

**Part 1 General**

**1.1 WORK  
COVERED BY  
CONTRACT  
DOCUMENTS**

- .1 Work of this Contract comprises renovation of boiler and heating system components, located at the Air Terminal Building (ATB) and Combined Services building (CSB) of the Wabush Airport. Work of this contract includes but shall not be limited to the following:
- .1 Replace existing thermometers and pressure gauges in both boiler plants.
  - .2 Provide oil transfer pump systems in both boiler rooms.
  - .3 Provide new make-up water assemblies in both boiler plants.
  - .4 Replace approximately 2m of pipe insulation in CSB boiler room.
  - .5 Provide new expansion tank in ATB boiler room.
  - .6 Replace combustion air systems in both boiler plants.
  - .7 Provide chemical pod feeders in both boiler plants.
  - .8 Replace two 3-way divert valves in ATB Fan Room.
  - .9 Replace one 3-way divert valve and one 3-way mixing valve in CSB Mechanical Mezzanine.

**1.2 CONTRACT  
METHOD**

- .1 Construct Work under stipulated price contract.

**1.3 WORK BY  
OTHERS**

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from Departmental Representative.
- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Departmental Representative, in writing, any defects which may interfere with proper execution of Work.

**1.4 WORK  
SEQUENCE**

- .1 Construct Work in stages to accommodate Departmental Representative's intermittent use of premises during construction.
- .2 Maintain fire access/control.

**1.5 CONTRACTOR  
USE OF PREMISES**

- .1 Limit use of premises for Work, for storage, and for access, to allow:
- .1 Departmental Representative occupancy.
  - .2 Partial Departmental Representative occupancy.
  - .3 Work by other contractors.
- .2 Co-ordinate 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 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .6 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

**1.6 DEPARTMENT  
AL REPRESENTATIVE  
OCCUPANCY**

- .1 Departmental Representative will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Departmental Representative in scheduling operations to minimize conflict and to facilitate Departmental Representative usage.

**1.7 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO  
EXISTING BUILDING**

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

**1.8 EXISTING  
SERVICES**

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours' notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
- .3 Provide alternative routes for personnel and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .7 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.

- .8 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .9 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .10 Record locations of maintained, re-routed and abandoned service lines.

**1.9 DOCUMENTS  
REQUIRED**

- .1 Maintain at job site, one copy each document as follows:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed Shop Drawings.
  - .5 List of Outstanding Shop Drawings.
  - .6 Change Orders.
  - .7 Other Modifications to Contract.
  - .8 Field Test Reports.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and Other Safety Related Documents.
  - .11 Other documents as specified.

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

**1.2 SHOP DRAWINGS  
AND PRODUCT DATA**

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Province of Newfoundland and Labrador, Canada.
- .3 Indicate materials, methods of construction and attachment or

anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

- .4 Allow 5 days for Departmental Representative's review of each submission.
- .5 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.
- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .8 Submissions include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.

- .7 Operating weight.
- .8 Wiring diagrams.
- .9 Single line and schematic diagrams.
- .10 Relationship to adjacent work.
- .9 After Departmental Representative's review, distribute copies.
- .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic 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.
- .12 Submit electronic copy of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
  - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
  - .2 Testing must have been within 3 years of date of contract award for project.
- .13 Submit electronic copy of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
  - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
  - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit electronic copy of manufacturer's instructions for requirements requested in specification Sections and as requested by Departmental Representative.
  - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic copy of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with

manufacturer's standards or instructions.

- .17 Submit electronic copy of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 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.
- .21 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
  - .1 This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
  - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

**1.3 CERTIFICATES  
AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

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**3.1 NOT USED** .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1      GENERAL  
PROTECTION**

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- .1      Do not disrupt airport business except as permitted by Departmental Representative.
- .2      Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic.
- .3      Provide barricades and lights where directed by Departmental Representative.

**1.2      MOVEMENT OF  
EQUIPMENT AND  
PERSONNEL**

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- .1      In areas of airport not closed to aircraft traffic:
  - .1      Obtain Departmental Representative's approval on scheduling of Work.
  - .2      Control movements of equipment and personnel as directed by Departmental Representative.
  - .3      Provide qualified field personnel at locations designated by Departmental Representative to relay signals from airport traffic control tower to equipment and personnel wishing to cross live traffic areas.
  - .4      Immediately obey signals from airport traffic control tower.

**1.3      UNSERVICEABLE  
AREAS**

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- .1      Mark off areas made unserviceable for aircraft by Work of this Contract by providing highly visible danger markings by day and red lights by night.
- .2      Open flames and flammable fuels are not permitted.

**1.4      AIRPORT  
FACILITIES**

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- .1      Departmental Representative will stake or indicate location of underground facilities such as cables, pipes, ducts and other services and utilities as necessary.
- .2      Notify Departmental Representative of work areas 48 hours minimum in advance of operations to allow sufficient time for underground facilities and service to be located.

**Part 2            Products**

**2.1      NOT USED**

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- .1      Not Used.

**Part 3            Execution**

**3.1 NOT USED**

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.1 Not Used.

**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 Newfoundland and Labrador
  - .1 Occupational Health and Safety Act, R.S.N. 1990.

**1.2 SUBMITTALS**

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1 Results of site specific safety hazard assessment.
  - .2 Results of safety and health risk or hazard analysis for site tasks and operations set out in tender package.
- .3 Submit 2 copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative and authority having jurisdiction.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS MSDS - Material Safety Data Sheets in accordance with Section 01 33 00 – Submittal Procedures.
- .7 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 working days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 2 working days after receipt of comments from Departmental Representative.
- .8 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional

certifications for any new site personnel to Departmental Representative.

### **1.3 FILING OF NOTICE**

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

### **1.4 SAFETY ASSESSMENT**

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

### **1.5 MEETINGS**

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

### **1.6 PROJECT/SITE CONDITIONS**

- .1 Work at site will involve contact with:  
.1 Small quantities of asbestos insulation.

### **1.7 GENERAL REQUIREMENTS**

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

### **1.8 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.

### **1.9 COMPLIANCE REQUIREMENTS**

- .1 Comply with Occupational Health and Safety Act, Occupational Health and Safety Regulations, C. Nfld. Reg., latest edition.
- .2 Comply with Occupational Health and Safety Regulations, 1996.
- .3 Comply with Occupational Health and Safety Act, General Safety Regulations, O.I.C. .
- .4 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

### **1.10 UNFORSEEN**

- .1 When unforeseen or peculiar safety-related factor, hazard, or

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**HAZARDS**

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condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

**1.11 HEALTH AND  
SAFETY CO-ORDINATOR**

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- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
- .1 Have site-related working experience specific to activities associated with hydronic systems.
  - .2 Have working knowledge of occupational safety and health regulations.
  - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
  - .5 Be on site during execution of Work and report directly to and be under direction of site supervisor.

**1.12 POSTING OF  
DOCUMENTS**

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

**1.13 CORRECTION OF  
NON-COMPLIANCE**

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- .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.

**1.14 POWDER  
ACTUATED DEVICES**

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- .1 Use powder actuated devices only after receipt of written permission from Departmental Representative.

**1.15 WORK STOPPAGE**

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

**Part 2            Products**

<u><b>2.1    NOT USED</b></u>	.1	Not used.
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**Part 3            Execution**

<u><b>3.1    NOT USED</b></u>	.1	Not used.
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**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 Departmental Representative or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .3 Clear snow and ice from access to building, bank/pile snow in designated areas only.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Provide on-site containers for collection of waste materials and debris.
- .6 Provide and use marked separate bins for recycling. Refer to Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .7 Dispose of waste materials and debris at designated dumping areas off site.
- .8 Clean interior areas prior to start of finishing 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 other than that caused by Departmental Representative or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .8 Sweep and wash boiler room floors.
- .9 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

**1.3 WASTE  
MANAGEMENT AND  
DISPOSAL**

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

**Part 2 Products**

**2.1 NOT USED**

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- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

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- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 WASTE  
MANAGEMENT  
GOALS**

- .1 Prior to start of Work conduct meeting with Departmental Representative to review and discuss PWGSC's Waste Management Plan and Goals.
- .2 PWGSC's Waste Management Goal 75 percent of total Project Waste to be diverted from landfill sites. Provide Departmental Representative documentation certifying that waste management, recycling, reuse of recyclable and reusable materials have been extensively practiced.
- .3 Accomplish maximum control of solid construction waste.
- .4 Preserve environment and prevent pollution and environment damage.

**1.2 DEFINITIONS**

- .1 Class III: non-hazardous waste - construction renovation and demolition waste.
- .2 Cost/Revenue Analysis Workplan (CRAW): based on information from WRW, and intended as financial tracking tool for determining economic status of waste management practices.
- .3 Demolition Waste Audit (DWA): relates to actual waste generated from project.
- .4 Inert Fill: inert waste - exclusively asphalt and concrete.
- .5 Materials Source Separation Program (MSSP): consists of series of ongoing activities to separate reusable and recyclable waste material into material categories from other types of waste at point of generation.
- .6 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .7 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .8 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .9 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
  - .1 Salvaging reusable materials from re-modelling projects,

- before demolition stage, for resale, reuse on current project or for storage for use on future projects.
- .2 Returning reusable items including pallets or unused products to vendors.
- .10 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .11 Separate Condition: refers to waste sorted into individual types.
- .12 Source Separation: acts of keeping different types of waste materials separate beginning from first time they became waste.
- .13 Waste Audit (WA): detailed inventory of materials in building. Involves quantifying by volume/weight amounts of materials and wastes generated during construction, demolition, deconstruction, or renovation project. Indicates quantities of reuse, recycling and landfill. Refer to Schedule A.
- .14 Waste Management Co-ordinator (WMC): contractor representative responsible for supervising waste management activities as well as coordinating related, required submittal and reporting requirements.
- .15 Waste Reduction Workplan (WRW): written report which addresses opportunities for reduction, reuse, or recycling of materials. Refer to Schedule B. WRW is based on information acquired from WA (Schedule A).

### **1.3 DOCUMENTS**

- .1 Maintain at job site, one copy of following documents:
  - .1 Waste Audit.
  - .2 Waste Reduction Workplan.
  - .3 Material Source Separation Plan.
  - .4 Schedules A, C, and E completed for project.

### **1.4 SUBMITTALS**

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare and submit following prior to project start-up:
  - .1 Submit 2 copies of completed Waste Audit (WA): Schedule A.
  - .2 Submit 2 copies of completed Demolition Waste Audit (DWA): Schedule C.
  - .3 Submit 2 copies of Materials Source Separation Program (MSSP) description.
- .3 Submit before final payment summary of waste materials salvaged for reuse, recycling or disposal by project using

deconstruction/disassembly material audit form.

- .1 Failure to submit could result in hold back of final payment.
- .2 Provide receipts, scale tickets, waybills, and show quantities and types of materials reused, recycled, co-mingled and separated off-site or disposed of.
- .3 For each material land filled or incinerated from project, include amount by weight of material and identity of landfill or transfer station.

**1.5 WASTE AUDIT  
(WA)**

- .1 Conduct WA prior to project start-up.
- .2 Prepare WA: Schedule A.

**1.6 WASTE  
REDUCTION  
WORKPLAN (WRW)**

- .1 Prepare WRW prior to project start-up.
- .2 WRW should include but not limited to:
  - .1 Destination of materials listed.
  - .2 Deconstruction/disassembly techniques and sequencing.
  - .3 Schedule for deconstruction/disassembly.
  - .4 Location.
  - .5 Security.
  - .6 Protection.
  - .7 Clear labelling of storage areas.
  - .8 Details on materials handling and removal procedures.
  - .9 Quantities for materials to be salvaged for reuse or recycled and materials sent to landfill.
- .3 Structure WRW to prioritize actions and follow 3R's hierarchy, with Reduction as first priority, followed by Reuse, then Recycle.
- .4 Describe management of waste.
- .5 Identify opportunities for reduction, reuse, and recycling of materials. Based on information acquired from WA.
- .6 Post WRW or summary where workers at site are able to review content.
- .7 Set realistic goals for waste reduction, recognize existing barriers and develop strategies to overcome these barriers.
- .8 Monitor and report on waste reduction by documenting total volume and cost of actual waste removed from project.

**1.7 MATERIALS  
SOURCE**

- .1 Prepare MSSP and have ready for use prior to project start-up.
- .2 Implement MSSP for waste generated on project in compliance with

**SEPARATION  
PROGRAM (MSSP)**

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approved methods and as reviewed by Departmental Representative.

- .3 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .4 Provide containers to deposit reusable and recyclable materials.
- .5 Locate containers in locations, to facilitate deposit of materials without hindering daily operations.
- .6 Locate separated materials in areas which minimize material damage.
- .7 Collect, handle, store on-site, and transport off-site, salvaged materials in separate condition.
  - .1 Transport to approved and authorized recycling facility.
- .8 Collect, handle, store on-site, and transport off-site, salvaged materials in combined condition.
  - .1 Ship materials to site operating under Certificate of Approval.
  - .2 Materials must be immediately separated into required categories for reuse or recycling.

**1.8 STORAGE,  
HANDLING AND  
PROTECTION**

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- .1 Store, materials to be recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed for demolition from movement or damage.
- .6 Support affected structures. If safety of building is endangered, cease operations and immediately notify Departmental Representative.
- .7 Protect surface drainage, mechanical and electrical from damage and blockage.
- .8 Separate and store materials produced during dismantling of structures in designated areas.
- .9 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated facilities.
  - .1 On-site source separation is recommended.

		.2	Remove co-mingled materials to off-site processing facility for separation.
		.3	Provide waybills for separated materials.
<b>1.9 DISPOSAL OF WASTES</b>		.1	Do not bury rubbish or waste materials.
		.2	Do not dispose of waste into waterways, storm, or sanitary sewers.
		.3	Keep records of construction waste including:
		.1	Number and size of bins.
		.2	Waste type of each bin.
		.3	Total weight generated.
		.4	Weight reused or recycled.
		.4	Remove materials from deconstruction as deconstruction/disassembly Work progresses.
		.5	Prepare project summary to verify destination and quantities on a material-by-material basis as identified in pre-demolition material audit.
<b>1.10 USE OF SITE AND FACILITIES</b>		.1	Execute work with least possible interference or disturbance to normal use of premises.
		.2	Maintain security measures established by existing facility.
<b>1.11 SCHEDULING</b>		.1	Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.
<b>Part 2 Products</b>			
<b>2.1 NOT USED</b>		.1	Not Used.
<b>Part 3 Execution</b>			
<b>3.1 APPLICATION</b>		.1	Do Work in compliance with WRW.
		.2	Handle waste materials not salvaged, or recycled in accordance with appropriate regulations and codes.
<b>3.2 CLEANING</b>		.1	Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.

- .2 Clean-up work area as work progresses.
- .3 Source separate materials to be reused/recycled into specified sort areas.

### **3.3 DIVERSION OF MATERIALS**

- .1 From following list, separate materials from general waste stream and stockpile in separate piles or containers, as reviewed by Departmental Representative, and consistent with applicable fire regulations.
  - .1 Mark containers or stockpile areas.
  - .2 Provide instruction on disposal practices.
- .2 On-site sale of recovered materials is not permitted.
- .3 Demolition Waste:
 

Material Type	Recommended Diversion %	Actual Diversion %
Mechanical Equipment	100	
Metals	100	
- .4 Construction Waste:
 

Material Type	Recommended Diversion %	Actual Diversion %
Cardboard	100	
Plastic Packaging	100	
Steel	100	
Wood (uncontaminated)	100	
Other		

### **3.4 WASTE AUDIT (WA)**

- .1 Schedule A - Waste Audit (WA):
 

(1) Material Category	(2) Material Quantity	Unit	(3) Estimate
Wood and Plastics	Material Description		
	Off-cuts		
	Warped Pallet Forms		
	Plastic Packaging		
	Cardboard Packaging		

### **3.5 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT**

- .1 Schedule E - Government Chief Responsibility for the Environment:
 

Province	Address	General Inquires	Fax
Newfoundland	Department of Environment, Confederation Building, Box 8700 St. John's NF A1B 4J6		
		709-729-2664	

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian Environmental Protection Act (CEPA)
- .1 SOR/2008-197, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations.

**1.2 ADMINISTRATIVE REQUIREMENTS**

- .1 Pre-warranty Meeting:
  - .1 Convene meeting one week prior to contract completion with contractor's representative and Departmental Representative to:
    - .1 Verify Project requirements.
    - .2 Review manufacturer's installation instructions and warranty requirements.
  - .2 Departmental Representative to establish communication procedures for:
    - .1 Notifying construction warranty defects.
    - .2 Determine priorities for type of defects.
    - .3 Determine reasonable response time.
  - .3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for construction warranty work action.
  - .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

**1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of operating and maintenance manuals in English.
- .3 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .4 Provide evidence, if requested, for type, source and quality of products supplied.

**1.4 FORMAT**

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related

consistent groupings.

- .1 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, process flow, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab.
  - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dxf dwg format on CD .

## **1.5 CONTENTS - PROJECT RECORD DOCUMENTS**

- .1 Table of Contents for Each Volume: 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 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.
  - .1 Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- .6 Training: refer to Section 01 79 00 - Demonstration and Training.

## **1.6 AS -BUILT**

- .1 Maintain, in addition to requirements in General Conditions, at site

**DOCUMENTS AND  
SAMPLES**

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for Departmental Representative and Owner one record copy of:

- .1 Contract Drawings.
- .2 Specifications.
- .3 Addenda.
- .4 Change Orders and other modifications to Contract.
- .5 Reviewed shop drawings, product data, and samples.
- .6 Field test records.
- .7 Inspection certificates.
- .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction.
  - .1 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.
  - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition.
  - .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

**1.7 RECORDING  
INFORMATION ON  
PROJECT RECORD  
DOCUMENTS**

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- .1 Record information on set of black line opaque drawings.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress.
  - .1 Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: 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: 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.
- .7 Provide digital photos, if requested, for site records.

## **1.8 EQUIPMENT AND SYSTEMS**

- .1 For each item of equipment and each system include description of unit or system, and component parts.
  - .1 Give function, normal operation characteristics and limiting conditions.
  - .2 Include performance curves, with 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.
  - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
  - .2 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 co-ordination 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 Additional requirements: as specified in individual specification sections.

## **1.9 MATERIALS AND FINISHES**

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- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
- .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.

## **1.10 MAINTENANCE MATERIALS**

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- .1 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 location as directed; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.
    - .2 Include approved listings in Maintenance Manual.
  - .5 Obtain receipt for delivered products and submit prior to final payment.
- .2 Extra Stock 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 location as directed; place and store.
	.4	Receive and catalogue items.
	.1	Submit inventory listing to Departmental Representative.
	.2	Include approved listings in Maintenance Manual.
	.5	Obtain receipt for delivered products and submit prior to final payment.
	.3	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 location as directed; place and store.
	.4	Receive and catalogue items.
	.1	Submit inventory listing to Departmental Representative.
	.2	Include approved listings in Maintenance Manual.
<b><u>1.11 DELIVERY, STORAGE AND HANDLING</u></b>	.1	Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
	.2	Store in original and undamaged condition with manufacturer's seal and labels intact.
	.3	Store components subject to damage from weather in weatherproof enclosures.
	.4	Store paints and freezable materials in a heated and ventilated room.
	.5	Remove and replace damaged products at own expense and for review by Departmental Representative.
<b><u>1.12 WARRANTIES AND BONDS</u></b>	.1	Develop warranty management plan to contain information relevant to Warranties.
	.2	Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative approval.
	.3	Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
	.4	Provide plan in narrative form and contain sufficient detail to make

it suitable for use by future maintenance and repair personnel.

- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
  - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
  - .4 Verify that documents are in proper form, contain full information, and are notarized.
  - .5 Co-execute submittals when required.
  - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 9 month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
  - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
  - .2 Listing and status of delivery of Certificates of Warranty for extended warranty items, to include HVAC balancing, pumps, and commissioned systems such as fuel transfer pumps, 3-way mixing valves, and back flow preventers.
  - .3 Provide list for each warranted equipment, item, feature of construction or system indicating:
    - .1 Name of item.
    - .2 Model and serial numbers.
    - .3 Location where installed.
    - .4 Name and phone numbers of manufacturers or suppliers.
    - .5 Names, addresses and telephone numbers of sources of spare parts.

- .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
- .7 Cross-reference to warranty certificates as applicable.
- .8 Starting point and duration of warranty period.
- .9 Summary of maintenance procedures required to continue warranty in force.
- .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
- .11 Organization, names and phone numbers of persons to call for warranty service.
- .12 Typical response time and repair time expected for various warranted equipment.
- .4 Contractor's plans for attendance at 9 month post-construction warranty inspections.
- .5 Procedure and status of tagging of equipment covered by extended warranties.
- .6 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification to follow oral instructions.
  - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

**1.13 WARRANTY TAGS**

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
  - .1 Type of product/material.
  - .2 Model number.
  - .3 Serial number.
  - .4 Contract number.
  - .5 Warranty period.
  - .6 Inspector's signature.
  - .7 Construction Contractor.

**Part 2            Products**

<b>2.1    NOT USED</b>	.1	Not Used.
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**Part 3            Execution**

<b>3.1    NOT USED</b>	.1	Not Used.
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**END OF SECTION**

**Part 1 General**

**1.1 ADMINISTRATIVE REQUIREMENTS**

- .1 Demonstrate operation and maintenance of equipment and systems to Departmental Representative's personnel two weeks prior to date of final inspection.
- .2 Departmental Representative: provide list of personnel to receive instructions, and co-ordinate their attendance at agreed-upon times.
- .3 Preparation:
  - .1 Verify conditions for demonstration and instructions comply with requirements.
  - .2 Verify designated personnel are present.
  - .3 Ensure equipment has been inspected and put into operation in accordance with manufacturer's instructions.
  - .4 Ensure testing, adjusting, and balancing has been performed in accordance with Section 01 91 13 - General Commissioning (Cx) Requirements and equipment and systems are fully operational.
- .4 Demonstration and Instructions:
  - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at agreed-upon times, at the designated location.
  - .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
  - .3 Review contents of manual in detail to explain aspects of operation and maintenance.
  - .4 Prepare and insert additional data in operations and maintenance manuals when needed during instructions.
- .5 Time Allocated for Instructions: ensure amount of time required for instruction of each item of equipment or system as follows:
  - .1 Section 23 11 13 – Fuel Transfer Pumps: 2 hours of instruction.
  - .2 Section 23 25 00 – Water Treatment Systems: 2 hours of instruction.

**1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.
- .3 Submit reports within one week after completion of demonstration,

that demonstration and instructions have been satisfactorily completed.

.4 Give time and date of each demonstration, with list of persons present.

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

**1.3 QUALITY  
ASSURANCE**

.1 When specified in individual Sections requiring manufacturer to provide authorized representative to demonstrate operation of equipment and systems:

.1 Instruct Departmental Representative's personnel.

.2 Provide written report that demonstration and instructions have been completed.

**Part 2 Products**

**2.1 NOT USED**

.1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

.1 Not Used.

**END OF SECTION**