



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS Á:**

**Parks Canada Agency – Bids Receiving  
111 Water Street East  
Cornwall, ON K6H 6S3**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Parks Canada Agency  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions à : l' Agence Parcs Canada  
Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Title-Sujet</b> <b>Laurier House NHS &amp; LAURIER HOUSE VRC – Technical Services Contract</b>	
<b>Solicitation No. - N° de l'invitation</b> <b>10121238</b>	<b>Date</b> <b>Aug 1 2013</b>
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>Client Reference No. – N° de référence du client</b>	
<b>Solicitation Closes</b> <b>L'invitation prend fin –</b>  <b>at – à 02:00 PM</b> <b>on – le Sept 10, 2013</b>	<b>Time Zone</b> <b>Fuseau horaire -</b>  <b>EDT</b>
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> <b>Dale Rudderham</b>	
<b>Telephone No. - N° de téléphone</b> <b>613-938-5751</b>	<b>Fax No. – N° de FAX:</b> <b>613-938-5785</b>
<b>Destination of Goods, Services, and Construction:</b> <b>Destination des biens, services et construction:</b>  <b>See Herein</b>	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur :</b>   <b>Telephone No. - No de telephone:</b> <b>Facsimile No. - N° de télécopieur:</b>	
<b>Name and title of person authorized to sign on behalf of the Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de</b> <b>l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
_____	_____
<b>Name/Nom</b>	<b>Title/Titre</b>
_____	_____
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### **2. Statement of Work**

The Work to be performed is detailed under Article 2 of Part 6, the resulting contract clauses.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Tuesday August 20<sup>th</sup> 2013, 11:00 AM. Bidders to meet at east door of Laurier House NHS, 335 Laurier Ave East. Bidders are requested to communicate with the Contracting Authority 2 days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### **2. Submission of Bids**

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *Ontario*.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

## **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Financial Evaluation**

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

### **2. Basis of Selection**

SACC Manual Clause A0069T (2007-05-25), Basis of Selection

### **3. Security Requirement**

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **1.1 Former Public Servant Certification**

SACC Manual Clause A3025T (2013-07-10), Former Public Servant – Competitive Requirements

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

### **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is 12 months from date of Contract award inclusive.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Dale Rudderham  
Procurement & Contracting Officer | Agent des achats et contrats  
Contracting Operations | Opérations des approvisionnements  
Chief Financial Officer Directorate | Direction Générale de la Dirigeante Principale des Finances  
Parks Canada Agency | Agence Parcs Canada  
111 Water Street East | 111, rue Water Est, Cornwall ON K6H 6S3

dale.rudderham@pc.gc.ca  
Telephone | Téléphone 613-938-5751  
Facsimile | Télécopieur 613-938-5785

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **5.2 Technical Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_  
Facsimile: \_\_\_\_ \_  
E-mail address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3. Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_ \_  
Facsimile: \_\_\_\_ \_  
Email address: \_\_\_\_\_

**Procurement Business Number (PBN) :** \_\_\_\_\_

### **Instruction on how to obtain a Procurement Business Number (PBN)**

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



## 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

## 6.4 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
  - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
  - b. The accuracy of the Contractor's time recording system.
  - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
  - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

## **6.5 Overtime**

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Technical Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization. Payment for authorized overtime will be calculated as follows:

$$\text{Hourly Rate} \times 1.5$$

## **7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

One (1) copy of the invoice and monthly maintenance report must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract

## **8. Certifications**

- 8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **10. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;

(f) the Contractor's bid dated \_\_\_\_\_

## **11. SACC Manual Clauses**

### **11.1 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

# **ANNEX "A"**

## **STATEMENT OF WORK**

**TECHNICAL MAINTENANCE AND INSPECTION SERVICES  
AT**

**LAURIER HOUSE NHSC, 335 LAURIER AVE EAST  
&  
LAURIER HOUSE VISITOR CENTRE, 283 CHAPEL STREET**

**OTTAWA, ON**

**PARKS CANADA**

**MARCH 2013**

**1.0** The Contractor shall provide preventative maintenance and inspection services, as well as emergency and as needed repair services, at the sites as described herein and within the attached appendices.

**2.0** **STATEMENT OF WORK SPECIFIC DEFINITIONS:**

**Contractor:** the organization providing the coordination, administration and quality control of the services covered under this Statement of Work, as well as any of the organization's Own Forces and its Subcontractors that will perform the specific services at the Site.

**Designated Asset Management Contact:** A member(s) of Parks Canada's Georgian Bay & Ontario East Field Unit who will be available during regular business hours to help address concerns of a technical nature and to provide technical support to the Site. The contact information for this person will be provided following Contract Award and updated as required.

**Designated Site Contact:** A member(s) of the Site Staff, or assigned designate, who will be available during regular business hours to address concerns of a non-emergency nature and to meet and escort the Contractor when providing Services at Site. This person(s) will also be on-call 24 hours a day, 7 days a week to address emergency situations. The contact information for this person will be provided following Contract Award and updated as required.

**Regular Business Hours:** Monday through Friday from 10:00 to 16:00, excluding Statutory Holidays for the Federal Government.

**Sites:**

- 1) Laurier House National Historic Site of Canada (NHSC) located at 335 Laurier Avenue East, Ottawa, Ontario including the building and the grounds.
- 2) Laurier House Visitor Centre, located at 283 Chapel Street, Ottawa, Ontario including building and the grounds.

**Site Staff:** Any person employed by Parks Canada with their regular workplace located at the Site.

**3.0** **SERVICES:**

**3.1 Required Services:** Required services are related to the exterior diesel generator, the sprinkler system, the fire alarm system, elevating devices, HVAC and exterior lighting and interior lighting. General requirements for Required Services are as listed in items below, and specific requirements are as listed in Appendices B through G attached.

**3.2 On Call Services:** On call services will be as required and as requested by Parks Canada. This work will be related to minor and emergency repairs of the specific systems covered under the Required Services of this contract as well as minor and emergency repairs related to plumbing, electrical, locksmith work, and basic carpentry. General requirements for On Call Services are as listed in Items below.

Note: Should On Call Services that not specifically identified in the Unit Price Table be requested by Parks Canada the actual rates will be negotiated between Parks Canada and the Contractor. On call services are not guarantees of work and no loss of profit or claims will be made for On Call or any other service not used in a particular year.

**3.3 Development of Site Specific Plan:** Within 10 business days of contract award visit site to review systems, equipment and work areas related to each Required Service. Using the attached Appendices B through G as a guide, develop a site specific work plan for the site. The site specific work plan is to identify each test, inspection and maintenance item to be performed, the frequency of each, applicable standards, templates of blank checklists/worksheets, and an overview calendar indicated what work is required to be performed in each month. Submit to Designated Site Contact and designated Asset Management Contact within three weeks of award for review and approval.

**3.4 Compliance with Most Current Standards and Codes:** During the course of this contract specific codes, standards and references may be revised, added or deleted. Parks Canada reserves the rights to adopt new codes and standards as the referenced codes and standards become effective.

## **5.0 SCHEDULE:**

**5.1 Hours of Work:** Required Services and On Call Services that are not related to emergency work are to be provided April to Victoria Day Weekend, 10am to 4pm(Monday to Friday) Victoria Day Weekend to Canada Day, 10am to 4pm(Monday, Thursday & Friday) Canada Day to Labour Day, 10am to 4pm (Monday to Friday) Labour Day to Thanksgiving, 10am to 4pm (Monday, Thursday & Friday) and from Thanksgiving to April scheduled visits only, excluding statutory holidays. On Call Services that are related to emergency work may be required on any day and at any time. . On Call Services that are related to emergency work may be required on any day and at any time.

**5.2 Coordination with Site Staff:** The Contractor is responsible for coordinating all visits to ensure that Site Staff will be available to receive the Contractor during each planned visit, including during the off season. Parks Canada will not be responsible to pay for attempted visits where access to the Site could not be granted if the visit was not coordinated with Site Staff as per the Call-Ahead Clause (Item 6).

**5.3 Sites' Hours of Operation:** The Site has an Operational Season and an Off Season. During the Operational Season the building is staffed 7 days a week from 9:00am to 5:00pm from Canada Day to Labour Day. Shoulder seasons are noted at bottom of Table

5.3. During the Off Season Site Staff may not always be present during the Off Season due to lower staffing levels and site entry must be coordinated. The Site’s anticipated hours of operation are shown below for reference; however, Parks Canada reserves the right to adjust the schedule as needs change.

Table 5.3: Anticipated Dates and Hours of Operation

	Item	2012	2013	2014	2015
<b>Off Season</b>	Start and End Dates	Jan 1 to May 18 and Oct 9 to Dec 31	Jan 1 to May 17 and Oct 14 to Dec 31	Jan 1 to May 16 and Oct 14 to Dec 31	Jan 1 to May 15 and Oct 13 to Dec 31
	Weekday Hours of Operation***	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm
	Weekend Hours of Operation*	Only open for special bookings	Only open for special bookings	Only open for special bookings	Only open for special bookings
<b>Operational Season</b>	Start and End Dates**	May 19 to Oct 8	May 18 to Oct 13	May 17 to Oct 13	May 16 to Oct 12
	Weekday Hours of Operation*	10:00 am to 5:00 pm	10:00 am to 5:00 pm	10:00 am to 5:00 pm	10:00 am to 5:00 pm
	Weekend Hours of Operation*	10:00 am to 5:00 pm	10:00 am to 5:00 pm	10:00 am to 5:00 pm	10:00 am to 5:00 pm

\* Note: Hours of operation may extend beyond those shown as programming, special events, bookings and operational needs require.

\*\*Victoria Day weekend to Canada Day open Thurs. To Monday (closed Tuesday and Wednesday)

\*\*Canada Day to Labour Day open 7 days a week

\*\*Labour Day to Thanksgiving open Thurs. To Monday (closed Tuesday and Wednesday)

\*\*\*In the Off Season, scheduled visits must be made to guarantee entry. Hours of Operation are NOT guaranteed.

**6.0 CALL-AHEAD CLAUSE:**

The Contractor will adhere to a 2-day call ahead notice before performing a Required Service. Parks Canada’s designated site contact for call ahead notices will be provided after Contract Award.

**7.0 RESPONSE TIMES:**

**7.1 Inquiries:** The response time for responding to non-emergency inquiries during regular business hours shall be 4 hours.

**7.2 On Call Services:** The response time from receiving a notification from Parks Canada to arriving at site for non-emergency On Call Services shall be 3 business days. The response time from receiving a notification from Parks Canada to arriving at site for emergency On Call Services shall be 2 hours, including after Regular Business Hours.

**8.0 24-HOUR SERVICE:**

As part of the On-Call Services, the Contractor will provide Parks Canada with a 24-hour, year round dispatching service. In the event of a system or equipment malfunction occurring between regular examinations, the Contractor will, at Parks Canada's request, dispatch an employee to perform emergency service. The Contractor must be capable of providing emergency services 24 hours a day, 7 days a week.

**9.0 Mandatory Sign-in:** All contractors providing Services at Site are required upon arrival to fill out and sign the Visitor Log Sheet.

**10.0 CUSTOMER SERVICE:**

The Contractor will assign a representative to Parks Canada's account who will be available for consultation in any matter relating to Services covered under this Contract. This representative will actively track the services and work being performed and correct non-compliance with the terms of the Contract. Upon request this representative will also make available person(s) with the necessary expertise to discuss equipment and system needs, recommendations and requirements of code authorities, and proper use and care of the equipment and systems.

Note that these consultations and discussions may be requested to occur at Site – the Contractor will be permitted to invoice for travel time and site time when such site visits are requested provided that the attendees are approved by Parks Canada in advance.

**11.0 QUALITY CONTROL & REPORTING:**

The Contractor shall:

- 11.1** Maintain a detailed log of Services performed and requested, and submit to Parks Canada on a monthly basis. Where work is performed by a subcontractor the log will indicate the name of the subcontractor. Invoicing will not be processed without receipt of this log as back-up.
- 11.2** Maintain all log books and records required as part of this Statement of Work and attached Appendices as well as all applicable codes. Submit electronic copies to the Designated Site Contact and Designated Asset Management Contact where possible or specifically requested.
- 11.3** Immediately identify to Parks Canada in writing any maintenance issues, required or recommended repairs, or non-compliance with applicable codes, standards and regulations discovered while providing Services at the Site.
- 11.4** Health and Safety or Immediate Requirements **MUST** be immediately reported to Designated Site Contact and Asset Management Contact for action.



Table 11.0: Reporting Matrix

Item #	Description	Submit to	
		Designated Site Contact	Designated Asset Management Contact
11.1	Monthly log of services performed	X	X
11.2	Log books and records	X (hard copy left at Site in designated location, electronic copy where possible or requested)	X (electronic copy where possible or requested)
11.3	Identification of maintenance issues, repairs and non-compliance	Only Immediate H&S Concerns	X

## 12.0 OCCUPATIONAL HEALTH AND SAFETY

**12.1 Compliance:** The Contractor shall be responsible for their Own Force's and for their Sub-contractors' compliance with the most current addition of the Occupational Health and Safety Act and the Canada Labour Code Part II. The Contractor will actively participate in a company Health and Safety Program.

**12.2 Observation of Unsafe Conditions:** The Contractor will immediately report to the Designated Site Contact and the Designated Asset Management Contact any unsafe or potentially conditions observed while performing Services at Site.

**12.3 Incident/Accident Reporting:** The Contractor will immediately report to the Designated Site Contact and to the Designated Asset Management Contact any incidents or accidents incurred at Site.

**12.4 Attestation:** Prior to commencement of any Services or Work under this Contract the Contractor will be required to attend a Health and Safety Meeting at Site administered by Parks Canada. At the end of this Health and Safety Meeting the Contractor will be required to complete the and sign Parks Canada's Attestation and Proof of Compliance with Occupational Health and Safety form (Attestation) that is appended to this Statement of Work.

## 13.0 PERFORMANCE:

The Contractor will make adjustments to applicable equipment and systems in accordance with original manufacturers' specifications, and perform the necessary adjustments required to maintain the original operating conditions, or as otherwise mutually agreed within limits of applicable codes.

## 14.0 EXCLUSIONS:

Services, repairs and/or parts not described herein or in the attached Appendices B through G are specifically excluded from this Contract and are subject to contract amendment should they be required.

**15.0 CLARIFICATIONS:**

It is agreed that the Contractor does not assume possession or control of any part of the Site's systems or equipment and that Parks Canada is responsible for all requirements imposed by any federal, provincial or local law, ordinance or regulation.

15.1 Parks Canada agrees to provide the Contractor with escorted ready access to all areas of the building in which any part of the equipment or systems of concern are located and to keep the machine room and the generator's electrical panel room free from excessive stored materials and excessive debris. Parks Canada agrees to provide a safe workplace for the Contractor and to remove any hazardous materials in accordance with applicable laws and regulations.

15.2 The Contractor will not be responsible for buried or inaccessible piping or wiring.

15.3 The Contractor will not be required (i) to make any tests other than as specifically set forth herein and within the attached Appendices (ii) to make any replacements with parts of a different design or type, (iii) to make any changes in the existing design of any equipment or system, or (iv) to alter, update, modernize or install new attachments to any equipment or systems, whether or not recommended or directed by insurance companies or by governmental authorities. The Contractor will not be required to make any replacements, renewals, or repairs necessitated by reason of any cause beyond the Contractor's control except ordinary wear and tear, including but not limited to fire, explosion, theft, floods, water, weather, earthquake, vandalism, misuse, abuse malicious mischief, or repairs by others.

15.4 Consumables such as air canisters, lubricants, oil and grease as well as tools and equipment required to perform services described in this Statement of Work and attached appendices are not billable and are to be factored into the Contractor's hourly rates.

**16.0 TERMS:**

16.1 All Required Services and non-emergency On Call Services will be performed only during Regular Business Hours.

16.2 This contract includes emergency On Call Services that may be required on any day at any time.

16.3 If Required Services or non-emergency On Call Services are performed outside of Regular Business Hours then Parks Canada will only be charged at the regular hourly rate – overtime surcharges will not apply unless Parks Canada specifically requested the Services to be delivered after Regular Business Hours.

- 16.4 If emergency On Call Services are performed outside of Regular Business Hours then the Contractor may charge a 50% premium over the regular hourly rates. Premiums do not apply to equipment and materials.
- 16.5 The Contractor shall not be liable for any loss, damage or delays to Parks Canada due to any cause beyond reasonable control including, but not limited to, acts of government, labour disputes, fire, explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, vandalism, misuse, abuse, malicious mischief or acts of God.
- 16.6 The Contractor is not entitled to claim for lost profits should the actual value of the contract be less than the estimated value of the contract.

**17.0 ADDITIONAL WORK:**

For clarification, during delivery of Services the need for replacement of parts, minor and/or major repairs may be identified. If any work that is not specifically included in the Statement of Work is required, this additional work will be performed on a time and material basis using the Unit Price labour rates stated in the Bid. The cost for replacement parts, materials, etc... will be negotiated between Parks Canada and the Contractor and are to be charged as a disbursement. Additional work shall not be undertaken unless approved by Parks Canada in writing.

**18.0 SPECIAL PROVISIONS: TRAVEL EXPENSES**

A total of 1 hour of travel time may be charged per visit to Site provided the visit is valid and warranted. All travel time will be charged at the regular hourly rates with the exception of emergency On Call Services performed outside of Regular Business Hours. No other travel expenses including, but not limited to, mileage, may be charged.

**19.0 CULTURAL RESOURCE MANAGEMENT CONSIDERATIONS**

Laurier House is a heritage building, FHBRO classified and a National Historic Site of Canada. The entire building, grounds and artefacts in the building are important cultural assets. All work recommended by Contractor must describe the impacts to the Cultural Resources. At no time should work be performed that has an affect on these cultural assets without permission from Designed Asset Management staff or by Site Manager. Contractor is liable for damage to cultural resources damaged by not following this protocol. All recommended work by Contractor and Sub-Contractors must be sympathetic to cultural resource management requirements and will be reviewed and approved by Parks Canada.

The prime contact, site access coordinator and other staff members as required from the Contractor will be briefed on the protocol and requirements of Parks Canada Cultural Resource Management Policy, annually.

**20.0 AWARD:**

Prior to Contract Award a pre-award meeting will be held between Parks Canada and the lowest compliant Bidder. The location of the meeting will be selected by Parks Canada, and will either be at Site or at the office of the lowest compliant Bidder. The purpose of the meeting will be to assess the lowest compliant Bidder's understanding of the Contract requirements and ability to effectively deliver Services in conformance with this Statement of Work and the attached appendices. Parks Canada reserves the right to not award for any reason should it find the discussions of the pre-award meeting to be dissatisfactory.

END

---

## ANNEX `B`

### Basis of Payment

- 1) The Unit Price Table designates the Work to which a Unit Price Arrangement applies.
  - (a) The Price per Unit and the Estimated Total Price must be entered for each item listed.
  - (b) Work included in each item is as described in the Statement of Work as well as the corresponding Appendix where applicable.
  - (c) All work will be paid based on a combination of actual quantities of hourly labour performed on site rounded up to the nearest ½ (half) hour plus a 1 (one) hour travel allowance per visit. The fixed hourly labour rates includes for all administration, overhead and profit associated with each site visit. Replacement parts not specifically identified in the Statement of Work and attached Appendices will paid as extra cost to the hourly rates with the cost negotiated between the Parks Canada and the Facility Manager.

Item No.	References	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (a)	Price per Unit GST/HST extra (b)	Estimated Total GST/HST Extra (a x b)
1	Statement of Work	Administration, coordination of Services and call service	Flat Fee per Month	12	\$	
2	Statement of Work and Appendix B	Required Services and On Call Services - diesel backup generator	Hours	25	\$	
3	Statement of Work and Appendix C	Required Services and On Call Services - sprinkler system and fire extinguishers	Hours	40	\$	
4	Statement of Work and Appendix D	Required Services and On Call Services - fire alarm	Hours	50	\$	
5	Statement of Work and Appendix E	Required Services and On Call Services - Interior and exterior lighting	Hours	20	\$	
6	Statement of Work Appendix F	Required Services for Elevating Devices	Hours	40	\$	
7	Statement of Work Appendix G	Required Services for HVAC and Halocarbon Regs	Hours	40	\$	
8	Statement of Work	On-Call Services – Licensed Plumber	Hours	10	\$	
9	Statement of Work	On-Call Services – Licensed Electrician	Hours	10	\$	
10	Statement of Work	On-Call Services – Basic Carpentry	Hours	10	\$	
11	Statement of Work	On-Call Services – Locksmith Work	Hours	5	\$	
<b>TOTAL ESTIMATED AMOUNT:</b>						

Notes: Bidders are reminded that it is their responsibility to include in their bid all work as described in the Statement of Work and the attached Appendices.

All hourly rates are to be entered as rates applicable to Regular Business Hours. Adjustments for overtime rates will be made should actual services performed warrant an overtime premium.

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government, Department or Organization / Ministère ou organisme gouvernemental d'origine Parks Canada Agency	2. Branch or Directorate / Direction générale ou Direction Georgian Bay & Ontario East Field Unit	
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBD	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail Laurier House NHS and Laurier House Visitor Centre: Property Management Technical Service Contract for HVAC, Elevators, Fire Alarm, Sprinkler Maintenance, etc		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 10121238
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux: Valuable / Irreplaceable Assets on Site

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui





**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Liens électroniques																	


12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

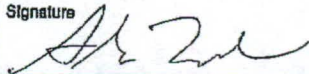
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**  
 13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Glenn Ebert	Title - Titre Technical Services Coordinator	Signature 
Telephone No. - N° de téléphone 613 923 1087 s 104	Facsimile No. - N° de télécopieur Cell: 613 802 9679	E-mail address - Adresse courriel glenn.ebert@pc.gc.ca
		Date 15-Feb 2013


14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Alexandre Ferland	Title - Titre DSO	Signature 
Telephone No. - N° de téléphone 819-977-4905	Facsimile No. - N° de télécopieur 819-953-2044	E-mail address - Adresse courriel alexandre.ferland@pc.gc.ca
		Date Feb 18/13

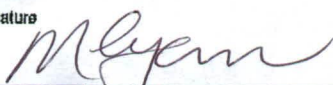
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No /  Yes  
 Non /  Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Dale Rudderham	Title - Titre Procurement Officer	Signature 
Telephone No. - N° de téléphone 613 938 5751	Facsimile No. - N° de télécopieur 613 938 5785	E-mail address - Adresse courriel dale.rudderham@pc.gc.ca
		Date June 3 2013

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Nancy CRYAN	Title - Titre Contract Security Officer	Signature 
Telephone No. - N° de téléphone 613-957-1018	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel Nancy.CRYAN@tpsgc-pwgsc.gc.ca
		Date July 5/13

**APPENDIX A**  
**OH&S ATTESTATION**

# Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

### Instructions:

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work
------------------

General Description of Work to be Completed
---

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX B**

**DIESEL GENERATOR**

## Appendix B – Diesel Generator

**Location:** Diesel Generator is located on the exterior at the east side of the property.  
The control panel is located in the artefact storage room of the basement.

The Contractor is to comply with the items and standards applicable to the Site when providing services at Site related to testing, inspection and routine maintenance.

The Contractor is to comply with most current edition of all code references listed below.

---

### **Mandated Inspection for Diesel Generator**

Parks Canada Standard Number: -  
Standard Name: -  
Code References: -  
Frequency: Yearly (1 / year)

**Notes:** Notify Designated Site Contact of power interruption/restoration.

**As special skills are required to perform this inspection and servicing, it is to be conducted by either the manufacturer or a reliable contractor.**

**Complete CAN/CSA-C282-05 checklist as part of yearly mandated inspection.**

1. Prior to start-up, perform one full crank cycle. Near end of the cycle, while still cranking, measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform load test using a suitable load tester.
2. Engine:
  - a) If use, change fuel tank;
  - b) Change engine lubrication oil and filters;
  - c) Test strength of antifreeze;
  - d) Change fuel filters;
  - e) Inspect and clean exhaust system;
  - f) Clean and lubricate linkages;
  - g) Inspect all filters, mechanical connection and electrical connections;
  - h) Inspect and clean engine crankcase breathers.

## Appendix B – Diesel Generator

3. Control Panel:
    - a) Open all inspection covers and inspect all electrical connections;
    - b) Test breakers for proper operation;
    - c) Clean insulators and brushings;
    - d) Test voltage regular;
    - e) Operate all moving parts to ensure that they move freely;
    - f) Clean and dress contacts as required;
    - g) Remove all dust;
    - h) Check gauge calibration;
    - i) With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify high resistance connections.
  
  4. Fuel Storage Tank:
    - a) The storage tank shall be flushed to remove build-up of sludge and impurities that may occur during completion of oil replacement or filtration process.
  
  5. Generator:
    - a) Test surge suppressor and rotating rectifier on brushless machines;
    - b) Grease bearings – replace old grease with new;
    - c) Clean commutator and slip rings (if applicable)
    - d) Clean rotor and stator windings using clean compressed air;
    - e) Inspect coupling bolts and alignment;
    - f) Inspect conduits for tightness.
    - g) Inspect windings at rotor and stator slots;
    - h) Inspect all electrical connections;
    - i) With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify an high-resistance connections;
    - j) Operate the system under full load for 2 hours;
  
  6. Transfer Switches:
    - a) Isolate transfer switch, open all inspection covers, and inspect all electrical connections.
    - b) Operate all moving parts to ensure free movement;
    - c) Clean and dress contacts as necessary;
    - d) Remove all dust;
    - e) Clean and lubricate linkages;and
    - f) Wirth the generator set operating at full load, conduct an infrared survey of all electrical connections to identify any high resistance connections.
- 

**END OF STANDARD**



## Appendix B – Diesel Generator

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Parks Canada Standard Number: S2 – Diesel Generator

Standard Name: Diesel Generator

Code References:

Frequency: Varies

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

"S2" To check emergency generator operation for essential 'load' with all 'Elevator', 'Mechanical' and 'Electrical' equipment. A transfer of power will take place which could effect all Normal building services during the course of the inspection. This inspection of equipment is essential for 'Safety', and the 'Preventive Maintenance for Operational Requirements'.

Please Note: It is important that someone from the Client's staff and building operations staff be on hand to make sure that all essential equipment is running after completion of test.

### END OF STANDARD

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Parks Canada Standard Number: 487-000-1-012

Standard Name: Transfer Switch, Automatic

Code References: NFC 6.7, CSA C282-00

Frequency: Once per year (1 / year)

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

**To be performed in conjunction with checklist 250, Emergency Generator.**

1. Isolate transfer switch, open all inspection covers, and inspect all electrical connections.
2. Operate all moving parts to ensure free movement.
3. Clean and dress contacts as necessary.
4. Remove all dust.

## Appendix B – Diesel Generator

5. Clean and lubricate linkages.
6. With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify any high resistance connections.

### END OF STANDARD

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Parks Canada Standard Number: 487-000-1-001

Standard Name: Transfer Switch, Automatic

Code References: NFC 6.7, CSA C282-00

Frequency: Once per year (1 / month)

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

**To be performed in conjunction with checklist 250, Emergency Generator.**

1. Operate transfer switch under load. Use the test switch to check electrical operation. (Test switch only simulates failure of the normal source so service is interrupted during actual transfer of the load.)
2. Check for timing sequence:
  - a) Time of transfer;
  - and
  - b) Time of re-transfer.

### END OF STANDARD

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## Appendix B – Diesel Generator

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<u>Parks Canada Standard Number:</u>	487-000-1-036
<u>Standard Name:</u>	Transfer Switch, Automatic
<u>Code References:</u>	C282-00
<u>Frequency:</u>	Once every three years (1 / 3 years)

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

1. Open. Check for signs of overheating faulty insulation and loose wires. Brush & vacuum any excessive dust accumulation. Leave the cover on the control panel.
2. Maintain transfer switch lubrication: generally not required if factory lubricated. If subjected to severe dust or abnormal operating conditions, renew factory lubrication. Relubricate if the TS coil is replaced.
3. Inspect main current carrying contacts. De-energize all sources, then remove barriers to check condition of contact material. Replace contacts when pitted or worn excessively.
4. Check all mechanical parts for tightness and wear, check terminals are tight.
5. Calibrate time and voltage sensors.
6. Test operation of transfer switch after inspection a minimum of 3 times, check all parts move freely.

**END OF STANDARD**

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## CAN/CSA-C282-05

### Annual inspection, test, and maintenance requirements

(See Clauses 11.1.2, 11.3, 11.5.1, 11.5.2, 11.5.5.1, and B.20.)

Item No.	Component	Date:	Date:	Date:	Date:
1	All items specified in Tables 2 to 4.				
2	<p><b>Control panel:</b></p> <p>(a) Open all inspection covers and inspect all electrical connections.</p> <p>(b) Test breakers for proper operation.</p> <p>(c) Clean insulators and bushings.</p> <p>(d) Test voltage regulator for proper operation.</p> <p>(e) Operate all moving parts to ensure that they move freely.</p> <p>(f) Clean and dress contacts as necessary.</p> <p>(g) Remove all dust.</p> <p>(h) Check gauge calibration.</p> <p>(i) With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.</p>				
3	<p><b>Engine:</b></p> <p>(a) Change engine lubrication oil and filters.</p> <p>(b) Test strength of coolant and chemical protection level of coolant inhibitors.</p> <p>(c) Change fuel filters, clean strainer(s), and verify that the fuel supply is open.</p> <p>(d) Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements, and compare with previous readings.</p> <p>(e) Clean and lubricate linkages.</p> <p>(f) Inspect air filters.</p> <p>(g) Inspect all mechanical connections.</p> <p>(h) Inspect all electrical connections.</p> <p>(i) For spark ignition engines, inspect all components of ignition system(s) and service or replace as appropriate.</p> <p>(j) Inspect all external surfaces of heat exchanger(s) and clean as necessary.</p> <p>(k) Inspect all belts and hoses and replace if necessary.</p> <p>(l) Test and inspect ignition system(s). Replace any defective components.</p> <p>(m) Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).</p>				
4	<p><b>Diesel fuel storage tank(s):</b></p> <p>The fuel oil in any storage tank (and day tank, if used) shall be tested in accordance with Clause 11.5.5, and if the fuel oil fails the test, it shall be</p> <p>(a) drained and refilled with fresh fuel in accordance with Article 6.7.1.5 of the <i>National Fire Code of Canada</i>; or</p> <p>(b) full filtered to remove water, scale, bacteria, and oxidized gums/resins in order to minimize filter clogging and ensure diesel start-up (see Clause B.20 for commentary).</p> <p>When the fuel is filtered, it shall be treated with suitable conditioner and stabilizer to minimize degradation while in storage.</p> <p><b>Note:</b> <i>The bottom(s) of the tank(s) shall be also tested chemically for water.</i></p>				
5	<p><b>Generator:</b></p> <p>(a) Test surge suppressor and rotating rectifier on brushless machines.</p> <p>(b) Grease bearings (replace old grease with new) (if applicable).</p> <p>(c) Clean commutator and slip rings (if applicable).</p> <p>(d) Clean rotor and stator windings using clean compressed air.</p> <p>(e) Inspect coupling bolts and alignment.</p> <p>(f) Inspect conduits for tightness.</p> <p>(g) Inspect windings at rotor and stator slots.</p> <p>(h) Inspect all electrical connections.</p> <p>(i) With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify and high-resistance connections.</p>				

## CAN/CSA-C282-05

### Annual inspection, test, and maintenance requirements

(See Clauses 11.1.2, 11.3, 11.5.1, 11.5.2, 11.5.5.1, and B.20.)

6	<b>Transfer switches:</b>				
	(a) Isolate transfer switch, open all inspection covers, and inspect all electrical connections.				
	(b) Operate all moving parts to ensure that they move freely.				
	(c) Clean and dress contacts as required.				
	(d) Remove all dust.				
	(e) Clean and lubricate linkages.				
	(f) Conduct an infrared survey of all electrical connections, contacts, and energized components while under load on both the normal and the emergency side.				
7	Lubricate door locks and hinges (if necessary), especially those of outdoor enclosures.				
8	Conduct a 2 h full-load test (see Clause 11.3).				
9	As needed, review and provide instruction on the technical requirements specified in Tables 2 to 4 with the person(s) responsible for carrying out the work.				
10	Correct all the defects found during inspections and tests.				
11	Record all inspections, tests, and corrective actions in the log (see Clause 11.5.3).				

<b>Signature of Person Performing Checks</b>	x	x	x	x
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1. Fill in the date at the top of the column for the day that the checks are being conducted.
2. Check off the boxes underneath the date when the checks are being conducted.
3. The person performing the checks must sign their signature at the bottom of the check sheet underneath the date when the checks are being conducted.
4. The Fire Code requires that records be retained for a minimum of two (2) years.
5. In addition to sentence 4, a permanent log of the maintenance work (including inspections and tests) shall be maintained in accordance with the manual of operating and maintenance instructions, and shall include at least the 5 criteria as set out in "11.5.3 Records" of CAN/CSA-C282-05.

**Note: Items 2 to 11 require special skill and shall be carried out by a qualified contractor, the system manufacturer, or individuals trained and certified by the system manufacturer.**

## **APPENDIX C**

### **SPRINKLER SYSTEM & FIRE EXTINGUISHERS**

## Appendix C – Sprinkler System

**Location:** Laurier House NHS Basement level only. Throughout entire basement including hallways, mechanical rooms, lunchroom and artefact storage room. Access to artefact storage room requires supervision of an escort.

The Contractor is to comply with the items and standards applicable to the Site when providing services at Site related to testing, inspection and routine maintenance.

The Contractor is to comply with most current edition of all code references listed below.

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Parks Canada Standard Number: M5 - Sprinkler

Standard Name: M5 - Sprinkler

Code References:

Frequency: Varies

"M5" To perform scheduled preventive maintenance on sprinkler system equipment. A test will be carried out which includes testing of all supervisory signals to A.D.T. drain test, pressure test, sprinkler heads, and sprinkler alarms which will be silenced by electrical personnel. The inspection of the equipment is essential for 'Safety', and the preventive maintenance for operational requirements.

PLEASE NOTE: It is important that someone from Client's staff and building operations staff be on hand to make sure that all essential equipment is running after completion of test.

### END OF STANDARD

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Parks Canada Standard Number: 450-002-1-012

Standard Name: Sprinkler, Dry Pipe

Code References: NFC 6.5 & 6.6, NFPA 25

Frequency: Items 1 - 8 and 10: Once per month (1/month)  
Item 9: Once per year (1 / year)

**Notify the Designated Site Contact of the test.**

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

**Operating tests and servicing of dry pipe valves, including the quick opening devices, are to be conducted by a sprinkler installing company or other fully qualified personnel.**

## Appendix C – Sprinkler System

1. Inspect sprinkler heads for any paint or residue deposits, corrosion or signs of damage. Replace defective sprinkler heads.
2. Ensure a minimum clearance of 460mm is provided between the sprinkler deflector and the top of stored material to ensure proper water distribution.
3. Check for proper piping pitch. Low points in the piping must be drained to prevent freezing in the system.
4. Check sprinkler piping for proper supports, loose hangers and observe if piping is used for support of hanging stock, clothing or for other purposes. (Allowance is not made in the piping installation for non-components. The safety factor only includes the piping and weight of water.)
5. Check sprinkler cabinets for stock of spare sprinklers, various temperature ratings, and sprinkler wrench. Notify Designated Site Contact and Designated Asset Management Contact of low stock and provide new stock as directed.
6. Check that identification signs are installed at the main controlling gate valves, alarm test valves, and exterior fire department connections.
7. Inspect fire department connection at exterior of building to ensure two female swivel connections and caps are intact. Remove the caps and check for water.
8. Auxiliary drains and low points must be checked each year before freezing weather.
9. Annual Test  
Conduct a water flow alarm test using the inspector's test connection. The dry pipe system is to be tested annually with the control valve partially opened as follows:
  - a) Operate the main control valve until it is in the practically closed position.
  - b) Record the air pressure on the system side of the dry pipe valve.
  - c) Open the inspector's test valve and record the time for the air pressure to drop and trip the dry pipe valve.
  - d) Immediately throttle the main control valve to the closed position to prevent water from entering the dry pipe system.
  - e) Check operation of electric alarm switch.
  - f) Check operation of the 'quick-opening valve', if installed.
  - g) The system must now be shut off and drained. The dry pipe clapper must be manually reset, cover replaced and the priming water added to the clapper seat before building up the air pressure in the system.
  - h) When sufficient air is built up in the system, the main controlling gate valve may be opened fully.
  - i) Conduct the 50mm main drain test to ensure that water supply to the sprinkler system has not deteriorated. Record static and open drain residual pressure. Check building drains are capable of taking full flow from main drains without causing damage.
  - j) Record all data; complete the information on the Sprinkler System Record Form; list the person(s) conducting the test; sign and date the check sheet. Provide copies of reports to the Assets Manager and Building Property Manager.
10. Clean the equipment and area; remove all rubbish or non-essential material.

**END OF STANDARD**



## Appendix C – Sprinkler System

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Parks Canada Standard Number: 450-002-1-006  
Standard Name: Sprinkler, Dry Pipe  
Code References: NFC 6.5 & 6.6, NFPA 25  
Frequency: Once every six months (1 / 6 months)

**Notify the Designated Site Contact of the test.**

**Note: Maintenance and inspections shall only be performed by trained and qualified personnel.**

1. Inspect all valves which are locked open or electrically supervised.
2. Test all gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other mechanical and electrical alarms to ensure that they are in operative condition.

**END OF STANDARD**

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Parks Canada Standard Number: 450-002-1-002  
Standard Name: Sprinkler, Dry Pipe  
Code References: NFC 6.5 & 6.6  
Frequency: Once every two months (1 / 2 months)

**Notify the Designated Site Contact of the test.**

**Note: Maintenance and inspections shall only be performed by trained and qualified personnel.**

1. Test all transmitters and water flow actuated devices connected to the electrical supervisory system.

**END OF STANDARD**

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## Appendix C – Sprinkler System

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<u>Parks Canada Standard Number:</u>	450-002-1-001
<u>Standard Name:</u>	Sprinkler, Dry Pipe
<u>Code References:</u>	NFC 6.5 & 6.6, NFPA 25
<u>Frequency:</u>	Once per month (1/month)

### **Notify the Designated Site Contact of the test.**

**Note: Maintenance and inspections shall only be performed by trained and qualified personnel.**

1. Air pressure shall be read and maintained at the required pressure. Ensure priming water level is maintained.
2. Prior notification of testing shall be given to all parties who could be affected by an alarm.
3. Perform waterflow alarm test using the alarm test connection located at the sprinkler valve.

### **END OF STANDARD**

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<u>Parks Canada Standard Number:</u>	450-002-1-036
<u>Standard Name:</u>	Sprinkler, Dry Pipe
<u>Code References:</u>	NFC 6.5 & 6.6, NFPA 25
<u>Frequency:</u>	Item 1: Once per month (1 / month) Item 2: Once every fifteen years (1 / 15years) - confirm timing with Designated Asset Management Contact. Item 2: Once every ten years (1 / 10years) - confirm timing with Designated Asset Management Contact.

### **Notify the Designated Site Contact of the test.**

**Note: Maintenance and inspections shall only be performed by trained and qualified personnel.**

1. Trip Test  
Conduct a trip test of the dry pipe valve with the control valve fully open, using the inspector's test valve:
  - a) Open the inspector's test valve fully; measure the time to trip the dry pipe valve and the time for water to be discharged from the inspector's test connection.
  - b) Record the air pressure 'trip point' (valve trips), the time taken for the water to reach the test outlet, and the time of the alarm opening.

## Appendix C – Sprinkler System

### SPECIAL REMINDERS

2. If test indicated any possible obstruction, then the entire system is to be flushed. Dry pipe systems shall be test flushed at least once every 15 years. Verify date of last flushing to ensure that this requirement is met.
3. Sample sprinklers from all systems which have been in service for more than 50 years shall be sent to a recognized testing laboratory for testing, and this procedure shall be repeated every 10 years thereafter. Verify date of sprinkler installation to ensure that this requirement is met.

### END OF STANDARD

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<u>Parks Canada Standard Number:</u>	450-002-1-777
<u>Standard Name:</u>	Sprinkler, Dry Pipe
<u>Code References:</u>	NFC 6.5 & 6.6, NFPA 25
<u>Frequency:</u>	Once per week (1 / week)

#### **Notify the Designated Site Contact of the test.**

**Note: Qualified personnel to train and instruct Site Staff on how to conduct weekly inspections.**

1. Inspect dry pipe valve room or enclosure in unheated buildings daily during the winter months. Ensure the temperature is maintained above 4°C and the room is illuminated.
2. All valves controlling sprinkler water supplies or alarms shall be inspected to ensure that they are in the open position.
3. Air pressure shall be read and maintained at the required pressure. Ensure priming water level is maintained.

### END OF STANDARD

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<u>Parks Canada Standard Number:</u>	065-000-1-012
<u>Standard Name:</u>	Backflow
<u>Code References:</u>	NPC/CNP, NPC, National Plumbing Code
<u>Frequency:</u>	Once per year (1 / year)

#### **Notify the Designated Site Contact of the test.**

1. Review manufacturer's instructions.

## Appendix C – Sprinkler System

2. Before servicing, check that water shut-off valves are closed, and use by-pass where applicable.
3. Clean apparatus, and test operation. For Watt type, use testing kits from regulating company.
4. Replace all movable parts, such as springs, disc assembly, O rings, etc., as required.
5. Operate stop valves.
6. Clean strainer.
7. Check piping for leaks, corrosion, supports for sturdiness, and take appropriate corrective measures.
8. Re-assemble unit and test for leaks.
9. Remove temporary by-pass.

### END OF STANDARD

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Parks Canada Standard Number: 310-000-1-001

Standard Name: Fire Extinguishers, Portable

Code References: NFC 6.2.4 (1995), NFPA 10 (2002)

Frequency: Once per Month (12 / year)

Ensure that all safety practices are followed.

Manual scale, inspection tags and spare extinguishers as required.

#### 1. General:

- a. Ensure extinguisher is in designated place, is properly mounted and extinguisher type suits area.
- b. Ensure extinguisher not obstructed and visible.
- c. Operating instructions on nameplate legible and facing outward.
- d. Seal and tamper indicators not broken or missing.
- e. For water extinguishers without gauges, determine fullness by weighing or hefting.
- f. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
- g. Pressure gauge reading or indicator in the operable range or position.
- h. Condition of tires, wheels, carriage, hose and nozzle checked (for wheeled units).
- i. HMIS label in place.
- j. If deficiency noted, take immediate action or replace.
- k. Record date of inspection and initial tag.

### END OF STANDARD

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**APPENDIX D**

**FIRE ALARM SYSTEMS**

## Appendix D – Fire Alarm System

**Location:** Two (2) locations at Lauier House, 335 Lauier  
Panel 1 is located on the first floor level, main hallway close to the reception desk.  
Panel 2 is located on the basement floor level in the mechanical room.

One location 283 Chapel Street, front (east) vestibule

**The Contractor is to comply with the items and standards applicable to the Site when providing services at Site related to testing, inspection and routine maintenance.**

**The Contractor is to comply with most current edition of all code references listed below.**

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<u>Parks Canada Standard Number:</u>	290-000-1-012
<u>Standard Name:</u>	Fire Alarm (System)
<u>Code References:</u>	NFC 6.3, ULC, NFPA 72
<u>Frequency:</u>	Once per month (1/month)

**Notify the Designated Site Contact, fire department and monitoring agency of the test.**

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

**Ensure that all equipment lock-out and safety practices are followed.**

**This may be carried out in conjunction with the Fire Evacuation Drill.**

- 1) Each control unit shall be tested to confirm operability, including the following functions as applicable:
  - Power 'on' visual indicator
  - Common visual trouble signal;
  - Common audible trouble signal;
  - Trouble signal silence switch;
  - Main power supply failure trouble signal;
  - Ground fault tested on positive and negative trouble signal;
  - Alert signal operation;
  - Alarm signal operation;
  - Automatic transfer from alert signal to alarm signal;
  - Acknowledge switch operation;
  - Alarm signal silence inhibit;
  - Alarm signal silence operation;
  - Alarm signal silence visual indication;
  - Alarm signal, when silenced, automatically reinitiate upon subsequent alarm;
  - Alarm signal silence automatic cut-out timer;
  - Input circuit, alarm and supervisory operation, including visual indicator;
  - Input circuit trouble operation;
  - Output circuit alarm operation;

## Appendix D – Fire Alarm System

- Output circuit trouble operation;
  - Visual indicator test (lamp test);
  - Coded signal sequences operate not less than the required number of times and the correct alarm signal operates thereafter;
  - Coded signal sequences are not interrupted by subsequent alarm;
  - Input circuit to output circuit operation, including ancillary device circuits, for correct matrix operation, as per design and specifications;
  - Reset operation;
  - Main power supply to emergency power supply transfer;
  - Data communication link (DCL) supervision and operation;
- and
- Control unit interconnection to monitoring station.
- 2) Each control unit shall be inspected for the following as applicable:
- Input circuit designations correctly identified in relation to connected field devices;
  - Output circuit designations correctly identified in relation to connected field devices;
  - Designations for common control functions and indicators;
  - Cabinets, plug-in components and modules securely in place;
  - Plug-in cables securely in place;
  - Record the date, revision and version of firmware or software;
  - Cleanliness;
  - Fuses in accordance with manufacturers' specifications;
  - Control unit lock; and
  - Termination points from wiring to field devices secure.
- 3) In order to confirm correct operation of output circuits, one conventional field device in each input circuit shall be operated to confirm appropriate output circuit operation. Other conventional field devices within the circuit may be tested with the output circuits inhibited.
- 4) One conventional field device in each input circuit monitored by a supporting field device shall be operated to sound applicable alarm signal appliances. Other conventional field devices within the circuit may be tested with the output circuits inhibited.
- 5) Where active field devices are employed, each device shall be operated to confirm appropriate output circuit operation.

### **Power Supply**

- 1) Each control unit main power supply shall be inspected for the following:
- It is fused in accordance with manufacturer's marked rating of the system;
- and
- It is adequate to meet the requirements of the system.
- 2) Each battery shall be inspected and tested to confirm operability, including the following functions as applicable:
- Correct type as recommended by manufacturer;
  - Correct rating as determined by battery calculations based on full system load;
  - Voltage with main power supply 'on';
  - Voltage and current with main power supply 'off' and the fire alarm system in supervisory condition;

## Appendix D – Fire Alarm System

- Voltage and current with main power supply 'off' and the fire alarm system in full load condition;
  - Charging current;
  - Inspected for physical damage;
  - Terminals cleaned and lubricated;
  - Terminals clamped tightly;
  - Correct electrolyte level;
  - Specific gravity of electrolyte within manufacturer's specifications;
  - Electrolyte leaks;
  - Adequate ventilation;
  - Within manufacturer's rated life date code;
  - Disconnection causes trouble signal; and
  - Perform battery tests demonstrating specified battery operation as follows:
    - Required supervisory power followed by the required full load operation;or
    - A silent test by using the load resistor method may be used for the full duration test;or
    - Silent accelerated test.
- 3) **Each emergency power generator shall be tested to confirm operability as applicable:**
- **Generator provides power to the AC circuit serving the fire alarm system;**
- and**
- **Trouble condition at the emergency generator shall result in an audible common trouble signal and a visual indication at the required annunciator.**

### Annunciators

- 1) Each annunciator shall be inspected and tested to confirm operability including the following functions as applicable:
- Power-on indicator;
  - Individual alarm and supervisory zone indication;
  - Individual alarm and supervisory zone designation labels are properly identified;
  - Common trouble signal;
  - Visual indicator test (lamp test);
  - Input wiring from control unit is supervised;
  - Alarm signal silence visual indicator;
  - Switches for ancillary functions operate as intended;
  - Ancillary function visual indicators;
- and
- Manual activation of alarm signal and indication.
- 2) Each sequential display shall be inspected and tested to confirm the operability of the following additional functions as applicable:
- Individual alarm, supervisory and trouble inputs are clearly indicated and separately designated;
  - Alarm input overrides supervisory and trouble input;
  - Supervisory input overrides trouble input;
  - Display can be manually advanced;
  - First alarm is continuously displayed until manually advanced;
  - First alarm is clearly identified each time it is displayed; and
  - Alarm and supervisory inputs can be retrieved until system is reset.



## Appendix D – Fire Alarm System

- 3) Each remote trouble unit shall be inspected and tested to confirm operability, including the following functions as applicable:
  - Input wiring from control unit is supervised;
  - Visual trouble signal;
  - Audible trouble signal; and
  - Audible trouble signal silence feature.

### **Printers**

- 1) Each printer shall be tested to establish the following:
  - The operation is as intended;
  - The zone of each alarm initiating device is correctly printed; and
  - Rated voltage is present.
- 2) Where printers are located in proprietary control centres, each event and acknowledgment shall be inspected and tested as follows:
  - Events and acknowledgments are automatically printed;
  - The time and date of each event shall be recorded, including the hour and minute. Events shall include fire alarm, supervisory and trouble indications, and operation of manually activated controls;
  - Printers shall record each event as they occur irrespective of event acknowledgment on the system;
  - The system shall record status changes without loss of any data;
  - Paper shall advance automatically such that the printed record is visible for reference at all times;
  - Printer operation confirmed upon loss of main power supply;and
  - Printer shall be monitored to provide a system trouble indication for 'low paper' and 'paper out'.

### **Field Devices**

- 1) Each field device shall be inspected to confirm it is:
  - Free of damage;
  - Free of foreign substance (e.g. paint); and
  - Mechanically supported independent of wiring.
- 2) Each function/feature of the device shall be tested while connected to the control unit/transponder.

### **Manual Pull Stations**

- 1) Each manual pull station shall be tested according to the operating instructions for the station.
- 2) Each two-stage manual pull station shall be tested accordingly to the operating instructions for the station so that the first stage functions are confirmed.

### **Heat Detectors**

## Appendix D – Fire Alarm System

- 1) Each heat detector shall be tested to confirm operability.
- 2) Each restorable heat detector shall be tested by using a heat source reproducible in its intensity, as recommended by the manufacturer of the device, to initiate an alarm.
- 3) Each non-restorable heat detector shall have the circuits tested by simulating its electrical operation at the wiring connection.

### **Smoke Detectors**

- 1) Each smoke detector shall be visually inspected for cleanliness. When required, cleaning shall be in accordance with the manufacturer's recommendations.
- 2) Each smoke detector sensitivity value shall be tested to confirm that it is within its rated operating range, using the manufacturer's recommended test equipment.
- 3) A smoke detector whose sensitivity is not within the required operating range shall be cleaned, retested, and if still not within its rated sensitive, replaced with a compatible smoke detector.
- 4) Smoke detector sensitivity measurements and/or cleaning date shall be recorded on individual device record sheets after the smoke detector has been reinstalled.
- 5) Each smoke detector shall be tested for operation by introducing smoke or simulated smoke to the detecting chamber.

### **Remote Indicator Units**

- 1) Each remote indicator unit providing visual indication from a smoke detector shall be inspected and tested to confirm that the visual indication is clearly visible from the direction of travel to the protected area.

### **Status Change Confirmation (Alarm Verification Feature)**

- 1) Status change confirmation, where provided, shall be inspected and tested to confirm and record that only smoke detectors are affected by the operation of the status change confirmation circuitry.

### **Air Duct Type Smoke Detectors**

- 1) The sampling tube differential pressure in air duct type smoke detectors shall be tested to confirm that it is within manufacturer's specified limits.

### **Beam Type Smoke Detectors**

- 1) Each detector shall be inspected and tested to confirm operability, including the following functions/features as applicable:
  - Actuation by the use of a manufacturer's recommended testing method for the device (e.g. screens, filters, etc.);and
  - Sensitivity in accordance with the manufacturer's sensitivity limits.

## Appendix D – Fire Alarm System

- Record the sensitivity and device location (both physically and by address, where applicable).

### **Flame Type Detectors**

- 1) Each flame detector shall be inspected and tested to confirm the operability as recommended by the manufacturer. All functions/features of the device shall be tested.

### **Combination Type Detectors**

- 1) Each combination type detector, using a combination of detection principles shall be tested to the requirements appropriate to each principle of operation and as recommended by the manufacturer.

### **Automatic Detectors - All Other Types**

- 1) Each detector shall be inspected and tested to confirm operability, including the following functions as applicable:
  - Alarm initiation using alarm initiating source recommended by the manufacturer;
  - Detector oriented so as to detect the hazard;and
  - Test for sensitivity as per manufacturer's recommendations and record the device location address and sensitivity.

### **Waterflow Detection Devices**

- 1) Each waterflow detecting devices shall be inspected and tested to confirm operability, including the following functions, as applicable:
  - Waterflow detecting devices (paddle and pressure type) including associated input circuits, shall be tested by an appropriate water flow means;and
  - Time delay setting shall be recorded in the individual device record.

### **Supervisory Devices**

- 1) Each shut-off valve position supervisory switch shall be tested to determine that within two turns of the valve handle, or when the stem of the valve has moved 20% from its normal position, it shall result in an audible common trouble signal and a visual indication.
- 2) Each low pressure supervisory device shall be inspected and tested to confirm the operability of the following functions as applicable:
  - A decrease of pressure beyond the set limit results in an audible trouble signal and a visual indication;and
  - The low pressure (kPA) setting at which the device initiates a trouble signal and the upper pressure setting where the device is no longer activated shall be recorded.
- 3) Each low water level supervisory device shall be tested by lowering the water level sufficiently, or by simulating its electrical operation at the wiring points of the device to result in an audible trouble signal and a visual indication.

## Appendix D – Fire Alarm System

- 4) Each low temperature (air and water) supervisory device shall be tested by simulating its electrical operation at the wiring connection points of the device and record the low temperature setting.
- 5) Each power loss (e.g. fire pump and air compressor) supervisory device shall be tested by disconnecting the main power supply to the equipment, resulting in an audible trouble signal and a visual indication.

### **Special Extinguishing Systems**

- 1) Where a fixed type extinguishing system is connected to the fire alarm control unit, verify that operation of the output contacts of the extinguishing system panel initiates the specified system functions at the fire alarm control unit.

### **Supervisory Devices - Other Types**

- 1) Each supervisory device shall be inspected and tested in accordance with the manufacturer's requirements, or an appropriate test means to ensure that the correct operation will result in an audible trouble signal and a visual signal.

### **Signal Appliances**

- 1) Each audible signal appliance and visual signal appliance shall be inspected and tested for operability, including the following functions as applicable:
  - Proper installation and tightness of shell or housing and evidence of tampering, such as physical obstruction of moving mechanical parts;
  - The intelligibility of voice messages shall function as intended throughout the area serviced by the appliance;
  - The audibility of the alert signal and/or alarm signal and of voice messages shall function as intended throughout the area serviced by the appliance;
  - The visual signal appliance shall function as intended and shall be clearly visible from all points within the visual alarm area;and
  - Devices using a combination of signalling principles shall be tested to the requirements appropriate to each principle of operation.

### **Remote Monitoring Connections**

- 1) Test and verify receipt of the required signals at the remote monitoring company or agency.
- 2) Record the remote monitoring company or agency.

**END OF STANDARD**

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## Appendix D – Fire Alarm System

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<u>Parks Canada Standard Number:</u>	290-000-1-001
<u>Standard Name:</u>	Fire Alarm (System)
<u>Code References:</u>	NFC 6.3, ULC, NFPA 72
<u>Frequency:</u>	Once per month (1/month)

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

**Ensure that all equipment lock-out and safety practices are followed.**

**Inspect & test using Monthly Inspection Form.**

**Conduct under emergency power conditions to confirm operability of Fire Alarm System.**

1. Test system by operating one manual fire alarm station in each zone on a rotational basis.
2. Check the operation of the audible and visual signal devices for both alert and alarm.
3. Check the operation of the alarm signals at the control panel.
4. Check the operation of the zone annunciator to confirm that devices annunciate correctly.
5. Check the automatic transmission of the alarm to the municipal fire department (if applicable).
6. Check any automatic shutdown of the building air handling systems.
7. Check the emergency operation of such building systems as are controlled from the control panel.
8. Storage batteries are to be inspected to ensure that the proper electrolyte level and specific gravity is maintained, terminals are clean and lubricated, terminal clamps are secure.
9. Test supervisory device.
10. Test primary and secondary power supply.

**END OF STANDARD**

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## Appendix D – Fire Alarm System

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Parks Canada Standard Number: 290-002-1-012  
Standard Name: Domestic Smoke Detector  
Code References: NFC 2.1.1.3, CLC Part 2  
Frequency: Once per year (1 / year)

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

- A. Test domestic smoke detector using smoke bomb
- B. Clean unit
- C. Check for obvious signs of damage

**END OF STANDARD**

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## **APPENDIX E**

### **INTERIOR AND EXTERIOR LIGHTING**

## Appendix E – Exterior and Interior Lighting

**Location:**        **Laurier House :**  
                              -Exterior - west (Chapel Street) and south (Laurier Avenue East)  
  elevations  
  - Interior - basement through third floor level  
**283 Chapel Street:**  
                              -    **Exterior Elevations**  
                              -    **Basement through Second Floor**

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Parks Canada Standard Number:

Standard Name:

Code References:

Frequency:                                Once every four months (1/ 4 months) or as requested.

**Notify the Designated Site Contact and obtain an escort for work on interior.**

**Notes: Comply with most current edition of Canada Labour Code Part II and Occupational Health and Safety Act when performing work.**

**Laurier House is a public site. When using ladders or performing overhead work use a spotter to ensure staff and visitors maintain a safe distance from the work area. .**

**Laurier House contains some artefacts that may be UV sensitive. Accordingly florescent lights may not be appropriate in certain areas of the building. When replacing lights, replace like with like unless directed otherwise by the Designated Site Contact or Designated Asset Management Contact.**

- 1) Inform Designated Site Contact of presence upon arrival at Site.
- 2) Survey building exterior for burnt out lights and replace lights as required.
- 3) Survey building interior for burnt out lights and replace lights as required. The Contractor may provide their own ladder or use the Site's step ladder for this work.
- 4) Keep a record of quantities of light bulbs replaced. Replaced bulbs may be invoiced as a disbursement.



**APPENDIX F**

**ELEVATING DEVICES**

## 1. SCOPE

The Contractor shall furnish all necessary tools, equipment, materials and labor to maintain, inspect and test, the following elevating devices:

### 1. LAURIER HOUSE NHS – HISTORIC ELEVATOR

Elevating Device: (#10727) located at **Laurier House National Historic Site of Canada, 335 Laurier Avenue East, Ottawa, Ontario.**

Equipment: Geared Otis Elevator Type B ½ 2E Passenger Elevator (Circa 1922) with Significant Rehab in 2009-10.

### 2. LAURIER HOUSE VRC– 283 CHAPEL STREET

Elevating Device: (Lic #000197937) located at **283 Chapel Street - Laurier House Visitor Centre, Ottawa, Ontario.**

Equipment: Lula Elevator, 8 Passenger, 635kg installed in 2011.

The contractor shall maintain these units to the following schedule: **MONTHLY**

## 2. PERFORMANCE

The Contractor shall maintain the elevating devices using all reasonable care to maintain the equipment in proper and safe working order.

### 2.1 *Maintenance Services*

- .1 The Contractor shall regularly and systematically, at the frequency specified, examine, clean, adjust, calibrate and lubricate all components of the equipment.
- .2 The Contractor shall:
  - .1 provide lubricants, signal lamps, pit lamps, lamps on car top, and cleaning materials as recommended by the manufacturer.
  - .2 clean hoist way, pit and car top.

### 2.2 *Safety Devices and Tests*

- .1 The Contractor shall inspect and adjust all safety devices as often as necessary and perform all tests as required by the applicable Codes and Standards described in section 2.3 below. Where regulations require the enforcing/inspection authority to witness such tests, the Contractor shall conduct the test in their presence.
- .2 The Contractor shall co-ordinate and assist the enforcing/inspection authority in the performance of their annual inspection and tests of equipment.

## **2.3 Safety Codes**

- .1 The Contractor shall conform to, but not limit work to, the most recent edition of Codes and Standards applicable at the time of entering into the Contract as follows:
  - .1 CAN/CSA-B44, Safety Code for Elevators, Escalators, Dumbwaiters, Moving Walks and Freight Platform Lifts (including all Appendices),
  - .2 CAN/CSA-B44.2-07, Maintenance requirements and Intervals for Elevators, Dumbwaiters, escalators and Moving walks.

## **2.4 Operation**

- .1 The Contractor shall maintain the original performance of the equipment within the limits outlined in the Codes and Standards described in section 2.3 above, including but not limited to:
  - .1 rated speed,
  - .2 acceleration,
  - .3 deceleration,
  - .4 Leveling.

## **2.5 Exclusions**

- .1 The Contractor is not required to make renewals or repairs due to:
  - .1 negligent operation or misuse of equipment by others and
  - .2 causes beyond the Contractor's control except those due to ordinary wear and tear of equipment.

## **2.8 Callback Service**

The Contractor shall provide callback service within one hour for trapped persons.

## **2.10 Reporting Requirements**

- .1 The Contractor shall maintain, to B44.2 as a minimum standard, on-site records of all maintenance activities, adjustments, verifications, tests, repairs and oil logs for the duration of the contract.

## **2.11 Environmental Protection**

Contractor shall ensure that

- .1 there is no contaminated waste left on site and
- .2 disposal of all waste or volatile materials such as paints, oils, thinners, cleansers, etc. is completed through proper means and not waterways, storm or sanitary sewers.

## **APPENDIX G**

**HVAC & HALOCARBONS –  
LAURIER HOUSE NHS, 335 LAURIER AVE EAST  
LAURIER HOUSE VRC, 283 CHAPEL ST**

Appendix G – Laurier House NHS 335 Laurier Ave East

**Location:** HVAC SYSTEMS at: 1) Laurier House NHS, 335 Laurier Ave East  
2) Laurier House Visitor Centre, 283 Chapel St.

The Contractor is to perform all regular service maintenance, including filter and component changes and seasonal changes over from heating to cooling, cooling to heating, etc.

The Contractor is to comply with the items and standards applicable to the Site when providing services at Site related to testing, inspection and routine maintenance.

The Contractor is to time these Mandated Inspection with one of the seasonal mechanical change-over visits or service visits at the site.

The Contractor is to follow the Federal Halocarbon Regulations (FHR) and the Parks Canada Halocarbon Guidelines (2008) to :

- Develop Inventory per PCA Guidelines, Appendix 5 (Required Year One of Contract Only)
- Conducting Leak Tests on Refrigeration and A/C equipment as required in FHR
- Maintaining and posting service log as per FHR and Parks Canada guidelines

The Contractor is to comply with most current edition of all code references listed below.

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**Mandated Inspection for HVAC:**

Parks Canada Standard Number: 200-000-1-012

Standard Name: - Disconnects (HVAC)

Code References: - NFC 2.6.1.6, NFC, Disconnects

Frequency: Yearly (1 / year)

**Notes:** Notify Designated Site Contact of power interruption/restoration.

**As special skills are required to perform this inspection and servicing, it is to be conducted by either the manufacturer or a reliable contractor.**

NOTE: Follow procedures as described by Canada Labour Code, Part II to isolate electrical equipment.

1. Test, operate, check smooth action and not binding; adjust as required.
2. Open, blow out dust and dirt using vacuum cleaner.
3. Check for signs of damage, overheating and abuse; check all bolts and terminals are tight.
4. Clean fuse ends and holders (where applicable).
5. Clean cover and immediate area.

Electric Motor

1. All motors
  - a) Check motor for unusual noise, vibration and overheating.
  - b) Ensure that all connections are solid and not loose.
  - c) Ensure windings are not grounded. If such is the case, investigate and correct the cause. If unable to rectify, stop the motor, tag, and report to direct supervisor immediately.

**Appendix G – Laurier House NHS 335 Laurier Ave East**

- d) Record amperage of each phase at motor.
- e) Record voltage of each phase at motor.
- f) Check and tighten all connections.
- g) Verify size of fuses, overload relay, etc. and ensure correct sizes are utilized.
- h) Report unusually high loads to determine if motor needs corrective action.

**END OF STANDARD**

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Parks Canada Standard Number: 050-000-1-003  
Standard Name: Air Handling Unit  
Code References: CLC/CCT, CSA Z204-94  
Frequency: Every 3 months

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

Ensure that all equipment lock-out and safety practices are followed.

1. General

- a) Oil lubricate motor and fan where applicable.
- b) Check for solid mounting; tighten any loose bolts or screws.
- c) Check belt tension, alignment and condition

**END OF STANDARD**

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Parks Canada Standard Number: 005-007-1-003  
Standard Name: HEPA Filters  
Code References: CLC/CCT, CSA Z204-94  
Frequency: Every 3 Months

**Notes: Maintenance and inspections shall only be performed by trained and qualified personnel.**

Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.

1. Check Filter Pressure Drop

**Appendix G – Laurier House NHS 335 Laurier Ave East**

- a) Change upstream filters when drop exceeds twice original resistance.
  - b) Change downstream filters when drop exceeds twice original resistance.
2. Clean frames, check seals, check filters are properly installed (air flow direction).

NOTE: If draft gauge is not installed, change upstream and downstream filters.

**END OF STANDARD**

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Parks Canada Standard Number: 050-000-1-012

Standard Name: Air Handling Unit

Code References: CLC/CCT, CSA Z204-94

Frequency: Every Year

Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.

Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. Personnel performing work on the pilot light and safety controls should be in possession of a valid gas licence.

- 1. Motor
  - a) Clean unit, tighten all bolts.
- 2. Fan
  - a) Clean fan blades; check that fan rotates freely.
  - b) Check for shaft play, bearing wear; replace as required.
  - c) Tighten all mountings.
  - d) Check integrity of safety guard, if fitted.
- 3. Dampers
  - a) Operate dampers, check linkages; adjust, tighten, clean and lubricate.
- 4. Controls
  - a) Check smooth functioning of damper actuator and motorized valves.
  - b) Check integrity of air lines and fittings where applicable.
  - c) Check temperature and humidity set points; adjust as required.
  - d) Confirm the operation of the emergency electrical disconnection switches.
- 5. Ductwork (Immediate Area Only)
  - a) Check bottom of unit of dirt and debris.
  - b) Check for scale and treat.
  - c) Ensure drain is clear and trap is primed.
  - d) Check canvas for stiffness or cracking, repair if required.
  - e) Inspect duct interior upstream and downstream for blockage.
  - f) Brush and vacuum filter frames.
  - g) Check integrity of insulation and acoustical tiles.
- 6. AH Units
  - a) Wipe down entire unit inside and out.
  - b) Tighten all mountings.
  - c) Check operation of filter pressure differential gauges, and calibrate.

**Appendix G – Laurier House NHS 335 Laurier Ave East**

d) Check condition of interior lighting, if fitted.

**7. Microbial Growth Control (Annually May-June)**

Minimize microbial growth by checking for the following where applicable:

- a) Proper slope of drain pans, piping, drains, etc. to allow for adequate water runoff.
- b) Stagnant water accumulation.
- c) Rust and debris accumulation.
- d) Clean, free flowing drains.
- e) Leaks.
- f) Wet insulation.
- g) Proper equipment operation to reduce condensation.
- h) Drip pans with porous inside lining. (See note below)
- i) Cooling coil for cleanliness.
- j) Filter condition.
- k) Signs of fungi and other growth on acoustic linings.

**Note:**

Some drip pans have porous interior liners. If encountered, the liners are to be encapsulated and removed. The pan may be insulated on the underside or replaced altogether. This must be reported immediately to the Property Manager.

**Mandated Inspection and Inventory for Federal Halocarbons Guidelines (2003)**

Parks Canada Standard Number: N/A

Standard Name: - N/A

Code References: - Federal Halocarbon Regulations (2003)

Frequency: Yearly (1 / year)

All work in this section must be completed by a Certified Person as described in the Federal Halocarbon Regulations, 2003.

Inventory all Halocarbon containing equipment (refrigeration, cooling/AC, dehumidification, fire extinguishing, etc.). Complete inventory as per Appendix 5 of Parks Canada Halocarbon Guidelines. (Required in Year 1 of Contract Only)

Update and verify inventory each year.

Conduct all work on Halocarbon systems/equipment to Federal Halocarbon Guidelines including recovery, transportation, servicing, testing, etc.

Conduct Leak Test on all equipment containing halocarbons as required in Federal Halocarbon Guidelines. Post leak test information (as required in Federal Regulations) at equipment and provide report to Parks Canada. Service Log information must be completed as well and is available in Parks Guidelines, Appendix 2.

Report deficiencies and leaks to Asset Management contact immediately.