

1.1 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.
- .2 Tradesmen must enter the building from the front entrance (located on the north side of the building) and check in with the Commissionaire. Tradesmen may enter the building from the loading dock entrance (located on the south side of the building) once they have checked in with Commissionaire.
- .3 Materials and equipment are required to enter and leave the building from the loading dock located on the south side of the building. Utilize trolleys or large wheeled carts to transport materials and equipment to work areas identified on the drawings.
- .4 A trash container will be permitted in the vicinity of the south loading dock overhead door. Exact location to be confirmed by Departmental Representative. Remove container when no longer required.
- .5 Application of spray foam insulation to the existing exterior wall of the building will require vehicle access to area of work which is surrounded by mature landscaping. Contractor shall protect all existing landscaping from damage and co-ordinate access with Departmental Representative.

1.2 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental Representative will not assign sanitary facilities for use by Contractor's personnel. Contractor shall provide separate washroom facilities located outside the building determined by the Departmental Representative.
- .5 Use only elevators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .6 Closures: protect work temporarily until permanent enclosures are completed.

1.3 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.4 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative forty-eight (48) hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Provide for pedestrian and vehicular traffic.
- .4 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.5 OWNER OCCUPANCY

- .1 Owner will occupy premises twenty four hours a day, seven days a week during entire construction period for execution of normal operations. Public hours of operations are from 7:00 to 17:00 hours Monday to Friday. Maintain public corridors and elevators free from furniture, construction equipment, construction salvage and debris.
- .2 Refer to Drawing A0.1 for Construction Phasing Plan
- .3 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.6 SPECIAL REQUIREMENTS

- .1 Carry out excessive noise generating Work, such as drilling and coring, Monday to Friday after regular office hours and on weekends.
- .2 Refer to Section 01 74 11 - Cleaning, comply with strict daily cleaning requirements to prevent dust and debris from migrating to adjacent tenancies and public corridors.
- .3 Submit schedule in accordance with Section 01 32 16 - Construction Progress Schedules - Bar (GANTT) Chart.
- .4 Ensure that Contractor personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .5 Keep within limits of work and avenues of ingress and egress.
- .6 Ingress and egress of Contractor vehicles at site is limited to the south side of the building and the south loading dock. Parking provided in areas designated by the Owner.
- .7 Deliver materials to the site at the times and dates approved by the Departmental Representative. Contractor to provide sea can for on-site storage. There is limited space on the site for storage of materials and equipment. Stage delivery of materials and equipment as required on a daily basis.

1.7 SECURITY CLEARANCES

- .1 Personnel employed on this project will be subject to security check. Obtain clearance, as instructed, for each individual who will require access to premises.
- .2 Personnel will be checked daily at start of work shift and provided with pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.

1.8 SECURITY ESCORT

- .1 Personnel employed on this project must be escorted when executing work in non-public areas during normal working hours. Personnel must be escorted in all areas after normal working hours.
- .2 Submit an escort request to Departmental Representative at least two (2) days before service is needed. For requests submitted within time noted above, costs of security escort will be paid for by Departmental Representative. Cost incurred by late request will be Contractor's responsibility.
- .3 Any escort request may be cancelled free of charge if notification of cancellation is given at least four (4) hours before scheduled time of escort. Cost incurred by late request will be Contractor's responsibility.
- .4 Calculation of costs will be based on average hourly rate of security officer for minimum of eight (8) hours per day for late service request and of four (4) hours for late cancellations.
- .5 Personnel employed on this project must use the washrooms designated by the Departmental Representative.

1.9 BUILDING SMOKING ENVIRONMENT

- .1 Smoking is not allowed.

1.10 AFTER HOURS WORK

- .1 Regular working hours are from 7:00 to 17:00. Extraordinarily loud work in areas adjacent designated deconstruction areas must be completed after regular work hours.
- .2 Co-operate and co-ordinate the work in these areas with the Departmental Representative. Staff in those areas, outside the major deconstruction scope of work, to remain in place and not affected by these renovations.

1.11 EXISTING EQUIPMENT

- .1 Owner's forces will move and relocate all existing computers, monitors, printers, projection screens, copiers and associated cabling. Coordination work with sub-trades will be involved.
- .2 In reference to defining the scope of the project in relation to the breakdown /relocation / storage of furniture the Contractor shall co-ordinate the following with the Owner.

- .1 Rooms 209.10, 210.10 and 210.12: all break down & relocation of furniture to be included in the contract. If storage is required, client will provide. See plans.
- .2 Existing Boardroom 210.02 audio/visual equipment will be removed by the owner prior to construction start. Owner will reinstall.
- .3 Room 102.03: all computer relocation, breakdown and storage will be the owner's responsibility.
- .4 All break down & relocation of furniture in Rooms 102.03 and 118.02 to be included in contract except as noted in Section 01 14 00 Work Restrictions 1.11.3.3. Contractor to provide offsite, secured and bonded storage for all furniture in Room 102.03 and 118.02.
- .5 Only experienced certified furniture mover shall be responsible for the removal, storage and re-installation of the existing specialized work consoles identified on Drawing A0.2 – Furniture Move Schedule Main Floor. Refer to Work Restrictions Section 01 14 00 Item 1.13 for certified furniture mover information..

1.12 SPECIAL VENTILATION REQUIREMENTS

- .1 Spray fireproofing and exterior wall insulation applications must be vented directly to the exterior. Existing mechanical systems cannot be utilized for air transfer. Coordinate onsite with Departmental Representative.

1.13 FURNITURE MOVERS

- .1 The Owner authorized furniture movers permitted and certified to move the existing work stations identified on the drawings shall be
Evans Consoles Corporation
1616 - 27th Avenue NE
Calgary, AB T2E 8W4
Phone 403-717-3073
Sales Lead: Jeff Fairholm
- .2 The general contractor shall confirm this sub-contractor has been retained and holds all necessary manufacturer certificates required to move the existing furniture from its present location to the designated off-site storage area and then returned and reinstalled in its new position ensuring that all components and features of the furniture are fully functional.
- .3 This special identified furniture shall be stored in a temperature controlled storage facility. The storage facility shall be bonded.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 WORK PERMIT FORMS

- .1 Contractor shall complete the necessary site work permit forms prior to commencement of the work. Other forms may be necessary; co-ordinate with Department Representative.
 - .1 Ground Disturbance Permit

Project Number

R.050172.002

Date: July 2013

- .2 Steam Activation Protocol
- .3 Hot Permit

Section 01 14 00
WORK RESTRICTIONS

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END OF SECTION

GROUND DISTURBANCE PERMIT

Location: Company Representative: Contractor: Date: Saskatchewan 1 Call Ticket Number:	PROJECT ACTIVITIES New Installation <input type="checkbox"/> Tie-in/Re-entry <input type="checkbox"/> Repairs <input type="checkbox"/> Reclamation <input type="checkbox"/> Construction <input type="checkbox"/> Other <input type="checkbox"/>
<p>If <u>ANY</u> of the items listed are <u>NO</u>, proceeding with <u>any</u> ground disturbance may contravene Company policy and may result in injury to personal, damage to equipment or environment. Supervisor approval is recommended. Documentation of decision is <u>required</u>.</p>	

RECORD OF CONFIRMATION/VISUAL INSPECTION	YES	NO	N/A
Do you have an up- to- date copy of the Survey Drawing for the ground disturbance area?			
Have all pipelines, power lines, and utilities in the 10 meter search/controlled area been identified?			
Has the Sask First Call been notified of our intentions?			
Are all buried pipelines, power lines, or utilities identified on above drawings, and staked on the ground in proposed area?			
Are overhead power line "Caution Signs" in place?			
Are all the locate stakes or marks referenced to fixed features?			
Are there any signs of new ground disturbances within the proposed working area, including the search/controlled zone? This may include power lines, utility cables, new clearing, road construction, settlement, and vegetation colour change or growth. If there is any visual sign of activity that is not reflected on the Survey Drawing, re-surveying should be considered.			

PRE-CONSTRUCTION	YES	NO	N/A
Is the proposed ground disturbance expected to be any depth below the surface? CAUTION: Any depth below the surface is a general rule. Ground disturbances located at any depth may encounter lines improperly installed or changed due to shifting ground disturbances. Additional crossing material should be considered.			
Are ALL the conditions of this permit being met?			
Have all the underground facilities been exposed as per the company requirements and the Regulations?			
Distance to which mechanical equipment may be operated after exposure is _____ mm from facility.			
Did you conduct a pre-job task meeting with foreman and equipment operators? Review Procedures and ERP.			
POST CONSTRUCTION			
Have the as builts been completed and given to the Works Asset Manager?			

NOTE: This document is designed to be a GUIDE to the minimum safety standards for Ground Disturbance. Refer to the Federal Regulations or Company Safety Practices Manual.

Comments:

Company
Representative:

Contractor
Representative:

Steam Activation Protocol

Site standard for high and low pressure steam activation.

- Departmental Representative will only allow contractors to conduct work on high and low pressure steam systems if they have a Quality Control (QC) manual registered with the boiler branch, regardless of the size or scope of work.
- The mechanical contractor must register their Quality Control Manual with the Boiler Branch and adhere to all portions of the QC manual and the CLC.
- The Boiler Branch will review the submission of the contractors traveler and advise if any hold points will be issued during the construction, all cost associated with the inspections will be paid by the contractor. Any deficiencies noted by the Boiler Branch will be corrected at the contractor's expense before the Departmental Representative will authorize the supply of steam to the system.
- After all requirements of the QC manual and the Boiler Branch have been met; a request through the owner's representative to the Chief Engineer from the General Contractor can be made for the steam to be activated. The request will be made on the standard *Client steam activation sign off sheet*, on which the signatures of the General Contractor, Departmental Representative and the Chief Engineer must appear before activation will proceed. Copies of all the test results, the Boiler Branch inspection reports and the sign off sheet will be submitted to the owner's representative, who will present them to the Chief Engineer for review.
- After review of the documentation, the Chief engineer will advise if the steam will be supplied to the new installation. If permission is granted the Clients plumbing staff will remove the locks from the valves and supply steam to the new system. A copy of the *sign off sheet* will be provided to the plumbing shop for their records. If a problem occurs during the start up, the valves will be locked off again and a new request must be put into the Chief Engineer through the owner's representative after the repair is completed.
- All temporary steam activations will adhere to the same process.

Revised 2010-01-29

Pre — steam activation check list

- ☐ Install permits for each piece of equipment complete with data reports governed by the Technical Safety Authority of Saskatchewan (boiler branch), have been submitted. **Copies must be provided**
- ☐ Provide copy of hydrostatic test complete with witness's signature. If applicable
- ☐ Provide a copy of all non destructive tests
- ☐ Provide a copy of all ultrasonic testing completed (if applicable)
- ☐ Provide copy of design registration. (if applicable)
- ☐ Provide copy of all MTR's.
- ☐ Provide a copy of the acceptance inspection report completed by the Technical safety authority.
- ☐ Provide a copy of QC manual (must be registered with boiler branch)

Steam Activation Sign off Sheet

I _____ on behalf of _____
formally request that the steam to building _____ be
activated. All requirements of the QC manual, registered with the boiler branch have
been met and the boiler inspector is aware of this request for activation.

Requested By

Name

Signature

Date

Reviewed by Owners Representative

Name

Signature

Date

Endorsed By Chief Engineer

Name

Signature

Date

Decision (Conditions):

- ☐ Approved
- ☐ Declined

If declined, reason:

Part 1 General

1.1 DEFINITIONS

- .1 Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3 Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5 Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as work days or work weeks.
- .6 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: significant event in project, usually completion of major deliverable.
- .8 Project Schedule: planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.
- .9 Project Planning, Monitoring and Control System: overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

1.2 REQUIREMENTS

- .1 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2 Plan to complete Work in accordance with prescribed milestones and time frame.
- .3 Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting.
- .4 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.3 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative within ten working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

1.4 MASTER PLAN

- .1 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT).
- .2 Departmental Representative will review and return revised schedules within 5 working days.
- .3 Revise impractical schedule and resubmit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

1.5 PROJECT SCHEDULE

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
 - .1 Award.
 - .2 Shop Drawings, Samples.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Interior Architecture (Walls, Floors and Ceiling).
 - .6 Plumbing.
 - .7 Lighting.
 - .8 Electrical.
 - .9 Piping.
 - .10 Controls.
 - .11 Heating, Ventilating, and Air Conditioning.
 - .12 Millwork.
 - .13 Fire Systems.
 - .14 Testing and Commissioning.
 - .15 Supplied equipment long delivery items.
 - .16 Departmental Representative supplied equipment required dates.

1.6 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule on bi-weekly basis reflecting activity changes and completions, as well as activities in progress.

- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

1.7 PROJECT MEETINGS

- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

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

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit shop drawings bearing stamp and signature of qualified professional engineer registered or licensed in the Province of Saskatchewan.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow five days for Consultant's review of each submission.

- .5 Adjustments made on shop drawings by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in shop drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, in duplicate, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .9 After Consultant's review, distribute copies.
- .10 Submit six (6) prints of shop drawings for each requirement requested in specification Sections and as Consultant may reasonably request.
- .11 Submit six (6) copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.

- .12 Submit six (6) copies of test reports for requirements requested in specification Sections and as requested by Consultant.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within three (3) years of date of contract award for project.
- .13 Submit six (6) copies of certificates for requirements requested in specification Sections and as requested by Consultant.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit six (6) copies of manufacturers instructions for requirements requested in specification Sections and as requested by Consultant.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit six (6) copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Consultant.
 - .1 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .16 Submit six (6) copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Consultant.
- .17 Delete information not applicable to project.
- .18 Supplement standard information to provide details applicable to project.
- .19 If upon review by Consultant, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .20 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains

solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.3 SAMPLES

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Consultant's business address.
- .3 Notify Consultant in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .6 Make changes in samples which Consultant may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 MOCK-UPS

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Health and safety considerations required to ensure that PWGSC shows due diligence towards health and safety on construction sites, and meets the requirements laid out in PWGSC/RPB Departmental Policy DP 073 - Occupational Health and Safety - Construction.

1.2 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Saskatchewan
 - .1 Occupational Health and Safety Act, 1993, S.S. 2005.

1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit two (2) copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS MSDS - Material Safety Data Sheets.
- .7 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .8 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.4 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.

1.5 SAFETY ASSESSMENT

- .1 Perform site specific safety hazard assessment related to project.

1.6 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work.

1.7 REGULATORY REQUIREMENTS

- .1 Do Work in accordance with Section 01 41 00 - Regulatory Requirements

1.8 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.9 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.10 COMPLIANCE REQUIREMENTS

- .1 Comply with Occupational Health and Safety Regulations, 1996.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.11 UNFORSEEN HAZARDS

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

1.12 HEALTH AND SAFETY CO-ORDINATOR

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
 - .1 Have site-related working experience specific to activities associated with floor finish replacement and moving of existing furniture.
 - .2 Have working knowledge of occupational safety and health regulations.

- .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
- .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.

1.13 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Departmental Representative.

1.14 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

1.15 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 REFERENCES

.1 Federal Legislation

- .1 Canadian Environmental Protection Act, 1999, c. 33 (CEPA).
- .2 Canadian Environmental Assessment Act, 1992, c. 37 (CEAA).
- .3 Transportation of Dangerous Goods Act 1992, c. 34 (TDGA).
- .4 Motor Vehicle Safety Act 1993, c. 16 (MVSA).

1.2 DEFINITIONS

- .1 Alternate Disposal: reuse and recycling of materials by designated facility, user or receiving organization which has valid Certificate of Approval to operate. Alternative to landfill disposal.
- .2 Deconstruction: systematic dismantling of structure to salvage materials for reuse. What cannot be reused is considered subsequently for recycling. Ultimate objective is to recover potentially valuable resources while diverting from landfill what has traditionally been significant portion of waste stream.
- .3 Demolition: rapid destruction of structure with or without prior removal of hazardous materials.
- .4 Disassembly: physical detachment of materials from structure and may include: prying, pulling, cutting and unscrewing.
- .5 Hauler: company (possessing appropriate and valid Certificate of Approval) contracted to transport waste, reusable or recyclable materials off site to designated facility, user or receiving organization.
- .6 Hazardous Materials: dangerous substances, dangerous goods, hazardous commodities and hazardous products, may include but not limited to: poisons, corrosive agents, flammable substances, ammunition, explosives, radioactive substances, or other material that can endanger human health or well being or environment if handled improperly.
- .7 Processing: tasks which are subsequent to disassembly and may include: moving materials, de-nailing, cleaning, separating and stacking.
- .8 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse by others.
- .9 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .10 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .11 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:

- .1 Salvaging reusable materials from remodelling projects before the demolition stage, for resale, reuse on current project or for storage for use on future projects.
- .2 Returning reusable items may include pallets and unused products to vendors.
- .12 Salvage: removal of structural and non-structural structure materials from industrial, commercial and institutional structure deconstruction/disassembly projects for purpose of reuse or recycling.
- .13 Source Separation: acts of keeping different types of waste materials separate beginning from first time they become waste.
- .14 Used Building Material Receipt: receipt issued at end destination for materials designated for alternate disposal.
- .15 Waste Audit (WA): detailed inventory of materials in building. Involves quantifying (by volume or weight) amounts of materials and wastes generated during deconstruction. Indicates quantities of reuse, recycling and landfill.
- .16 Waste Management Co-ordinator (WMC): contractor representative responsible for supervising waste management activities as well as coordinating related, required submittal and reporting requirements.
- .17 Waste Reduction Workplan (WRW): written report which outlines actions to be taken to reduce, reuse and recycle materials during course of deconstruction. Actions based on finding of the Waste Audit (WA).
- .18 Weigh Bill: receipt received from recycling facility indicating weight and content of each load/bin of material.

1.3 SUBMITTALS

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.4 DECONSTRUCTION DRAWINGS

- .1 Where required by authorities having jurisdiction, submit for approval drawings, diagrams and details showing sequence of deconstruction work, materials designated for salvage and support of structures and underpinning.
- .2 Submit drawings stamped and signed by qualified professional engineer registered or licensed in Province of Saskatchewan, Canada.

1.5 QUALITY ASSURANCE

- .1 Qualifications: provide adequate workforce training through meetings and demonstrations. Have someone on site with deconstruction experience throughout project for consultation and supervision purposes.
- .2 Regulatory Requirements: ensure Work is performed in compliance with applicable Provincial regulations.
- .3 Meetings: hold project meetings every two weeks.

- .1 Ensure key personnel, site supervisor, project manager, subcontractor representatives attend.
- .2 Departmental Representative will provide written notification of any change to regular meeting schedule established upon contract award to Contractor 24 hours prior to scheduled meeting.

1.6 SITE CONDITIONS

- .1 Existing Conditions:
 - .1 Should materials resembling spray or trowel applied asbestos or other designated substance listed as hazardous be encountered in course of deconstruction, stop work, take preventative measures, and notify Departmental Representative immediately. Do not proceed until written instructions have been received.
 - .2 Base structures to be deconstructed on their condition on date of contract award. Be responsible for provision of services required for deconstruction.
- .2 Storage:
 - .1 Store materials salvaged for reuse and recycling designated for alternate disposal in locations as directed by Departmental Representative.
 - .2 Maximum permitted duration of material storage on site determined in consultation with Departmental Representative after project completion.

1.7 ENVIRONMENTAL PROTECTION

- .1 Ensure deconstruction work does not adversely affect adjacent watercourses, groundwater and wildlife, or contribute to excess air noise pollution.
- .2 Fires and burning of waste or materials is not permitted on site.
- .3 Do not bury waste or materials on site unless approved in writing by Departmental Representative.
- .4 Do not dispose of waste or volatile materials into watercourses, storm or sanitary sewers.
 - .1 Ensure proper disposal procedures in accordance with applicable Provincial regulations.
- .5 Do not pump water containing suspended materials into watercourses, storm or sanitary sewers, or onto adjacent properties in accordance with authorities having jurisdiction.
- .6 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with as directed by Departmental Representative.
- .7 Protect trees, plants and foliage on site and adjacent properties where indicated.
- .8 Prevent extraneous materials from contaminating air beyond deconstruction area, by providing temporary enclosures during Work.
- .9 Cover or wet down dry materials and waste to prevent blowing dust and debris. Control dust on temporary roads.
- .10 Employ reasonable means necessary to protect salvaged materials from vandalism, theft, adverse weather, or inadvertent damage by heavy machinery.

- .11 Use natural lighting to do Work where possible.
 - .1 Shut off lighting except those required for security purposes at end of each day.
- .12 Organize site and workers in manner which promotes efficient flow of materials through disassembly, processing, stockpiling, and removal.

1.8 SCHEDULING

- .1 Employ necessary means to meet project time lines without compromising specified minimum rates of material diversion. In event of unforeseen delay notify Departmental Representative in writing.

Part 2 Products

2.1 EXISTING SUSPENDED ACOUSTIC TILE CEILING

- .1 Salvage existing acoustic tile ceiling panels and grid system scheduled to be deconstructed. Handle carefully and stockpile in location as directed by the Departmental Representative on site. Damaged pieces removed from the site.

2.2 EXISTING OAK WOOD DOORS, METAL FRAMES AND HARDWARE

- .1 Salvage existing oak wood doors, metal frames and hardware scheduled to be deconstructed. Handle carefully and stockpile in location as directed by the Departmental Representative on site. Damaged doors and frames removed from the site.

2.3 EXISTING METAL STUDS AND VINYL WALL BOARD PARTITIONS

- .1 Salvage sufficient existing metal studs and vinyl wall board partitions as necessary to construct temporary hoardings surrounding work areas identified on plans. Scheduled partitions for deconstruction removed from the site including those utilized for temporary hoardings once hoarding is no longer required. (Should contractor not deem the reuse of existing partitions feasible remove all partitions and construct solid hoarding elements suitable to protect adjacent occupancies from construction areas.)

Part 3 Execution

3.1 SELECTIVE DEMOLITION

- .1 Reuse of Building Elements: this project has been designed to result in end of project rates for reuse of building elements as follows: Do not demolish building elements beyond what is indicated on drawings without approval by Departmental Representative.

3.2 SITE VERIFICATION OF CONDITIONS

- .1 Employ necessary means to assess site conditions and structure to determine quantity and locations of hazardous materials.
- .2 Investigate site and structure to determine dismantling, processing and storage logistics required prior to beginning of Work.

- .3 Develop strategy for deconstruction to facilitate optimum salvage of reusable and recyclable materials.

3.3 PREPARATION

- .1 Obtain necessary permits and approvals including demolition / building permit.
 - .1 Provide copies to Departmental Representative prior to start of Work on site.

3.4 STOCKPILING AND SELLING OF MATERIALS

- .1 On-site sale of materials will not be permitted.

3.5 REMOVAL FROM SITE

- .1 Transport material designated for alternate disposal using approved facilities and in accordance with applicable regulations.
- .2 Dispose of materials not designated for alternate disposal in accordance with applicable regulations.
 - .1 Disposal facilities must be those approved by the City of Regina and / or the Province of Saskatchewan regulatory agencies.
 - .2 Written authorization from Departmental Representative is required to deviate from approved disposal facilities.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 35 29 - Health and Safety Procedures.

1.2 REFERENCES AND CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.3 HAZARDOUS MATERIAL DISCOVERY

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify Departmental Representative.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Departmental Representative.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative.
- .4 Lead: demolition of lead sheets to be completed following proper OH&S Regulations.

1.4 BUILDING SMOKING ENVIRONMENT

- .1 Smoking is not permitted in the building.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INSPECTION

- .1 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative's instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4 Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents.

1.2 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Owner.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Owner. Pay costs for retesting and re-inspection.

1.3 ACCESS TO WORK

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

1.4 PROCEDURES

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

1.5 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.

1.6 REPORTS

- .1 Submit four (4) copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested and manufacturer or fabricator of material being inspected or tested.

1.7 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations acceptable to Departmental Representative as specified in specific Section.
- .3 Prepare mock-ups for Departmental Representative's review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 Mock-ups may remain as part of Work.
- .6 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.8 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 Section 01 56 00 Temporary Barriers and Enclosures

1.2 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.3 INSTALLATION AND REMOVAL

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.4 WATER SUPPLY

- .1 Departmental Representative will provide continuous supply of potable water for construction use.
- .2 Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.

1.5 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heating required during construction period, including attendance, and maintenance.
- .2 Provide temporary heat and ventilation in enclosed areas as required to:
 - .1 Facilitate progress of Work.
 - .2 Protect Work and products against dampness and cold.
 - .3 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
 - .6 Prevent smells arising from construction operations from migrating to other areas of the building. Ventilate to the exterior through a glass pane removed for this purpose. Re-install glazing upon completion of work.
- .3 Maintain temperatures of minimum 10 degrees C in areas where construction is in progress.
- .4 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
 - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.

- .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
- .4 Ventilate storage spaces containing hazardous or volatile materials.
- .5 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .5 Permanent heating system of building to be used when available. Be responsible for damage to heating system if use is permitted.
- .6 On completion of Work for which permanent heating system is used, replace filters, clean ductwork and controls.
- .7 Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is in as near original condition as possible and is certified by Departmental Representative.
- .8 Departmental Representative will pay utility charges when temporary heat source is existing building equipment.
- .9 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.
- .10 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.6 TEMPORARY POWER AND LIGHT

- .1 Departmental Representative will pay for temporary power during construction for temporary lighting and operating of power tools, to a maximum supply of 230 volts 30 amps.
- .2 Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.
- .3 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .4 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

1.7 TEMPORARY COMMUNICATION FACILITIES

- .1 Provide and pay for temporary telephone hook up necessary for own use and use of Departmental Representative.

1.8 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 TEMPORARY UTILITIES

- .1 Inspect existing services to ensure capacity and suitability to connect temporary utilities.
- .2 Do not overload existing building systems.
- .3 Co-ordinate and obtain approval from the Departmental Representative prior to connecting temporary utilities to existing permanent building systems.
- .4 Co-ordinate removal of existing exterior window glazing for the purposes of ventilating the work with the Departmental Representative.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
 - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .2 Canadian Standards Association (CSA International)
 - .1 CSA-A23.1/A23.2-04, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA-0121-M1978 (R2003), Douglas Fir Plywood.
 - .3 CAN/CSA-S269.2-M1987 (R2003), Access Scaffolding for Construction Purposes.
 - .4 CAN/CSA-Z321-96 (R2001), Signs and Symbols for the Occupational Environment.
- .3 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as of: May 14, 2004.

1.2 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.3 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be used by Contractor, number and sizes of vehicles to be used, avenues of ingress/egress to work area and indicating site protection details.
- .2 Identify areas which have to be protected with plywood sheathing to prevent damage to existing landscaping.
- .3 Locate and install temporary construction hoarding consisting of 12mm painted gypsum wall board over 89 mm metal studs at 600 OC complete with temporary access door, frame and lockable hardware. Use 4 mil poly to maintain dust control.
- .4 Indicate use of supplemental or other staging area.
- .5 Provide construction facilities in order to execute work expeditiously.
- .6 Remove from site all such work after use.

1.4 ELEVATORS

- .1 Provide protective coverings for finish surfaces of cars and entrances.

1.5 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.

- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.6 CONSTRUCTION PARKING

- .1 Parking will be permitted on site, south side of building, coordinate with Departmental Representative.
- .2 Provide and maintain adequate access to project site.

1.7 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.

1.8 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances. Contractor shall provide facilities.
- .2 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.

1.9 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INSTALLATION AND REMOVAL

- .1 Provide temporary controls in order to execute Work expeditiously.
- .2 Remove from site all such work after use.

1.2 WEATHER ENCLOSURES

- .1 Provide weather tight closures to all openings created by this work.
- .2 Design enclosures to withstand wind pressure.

1.3 DUST TIGHT SCREENS

- .1 Provide dust tight screens to localize dust generating activities and noise barriers to minimize construction noise when working adjacent to occupied spaces during demolition and new construction Work.
- .2 Keep movement through dust screens to an absolute minimum. Provide walk off mats at entry points and change or vacuum regularly to prevent tracking of dust through non construction areas.
- .3 If polyethylene sheet is used as a dust barrier it shall be minimum 6 mil thickness, with all edges overlapped and taped continuously. Overlap all perimeter sheets to horizontal and vertical surfaces and seal securely. Provide weight at bottom of walls and door so that dust does not travel under the screen.
- .4 Noise and dust barriers are to be installed from slab to underside deck and sealed as tightly as possible around penetrations.
- .5 Noise barrier partition is to be minimum 16 mm gypsum board both sides 92 mm metal studs with fiberglass insulation in cavity, to minimize construction noise when working adjacent occupied spaces during demolition and new construction Work.
- .6 Maintain dust and noise barriers until work is complete.
- .7 Repair all damage to finishes caused by installing and removing dust-tight screens.

1.4 VENTILATION OF RENOVATED AREAS

- .1 Provide exhaust to the exterior from renovated areas in order to create a negative air pressure within the area to be renovated.
- .2 Ensure noise and dust barriers are installed full height from floor slab to underside of deck and sealed as tightly as possible around all penetrations.
- .3 Install air tight closures to all existing ductwork, conduits and openings through work area demising walls to prevent the transfer of dust or debris to adjoining occupied areas.
- .4 Contractor must use their own exhaust fan equipment to ventilate renovated areas.

- .5 Temporarily seal off all supply and return air fixtures within renovated area. Remove temporary seal at completion of work in the area.

1.5 ACCESS TO SITE

- .1 Provide and maintain full pedestrian travel throughout building corridors and office area as may be required for access to Work.

1.6 PUBLIC TRAFFIC FLOW

- .1 Provide and maintain full access as required to perform Work and protect public.

1.7 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.8 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

1.9 PROTECTION OF BUILDING FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide protection of existing finishes to remain during performance of Work.
- .3 Provide necessary screens, covers, and hoardings.
- .4 Confirm with Departmental Representative locations and installation schedule three days prior to installation.
- .5 Be responsible for damage incurred due to lack of or improper protection.

1.10 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products**2.1 NOT USED**

- .1 Not Used.

Part 3 Execution**3.1 NOT USED**

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .2 Cost for such testing will be paid by Owner in event of conformance with Contract Documents or by Contractor in event of non-conformance.

1.2 QUALITY

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

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Consultant of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.

- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .8 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Owner. Unload, handle and store such products.

1.6 MANUFACTURER'S INSTRUCTIONS

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

1.7 QUALITY OF WORK

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

1.8 CO-ORDINATION

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

1.9 CONCEALMENT

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

1.10 REMEDIAL WORK

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

1.11 LOCATION OF FIXTURES

- .1 Consider location of equipment, fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.

1.12 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .4 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .5 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.13 PROTECTION OF WORK IN PROGRESS

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

1.14 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work and/or building occupants.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Integrity of moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of operational elements.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of Owner or separate contractor.
- .3 Include in request:
 - .1 Identification of project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of Owner or separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.2 MATERIALS

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

1.3 PREPARATION

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of Work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .5 Provide protection from elements for areas which are to be exposed by uncovering work.
- .6 Relocate existing equipment and furniture to accommodate Owner continued use and permit work.

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching to complete Work.

- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Provide openings in non-structural elements of Work for penetrations of electrical Work.
- .6 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .7 Employ original installer to perform cutting and patching for moisture-resistant elements, and sight-exposed surfaces.
- .8 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .9 Restore work with new products in accordance with requirements of Contract Documents.
- .10 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .11 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with firestopping material, full thickness of the construction element.
- .12 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .13 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.5 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products**2.1 NOT USED**

- .1 Not Used.

Part 3 Execution**3.1 NOT USED**

- .1 Not Used

END OF SECTION

Part 1 General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including other than that caused by Owner.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris. Location at south side of building near loading dock.
- .5 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on newly installed surfaces nor contaminate building systems.

1.2 DAILY CLEANING

- .1 The existing building is fully occupied and adjacent tenancies and public corridors are to be protected from dust and debris migration through wall openings, ductwork, electrical conduits and all existing openings.
- .2 The contractor shall engage sufficient cleaning personnel to sequence the daily schedule of trade personnel on the site.
- .3 The general intent of the daily cleaning schedule is to eliminate the total amount of dust generation caused by the construction work, prevent it from spreading to other areas of the building and prevent it from tracking outside the work areas.

1.3 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris and leave Work clean and suitable for occupancy.

- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Owner.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Remove stains, spots, marks and dirt from new work.
- .8 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .9 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .10 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .11 Remove all inside window panes of glass and blinds within the designated work areas shown on the plans. Clean all (4) sides of glass (including the exterior side) ensuring a streak and dust free surface. Clean area between exterior and interior panes of glass. Clean and dry removed blinds prior to re-installation. Re-install window panes in original locations.

1.4 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products**2.1 NOT USED**

- .1 Not Used.

Part 3 Execution**3.1 NOT USED**

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 WASTE MANAGEMENT GOALS

- .1 Prior to start of Work conduct meeting with Consultant to review and discuss PWGSC's Waste Management Plan and Goals.
- .2 Accomplish maximum control of solid construction waste.
- .3 Preserve environment and prevent pollution and environment damage.

1.2 SUBMITTALS

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.3 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed for demolition from movement or damage.

1.4 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits into waterways, storm, or sanitary sewers.
- .3 Remove materials from deconstruction as deconstruction/disassembly Work progresses.

1.5 USE OF SITE AND FACILITIES

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

1.6 SCHEDULING

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

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 SELECTIVE DEMOLITION

- .1 Do not demolish building elements beyond what is indicated on Drawings without approval by Departmental Representative.

3.2 APPLICATION

- .1 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.3 CLEANING

- .1 Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.
- .2 Clean-up work area as work progresses.

END OF SECTION

Part 1 General

1.1 INSPECTION AND DECLARATION

- .1 Contractor's Inspection: Contractor and Subcontractors: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Consultant in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
 - .2 Request Departmental Representative's Inspection.
- .2 Departmental Representative's Inspection: Departmental Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor to correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
 - .1 Work has been completed and inspected for compliance with Contract Documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Instructions on how to properly maintain and service new flooring have been demonstrated to building operation personnel.
 - .4 Work is complete and ready for final inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Departmental Representative, and Contractor. If Work is deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.
- .5 Declaration of Substantial Performance: when Departmental Representative considers all deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for certificate of Substantial Performance.
- .6 Commencement of Warranty Periods: date of Departmental Representative's acceptance of submitted declaration of Substantial Performance shall be date for commencement for warranty period unless required otherwise.
- .7 Final Payment: when Departmental Representative considers final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed, make application for final payment.
- .8 Payment of Holdback: after issuance of certificate of Substantial Performance of Work, submit an application for payment of holdback amount.

1.2 CLEANING

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

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Part 2

Products

2.1

NOT USED

.1

Not Used.

Part 3

Execution not Used

.1

Not Used.

Section 01 77 00

CLOSE OUT PROCEDURES

Page 2 of 2

END OF SECTION

Part 1 General

1.1 SUBMITTALS

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

1.2 FORMAT

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

1.3 CONTENTS - EACH VOLUME

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

1.4 AS-BUILTS AND SAMPLES

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

1.5 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on set of black line opaque drawings and in copy of Project Manual, provided by Consultant.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - .1 Field changes of dimension and detail.
 - .2 Changes made by change orders.
 - .3 Details not on original Contract Drawings.
 - .4 References to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records required by individual specifications sections.

1.6 MATERIALS AND FINISHES

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-Protection and Weather-Exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.7 SPARE PARTS

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site location as directed; place and store.
- .4 Obtain receipt for delivered products and submit prior to final payment.

1.8 MAINTENANCE MATERIALS

- .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site location as directed; place and store.
- .4 Obtain receipt for delivered products and submit prior to final payment.

1.9 STORAGE, HANDLING AND PROTECTION

- .1 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .2 Store components subject to damage from weather in weatherproof enclosures.
- .3 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.

1.10 WARRANTIES AND BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative's approval.
- .3 Warranty management plan to include required actions and documents to assure that Owner receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder and submit upon acceptance of work. Organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
 - .4 Verify that documents are in proper form, contain full information, and are notarized.
 - .5 Co-execute submittals when required.
 - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.

- .8 Conduct joint ten month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Provide list for each warranted equipment, item, and feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.
 - .3 Location where installed.
 - .4 Name and phone numbers of manufacturers or suppliers.
 - .5 Names, addresses and telephone numbers of sources of spare parts.
 - .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
 - .7 Cross-reference to warranty certificates as applicable.
 - .8 Starting point and duration of warranty period.
 - .9 Summary of maintenance procedures required to continue warranty in force.
 - .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
 - .11 Organization, names and phone numbers of persons to call for warranty service.
 - .12 Typical response time and repair time expected for various warranted equipment.
 - .3 Contractor's plans for attendance at ten month post-construction warranty inspections.
 - .4 Procedure and status of tagging of equipment covered by extended warranties.
 - .5 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in a timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification will follow oral instructions. Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.11 PRE-WARRANTY CONFERENCE

- .1 Meet with Departmental Representative, to develop understanding of requirements of this section. Schedule meeting prior to contract completion, and at time designated by Departmental Representative.
- .2 Departmental Representative will establish communication procedures for:
 - .1 Notification of construction warranty defects.

- .2 Determine priorities for type of defect.
- .3 Determine reasonable time for response.
- .3 Provide name, telephone number and address of licensed and bonded company that is authorized to initiate and pursue construction warranty work action.
- .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 DESCRIPTION

- .1 Demonstrate operation and maintenance of new flooring to building maintenance personnel two (2) weeks prior to date of final inspection.
- .2 Departmental Representative will provide list of personnel to receive instructions, and will co-ordinate their attendance at agreed-upon times.

1.2 QUALITY CONTROL

- .1 When specified in individual Sections require manufacturer to provide authorized representative to demonstrate cleaning, instruct maintenance personnel, and provide written report that demonstration and instructions have been completed.

1.3 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.
- .3 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .4 Give time and date of each demonstration, with list of persons present.

1.4 CONDITIONS FOR DEMONSTRATIONS

- .1 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.5 PREPARATION

- .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.

1.6 DEMONSTRATION AND INSTRUCTIONS

- .1 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
- .2 Review contents of manual in detail to explain aspects of operation and maintenance.
- .3 Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instructions.

Project Number

R.050172.002

Date: July 2013

Part 2

Products

2.1

NOT USED

.1

Not Used.

Part 3

Execution

3.1

NOT USED

.1

Not Used.

Section 01 79 00

DEMONSTRATION AND TRAINING

Page 2 of 2

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Section Includes:
 - .1 This section is limited to portions of the Building Management Manual (BMM) provided to Departmental Representative by Contractor.
- .2 Acronyms:
 - .1 BMM - Building Management Manual.
 - .2 Cx - Commissioning.
 - .3 HVAC - Heating, Ventilation and Air Conditioning.
 - .4 PI - Product Information.
 - .5 PV - Performance Verification.
 - .6 TAB - Testing, Adjusting and Balancing.
 - .7 WHMIS - Workplace Hazardous Materials Information System.

1.2 GENERAL REQUIREMENTS

- .1 Standard letter size paper 216 mm x 279 mm.
- .2 Methodology used to facilitate updating.
- .3 Drawings, diagrams and schematics to be professionally developed.
- .4 Electronic copy of data to be in a format accepted and approved by Departmental Representative.

1.3 APPROVALS

- .1 Prior to commencement, co-ordinate requirements for preparation, submission and approval with Departmental Representative.

1.4 GENERAL INFORMATION

- .1 Provide Departmental Representative the following for insertion into appropriate Part and Section of BMM:
 - .1 Complete list of names, addresses, telephone and fax numbers of contractor, sub-contractors that participated in delivery of project - as indicated in Section 1.2 of BMM.
 - .2 Summary of architectural, structural, fire protection, mechanical and electrical systems installed and commissioned - as indicated in Section 1.4 of BMM.
 - .1 Including sequence of operation as finalized after commissioning is complete as indicated in Section 2.0 of BMM.
 - .3 Description of building operation under conditions of heightened security and emergencies as indicated in Section 2.0 of BMM.
 - .4 System, equipment and components Maintenance Management System (MMS) identification - Section 2.1 of BMM..

- .5 Information on operation and maintenance of architectural systems and equipment installed and commissioned - Section 2.0 of BMM.
- .6 Information on operation and maintenance of fire protection and life safety systems and equipment installed and commissioned - Section 2.0 of BMM.
- .7 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
- .8 Operating and maintenance manual - Section 3.2 of BMM.
- .9 Final commissioning plan as actually implemented.
- .10 Completed commissioning checklists.
- .11 Commissioning test procedures employed.
- .12 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
- .13 Commissioning reports.

1.5 CONTENTS OF OPERATING AND MAINTENANCE MANUAL

- .1 For detailed requirements refer to Section 01 78 00 - Closeout Submittals.
- .2 Departmental Representative to review and approve format and organization within twelve (12) weeks of award of contract.
- .3 Include original manufactures brochures and written information on products and equipment installed on this project.
- .4 Record and organize for easy access and retrieval of information contained in BMM.
- .5 Include completed PI report forms, data and information from other sources as required.
- .6 Inventory directory relating to information on installed systems, equipment and components.
- .7 Approved project shop-drawings, product and maintenance data.
- .8 Manufacturer's data and recommendations relating: manufacturing process, installation, commissioning, start-up, O&M, shutdown and training materials.
- .9 Inventory and location of spare parts, special tools and maintenance materials.
- .10 Warranty information.
- .11 Inspection certificates with expiration dates, which require on-going re-certification inspections.
- .12 Maintenance program supporting information including:
 - .1 Recommended maintenance procedures and schedule.
 - .2 Information to removal and replacement of equipment including, required equipment, points of lift and means of entry and egress.

1.6 SUPPORTING DOCUMENTATION FOR INSERTION INTO SUPPORTING APPENDICES

- .1 Provide Departmental Representative supporting documentation relating to installed equipment and system, including:
 - .1 General:
 - .1 Finalized commissioning plan.
 - .2 WHMIS information manual.
 - .3 Approved "as-built" drawings and specifications.
 - .4 Procedures used during commissioning.
 - .5 Cross-Reference to specification sections.
 - .2 Architectural and structural:
 - .1 Inspection certificates, construction permits.
 - .2 PV reports.
 - .3 Fire prevention, suppression and protection:
 - .1 Test reports.
 - .2 Smoke test reports.
 - .3 PV reports.
 - .4 Mechanical:
 - .1 Installation permits, inspection certificates.
 - .2 Piping pressure test certificates.
 - .3 Ducting leakage test reports.
 - .4 TAB and PV reports.
 - .5 Charts of valves.
 - .6 Copies of posted instructions.
 - .5 Electrical:
 - .1 Installation permits, inspection certificates.
 - .2 TAB and PV reports.
 - .3 Electrical work log book.
 - .4 Charts and schedules.
 - .5 Locations of cables and components.
 - .6 Copies of posted instructions.
- .2 Assist Departmental Representative with preparation of BMM.

1.7 LANGUAGE

- .1 English.

1.8 IDENTIFICATION OF FACILITY

- .1 When submitting information to Departmental Representative for incorporation into BMM, use following system for identification of documentation:
 - .1 Project Number R.050172.001.

1.9 USE OF CURRENT TECHNOLOGY

- .1 Use current technology for production of documentation. Emphasis on ease of accessibility at all times, maintain in up-to-date state, compatibility with user's requirements.
- .2 Obtain Departmental Representative's approval before starting Work.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION