

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises the furnishing of all labour, materials, equipment and supervision required for the construction, renovation and fit up of the Balloon Launching Controls Building Addition as specified and/or indicated, at the facility located Stony Plain, Alberta.
- .2 Work not included in Contract is indicated as N.I.C. on the drawings.

1.2 WORK BY OTHERS

- .1 There is no work by others, all Work of this contract is to be included in the contract bid.

1.3 DEFINITIONS

- .1 The word "provide" means "supply and install".
- .2 The term "Occupant" means the organization who is, or will be, occupying the building site.

1.4 INTERPRETATION OF DOCUMENTS

- .1 The following supplements General Conditions.
- .2 In the event of discrepancies or conflicts in interpreting the Plans (drawings) and Specifications,
 - .1 Division 1 Sections take precedence over technical specification sections in other Divisions;
 - .2 Specifications take precedence over drawings bound with specifications;
 - .3 Specifications take precedence over room finish schedules and door schedules, whether they are bound with the specifications or integral with the drawings;
 - .4 Door schedules and room finish schedules take precedence over drawings, whether they are bound with the specifications or integral with the drawings.
- .3 Plans (drawings) and Specifications are complementary. When work is shown or mentioned on the drawings but is not indicated in the Specifications, or when work is indicated in the Specifications but is not shown or mentioned on the Drawings, it shall nevertheless be included in the Contract.
- .4 The sub-division of the Specification into sections, identified by title and number, is for convenience only and does not modify the singularity of the document, nor does it operate to make or imply that the Departmental Representative is an arbiter to establish the limits or extent of contract between Contractor and Subcontractors or to determine the limits or extents of work that may be decided by trade unions or contractors' organizations. Extras to the Contract will not be considered on the grounds of differences in interpretation of the Specification and/or Plans (drawings) as to which trade performs the work.

1.5 NOT USED

1.6 SUPPLEMENTARY INFORMATION FOR PROGRESS PAYMENTS

- .1 Submit to Departmental Representative, at least 14 days before first application for payment, cost breakdown, in detail as directed, and on form approved, by Departmental Representative, for parts of Work, aggregating total amount of Contract Price, so as to facilitate evaluation of applications for payment. After approval by Departmental Representative, cost breakdown will be used as basis for progress payments.

1.7 CONTRACTOR USE OF PREMISES

- .1 Contractor shall limit use of premises for Work, for storage, and for access.
- .2 Coordinate use of premises under direction of Departmental Representative.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .4 Do not unreasonably encumber the site with materials and equipment.
- .5 Assume full responsibility for protection and safekeeping of products under this Contract.
- .6 Moved stored products or equipment which interfere with operations of Occupants or other contractors.

1.8 PRE-PURCHASED EQUIPMENT

- .1 Government Furnished Equipment.

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 EXISTING SERVICES

- .1 Notify, Departmental Representative, Facility Manager 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 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.

1.2 SPECIAL REQUIREMENTS

- .1 Work may generally be performed during regular working hours.
- .2 The Balloon Inflation Facility is to remain operational at all times.

1.3 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Confirm all dimensions on site. Assume all risks associated with scaling of drawings.
- .2 Maintain integrity of exits at all times.
- .3 Maintain fire access/control.
- .4 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .5 Make good any damage to existing finishes or furniture caused by work under the contract. Making good means restoration to at least original condition in terms of strength, workmanship and appearance. Protect all furniture and belongings of Owner. Move furniture as necessary and relocate in original location upon completion of each day's work.
- .6 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
- .7 Existing operations must remain in service without interruption during construction period.
- .8 Provide tacky mats (soil walk off type temporary carpets) to prevent traffic from carrying construction debris into other parts of the building.
- .9 Bag or otherwise protect all smoke detectors in the construction area during activities which create dust. Vacuum or otherwise clean smoke detectors on completion of each construction activity.

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 Coordination of progress schedules, submittals, use of site, temporary utilities, construction facilities, and construction Work.

1.2 CONSTRUCTION ORGANIZATION AND START-UP

- .1 Within 5 days after award of Contract, the Project Manager will request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Representatives of the Departmental Representative, Contractor, major Subcontractors, field inspectors and Project Manager will be in attendance. Representatives of the users of the building may also be in attendance at their discretion.
- .3 The Project Manager will establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Agenda to include following:
 - .1 Appointment of official representative of participants in Work.
 - .2 Schedule of Work, progress scheduling in accordance with Section 01 32 18.
 - .3 Schedule of submission of shop drawings, samples, colour chips in accordance with Section 01 33 00.
 - .4 Security clearances.
 - .5 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements (GC).
 - .6 Record drawings in accordance with Section 01 78 00.
 - .7 Maintenance in accordance with Section 01 78 00.
 - .8 Commissioning in accordance with Section 01 91 13.
 - .9 Take-over procedures, acceptance, and warranties in accordance with Section 01 77 00 and 01 78 00.
 - .10 Monthly progress claims, administrative procedures, photographs, and holdbacks (GC).
 - .11 Other business.

1.3 PROJECT MEETINGS

- .1 Schedule and administer bi-weekly project meetings throughout progress of Work as determined by Departmental Representative.
- .2 Representatives of the Contractor, major Subcontractors, other Subcontractors involved in work, Departmental Representative, and others as required and decided upon by the Departmental Representative or Contractor are to be in attendance.
- .4 Prepare agenda for meetings.
- .5 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representative.
- .6 Provide physical space and make arrangements for meetings.
- .7 Preside at meetings.
- .8 Record minutes, including significant proceedings and decisions, and identifying action by parties.
- .9 Reproduce and distribute copies of minutes within three days after each meeting and transmit to meeting participants, Departmental Representative and affected parties not in attendance.

- .10 Agenda to include the following:
 - .1 Review, approve minutes of previous meeting.
 - .2 Review of work progress subsequent to previous meeting.
 - .3 Observe field conditions, problems, conflicts.
 - .4 Review problems which impede construction schedule.
 - .5 Review off-site fabrication delivery schedules.
 - .6 Review progress, schedule, during succeeding work period.
 - .7 Review submittal schedules. Revise and expedite as required.
 - .8 Review pending changes and substitutions.
 - .9 Review proposed changes for effect on construction schedule and on completion date.
 - .10 Other business.

1.4 ON-SITE DOCUMENTS

- .1 Maintain at job site, one copy each of the following:
 - .1 Contract drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed shop drawings.
 - .5 Change orders.
 - .6 Other modifications to Contract.
 - .7 Field test reports.
 - .8 Copy of approved Work schedule.
 - .9 Manufacturers' installation and application instructions.
 - .10 Labour conditions and wage schedules.
 - .11 Material Safety Data Sheets.
 - .12 Labour and Material Bonds.
 - .13 All applicable Municipal Permits.
 - .14 Project record documents (for "as-built" purposes).

1.5 SCHEDULES

- .1 Submit preliminary construction progress schedule in accordance with Section 01 32 18 and Commissioning Schedule in accordance with Section 01 91 31 to Departmental Representative coordinated with Departmental Representative's project schedule.
- .2 After review, revise and resubmit schedule to comply with revised project schedule.
- .3 During progress of Work revise and resubmit as directed by Departmental Representative.

1.6 SUBMITTALS

- .1 Submit preliminary shop drawings, product data and samples in accordance with Section 01 33 00 for review for compliance with Contract Documents; for field dimensions and clearances, for relation to available space, and for relation to Work of other contracts. After review, revise and resubmit for transmittal to Departmental Representative.
- .2 Submit requests for payment for review, and for transmittal to Departmental Representative.
- .3 Submit requests for interpretation of Contract Documents, and obtain instructions through Departmental Representative.
- .4 Process substitutions through Departmental Representative.
- .5 Process change orders through Departmental Representative.
- .6 Deliver closeout submittals for review and preliminary inspections, for transmittal to Departmental Representative.

1.7 ADDITIONAL DRAWINGS

- .1 Departmental Representative may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.
- .2 When additional drawings and instructions are required by the Contractor, provide reasonable notice in writing to the Departmental Representative in advance of the date they are required.

1.8 COORDINATION DRAWINGS

- .1 Provide information required by Departmental Representative for preparation of coordination drawings.
- .2 Review and approve revised drawings for submittal to Departmental Representative.

1.9 CLOSEOUT PROCEDURES

- .1 Notify Departmental Representative when Work is considered ready for Interim Inspection.
- .2 Accompany Departmental Representative on preliminary inspection to determine items listed for completion or correction.
- .3 Comply with Departmental Representative's instructions for correction of items of Work listed in Certificate of Interim Completion.
- .4 Notify Departmental Representative of instructions for completion of items of Work determined in Departmental Representative's final inspection.

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 DEFINITIONS

- .1 Activity: An element of Work performed during course of Project. An activity normally has an expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart). A 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 an activity or other Project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: A summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: A significant event in Project, usually completion of major deliverable.
- .8 Project Schedule: The planned dates for performing activities and the planned dates for meeting milestones. A 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 Submit to Departmental Representative within 5 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .2 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 Furnishings.
 - .13 Fire Systems.
 - .14 Testing and Commissioning.

1.6 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule on 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 Departmental Representative submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed 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 Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.
- .6 Notify Departmental Representative, 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 are coordinated.
- .8 Manufacturer's "standard (off-the-shelf) drawings" will only be accepted as shop drawings for review providing that all the additional information specified herein and shown on the drawings is included. Should the shop drawings submitted for review not include all the information asked for, they will be stamped "re-submit" and returned to the Contractor for re-submission. The Departmental Representative will not be responsible for delays due to improperly prepared or submitted shop drawings.
- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .11 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 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow 10 days for Departmental Representative's review of each submission.
- .4 Adjustments made on shop drawings by Departmental Representative 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.

- .5 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of any revisions other than those requested.
- .6 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.
- .7 Submissions shall 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 Wiring diagrams.
 - .8 Single line and schematic diagrams.
 - .9 Relationship to adjacent work.
 - .10 Equipment identification.
- .8 After Departmental Representative's review, distribute copies.
- .9 Submit 6 prints of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .10 Submit 6 prints copy 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. Two copies will be retained by the Departmental Representative. Include applicable web site addresses for manufacturers for future reference.

- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, 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.
- .14 The review of shop drawings by the Departmental Representative is for sole purpose of ascertaining conformance with general concept. This review shall not mean that the Departmental Representative 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 all requirements of construction and Contract Documents. 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 all 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 Departmental Representative's business address.
- .3 Notify Departmental Representative 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 Departmental Representative 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 samples which Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

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 Fire Safety Requirements
- .2 Hot Work Permit
- .3 Existing Fire Protection and Alarm Systems

1.2 RELATED WORK

- .1 Section 01 35 28 Health and Safety Requirements

1.3 REFERENCES

- .1 Fire Protection Standards issued by Fire Protection Services, Labour Program Division of Service Canada:
 - .1 FCC No. 301-June 1982 Standard for Construction Operations.
 - .2 FCC No. 302-June 1982 Standard for Welding and Cutting.
- .2 FCC standards may be viewed at:
 - .1 <http://www.hrsdc.gc.ca/en/lp/lo/fp/standards/commissioner.shtml>
 - .2 Fire Protection Services – Stony Plain, Alberta, Tel. (780) 963-2151.

1.4 DEFINITIONS

- .1 Hot Work defined as:
 - .1 Welding work.
 - .2 Cutting of materials by use of torch or other open flame devices.
 - .3 Grinding with equipment which produces sparks.
 - .4 Use of open flame torches such as for roofing work.

1.5 SUBMITTALS

- .1 Submit copy of Hot Work Procedures and sample of Hot Work permit to Departmental Representative for review, within 14 calendar days of acceptance of bid.
- .2 Submit in accordance with section 01 33 00.

1.6 FIRE SAFETY REQUIREMENTS

- .1 Implement and follow fire safety measures during Work. Comply with following:
 - .1 National Fire Code.
 - .2 Fire Protection Standards FCC 301 and FCC 302.
 - .3 Federal and Provincial Occupational Health and Safety Acts and Regulations.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

1.7 HOT WORK AUTHORIZATION

- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
 - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
 - .2 Description of the type and frequency of Hot Work required.
 - .3 Sample Hot Work Permit to be used.
- .3 Upon review and confirmation that effective fire safety measures will be implemented and followed during performance of hot work, Departmental Representative will give authorization to proceed as follows:
 - .1 Issue one written "Authorization to Proceed" covering the entire project for duration of work or;
 - .2 Subdivide the work into pre-determined, individual activities, each activity requiring a separately written authorization to proceed.
- .4 Requirement for individual authorization will be based on:
 - .1 Nature or phasing of work;
 - .2 Risk to Facility operations;
 - .3 Quantity of various trades needing to perform hot work on project or;
 - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.
 - .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.
 - .6 In tenant occupied Facility, coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed, perform Hot Work only during non-operative hours of the Facility. Follow Departmental Representative's directives in this regard.

1.8 HOT WORK PROCEDURES

- .1 Develop and implement safety procedures and work practices to be followed during the performance of Hot Work.
- .2 Hot Work Procedures to include:
 - .1 Requirement to perform hazard assessment of site and immediate work area beforehand for each hot work event in accordance with Safety Plan specified in section 01 35 28.
 - .2 Use of a Hot Work Permit system with individually written permit issued by Contractor's Superintendent to specific worker or subcontractor granting permission to proceed with Hot Work.
 - .3 Permit required for each Hot Work event.

- .4 Designation of a person on site as a Fire Safety Watcher responsible to conduct a fire safety watch for a minimum duration of 60 minutes, 2 hours for roofing, immediately following the completion of the Hot Work.
- .5 Compliance with fire safety codes, standards and occupational health and safety regulations specified.
- .6 Site specific rules and procedures in force at the site as provided by the Facility Manager.
- .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific project conditions. Label document as being the Hot Work Procedures for this contract.
- .4 Procedures shall clearly establish responsibilities of:
 - .1 Worker performing hot work,
 - .2 Person issuing the Hot Work Permit,
 - .3 Fire Safety Watcher,
 - .4 Subcontractor(s) and Contractor.
 - .5 Brief all workers and subcontractors on Hot Work Procedures and of Permit system. Stringently enforce compliance.
 - .6 Failure to comply with fire safety procedures may result in the issue of a Non-Compliance notification as specified in Section 01 35 28.

1.9 HOT WORK PERMIT

- .1 Hot Work Permit to include the following:
 - .1 Project name and project number;
 - .2 Building name and specific room or area where hot work will be performed;
 - .3 Date of issue;
 - .4 Description of hot work type needed;
 - .5 Special precautions to be followed, including type of fire extinguisher needed;
 - .6 Name and signature of permit issuer.
 - .7 Name of worker to which the permit is issued.
 - .8 Permit validity period not to exceed 8 hours. Indicate start time/date and termination time/date.
 - .9 Worker's signature with time/date of hot work completion.
 - .10 Stipulated time period of safety watch.
 - .11 Fire Safety Watcher's signature with time/date.

- .2 Permit to be typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
- .3 Each Hot Work Permit to be completed in full, signed and returned to Contractor's Superintendent for safe keeping on site.

1.10 FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut-off, unless approved by Departmental Representative.
 - .3 Left inactive at the end of a working day or shift.
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
- .3 Costs incurred, from the fire department, Facility owner and tenants, resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract.

1.11 DOCUMENTS ON SITE

- .1 Keep Hot Work Permits and Hazard assessment documentation on site for duration of Work.
- .2 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

End of Section

PART 1 - GENERAL

1.1 SECTION INCLUDES

- .1 Procedures to isolate and lockout electrical facility and other equipment from energy sources.

1.2 RELATED WORK

- .1 Section 01 35 30: Health and Safety.

1.3 REFERENCES

- .1 CSA C22.1-06 - Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.
- .2 CAN/CSA C22.3 No.1-06 - Overhead Systems.
- .3 CSA C22.3 No.7-06 - Underground Systems.
- .4 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.

1.4 DEFINITIONS

- .1 **Electrical Facility:** means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons.
- .2 **Guarantee of Isolation:** means a guarantee by a competent person in control or in charge that a particular facility or equipment has been isolated.
- .3 **De-energize:** in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD).
- .4 **Guarded:** means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any person who might touch or go near such item.
- .5 **Isolate:** means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous.
- .6 **Live/alive:** means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons.

1.5 COMPLIANCE REQUIREMENTS

- .1 Comply with the following in regards to isolation and lockout of electrical facilities and equipment:
 - .1 Canadian Electrical Code
 - .2 Federal and Provincial Occupational Health and Safety Acts and Regulations.
 - .3 Regulations and code of practice as applicable to mechanical equipment or other machinery being de-energized.

- .4 Procedures specified herein.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

1.6 SUBMITTALS

- .1 Submit copy of proposed lockout procedures and sample of lockout permit or lockout tags to Departmental Representative for review, within 14 calendar days of acceptance of bid.
- .2 Submit in accordance with section 01 33 00.

1.7 ISOLATION OF EXISTING SERVICES

- .1 Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.
- .2 To obtain authorization, submit to Departmental Representative the following documentation:
 - .1 Written request to isolate the particular service or facility and;
 - .2 Copy of Contractor's Lockout Procedures.
 - .3 Make a Request for Isolation for each event, unless directed otherwise by Departmental Representative, as follows:
 - .1 Fill-out standard form in current use at the Facility as provided by Departmental Representative or;
 - .2 Where no form exist, make written request indicating:
 - .1 The equipment, system or service to be isolated and its location;
 - .2 Duration of isolation period (i.e.: start time & date and completion time & date).
 - .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.
 - .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorization to proceed with the work.
 - .1 Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
- .5 Conduct safe, orderly shutdown of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility.
- .6 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.
- .7 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.
- .8 Conduct hazard assessment as part of the process in accordance with health and safety requirements specified Section 01 35 30.

1.8 LOCKOUTS

- .1 De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
- .2 Develop and implement clear and specific lockout procedures to be followed as part of the Work.
- .3 Prepare typed written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tag out it's sources of energy.
- .4 Include as part of the Lockout Procedures a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in charge" at the site.
 - .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
 - .2 Duties of person managing the permit system to include:
 - .1 Issuance of permits and lockout tags to workers.
 - .2 Determining permit duration.
 - .3 Maintaining record of permits and tags issued.
 - .4 Making a Request for Isolation to Departmental Representative when required as specified above.
 - .5 Designating a Safety Watcher, when one is required based on type of work.
 - .6 Ensuring equipment or facility has been properly isolated.
 - .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.
- .5 Clearly establish, describe and allocate responsibilities
 - .1 Workers
 - .2 Person managing the lockout permit system.
 - .3 Safety Watcher.
 - .4 Subcontractor(s) and General Contractor.
- .6 Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
 - .1 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through the Departmental representative.
 - .2 Clearly label the document as being the Lockout procedures applicable to work of this contract.
- .7 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.

- .8 Use industry standard lockout tags.
- .9 Provide appropriate safety grounding and guards as required.

1.9 CONFORMANCE

- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.
- .2 Failure to follow lockouts procedures specified herein may result in the issuance of a Non-Compliance notification.

1.10 DOCUMENTS ON SITE

- .1 Post Lockout Procedures on site in common location for viewing by workers.
- .2 Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
- .3 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

End of Section

PART 1 - GENERAL

1.1 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 Alberta
 - .1 Occupational Health and Safety, (RSA (Revised Status of Alberta) 1980.

1.2 SITE SAFETY REQUIREMENTS

- .1 The contractor and all sub-contractor are to attend a mandatory Safety Orientation prior to commencing any work .

1.3 SAFETY ASSESSMENT

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

1.4 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.

1.5 COMPLIANCE REQUIREMENTS

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

1.6 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.

1.7 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.

1.8 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.

End of Section

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .2 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .3 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prior to commencing construction activity or delivery of materials to site, submit Environmental Protection Plan for review and approval by Departmental Representative Environmental Protection Plan is to present comprehensive overview of know or potential environmental issues which must be addressed during construction.
- .3 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .4 Environmental protection plan: include:
 - .1 Names of persons responsible for ensuring adherence to ENVIRONMENTAL PROCEDURES Section 01 35 Balloon Launching Building Addition, Stony Plain, Alberta Project No. R057136.001
 - .2 Names and qualifications of persons responsible for manifesting hazardous waste to be removed from site.
 - .3 Names and qualifications of persons responsible for training site personnel.
 - .4 Descriptions of environmental protection personnel training program.
 - .5 Spill Control Plan: including procedures, instructions, and reports to be used in event of unforeseen spill of regulated substance.
 - .6 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
 - .7 Air pollution control plan detailing provisions to assure that dust, debris, materials and trash, do not become air borne and travel off project site.
 - .8 Contaminant prevention plan that: identifies potentially hazardous substances to be used on job site; identifies intended actions to prevent introduction of such materials into air, water, or ground; and details provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.

- .9 Waste water management plan that identifies methods and procedures for management and/or discharge of waste waters which are directly derived from construction activities, ENVIRONMENTAL PROCEDURES Section 01 35 43 Balloon Launching Building Addition, Stony Plain, Alberta, Project No. R.057136.001 curing water, clean-up water, dewatering of ground water, disinfection water, hydrostatic test water, and water used in flushing of lines.

1.3 FIRES

- .1 Fires and burning of rubbish on site not permitted.

1.4 HAZARDOUS MATERIAL HANDLING

- .1 Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment
- .2 Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials.
- .3 Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began.
- .4 Store and handle flammable and combustible materials in accordance with National Fire Code.
- .5 Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations.

1.5 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site.
- .2 Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites.
- .3 Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.

1.6 DRAINAGE

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with governing regulations and requirements.
- .4 Provide control devices such as filter fabrics, sediment traps and settling ponds to control drainage and prevent erosion of adjacent lands. Maintain in good order for duration of work.

1.7 POLLUTION CONTROL

- .1 Control emissions from equipment and plant to local authorities' emission requirements.
- .2 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area, by providing temporary enclosures.
- .3 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.8 NOTIFICATION

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

End of Section

PART 1 - GENERAL

1.1 REFERENCES AND CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) 2010, National Fire Code of Canada (NFC) 2010 and Alberta Building Code 2006, including all 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.

1.2 FEES, PERMITS AND CERTIFICATES

- .1 Submit applications to and provide authorities having jurisdiction with information requested.
- .2 Pay fees and obtain certificates and permits required.
- .3 Furnish certificates and permits.

1.3 CONSTRUCTION SAFETY MEASURES

- .1 Without restricting other provisions or requirements of the Contract, observe construction safety measures of National Building Code 2010 Part 8, Provincial Government, Workers' Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
- .2 Comply with requirements of FCC No. 301.
- .3 Provide fire extinguishers necessary to protect the work in progress and the Contractor's physical plant on site. Do not use specified permanent fire extinguishers for this purpose.

1.4 HAZARDOUS MATERIAL DISCOVERY

- .1 Stop work immediately and notify Departmental Representative if materials which may contain designated substances or PCB's are discovered in course of work.

1.5 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

1.6 IAQ - INDOOR AIR QUALITY

- .1 Comply with CSA-Z204-94(R1999), Guideline for Managing Indoor Air Quality in Office Buildings. Managing Indoor Air Quality in Office Buildings.

1.7 ACCESSIBLE DESIGN

- .1 Comply with CAN/CSA-B651-04, Accessible Design for the Built Environment, unless specified otherwise. In any case of conflict or discrepancy between the building codes and CAN/CSA-B651, the requirements of CAN/CSA-B651 shall apply.

1.8 TAXES

- .1 Pay applicable Federal, Provincial and Municipal taxes.

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 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 may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction.

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
- .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 Departmental Representative. 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 an orderly sequence so as not to cause delay 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.
- .3 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Departmental Representative may deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by Departmental Representative.

1.6 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to Subcontractor of work being inspected or tested.

1.7 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as may be requested.
- .2 The cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work shall be evaluated by Departmental Representative and Contractor may be compensated for any excess incurred and substantiated in accordance with the terms of the Contract.

1.8 EQUIPMENT AND SYSTEMS

- .1 Submit testing, adjusting and balancing reports for mechanical, electrical and building equipment systems.
- .2 Submit Commissioning Documentation in accordance with Section 01 91 13.

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 WATER SUPPLY

- .1 Departmental Representative will provide continuous supply of potable water for construction use.
- .2 Departmental Representative will pay for utility charges at prevailing rates.

1.2 TEMPORARY HEATING AND VENTILATION

- .1 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 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .2 Permanent heating system of building may be used when available. Be responsible for damage to heating system if use is permitted.
- .3 On completion of Work for which permanent heating system is used, replace filters.

1.3 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 120 volts 15 amps.
- .2 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.

1.4 TEMPORARY COMMUNICATION FACILITIES

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

1.5 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies and governing codes, regulations and bylaws.

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 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-1.189M-2000, Primer, Alkyd, for Wood, Exterior.
 - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .2 Canadian Standards Association (CSA International)
 - .1 CAN3-A23.1-/A23.2-04, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete.
 - .2 CSA-0121-M1978(R1998), Douglas Fir Plywood.
 - .3 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.

1.2 INSTALLATION AND REMOVAL

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.3 SCAFFOLDING

- .1 Provide and maintain scaffolding and ladders.

1.4 SITE STORAGE/LOADING

- .1 Confine work and operations of employees to areas defined by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.

1.5 CONSTRUCTION PARKING

- .1 Parking is available on site, next to the building.

1.6 OFFICES

- .1 Within the construction zone, provide an area, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide a clearly marked and fully stocked first-aid case in a readily available location.

1.7 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in a clean and orderly condition, lockable boxes storage of tools, equipment and materials.

1.8 SANITARY FACILITIES

- .1 Contractor to provide for work force as per governing regulations and ordinances.

1.9 CONSTRUCTION SIGNAGE

- .1 No contractor/consultant signboard will be permitted for the project.
- .2 Signs and notices for safety shall be in both official languages Graphic symbols shall conform to CAN3-Z321.

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 51 00 - Temporary Utilities.
- .2 Section 01 52 00 - Construction Facilities.

1.2 INSTALLATION AND REMOVAL

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

1.3 DUST TIGHT SCREENS

- .1 Provide dust tight screens or partitions to localize dust generating activities, and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

1.4 PROTECTION OF BUILDING FINISHES

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

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 any product or system is in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .2 The cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.
- .3 Conform to latest date of issue of referenced standards in effect on date of submission of Tenders, except where specific date or issue is specifically noted.

1.2 DEFINITIONS

- .1 Workplace Hazardous Materials Information System (WHMIS): A Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. Under WHMIS, information on hazardous materials is to be provided on container labels, material safety data sheets (MSDS), and worker education programs. WHMIS is put into effect by a combination of federal and provincial laws.
- .2 Comply with Workplace Hazardous Materials Information System Regulation (WHMIS) Certified in accordance with the applicable legislation of the authority having jurisdiction.

1.3 QUALITY

- .1 Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of Products provided.
- .2 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.
- .3 Should any dispute arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 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.

1.4 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 Within 7 days of written request by Departmental Representative, submit following information for materials and equipment proposed for supply:
 - .1 name and address of manufacturer,
 - .2 trade name, model and catalogue number,
 - .3 performance, descriptive and test data,
 - .4 manufacturer's installation or application instructions,
 - .5 evidence of arrangements to procure.

- .3 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.

1.5 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 and lumber on flat, solid supports and keep clear of ground.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.6 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 Departmental Representative. Unload, handle and store such products.

1.7 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 may 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.

1.8 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.

1.9 CO-ORDINATION

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

1.10 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.

1.11 REMEDIAL WORK

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

1.12 LOCATION OF FIXTURES

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

1.13 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 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Generally, conceal fasteners. Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
- .7 Obtain Departmental Representative's approval before using explosive actuated fastening devices.

1.14 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No.304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.15 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of any part of building. Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated without written approval of Departmental Representative.
- .2 Adequately protect Work completed or in progress. Work damaged or defaced due to failure in providing such protection is to be removed and replaced, or repaired, as directed by Departmental Representative, at no increase in Contract Price or Contract Time.

1.16 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.

1.17 CONTRACTOR'S OPTIONS FOR SELECTION OF MATERIALS

- .1 The Departmental Representative's decision shall be final and conclusive in respect of the work in accordance with General Condition GC31 Interpretation of Contract by Departmental Representative, including whether or not the quality of any materials supplied or proposed to be supplied meets the requirements of the contract.
- .2 When materials are specified by referenced standard, select any material that meets or exceeds the specified standard.
- .3 The terms "Acceptable Material", "Acceptable Product" and "Standard of Acceptance" are each deemed to be a complete and working commodity as described by a manufacturer's name, catalogue number, trade name or any combination thereof. Any such named materials may be selected by the Contractor.
- .4 Where materials are required to be listed on the "Canadian General Standards Board, Qualified Products List" select any manufacturer so listed.
- .5 Materials specified by "Prescriptive" or "Performance" specification, select any material meeting or exceeding specification.
- .6 When materials are specified by a Standard, Prescriptive or Performance specifications, upon request of the Departmental Representative, obtain from manufacturer an independent testing laboratory reporting, showing that the material or equipment meets or exceeds the specified requirements.

1.18 SUBSTITUTION

- .1 No substitutions will be permitted without prior written approval of Departmental Representative.
- .2 Proposals for substitution, submitted after award of contract, must include statements of respective costs of items originally specified and the proposed substitution. Proposals will only be considered by Departmental Representative if:
 - .1 materials selected by tenderer from those specified, are not available;
 - .2 delivery date of materials selected from those materials specified would unduly delay completion of contract, or
 - .3 alternative material to those specified, which are brought to the attention of and considered by Departmental Representative as equivalent to the material specified and will result in a credit to the Contract amount.
- .3 Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on project. Pay for design or drawing changes required as result of substitution.
- .4 Amounts of all credits arising from approval of substitutions will be determined by Departmental Representative and Contract Price will be reduced accordingly.

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 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of any element of Project
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of any operational element.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of Department or separate contractor.
- .2 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 Department 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.

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 Prior to cutting or drilling horizontal or vertical surfaces including concrete, concrete block or other structural substrate, determine location of reinforcing, service lines, pipes, conduits or other items by x-ray, ground penetrating radar or other appropriate method. Submit findings to Departmental Representative prior to cutting or drilling.
- .4 Beginning of cutting or patching means acceptance of existing conditions.
- .5 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .6 Ensure all areas to be affected are wiped down and airborne particles are kept to a minimum.

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching to complete Work. Ensure airborne particles are kept to a minimum at all times.
- .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 mechanical and 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 weather-exposed and 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: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.
- .13 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

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

1.2 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 other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris including that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site, unless approved by Engineer.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fittings, walls, and floors.

- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.

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 AND DECLARATION

- .1 Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Departmental Representative 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 shall correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
 - .1 Work has been completed and inspected for compliance with Contract Documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational and the performance of the equipment and system has been verified.
 - .4 Certificates required by Utility companies have been submitted.
 - .5 Operation of systems have been demonstrated to Owner's personnel.
 - .6 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.

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 SUBMISSION

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Copy will be returned after final inspection, with Departmental Representative's comments.
- .3 Revise content of documents as required prior to final submittal.
- .4 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of maintenance manuals and commissioning documentation in English.
- .5 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.
- .6 If requested, furnish evidence as to type, source and quality of products provided.
- .7 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .8 Pay costs of transportation.

1.2 FORMAT

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

1.3 CONTENTS - EACH VOLUME

- .1 Table of Contents: provide title of project;
 - .1 date of submission; names,
 - .2 addresses, and telephone numbers of Consultant and Contractor with name of responsible parties;
 - .3 schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
 - .1 list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.

- .3 Product Data: mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00.
- .6 Training: Refer to Section 01 79 00.

1.4 AS-BUILTS AND SAMPLES

- .1 In addition to requirements in General Conditions, maintain at the site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to the 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.
- .6 Turn one set, paper copy and electronic copy, of AS-BUILT drawings and specifications over to Departmental Representative on completion of work.
- .7 If project is completed without significant deviations from Contract drawings and specifications submit to Departmental Representative one set of drawings and specifications marked "AS-BUILT".

1.5 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on set of opaque drawings, provided by Departmental Representative.
- .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: legibly mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 References to related shop drawings and modifications.
- .5 Specifications: legibly 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 EQUIPMENT AND SYSTEMS

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with Departmental Representative engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in Section 01 45 00 and 01 91 00.
- .15 Additional requirements: As specified in individual specification sections.

1.7 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.

1.8 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; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.9 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; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

1.10 SPECIAL TOOLS

- .1 Provide special tools, in quantities specified in individual specification section.
- .2 Provide items with tags identifying their associated function and equipment.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

1.11 STORAGE, HANDLING AND PROTECTION

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

1.12 WARRANTIES AND BONDS

- .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 the applicable item of work.
- .4 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittal.

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 Procedures for demonstration and instruction of equipment and systems to Owner's O&M personnel.
- .2 O&M personnel includes property facility manager, building operators, maintenance staff, security staff and technical specialists, as applicable.

1.2 PRECEDENCE

- .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

1.3 DESCRIPTION

- .1 Demonstrate scheduled operation and maintenance of equipment and systems to Engineer's personnel two weeks prior to date of final inspection.
- .2 Engineer will provide list of personnel to receive instructions, and will coordinate their attendance at agreed-upon times.

1.4 QUALITY CONTROL

- .1 When specified in individual Sections, require manufacturer to provide authorized representative to demonstrate operation of equipment and systems, instruct Owner's personnel, and provide written report that demonstration and instructions have been completed.
- .2 Submit training schedule of time and date for demonstration and training of each item of equipment and each system in accordance with the training plan four weeks prior to designated dates, for Engineer's approval.
- .3 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .4 Report shall give time and date of each demonstration and training, with list of persons present.

1.5 CONDITIONS FOR DEMONSTRATIONS

- .1 Equipment has been inspected and put into operation.
- .2 Testing, adjusting, and balancing has been performed in accordance with Section 01 91 13 - Commissioning - General Requirements and equipment and systems are fully operational.
- .3 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.6 PREPARATION

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

1.7 DEMONSTRATION AND INSTRUCTIONS

- .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at scheduled times, at the equipment location.

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

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 SUMMARY

- .1 Section Includes:
 - .1 General requirements relating to commissioning of project's components and systems.
- .2 Related Sections:
 - .1 Section 01 45 00 – Quality Control.
 - .2 Section 21 05 00 – Mechanical General Requirements
 - .3 Section 26 05 00 – Common Work Results - Electrical

1.2 QUALITY ASSURANCE

- .1 Provide testing organization services under provisions specified in Section 01 45 00 – Quality Control.
- .2 Testing organization: current member in good standing certified to perform specified services.
- .3 Comply with applicable procedures and standards of the certification sponsoring association.
- .4 Perform services under discretion of supervisor qualified under certification requirements of sponsoring association.

1.3 REFERENCES

- .1 Associated Air Balance Council (AABC): National Standards for Field Measurements and Instrumentation, Total Systems Balance, Air Distribution-Hydraulics Systems.

1.4 SUBMITTALS

- .1 Prior to the start of Work, submit name of organization proposed to perform services. Designate who has managerial responsibilities for coordination of entire testing, adjusting and balancing.
- .2 Submit documentation to confirm organization compliance with quality assurance provision.
- .3 Submit three (3) preliminary specimen copies of each report form proposed for use.
- .4 Fifteen (15) days prior to Substantial Performance, submit three (3) copies of final reports on applicable forms.
- .5 Submit reports of testing, adjusting and balancing postponed due to seasonal, climatic, occupancy, or other reasons beyond Contractor's control, promptly after execution of those services.

1.5 PROCEDURES – GENERAL

- .1 The controls contractor is to do a Pre-test and verification of the system prior to the client commissioning the controls, Refer to Division 25.
- .2 Comply with procedural standards of certifying association under whose standard services will be performed.
- .3 Notify Consultant three (3) days prior to beginning of operations.
- .4 Accurately record data for each step.
- .5 Report to Consultant any deficiencies or defects noted during performance of services.

1.6 FINAL REPORTS

- .1 Testing organization having managerial responsibility shall make reports.
- .2 Ensure each form bears signature of recorder, and that of supervisor of reporting organization.
- .3 Identify each instrument used and latest date of calibration of each.

1.7 CONTRACTOR RESPONSIBILITIES

- .1 Prepare each system for testing and balancing.
- .2 Cooperate with testing organization and provide access to equipment and systems.
- .3 Provide personnel and operate systems at designated times, and under conditions required for proper testing, adjusting and balancing.
- .4 Perform services under discretion of supervisor qualified under certification requirements of sponsoring association.

1.8 PREPARATION

- .1 Provide instruments required for testing, adjusting and balancing operations.
- .2 Make instruments available to Consultant to facilitate spot checks during testing.
- .3 Retain possession of instruments and remove at completion of services.
- .4 Verify systems installation is complete and in continuous operation.
- .5 Verify lighting is turned on when lighting is included in cooling load.
- .6 Verify equipment such as computers, laboratory and electronic equipment are in full operation.

1.9 EXECUTION

- .1 Test equipment, balance distribution systems, and adjust devices for HVAC systems.

1.10 SCHEDULE OF SYSTEMS REQUIRING TESTING, ADJUSTING AND BALANCING SERVICES

- .1 Section 23 05 00 – Mechanical General Requirements.
- .2 Section 26 05 01 – Electrical General Provisions.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not Used.

**End of
Section**