

Part 1 General

1.1 MINIMUM STANDARDS

- .1 Materials shall be new and work shall conform to the minimum applicable standards of the Canadian General Standards Board, the Canadian Standards Association, the National Building Code of Canada 2010 (NBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.

1.2 SHOP DRAWINGS

- .1 Submit for the Departmental Representative's review, one (1) digital copy in PDF (Portable Document Format) of each shop drawing.
- .2 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of the design details inherent in the shop drawings, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents.
- .3 Do not commence manufacture or order materials before shop drawings are reviewed.

1.3 SAMPLES

- .1 Samples: examples of materials, equipment, quality, finishes, workmanship.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.

1.4 PRODUCT DATA

- .1 Product data: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Submit one (1) digital copy in PDF (Portable Document Format) copy of product data.
- .3 Delete information not applicable to project.
- .4 Cross-reference product data information to applicable portions of Contract Documents.

1.5 TAXES

- .1 Pay all taxes properly levied by law (including Federal, Provincial and Municipal).

1.6 FEES, PERMITS AND CERTIFICATES

- .1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.

1.7 FIRE SAFETY REQUIREMENTS

- .1 Comply with the National Building Code of Canada 2010 (NBC) for fire safety in construction and the National Fire Code of Canada 2010 (NFC) for fire prevention, fire fighting and life safety in building in use.
- .2 Comply with Human Resources Development Canada (HRDC), Fire Commissioner of Canada (FCC) standards:
 - .1 No. 301: Standard for Construction Operations.
 - .2 No. 302: Standard for Welding and Cutting.
 - .3 No. 374: Fire Protection Standard for General Storage (Indoor and Outdoor).
 - .4 available from Fire Protection Engineering Services, Labour Program, HRDC or following internet site:
<http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/lp/lo/fp/standards/commissioner.shtml&hs=fzp>
 - .5 Retain all fire safety documents and standards on site.
- .3 Welding and cutting:
 - .1 Before welding, soldering, grinding and/or cutting work, obtain a permit from the Fire Prevention Unit as directed by the Departmental Representative. Store flammable liquids in approved CSA containers inspected by the Fire Prevention Unit. No open flame shall be used unless authorized by the Fire Prevention Unit.
 - .2 At least 48 hours prior to commencing cutting, welding or soldering procedure, provide to Departmental Representative:
 - .1 Notice of intent, indicating devices affected, time and duration of isolation or bypass.
 - .2 Completed welding permit as defined in FC 302.
 - .3 Return welding permit to Departmental Representative immediately upon completion of procedures for which permit was issued.
 - .3 A firewatcher as described in FC 302 shall be assigned when welding or cutting operations are carried out in areas where combustible materials within 10m may be ignited by conduction or radiation.
 - .4 Where work requires interruption of fire alarms or fire suppression, extinguishing or protection systems:

.1 Provide watchman service as described in FC 301; In general, watchman service is defined as an individual conversant with Fire Emergency Procedures, performing fire picket duty within an unprotected and unoccupied (no workers) area once per hour.

.2 Retain services of manufacturer for fire protection systems on daily basis or as approved by FCC, to isolate and protect all devices relating to:

.1 modification of fire alarms, fire suppression, extinguishing or protection systems; and/or

.2 cutting, welding, soldering or other construction activities which might activate fire protection systems.

.5 Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.

.6 Inform fire alarm system monitoring agency and local Fire Department immediately prior to isolation and immediately upon restoration of normal operation.

1.8 FIELD QUALITY CONTROL

- .1 Carry out Work using qualified licenced workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
- .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licenced workers.
- .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.

1.9 HAZARDOUS MATERIALS

- .1 Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and the provision of Material Safety Data Sheets (MSDS) acceptable to Human Resources Development Canada, Labour Program.
- .2 For work in occupied buildings give the [Departmental Representative](#) 48 hours notice for work involving designated substances (Ontario Bill 208), hazardous substances (Canada Labour Code Part II Section 10), and before painting, caulking, installing carpet or using adhesives.

1.10 TEMPORARY UTILITIES

- .1 Existing services required for work, excluding power required for space temporary heating, may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .3 Notify the Departmental Representative and utility companies of intended interruption of services, obtain requisite permission.

- .4 Give the Departmental Representative 48 hours notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum. Carry out all interruptions after normal working hours of the occupants, preferably on weekends.

1.11 REMOVED MATERIALS

- .1 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from site.

1.12 PROTECTION

- .1 Protect finished work against damage until take-over.
- .2 Protect adjacent work against the spread of dust and dirt beyond the work areas.
- .3 Protect operatives and other users of site from all hazards

1.13 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to the normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated. Refer to article 1.26 Scheduling below for work that must be done during "off hours".
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Where elevators, dumbwaiters, conveyors or escalators exist Contractor may use these at Departmental Representative's discretion. Protect from damage, safety hazards and overloading of existing equipment.
- .5 Sanitary facilities will be provided by the Contractor for all personnel. Others shall not be used. Keep facilities clean.
- .6 Closures: Protect work temporarily until permanent enclosures completed.

1.14 SITE STORAGE

- .1 The Departmental Representative will assign storage space, which shall be equipped and maintained by the Contractor.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment, which interfere with operations of Departmental Representative or other contractors.
- .4 Obtain and pay for use of additional storage or work areas needed for operations.

1.15 CUT, PATCH and MAKE GOOD

- .1 Cut existing surfaces as required to accommodate new work.
- .2 Remove all items so shown or specified.
- .3 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .4 Install fire stops and smoke seals in accordance with "ULC-S115-05 – Standard Method of Fire Test of Fires top Systems", around pipe, ductwork, cables, and other objects penetrating fire separations to provide fire resistance not less than the fire resistance rating of surrounding floor, ceiling, and wall assembly.

1.16 SLEEVES, HANGERS AND INSERTS

- .1 Co-ordinate supply and installation inserts. Obtain Departmental Representative's approval before cutting into structure.

1.17 EXAMINATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.

1.18 SIGNS

- .1 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety devices, etcetera, in both official languages or by the use of commonly understood graphic symbols to the Departmental Representative's approval.
- .2 No advertising will be permitted on this project.

1.19 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

1.20 WASTE MANAGEMENT

- .1 Comply with the Environmental Protection Act, Ontario Regulations O.Reg. 102/94 and O. Reg. 103/94 for waste management program on construction and demolition projects.
- .2 Conduct "waste audit" to determine waste generated during demolition or construction operations, prepare written "waste reduction work plan" and implement procedures to reduce, reuse and recycle materials to the extent possible.
- .3 Provide a "source separation program" to disassemble and collect in an orderly fashion "materials designated for alternative disposal" from the "general waste" stream.
- .4 Submit complete records of all removals from site for both "materials designated for alternative disposal" and "general waste" including:
 - .1 Time and date of removal.

.2 Description of material and quantities.

.3 Proof that materials have been received at an Approved Waste Processing Site or certified Waste Disposal Site as required.

1.21 RECORDS

.1 As work progresses, maintain accurate records to show deviations from contract drawings. Just prior to Departmental Representative's inspection for issuance of final certificate of completion, supply to the Departmental Representative one (1) set of white prints with all deviations neatly inked in. The Departmental Representative will provide two sets of clean white prints for this purpose.

1.22 GUARANTEES AND WARRANTIES

.1 Before completion of work collect all manufacturer's guarantees and warranties and deposit with Departmental Representative.

1.23 CLEAN UP

.1 Clean up work area as work progresses. At the end of each work period, and more often if ordered by the Departmental Representative, remove debris from site, neatly stack material for use, and clean up generally.

.2 Upon completion remove scaffolding, temporary protection and surplus materials. Make good defects noted at this stage.

.3 Clean manufactured articles in accordance with manufacturer's directions.

.4 Clean areas under contract to a condition at least equal to that previously existing and to approval of Departmental Representative.

1.24 SECURITY CLEARANCES

.1 All personnel employed on this project will be subject to security check. Obtain requisite clearance, as instructed, for each individual required to enter the premises.

.2 Personnel will be checked daily at start of work shift and given a pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.

1.25 BUILDING SMOKING ENVIRONMENT

.1 Smoking is not permitted in the Building. Obey smoking restrictions on building property.

1.26 SCHEDULING

.1 Upon award of contract submit bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When schedule has been reviewed by the Departmental Representative, take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.

- .2 Carry out work during "off hours" Monday to Friday from 18:00 to 07:00 hours and on Saturdays, Sundays and statutory holidays.
- .4 Give the Departmental Representative 48 hours notice for work to be carried out during "regular hours".

1.27 COST BREAKDOWN

- .1 Before submitting first progress claim submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative cost breakdown will be used as the basis of progress payments.

1.28 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 Departmental Representative.

Part 2 CONSTRUCTION COMPLETION

2.1 DELIVERY TIME

- .1 Project delivery is anticipated to be 9 weeks following commencement of work.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION