

1.1 SUBMITTALS

- .1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:
 - .1 Health and Safety Plan specified in section 01 35 29
 - .2 Hot Work Procedures specified in section 01 35 24
 - .3 Dust and Dirt Control Plan specified in this section.
 - .4 Electrical Lock Out Procedures specified in section 01 35 25
 - .5 Demolition Waste Management and Disposal Plan specified in sections 02 41 16, 02 82 00.01, 02 82 00.02, 02 82 00.03, 02 83 10, and 02 85 00.02

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
 - .1 Detailed work schedule within 5 calendar days of contract award.
- .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
- .3 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Detail work schedule content to include as a minimum the following:
 - .1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
 - .2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
 - .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.
- .5 Detailed Work Schedule:
 - .1 Prepare by use of Critical Path Method (CPM) indicating:
 - .1 Complete and detailed sequence of all construction activities. Show projected start

- and completion dates for each activity.
- .2 Number of calendar days required to carryout each activity.
 - .3 Critical path items with resulting critical dates, non-critical activities and resulting float time.
 - .4 Actual workdays from non-working days such as weekend and statutory days etc...
 - .5 Projected and actual percentage of work completed for each major work activity.
- .2 Prepare CPM schedule by use of well recognized and widely used electronic software. Submit copy of schedule in paper format and one electronic version on diskette for each submission.
 - .3 Accompany CPM with written narrative as required and in sufficient detail to fully describe work and demonstrate a reasonable implementation plan for completion of project within designated time.
- .6 Work schedule must take into consideration and reflect the, required sequence of work, special conditions and operational restrictions as specified below.
 - .7 Schedule work in cooperation with the Departmental Representative. Incorporate within Detailed Work Schedule, items identified by Departmental Representative during review of the schedule.
 - .8 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
 - .9 Ensure that all subtrades and subcontractors are made aware of the work restraints and operational restrictions specified.
 - .10 Schedule Updates:
 - .1 Submit on a weekly bases requested by Departmental Representative.
 - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
 - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
 - .11 Departmental Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take

corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.

- .12 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

1.3 OPERATIONAL RESTRICTIONS

- .1 The Contractor must recognize that adjacent building occupants will be affected by implementation of this contract. The Contractor must perform the work with utmost regard to the safety and convenience of building occupants and users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the building without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.
- .2 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .3 To assure that construction work may proceed productively without risk to safety of building occupants and the public, and due to the nature of the tenant's operation.
- .4 Safety Signage:
 - .1 Provide on site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and building occupants of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.
 - .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
 - .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
 - .4 Include costs for the supply and installation of these signs in the bid price.

- .5 Dust and Dirt Control Plan:
 - .1 See section 01 74 11 for cleaning requirements.
 - .2 Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Review all measures with the Departmental Representative before undertaking work, especially for major dust generating activities.
 - .3 Do not allow demolition debris and construction waste to accumulate on site and contribute to the propagation of dust.
 - .4 As work progresses, maintain construction areas in a tidy condition at all times.
 - .5 Avoid situations and practices which results in dust and dirt being brought from the construction areas to other areas.
 - .6 Meager attempts at controlling dust and ineffective unprofessional cleaning procedures will not be tolerated.
 - .7 Prevent extraneous materials from contaminating air beyond application area, by providing temporary enclosures during demolition work.
 - .8 Cover or wet down dry materials and waste to prevent blowing dust and debris. Control dust on all temporary roads.
 - .9 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas and building circulation areas will result in Contractor being ordered to immediately provide professional cleaning services without delay to remedy the situation and conduct all cleaning to the extent as determined by Departmental Representative. Alternatively, Departmental Representative may, at certain times and at own discretion, obtain the services of an independent building cleaning agency when cleaning being provided by Contractor is ineffective or tardy in response. Costs of such services will be charged against Contractor in the form of financial penalties or holdback assessments against the Contract.
- .6 Ensure that all sub-trades are made aware of and abide by the contents of this section and in particularly the work restrictions specified herein due to tenant operational requirements.
- .1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where

- the work of such trades interfaces with each other.
- .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 The General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
- .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
 - .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.
 - .1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.
 - .2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.
 - .3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.
 - .4 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Work Cooperation:
- .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
 - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.
- .4 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.