide Departmental Representative documentation certifying that waste management, recycling, reuse of recyclable and reusable materials have been extensively practiced.
- .3 Accomplish maximum control of solid construction waste.
- .4 Preserve environment and prevent pollution and environment damage.

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### 1.2 RELATED SECTIONS

- .1 Not used.
- .2 Section 26 05 21 - Wires and Cables (0-1000 V)
- .3 Not used.
- .4 Section 26 05 33 - Raceway and Boxes For Electrical Systems.
- .5 Section 26 05 34 - Conduits, Conduit Fastenings and Conduit Fittings.
- .6 Not used.
- .7 Not used.

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### 1.3 REFERENCES

- .1 LEED Canadian Green Building Council (CGBC), Green Building Rating System, For New Construction and Major Renovations LEED Canada-NC, Version 1.0 - December 2004.

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### 1.4 DEFINITIONS

- .1 Class III: non-hazardous waste - construction renovation and demolition waste.
- .2 Cost/Revenue Analysis Workplan (CRAW): based on information from WRW, and intended as financial tracking tool for determining economic status of waste management practices.

- .3 Demolition Waste Audit (DWA): relates to actual waste generated from project.
- .4 Materials Source Separation Program (MSSP): consists of series of ongoing activities to separate reusable and recyclable waste material into material categories from other types of waste at point of generation.
- .5 Recyclable: ability of product or material to be recovered at the end of its life cycle and be re-manufactured into a new product for reuse.
- .6 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .7 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .8 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
  - .1 Salvaging reusable materials from re-modeling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
  - .2 Returning reusable items including pallets or unused products to vendors.
- .9 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .10 Separate Condition: refers to waste sorted into individual types.
- .11 Source Separation: acts of keeping different types of waste materials separate beginning from first time they became waste.
- .12 Waste Audit (WA): detailed inventory of materials in building. Involves quantifying by volume/weight amounts of materials and wastes generated during construction, demolition, deconstruction, or renovation project. Indicates quantities of reuse, recycling and landfill. Refer to Schedule A.
- .13 Waste Management Coordinator (WMC) : contractor representative responsible for supervising waste management activities as well as coordinating related, required submittal and reporting requirements.
- .14 Waste Reduction Workplan (WRW): written report which addresses opportunities for reduction, reuse, or recycling of materials. Refer to Schedule B. WRW is based on information acquired from WA (Schedule A).

- .1 Maintain at job site, one copy of following documents:
  - .1 Waste Audit.
  - .2 Waste Reduction Workplan.
  - .3 Material Source Separation Plan.
  - .4 Schedules A, B, C, D, E completed for project.

## 1.6 SUBMITTALS

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare and submit following prior to project start-up:
  - .1 Submit 2 copies of completed Waste Audit (WA): Schedule A.
  - .2 Submit 2 copies of completed Waste Reduction Workplan (WRW): Schedule B.
  - .3 Not used.
  - .4 Not used.
  - .5 Submit 2 copies of Materials Source Separation Program (MSSP) description.
- .3 Submit before final payment summary of waste materials salvaged for reuse, recycling or disposal by project using deconstruction/disassembly material audit form.
  - .1 Failure to submit could result in hold back of final payment.
  - .2 Provide receipts, scale tickets, waybills, and show quantities and types of materials reused, recycled, co-mingled and separated off-site or disposed of.
  - .3 For each material reused, sold or recycled from project, include amount in tonnes quantities by number, type and size of items and the destination.
  - .4 For each material land filled or incinerated from project, include amount in tons of material and identity of landfill, incinerator or transfer station.

## 1.7 WASTE AUDIT (WA)

- .1 Conduct WA prior to project start-up.
- .2 Prepare WA: Schedule A.
- .3 Record, on WA - Schedule A, extent to which materials or products used consist of recycled or reused materials or products.

## 1.8 WASTE REDUCTION WORKPLAN (WRW)

- .1 Prepare WRW prior to project start-up.
- .2 WRW should include but not limited to:
  - .1 Destination of materials listed.
  - .2 Deconstruction/disassembly techniques and sequencing.
  - .3 Schedule for deconstruction/disassembly.
  - .4 Location.

- .5 Security.
- .6 Protection.
- .7 Clear labeling of storage areas.
- .8 Details on materials handling and removal procedures.
- .9 Quantities for materials to be salvaged for reuse or recycled and materials sent to landfill.
- .3 Structure WRW to prioritize actions and follow 3R's hierarchy, with Reduction as first priority, followed by Reuse, then Recycle.
- .4 Describe management of waste.
- .5 Identify opportunities for reduction, reuse, and recycling of materials. Based on information acquired from WA.
- .6 Post WRW or summary where workers at site are able to review content.
- .7 Set realistic goals for waste reduction, recognize existing barriers and develop strategies to overcome these barriers.
- .8 Monitor and report on waste reduction by documenting total volume and cost of actual waste removed from project.

1.9 DEMOLITION WASTE AUDIT  
(DWA)

- .1 Prepare DWA prior to project start-up.
- .2 Not used.
- .3 Provide inventory of quantities of materials to be salvaged for reuse, recycling, or disposal.

1.10 COST/REVENUE ANALYSIS  
WORKPLAN (CRAW)

- .1 Not used.

1.11 MATERIALS SOURCE  
SEPARATION PROGRAM (MSSP)

- .1 Prepare MSSP and have ready for use prior to project start-up.
- .2 Implement MSSP for waste generated on project in compliance with approved methods and as reviewed by Engineer.
- .3 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .4 Provide containers to deposit reusable and recyclable materials.
- .5 Locate containers in locations, to facilitate deposit of materials without

hindering daily operations.

- .6 Locate separated materials in areas which minimize material damage.
- .7 Collect, handle, store on-site, and transport off-site, salvaged materials in separate condition.
  - .1 Transport to approved and authorized recycling facility.
- .8 Collect, handle, store on-site, and transport off-site, salvaged materials in combined condition.
  - .1 Ship materials to site operating under Certificate of Approval.
  - .2 Materials must be immediately separated into required categories for reuse or recycling.

#### 1.12 WASTE PROCESSING SITES

- .1 Province of: Québec.
  - .1 Name: Ministère de l'Environnement et de la Faune.
  - .2 Telephone: 418 643-3127.
  - .3 Free call : 1-800-561-1616.
  - .4 Fax: 418 646-5974.

#### 1.13 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect the mechanical and electrical installation.
- .6 Separate and store materials produced during dismantling of structures in designated areas.
- .7 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated facilities.
  - .1 On-site source separation is recommended.
  - .2 Remove co-mingled materials to off-site processing facility for separation.
  - .3 Provide waybills for separated materials.

#### 1.14 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil, paint

thinner into waterways, storm, or sanitary sewers.

- .3 Keep records of construction waste including:
  - .1 Number and size of bins.
  - .2 Waste type of each bin.
  - .3 Total tonnage generated.
  - .4 Tonnage reused or recycled.
  - .5 Reused or recycled waste destination.
- .4 Remove materials from deconstruction as deconstruction/disassembly Work progresses.
- .5 Prepare project summary to verify destination and quantities on a material-by-material basis as identified in pre-demolition material audit.

#### 1.15 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises.
- .2 Maintain security measures established by existing facility.

#### 1.16 SCHEDULING

- .1 Coordinate Work with other activities at site to ensure timely and orderly progress of Work.

#### PART 2 - PRODUCTS

##### 2.1 NOT USED

- .1 Not Used.

#### PART 3 - EXECUTION

##### 3.1 SELECTIVE DEMOLITION

- .1 Reuse of Building Elements: this project has been designed to result in end of project rates for reuse of building elements as follows: do not demolish building elements beyond what is indicated on Drawings without approval by ministerial representative's.

##### 3.2 APPLICATION

- .1 Do Work in compliance with WRW.
- .2 Handle waste materials not reused, salvaged, or recycled in

accordance with appropriate regulations and codes.

### 3.3 CLEANING

- .1 Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.
- .2 Clean-up work area as work progresses (01-74-11 cleaning).
- .3 Source separate materials to be reused/recycled into specified sort areas.

### 3.4 DIVERSION OF MATERIALS

- .1 From following list, separate materials from general waste stream and stockpile in separate piles or containers, as reviewed by Engineer, and consistent with applicable fire regulations.
  - .1 Mark containers or stockpile areas.
  - .2 Provide instruction on disposal practices.
- .2 On-site sale of recyclable materials is not permitted, unless otherwise directed by ministerial representative.
- .3 Construction Waste:

Material Type	Recommended Diversion %	Actual Diversion %
Cardboard	100	
Plastic Packaging	100	
Rubble	100	
Steel	100	
Wood (uncontaminated)	100	

3.5 WASTE AUDIT (WA)

.1 Schedule A - Waste Audit (WA):

(1) Material Category	(2) Material Quantity Unit	(3) Estimated Waste (%)	(4) Total Quantity of Waste (unit)	(5) Generation Point	(6) % Recycled	(7) % Reused
Wood and Plastics Material - Description						
Off-cuts						
Warped Pallet						
Forms Plastic						
Packaging Cardboard						
Packaging Other						
Doors and Windows Material - Description						
Painted Frames						
Glass						
Wood						
Metal						
Other						

3.6 WASTE REDUCTION  
 WORKPLAN (WRW)

.1 Schedule B:

(1) Material Category	(2) Person(s) Responsible	(3) Total Quantity of Waste (unit)	(4) Reused Amount (units) Projected	Actual	(5) Recycled Amount (unit) Projected	Actual	(6) Material(s) Destination
Wood and Plastics Material - Description							
Off-cuts							
Warped Pallet							
Forms Plastic Packaging							
Cardboard Packaging							
Other							
Doors and Windows Material - Description							
Painted Frames							
Glass							
Wood							
Metal							
Other							

3.7 DEMOLITION WASTE AUDIT  
(DWA)

.1 Not used.

3.8 COST/REVENUE ANALYSIS  
WORKPLAN (CRAW)

.1 Not used.

3.9 CANADIAN GOVERNMENTAL  
DEPARTMENTS CHIEF  
RESPONSIBILITY FOR THE  
ENVIRONMENT

.1 Schedule E - Government Chief Responsibility for the Environment:

Ministère de l'Environnement et de la Faune – Siège social  
150, boul. René-Lévesque Est  
Québec (Québec) G1R 4Y1  
Téléphone : 418 643-3127  
Sans frais : 1-800-561-1616  
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Conseil de la conservation et de l'environnement  
800, place d'Youville, 19<sup>e</sup> étage  
Québec (Québec) G1R 3P4  
Téléphone : 418 643-3818

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PART 1 - GENERAL

1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)  
.1 CCDC 2-94, Stipulated Price Contract.

1.2 INSPECTION AND  
DECLARATION

- .1 Contractor's Inspection: Contractor and Subcontractors: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.  
.1 Notify Ministerial representative in writing of satisfactory completion of Contractor's Inspection and those corrections have been made.  
.2 Request Ministerial representative's Inspection.
- .2 Ministerial representative's Inspection: Ministerial representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor to correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:  
.1 Work has been completed and inspected for compliance with Contract Documents.  
.2 Defects have been corrected and deficiencies have been completed.  
.3 Equipment and systems have been tested, adjusted and balanced and are fully operational.  
.4 Operation of systems have been demonstrated to Owner's personnel.  
.5 Work is complete and ready for final inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Ministerial representative, and Contractor. If Work is deemed incomplete by Owner and Ministerial representative, complete outstanding items and request reinspection.
- .5 Declaration of Substantial Performance: when Owner and Ministerial representative consider deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for certificate of Substantial Performance. Refer to CCDC 2, General Conditions Article for specifics to application.
- .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance shall be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment: when Owner and Ministerial representative consider final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed, make application for final payment. Refer to CCDC 2. If Work is deemed incomplete by Owner and Ministerial representative, complete outstanding items and request reinspection.

- .8 Payment of Holdback: after issuance of certificate of Substantial Performance of Work, submit an application for payment of holdback amount in accordance with CCDC 2

1.3 CLEANING

- .1 In accordance with Section 01 74 11 - Cleaning.
- .2 Remove waste and surplus materials, rubbish and construction facilities from the site in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

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PART 1 - GENERAL

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1.1 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3 Copies will be returned after final inspection, with Ministerial representative's comments.
- .4 Revise content of documents as required prior to final submittal.
- .5 Two weeks prior to Substantial Performance of the Work, submit to the Ministerial representative, four final copies of operating and maintenance manuals in English and French.
- .6 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .7 Supply evidence, if requested, for the type, source and quality of products provided.
- .8 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .9 Pay costs of transportation.

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1.2 FORMAT

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings. Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

### 1.3 CONTENTS - EACH VOLUME

- .1 Table of Contents: provide title of project;
  - .1 Date of submission; names.
  - .2 Addresses, and telephone numbers of Ministerial representative and Contractor with name of responsible parties.
  - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
  - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.

### 1.4 AS-BUILTS AND SAMPLES

- .1 Maintain, at site for Ministerial representative one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Ministerial representative.

### 1.5 EQUIPMENT AND SYSTEMS

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed color coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Not used.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in Section 01 45 00 - Quality Control.
- .15 Additional requirements: as specified in individual specification sections.

### 1.6 MATERIALS AND FINISHES

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and color and texture 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.

#### 1.7 SPARE PARTS

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

#### 1.8 MAINTENANCE MATERIALS

- .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

#### 1.9 STORAGE, HANDLING AND PROTECTION

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to

satisfaction of Ministerial representative.

#### 1.10 WARRANTIES AND BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Ministerial representative approval.
- .3 Warranty management plan to include required actions and documents to assure that Owner receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Ministerial representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder and submit upon acceptance of work. Organize binder as follows:
  - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
  - .4 Verify that documents are in proper form, contain full information, and are notarized.
  - .5 Co-execute submittals when required.
  - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 4 month and 9 month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
  - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
  - .2 Not used.
  - .3 Provide list for each warranted equipment, item, feature of construction or system indicating:
    - .1 Name of item.
    - .2 Model and serial numbers.
    - .3 Location where installed.
    - .4 Name and phone numbers of manufacturers or suppliers.
    - .5 Names, addresses and telephone numbers of

- sources of spare parts.
- .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
- .7 Cross-reference to warranty certificates as applicable.
- .8 Starting point and duration of warranty period.
- .9 Summary of maintenance procedures required to continue warranty in force.
- .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
- .11 Organization, names and phone numbers of persons to call for warranty service.
- .12 Typical response time and repair time expected for various warranted equipment.
- .4 Contractor's plans for attendance at 4 and 9 month post-construction warranty inspections.
- .5 Procedure and status of tagging of equipment covered by extended warranties.
- .6 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in a timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification will follow oral instructions. Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.11 PRE-WARRANTY  
CONFERENCE

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- .1 Meet with Departmental Representative, to develop understanding of requirements of this section. Schedule meeting prior to contract completion, and at time designated by Departmental Representative.
- .2 Departmental Representative will establish communication procedures for:
  - .1 Notification of construction warranty defects.
  - .2 Determine priorities for type of defect.
  - .3 Determine reasonable time for response.
- .3 Provide name, telephone number and address of licensed and bonded company that is authorized to initiate and pursue construction warranty work action.
- .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

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