

Appendix A
ELEVATING DEVICES MAINTENANCE
SPECIFICATIONS

Project Name: Elevator Upgrade Postal Station A, St. John NB

Specification Number: Project # R.065244.001

Index

Section 1 General Requirements

Clause	Page
1. Scope.....	2
2. Performance.....	2
2.1 Maintenance Services.....	2
2.2 Safety Devices and Tests.....	2
2.3 Safety Codes.....	2
2.4 Operation.....	3
2.5 Group Dispatching System.....	3
2.6 Exclusions.....	3
2.7 Working Hours.....	3
2.8 Answering Service.....	3
2.9 Callback Service.....	3
2.10 Stock of Parts for Maintenance Service.....	4
2.11 Repairs.....	4
2.12 Cleaning and Painting.....	4
2.13 Wiring, Adjustment Procedures and Operational Descriptions.....	4
2.14 Reporting Requirements.....	4
2.15 Environment Protection.....	5
2.16 Safety	5

Particular Requirements

Section 2	
Clause :	Page
1. Special Exclusions.....	6
2. Pro-ration.....	6
3. Special Labour.....	6
4. Other Special Conditions.....	6
5. Examination Frequency.....	6
6. Callback Service.....	6
7. Response Time.....	6

Appendix A
ELEVATING DEVICES MAINTENANCE
SPECIFICATIONS

1. SCOPE

The Contractor shall furnish all necessary tools, equipment, materials and labour to maintain, inspect, test, provide software updates and/or upgrades and service the elevating devices described in section 2, Particular Requirements, of the Specifications.

2. PERFORMANCE

The Contractor shall maintain the elevating devices described in section 2, Particular Requirements, of the Specifications using all reasonable care to maintain the equipment in proper and safe working conditions.

2.1 Maintenance Services

- .1 The Contractor shall regularly and systematically, at the frequency specified in section 2, Particular Requirements, of the Specifications, examine, clean, adjust, calibrate and lubricate all components of the equipment. If conditions warrant, the Contractor shall repair or replace all components using only genuine replacement parts.
- .2 For the purposes of the contract "**Genuine Replacement Parts**" means only:
 - .1 parts made by the original manufacturer;
 - .2 parts approved for use by the original manufacturer; or
 - .3 parts approved for proposed application by the Departmental Representative in writing; the Departmental Representative reserves the right to have such replacement parts certified for their proposed application by an independent laboratory of its choice, at the expense of the Contractor, prior to granting approval.
- .3 The Contractor shall:
 - .1 provide lubricants, hydraulic fluids, car fluorescent ballasts starters and tubes, signal lamps, pit lamps, lamps on car top, lamps in relevant machinery spaces, all buried hydraulic equipment, cathodic protection and car subflooring and floor finishing (except carpets);
 - .2 clean hoistways, pits, car tops, car ceilings, ceiling cavities, suspended ceilings and trusses.

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 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-B355, Standard for Lifts for Persons with Physical Disabilities (including Appendix A),
 - .3 National Building Code,
 - .4 National Fire Code,
 - .5 Provincial/Territorial Acts and Regulations and
 - .6 Municipal Bylaws.
- .2 Where concurrent regulations exist the most stringent set of regulations shall apply.

ELEVATING DEVICES MAINTENANCE SPECIFICATIONS

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, including but not limited to:
 - .1 rated speed,
 - .2 acceleration,
 - .3 deceleration,
 - .4 door opening and closing times and
 - .5 safeties and governor operation.

2.5 Group Dispatching System

The Contractor shall conduct periodic tests of the group dispatching system to ensure all circuits and time settings are properly adjusted to suit building traffic requirements, in accordance with the design capabilities of the system and applicable Codes. Upon request by the Departmental Representative, the Contractor shall provide a traffic study that includes relevant statistical data.

2.6 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 The Contractor is not responsible for
 - .1 refinishing, protecting, repairing or the replacement of the car enclosure, balustrades, car and hoistway door panels, frames and sills,
 - .2 cleaning, washing, waxing and polishing of car floors and
 - .3 the performance of safety tests additional to those specified in the contract, the installation of additional parts on the equipment nor the substitution of any parts with parts of a design different from those that constituted the equipment at the time the contract was signed, regardless of whether or not these measures are recommended or directed by an insurance company or by an enforcing/inspection authority.
- .3 Further exclusions may be specified in section 2, Particular Requirements, of the Specifications.

2.7 Working Hours

The Contractor shall perform all work during the regular working hours (07:00 hours to 17:00 hours) of the regular working days (Monday to Friday excluding legal holidays), unless otherwise specified in section 2, Particular Requirements, of the Specifications.

2.8 Answering Service

The Contractor shall provide a comprehensive answering service 24 hours a day, 7 days a week.

2.9 Callback Service

The Contractor shall provide callback service between regular examinations within the response time specified in section 2, Particular Requirements, of the Specifications.

ELEVATING DEVICES MAINTENANCE SPECIFICATIONS

2.10 Stock of Parts for Maintenance Service

- .1 The Contractor shall maintain, in each building, an adequate stock of frequently replaced parts organized neatly in a cabinet.
- .2 The Contractor shall have available any part requiring replacement. The Contractor shall provide all parts promptly to ensure repair or replacement work is completed in an expeditious manner to minimize equipment outage time. Canada shall not assume responsibility for the safekeeping of parts stored on its premises.

2.11 Repairs

The Contractor shall immediately inform the Departmental Representative, in writing, of the need for repairs that are excluded from the contract.

2.12 Cleaning and Painting

- .1 The Contractor shall thoroughly clean and paint within one (1) year of the commencement date stipulated in the Tender and Acceptance, and thoroughly clean on a yearly basis, and paint every two (2) years thereafter:
 - .1 all elevator machine room equipment and
 - .2 the elevator machine room and pit floors.

2.13 Wiring Diagrams, Adjustment Procedures and Operational Descriptions

- .1 The Contractor shall prove to the satisfaction of the Departmental Representative:
 - .1 possession of complete schematic wiring diagrams,
 - .2 possession of detailed adjustment procedures and
 - .3 possession of detailed operational descriptions of all equipment included in the contract.
- .2 The Contractor shall conspicuously post in every elevator machine room framed copies of approved schematic wiring diagrams. The Contractor shall keep these diagrams up to date during the entire Term of the contract by indicating any change to circuitry. Engineer approved copy of the original and revised diagrams shall be provided to the Departmental Representative upon request. Where wiring diagrams, adjustments procedures and operational descriptions are available in electronic form, the Contractor shall update the documents in electronic form consistent with PWGSC standards and provide copies to the Departmental Representative upon request.

2.14 Reporting Requirements

- .1 The Contractor shall maintain, as a minimum, records of all maintenance activities, adjustments, verifications, tests, repairs and modifications for the duration of the contract, and provide them to the Departmental Representative upon request.
- .2 When malfunctioning elevating equipment cannot be returned to service within the same day, the Contractor shall provide, by the end of the following working day, a written report to the Departmental Representative describing the nature of the problem and the expected date of the service resumption.
- .3 The Contractor shall employ proven information collection and delivery techniques, methodologies and systems to meet PWGSC requirements.
- .4 The Contractor shall ensure that computer systems and information are protected with due regard to security, and ensure information disaster recovery and backup plans and procedures are in place.

ELEVATING DEVICES MAINTENANCE SPECIFICATIONS

2.15 Environmental Protection

- .1 Without restricting the generality of section 7, Applicable Laws and By-laws, of the General Conditions, the 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.

2.16 Safety

- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. As a minimum, ensure that procedures are prepared for safe entry into the elevator pit, hoisway area, top of car, the machine room, or other areas where such procedures are required. Ensure that procedures are made available on site to the elevator maintenance personnel.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- .7 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of contract.

Item #	Item Description	Received/Done	Date
1	Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program.		
2	The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures.		
3	The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety.		

PWGSC Departmental Representative	Date

ELEVATING DEVICES MAINTENANCE SPECIFICATIONS

Building Name and Address:

Postal Station A Building, St. John NB

Equipment:

Two Electric Elevating Devices; Car's # 1 & 2.

1. SPECIAL EXCLUSIONS:

None, All inclusive, Full maintenance.

2. PRO-RATION:

None, all inclusive, full maintenance.

3. SPECIAL LABOUR:

Contractor shall be available, for any inspections required by the Provincial Elevator Inspection Authority, or it's agents, at no extra cost, should the Department require the Contractor's services.

4. OTHER SPECIAL CONDITIONS:

None

5. EXAMINATION FREQUENCY:

Monthly, as per the latest version of the CSA B44, includes all maintenance requirements and all appendix including emergency recall operation. This includes all required time spent during the annual fire alarm testing with the fire alarm contractor.

6. CALLBACK SERVICE:

Provide twenty-four (24) hour callback service.

Provide twenty-four (24) hour callback answering service. This service shall be directly connected to all of the elevating devices car emergency phones. Ensure that all of the calls received by the answering services are transmitted immediately to a responsible person for action.

7. RESPONSE TIME:

Ensure that qualified persons are available so that the response to an emergency call-back is maximum 30 minutes or less from the time the emergency call was placed until the arrival of a qualified maintenance person at the site.

8. OVERTIME CALLBACK:

Response in overtime to callback shall be required when the fault is of such nature as to significantly impair the service (e.g. a car shut down at night which will be required for the morning peak traffic) endangers the people using the equipment.