

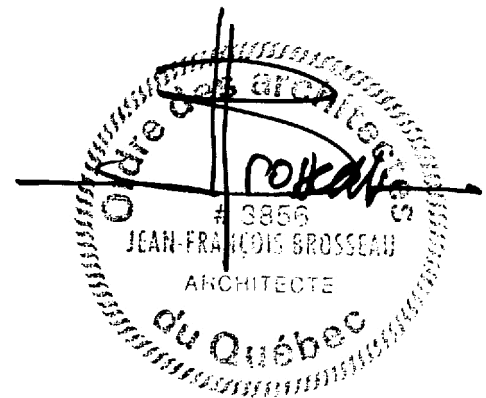
SPECIFICATIONS FOR TENDER
Canadian Space Agency

6767, route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9

V/Ref : A12.2.2.2
N/Ref : 09350-65
October 2013

**Carpet Replacement – P3N1, P3N2 & P3N3
John H. Chapman Space Center**

CIMaïse



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1. Description

- .1 For all contradictive requirements or clause between general conditions of « Public Work and Government Services Canada » and the following section « Additional general information », PWGSC document will be considered and precedence on this section.
- .2 The goal for this division is to complete all clauses and general conditions of this contract.
- .3 Unless stated otherwise and being a particular case written on the drawings, drawings or other documents being part of the contract, these conditions and these complementary requirements are applicable without condition and according to the case, to the contractor and sub-contractors of all trades, concerning the specified

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divisions in the present specifications or for the whole architectural, structural, mechanical and electrical works, that must be done to complete the construction.

- .4 For interpretation or contradiction of document, French documents take precedence on English documents.

**2.
Cooperation and coordination
with other trades**

- .1 Ensure the entire cooperation of all trades, without exception, pertaining to these works, for the furniture and the installation of all components necessary for the execution of this work.
- .2 Unless stated otherwise, the manufacturer must provide all necessary accessories to complete, on the spot, the installation of the components he fabricated.
- .3 The installation is the responsibility of the subcontractor. He will provide materials, workmanship and equipment required to complete the installation of his work.

**3.
Openings and repairs**

- .1 In principle, unless stated otherwise on the drawings and on Ministerial representative tender, all openings and piercing to be done, being over 150mm in diameter or more than 195 square centimeters, for the needs of different trades in the existing building and in new concrete slabs, will be done by the contractor, after approval of ministerial representative.
- .2 The contractor will do the repairs afterwards, as soon as contractor's work is done and that they have the certificates for tests, inspection and approval done by laboratories, inspectors and ministerial representative.
- .3 It is the responsibility of the contractor to ensure the cooperation and the coordination of all subcontractors to anticipate, as much as possible before beginning of the work, the openings, location for fastening devices, necessary space for various components, etc. To this effect, refer to the beginning of each division for general clauses, proper to each trade.

**4.
Site limits**

- .1 The contractor will respect the site limits established while respecting the required conditions stated on the drawings, in the tender and by other requirements by the ministerial representative.

**5.
Existing services**

- .1 When connecting work has to be done to existing networks, the work has to be performed at times fixed by responsible authority, not to bother the activities of users.

**6.
Other drawings**

- .1 The ministerial representative can, for clarification purposes only, give to the contractor extra drawings to ensure the good execution of the works. These drawings will have the same signification and the same range as if they were part of the contract

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documents.

- 7. Site meetings**
- .1 The contractor will organize some project meetings when necessary. He will state the time and write a progress report then distribute it.
- 8. Equipments**
- .1 In their tender, the contractor will take into account the installation costs for existing equipment and equipment provided by the ministerial representative as stated in architectural, mechanical/electrical tender.
- 9. Site preparation**
- .1 At the beginning and during work, prepare premises in advance and in relation with the work to be done.
- .2 Anticipate the arrival of materials and equipment so as not to block or even reduce access ways during heavy traffic. Release and transport out of the site any residue resulting from construction work and demolition. As much as possible, deliver materials immediately before needed or for installation, therefore not cluttering unnecessarily access to the buildings.
- .3 In entrances and other places, remove all clutter to allow easy access where work must be done. Free entrances and build the required protections to allow users to pass in security, at all times.
- .4 Plan, coordinate and prepare the work for each operations so there is no loss of time or delays due to the lack of foresight, of rules and regulations, of harmful overlapping of certain works, of useless clutter and hard access, basic work and incomplete preparation, or defective electricity, water and other inadequate supply services and of all other unfavorable similar causes or conditions.
- .5 Before starting any work, coordinate and determine, with each subcontractor, the spaces required for doing the work.
- 10. Site conditions**
- .1 Work must be planned and done to minimize all inconvenience such as interferences, troubles, noise, dust, gas for combustible motors and other nuisances. Work areas must be zoned and when required by the ministerial representative, adequate temporary protections must be installed to confine construction spaces where necessary.
- .2 Work outside of normal work hours:
Without additional costs, the ministerial representative reserves the right to, limit noisy work to certain hours. The ministerial representative also reserves the right to require that certain work be done outside of normal working hours.

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- 11. Public, workers and occupants protection.**
- .1 According to the regulation of Health and Work Security Board, the contractor is the project manager.
 - .2 Build and maintain in good order, fences, partitions, wire netting, covered bridges and any other means for temporary protection appropriate for surrounding the building, around openings and scaffoldings and also in other dangerous areas around the building and on the ground.
 - .3 Provide, install and maintain in operation, during darkness periods, fires or guard lights in areas where there are ramps, clutter, open passages, dangerous objects or equipment and in any other area of this nature around the building and on the ground.
 - .4 Protective gears must be as per Workmen Health and Safety Code.
 - .5 The ministerial representative will have the right, without prior formal demand, to provide, at the expense of the contractor, safety measures that the contractor has omitted to take, either for the maintenance of communications or for the protection of public or company's workers.
 - .6 It is the responsibility of the contractor to build and maintain in place signs, barricades and required fences to ensure safety of occupants having to circulate on the site. However this work has to be coordinated with the security service of the ministerial representative and municipal authorities.
 - .7 The prevention program of the contractor, proper to the site, must be coordinated to the prevention program of the ministerial representative.
- 12. Access to work on site**
- .1 The contractor is responsible for any damage caused on the site or out of the site area where work is being done with heavy machinery and demolition of construction materials. The route taken by vehicles must be approved by competent authorities.
 - .2 Access must be made to ensure safety of public and of workers in areas where work is being done, as much for municipal, ambulance, police and firemen services.
- 13. Traffic blocking**
- .1 The contractor has to comply with the prescribed measures and precautions stated by the ministerial representative concerning tools, installations and work on the site and must not hinder traffic and not be the cause for accident.
 - .2 Actual services to buildings for taxis, suppliers, fire and security services, resupplying for cafeterias, postal services, and garbage removal must stay in operation at all times; the Contractor will coordinate his work and deliveries to the site so as not to hinder or affect normal functioning of services stated above.
- 14. Storage areas and parking**
- .1 In principle, no massive storage will be authorized on the site, except for limited spaces well defined by the ministerial representative, to store certain materials in large enough quantity to continue the work and ensure its continuity.
 - .2 Parking on the premise, elsewhere of inside prescribed limits is forbidden and any vehicle found will be towed at his own expense and be liable for a fine.

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- | | | |
|---|----------------------|---|
| 15.
Site offices | .1
.2 | <p>The contractor will not have any room outside of work area.</p> <p>Site meetings will be held in an office supplied by ministerial representative.</p> |
| 16.
Protection of materials | .1
.2 | <p>During storage period, protect against damage all materials and manufactured products delivered to the site.</p> <p>Protect materials and manufactured products according to printed instruction from manufacturer.</p> |
| 17.
Protection of work in place
and of the site. | .1
.2
.3
.4 | <p>With a tarp, protect plywood or other types of appropriated material, all existing walls and other works located nearby and near ramps, ladders and other temporary means of transport and circulation.</p> <p>During bad weather, protect work being done or finished against any deterioration by means of temporary shelter and other appropriate means. Also protect against humidity and water all work susceptible to be damaged by the weather.</p> <p>Cover with a plywood sheet all finished surfaces that must be protected to allow for work to continue.</p> <p>Protect all equipment that is entrusted to the contractor.</p> |
| 18.
Removal of temporary works | .1
.2 | <p>As work progresses, remove scaffoldings, ramps, footbridges, ladders and other temporary work of same nature that are no longer required.</p> <p>At the end of the work, remove equipments, accessories, materials, networks etc, coming from temporary works. Leave grounds free of all residue material or surplus.</p> |
| 19.
Temporary source for supplies | .1
.2
.3
.4 | <p>The contractor will be able to use existing services for water, electricity, heating and any other source of energy necessary for the duration of the construction for his operation purpose and the ones for the subcontractors.</p> <p>Any damage done to the work due to inadequate functioning of temporary mechanical and electrical services must be repaired without additional cost to the ministerial representative.</p> <p>Temporary services must comply with the laws and regulations pertaining to accident prevention of the Quebec Workmen Health and Safety Code.</p> <p>Temporary services must be maintained in operation until provisory acceptance of permanent designed areas.</p> |
| 20.
General repairs | .1
.2 | <p>Repair or replace all material or other accessories that could have been damaged by any situation out of control of the manufacturer or concerned trade.</p> <p>Before each final acceptance by the ministerial representative, the contractor must proceed to repair all surfaces that could have been damaged by contractor or his subcontractors while doing their work.</p> |

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- 21. Licenses and authorization**
- .1 It is the responsibility of the contractor to obtain from municipal and government authorities, all pertinent information concerning laws and regulations in force concerning construction work in the province and the town where work will be done. He must also inquire about the execution contingencies specific to the areas.
 - .2 Construction licenses are not required by the city.
- 22. Toilets**
- .1 The contractor will be allowed to use toilets designated by the ministerial representative. The contractor must ensure normal maintenance.
- 23. Garbage containers**
- .1 Cost of transportation and dumpsite will be paid by Contractor.
- 24. Approval of shop drawings**
- .1 All shop drawings must be checked by ministerial representative before making a product, equipment, etc.
 - .2 All products, equipment etc., stated in the shop drawings and that were not approved by ministerial representative before their shipping, will be automatically rejected.
- 25. Building codes in force**
- .1 Canadian Building Code and all other codes and regulations in force.
- 26. Supervision and coordination : Responsibility of the contractor**
- .1 The contractor must coordinate himself all the works of different trades.
 - .2 The contractor must keep an eye on all subcontractor works and make sure that the work is done according to specifications.
 - .3 Before sending ministerial representative a requirement for definite approval, the contractor must check all the lists of deficiencies given by the ministerial representative after his inspection. He must verify himself that each items listed has been corrected.
- 27. Protection of finishing components and other works**
- .1 The contractor has the responsibility to protect against all damage, all components that must be used in the building construction, mainly decoration and finishing accessories. Damaged components will be refused and must be replaced.
- 28. Works done by others**
- .1 In the drawings and tender, the mention “by other divisions” or “by other sections” implies that these works are concerning the contractor, either for another section or for another division of the tender.

When works are not part of the contract, the mention “apart from contract” appears specifically.

The contractor must consult in detail all architectural, structural, mechanical and electrical drawings and tender to be able to include, in his contract, all the works designed by the mention “ by other divisions”, “by the contractor” or any other similar term.

Some of these works could already have been included in other sections of the tender

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or other drawings. It is the responsibility of the contractor to consult all documents so he can itemize the ones being already under someone else's specific section of the tender or again, illustrated on the drawings of other specific trades or field. The ones that are not specifically described or itemized on the drawings or tender of other divisions will be the responsibility of the contractor.

***** END *****

PART 1 – GENERAL

1.1 Section includes

Open-ended list:

- .1 Designation and description of Work.
- .2 Work order.
- .3 Contractor use of site.
- .4 Partial occupation of site by ministerial representative.

1.2 Document priority

- .1 In the event of any conflicting conditions or requirements in the General Conditions established by Public Works and Government Services Canada and the Additional General Conditions, the General Conditions shall take precedence. In addition, sections in **Division 01** have priority over technical sections in the other divisions of the project specifications.

1.3 Work covered by contractual documents

The Work related to this project either directly or indirectly involves the renovation of the existing carpet in various rooms of Block 3, in the Canadian Space Agency in Saint-Hubert. These works includes, but are not limited to:

- .1 Lifting of the furniture;
- .2 Removing existing technical column and monuments;
- .3 Removing existing carpet (in roll and glued) and evacuate to be recycled;
- .4 Preparation of the concrete slab surface;
- .5 Provide and install the carpet tiles;
- .6 Coordination of the slab preparation and carpet installation with fixed elements in the floor surface such as access panels;
- .7 Removing of the existing wall base as indicated on drawings;
- .8 Provide and install new rubber wall base (see drawings);
- .9 All of the furniture and equipment that has been removed (furniture, technical columns, monuments, etc.) for intervention purposes, must be put back in place by the contractor.

Refer to plans and specifications for description of complete scope of Work.

1.4 Work orders

Unless otherwise indicated,

- .1 Coordinate work schedule and partial occupation of site by Ministerial representative during construction work.
- .2 Steps (open-ended list):
 - .1 General and detailed coordination.
 - .2 Submission of detailed work schedule for approval.
 - .3 Submission of schedule for shop drawing, technical data and sample submittals for approval.
 - .4 Manufacture as per reviewed and approved documents.
 - .5 Mobilization on site as per approved schedule.
 - .6 Installation of temporary protective measures.
 - .7 Delivery of products and materials as per approved schedule.
 - .8 Demolition/construction on site as per approved schedule.
 - .9 Detailed inspection of work by Contractor and correction of obvious defects even before advising professionals responsible for completion of work in writing.
 - .10 Correction of defects identified by Ministerial representative and other competent authorities within required timeframes.
- .3 Other work shall be carried out in compliance with the requirements listed in the other sections and more specifically in coordination with section 01 32 18E – Work Scheduling.
- .4 Maintain fire access route unobstructed **at all times**. Also maintain fire-fighting resources. **Comply with requirements set out by municipal fire department and other authorities.**

1.5 Contractor use of premises

- .1 **Unless otherwise indicated**, use of the premises by Contractor is limited to the construction, storage and access areas, so as to allow for Ministerial representative's occupation of premises.
- .2 Coordinate use of premises as per Ministerial representative's instructions.
- .3 Find additional work or storage areas as needed for performance of Work under the current contract and assume cost thereof.

1.6 Ministerial representative occupancy

1. **Unless otherwise indicated**, the Contractor shall be working in an occupied building and shall operate accordingly. The Ministerial representative shall occupy the premises for the duration of the Work and shall pursue its normal activities during that period.
2. Collaborate with the Ministerial representative in establishing work schedules with a view to minimize conflicts and facilitating the Ministerial representative's use of the premises.
3. The Contractor shall however have exclusive access to the rooms identified in the Work area. Refer to Section 01 32 18 – Work Scheduling for the periods during which these rooms are free.

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Work scheduling

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1. Section includes

Open-ended list:

- .1 Work schedule: presentation and contents.
- .2 Construction work: in specific sectors during specific periods.
- .3 Regular review of work schedule.

2. Construction period

Unless otherwise indicated in project specifications, the Work shall be completed **within four (4) calendar weeks** (including correction of defects) **according to the milestones below:**

- 1. Project preparation, shop drawings and samples**
- 2. Material order**
- 3. Carpet replacement, Block 3, level 1 (P3N1)**
- 4. Carpet replacement, Block 3, level 2 (P3N2)**
- 5. Carpet replacement, Block 3, level 3 (P3N3)**

(including deficiency correction)

Contractor must complete one phase before getting to the other. A breakpoint must be planned for deficiency correction and delivery of anticipated possession document before getting to next phase.

Work hours: Unless otherwise indicated, the Work shall be carried out between 6 p.m. and 5 a.m., Monday to Friday or on week-end without schedule restrictions, as per ministerial representative's instructions.

Order materials promptly and supply required work force to comply with above contract schedule.

3. Required schedules

- .1 Submit schedules listed below:
 - .1 Work schedule
 - .2 Shop drawing and technical data submittal schedule
 - .3 Sample submittal schedule
 - .4 Product order and delivery schedule.

4. Presentation

- .1 Prepare a schedule in the form of horizontal bar chart.
- .2 Assign a separate bar for each operation or trades.
- .3 Represent time on a linear scale horizontal identifying the first business day of each work week.
- .4 Introducing Lists: according to the table of contents of the quote.
- .5 Description of contents lists: by subjects specification sections.

- 5. Submission of schedules**
- .1 Submit as required the first schedules **within 10 days** following award of contract.
 - .2 Submit one copy for owner and one copy for each consultant.
 - .3 The Ministerial representative shall review the proposed schedule and return a revised copy **within 5 days** of its receipt.
 - .4 Submit a final version of the schedule immediately after receipt of revised version.
 - .5 Every application for payment shall be accompanied by a revised construction schedule
 - .6 Submit copy of revised construction schedule to:
 - .1 Site office;
 - .2 Subcontractors;
 - .3 Other parties concerned.
 - .7 Ask recipients to advise Contractor, **within 10 days**, of any problem related to the proposed construction program in the schedule.
- 6. Work schedule**
- .1 Present complete scheduling of construction activities.
 - .2 Give a status report using a percentage on the first day of each work for each activity.
 - .3 Indicate status of each activity on date schedule submitted.
 - .5 Indicate changes that occurred since last schedule was submitted.
 - .1 Primary changes pending.
 - .2 Activities changed since presentation of last schedule.
 - .3 Revised status report and date of completion of work.
 - .4 Other possible changes.
 - .6 Prepare detailed report on following items:
 - .1 Problem cases, foreseeable delays and their impact on schedule.
 - .2 Proposed corrective measures and anticipated results.

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.3 Probable effect of these amendments on other main contractors' schedule.

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Submittal procedures

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- 1. Requirements**
 1. Shop drawings and product descriptions
 2. Samples
 3. Operation and maintenance manuals
 4. Drawings to be inserted in file project
 5. Certificates and copies

- 2. Administrative tasks**
 1. Submit to ministerial representative, for verification purposes, all required documents and samples in a reasonable delay and following appropriate order so works are not delayed. Lateness does not constitute a valid reason for asking for a prolongation of the contractual period. No requirements to this effect will be accepted.
 2. Works stated in documents or samples to be submitted must not be started before all of them are confirmed.
 3. Check all dimensions taken on site and make sure that works pertaining to adjacent works, being subjected to approval, are coordinated.
 4. On site, keep an approved copy of documents and samples to be submitted.

- 3. Shop drawings**
 1. The expression “shop drawings“ indicate drawings, diagrams, illustrations, productivity or performance graphic charts, brochures and other documentation that the contractor must provide to show in detail part of the work targeted.
 2. Shop drawings must indicate materials to be used and construction methods. Also they must show fixation or anchorages to be used. They must have mounting diagrams, explanatory notes and any other pertinent information needed to do the work. When some components or adjacent works are prescribed related to work to be done, make sure they are well coordinated in tender, no matter which section of adjacent works are provided or installed.
 3. Description. Shop drawings must:
 - 3.1 Indicate the date, the name of subcontractor and details, number of pages and their numbering.
 - 3.2 When asked for, as per certain standards, please indicate.
 - 3.3 Describe all abbreviations or symbols.
 - 3.4 Leave a free space of 60mm x 100mm for stamping and remarks by Ministerial representative.
 - 3.5 Must be very readable: fax will be refused.
 - 3.6 Must contain only information pertinent to the project.
 4. Modification to the shop drawings by the ministerial representative should not increase price of contract. Should it increase the price, please notify to the ministerial representative, in writing before starting works.
 5. Make changes to shop drawings requested by the ministerial representative, as per requirements of contractual documents. When re-submitting, notify the ministerial representative in writing of all changes made other than the ones required by the architect.

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6. Unless stated otherwise, submit shop drawings in PDF format by e-mail.
 7. Allow ten (10) working days to leave time to the professionals to check submitted documents.
 8. When shop drawings are verified by the ministerial representative and no errors or omission have been found or that there are only minors corrections to be made, the copies will be returned and manufacturing and installation can start. If shop drawings are rejected, the annotated copies will be returned and new corrected shop drawings should be submitted as per mentioned indications, before manufacturing or installation can start.
- 4. Identification sheets**
1. Contractor must keep one (1) copy on the site and three (3) other copies will be inserted in operation and maintenance manuals.
- 5. Samples**
1. Submit samples for verification purposes as per requirements of various sections of tender. Label samples, stating their origin and proposed use in performing the works.
 2. Notify the ministerial representative in writing, of all differences in samples in regard to requirements in contractual documents.
 3. Modifications made to samples by the ministerial representative should not increase price of contract. Should it happened, please notify the ministerial representative, in writing, before starting works.
 4. Make changes to samples that could be requisite by ministerial representative as per requirements of contractual documents.
 5. When required, build work samples in an area approved by the ministerial representative. For these works, coordinate with the ministerial representative in order to approve the samples on site.
- 6. Drawings to be inserted in file project**
1. After contract is awarded, in lieu of drawings to be inserted in the project file, note with care and precision all disparities in regard to contractual documents that are cause by state of premises and changes to be done.
 2. Mark placement of concealed components in mechanical and electrical installations.
 3. Identify drawings as being "drawing as built, copies for project file", maintain them as new and make sure they are available on site, so the ministerial representative can validate them.
 4. Once works are done and before final inspection, submit to the ministerial representative all documents inserted in project file.
- 7. Certificates and copies**
1. Immediately after contract is awarded, submit required certificates to responsible organism for Workmen's Health and Security Welfare, proper construction licenses and copies of insurance policies. All documents must be submitted in three (3) copies to the ministerial representative.

***** END *****

Part 1 General

1.1 SECTION INCLUDES

- .1 Contractor shall manage his operations so that health and safety of the public and of site workers always take precedence over cost and scheduling considerations.

1.2 REFERENCES

- .1 Canada Labour Code - Part II, Canadian Occupational Safety and Health Regulations.
- .2 Canadian Standards Association (CSA)
- .3 Workplace Hazardous Materials Information System (WHMIS)
- .4 Act Respecting Occupational Health and Safety, R.S.Q. Chapter S-2.1.
- .5 Construction Safety Code, S-2.1, r.6.

1.3 SUBMITTALS

- .1 Submit to Departmental Representative, the site-specific safety program, as outlined in 1.8 at least 10 days prior to start of work. The Contractor must review his program during the course of the project if any change occurs in work methods or site conditions. The Departmental Representative may, after receiving the program or at any time during the project, ask the Contractor to update or modify the program in order to better reflect the reality of the construction site and activities. The Contractor must make the required changes before work begins.
- .2 Submit to Departmental Representative the site inspection sheet, duly completed, at the intervals indicated in 1.13.1.
- .3 Submit to Departmental Representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- .4 Submit to Departmental Representative within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard.
- .5 Submit to Departmental Representative all safety data sheets for hazardous material to be used at the site at least three days before they are to be used.
- .6 Submit to Departmental Representative copies of all training certificates required for application of the safety program, in particular:
 - .1 General construction site safety and health courses;
 - .2 Safety officer attestations, if applicable;
 - .3 First aid in the workplace and cardiopulmonary resuscitation;
 - .4 Work likely to release asbestos dust;
 - .5 Work in confined spaces;
 - .6 Lockout procedures;
 - .7 Safe work procedures at height;
 - .8 Hot work procedures;

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- .9 Wearing and fitting of individual protective gear;
- .10 Forklift truck safe driving practices;
- .11 Positioning platform;
- .12 Any other requirement of Regulations or the safety program.
- .7 Medical examinations : Wherever legislation, regulations, directives, specification or a safety program require medical examinations, Contractor must:
 - .1 Prior to start-up, submit to Departmental Representative certificates of medical examination for all concerned supervisory staff and employees who will be on duty when the site opens.
 - .2 Thereafter, submit without delay certificates of medical examination for any newly hired concerned personnel as and when they start work at the site.
- .8 Emergency plan : The emergency plan, as defined in 1.8.3, shall be submitted to Departmental Representative at the same time as the site-specific safety program.
- .9 Notice of site opening : Notice of site opening shall be submitted to the Commission *de la santé et de la sécurité du travail* before work begins . A copy of such notice shall be submitted to Departmental Representative at the same time and another posted in full view at the site. During demobilization, a notice of site closing shall be submitted to the CSST, with copy to Departmental Representative.
- .10 Plans and certificates of compliance : Submit to the CSST and to Departmental Representative a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the Construction Safety Code (S-2.1, r. 6), or by any other legislation or regulation or by any other clause in the specifications or in this contract. Copies of these documents must be on hand at the site at all times.
- .11 Certificate of compliance delivered by the CSST: The certificate of compliance is a document delivered by the CSST confirming that the contractor is in rule with the CSST, i.e. that he had pay out all the benefits concerning this contract. This document must be delivered to Departmental Representative at the end of the work.

1.4 HAZARDS ASSESSMENT

- .1 The contractor must identify all hazards inherent in each task to be carried out at the site.
- .2 The contractor must plan and organize work so as to eliminate hazards at source or promote mutual protection so that reliance on individual protective gear can be kept to a minimum. Where individual protection against falling is required, workers shall use safety harness that meets standard Can-CSA-Z-259.10-M90. Safety belts shall not be used as protection against falling.
- .3 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .4 All mechanical equipment shall be inspected before delivery to the site. Before using any mechanical equipment, submit to Departmental Representative a certificate of compliance signed by a qualified mechanic. Whenever he suspects a defect or accident risk, Departmental Representative may at any time order the immediate shut-down of equipment and require a new inspection by a specialist of his own choosing.

1.5 MEETINGS

- .1 Contractor decisional representative must attend any meetings at which site safety and health issues are to be discussed

- .2 Set up a site safety committee, and convene meetings every in accordance with the Construction Safety Code (S-2.1, r.6).

1.6 LEGAL AND REGULATORY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards applicable to the site and its related activities.
- .2 Comply with specified standards and regulations to ensure safe operations at site containing hazardous or toxic materials.
- .3 Regardless of the publication date shown in the construction safety code, always use the most recent version.

1.7 SITE-SPECIFIC CONDITIONS

- .1 At the site, the contractor must take account of the following specific conditions:
 - .1 Works in a building occupied in operation.
 - .2 Works realized in 2 successive phases, to see the section 01 32 18F- Project schedule - Bar diagram (GANTT)
- .2 The entrepreneur has to follow the instructions of the ministerial Representative in what concerned the internal and outside temporary installations and concerning the accesses to the site of the works.

1.8 SAFETY AND HEALTH MANAGEMENT

- .1 Acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the Act Respecting Occupational Health and Safety (R.S.Q., chapter S-2.1) and the Construction Safety Code (S-2.1, r.6).
- .2 Develop a site-specific safety program based on the hazards identified and apply it from the start of project work until close-out is completed. The safety program must take account of all information appearing in 1.7 and must be submitted to all parties concerned, in accordance with the provisions set forth in 1.3. At a minimum, the site-specific safety program must include :
 - .1 Company safety and health policy.
 - .2 A description of the work, total costs, schedule and projected workforce curve.
 - .3 Flow chart of safety and health responsibility.
 - .4 The physical and material layout of the site.
 - .5 First-aid and first-line treatment standards.
 - .6 Identification of site-specific hazards.
 - .7 Risk assessment for the tasks to be carried out, including preventive measures and the procedures for applying them.
 - .8 Training requirements.
 - .9 Procedures in case of accident/injury
 - .10 Written commitment from all parties to comply with the prevention program.
 - .11 A site inspection schedule based on the preventive measures.

- .3 The contractor must draw up an effective emergency plan based on the characteristics and constraints of the site and its surroundings. Submit the emergency plan to all parties concerned, pursuant to the provisions of 1.3. The emergency plan must include:
 - .1 Evacuation procedure;
 - .2 Identification of resources (police, firefighters, ambulance services, etc.);
 - .3 Identification of persons in charge at the site;
 - .4 Identification of those with first-aid training;
 - .5 Training required for those responsible for applying the plan;
 - .6 Any other information needed, in the light of the site characteristics.

1.9 RESPONSIBILITIES

- .1 No matter the size of the construction site or how many workers are present at the workplace, designate a competent person to supervise and take responsibility for health and safety. Take all necessary measures to ensure the health and safety of persons and property at or in the immediate vicinity of the site and likely to be affected by any of the work.
- .2 Take all necessary measures to ensure application of and compliance with the safety and health requirements of the contract documents, applicable federal and provincial regulations and standards as well as the site-specific safety program, complying without delay with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.
- .3 Take all necessary measures to keep the site clean and in good order throughout the course of the work

1.10 COMMUNICATIONS AND POSTING

- .1 Make all necessary arrangements to ensure effective communication of safety and health information at the site. As they arrive on site, all workers must be informed of their rights and obligations pertaining to the site specific safety program. The Contractor must insist on their right to refuse to perform work which they feel may threaten their own health, safety or physical integrity or that of other persons at the site. The Contractor must keep and update a written record of all information transmitted with signatures of all affected workers.
- .2 The following information and documents must be posted in a location readily accessible to all workers:
 - .1 Notice of site opening;
 - .2 Identification of principal Contractor;
 - .3 Company OSH policy;
 - .4 Site-specific safety program;
 - .5 Emergency plan;
 - .6 Data sheets for all hazardous material used at the site;
 - .7 Minutes of site committee meetings;
 - .8 Names of site committee representatives;
 - .9 Names of those with first-aid training;
 - .10 Action reports and correction notices issued by the CSST.

1.11 UNFORESEEN CIRCUMSTANCES

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary site inspection arises as a result of or in the course of the work, immediately suspend work, take appropriate temporary measures to protect the workers and the public and notify Departmental Representative, both verbally and in writing. Then the Contractor must modify or update the site specific safety program in order to resume work in safe conditions.

1.12 HEALTH/SAFETY/HYGIENE/ENVIRONMENTAL SPECIALISTS

- .1 As soon as work starts, hire one or several safety officer(s), pursuant to the provisions of sections 2.5.3 and 2.5.4 of the Construction Safety Code (S-2.1, r. 6) and give him/her/them the necessary authority to carry out the duties of this position, including authority to stop work on safety and health grounds.
- .2 As of [enter time], hire a qualified person whose duties will be to ensure compliance with and application of all legislation, regulations and standards and all contractual requirements pertaining to [specify area of expertise].
- .3 Provide this person with the authority, resources and tools needed for performance of his/her duties.
- .4 The person selected shall meet the following requirements:
 - .1 Possessed a minimum of five (5) years of experience in the domain.
- .5 The person selected shall:
 - .1 have in-depth knowledge of legislation and regulations applicable to the site pertaining to (specify area of expertise).
 - .2 develop and disseminate a safety orientation program for all site workers.
 - .3 ensure that no worker is admitted to the site without having taken the safety orientation program and met all the training requirements of the applicable legislation and the site-specific safety program.
 - .4 inspect the work and ensure compliance with all regulatory requirements and those of the contract documents or the site-specific safety program.
 - .5 keep a daily log of actions taken and submitting a copy to Departmental Representative each week.

1.13 INSPECTION OF SITE AND CORRECTION OF HAZARDOUS SITUATIONS

- .1 Inspect the work site and complete the site inspection sheet at least once a month if the work length exceeds 30 non working days. If the work length is less than 30 non working days, the frequency is at least once during the work length.
- .2 Immediately take all necessary measures to correct any lapses from legislative or regulatory requirements and any hazards identified by a government inspector, by the Departmental Representative, by the site safety and health coordinator or during routine inspections.
- .3 Submit to Departmental Representative written confirmation of all measures taken to correct lapses and hazardous situations.
- .4 Give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order interruption and resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person should always act so that the safety and

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health of the public and site workers and environmental protection take precedence over cost and scheduling considerations.

- .5 Without limiting the scope of sections 1.8 and 1.9, Departmental Representative may order cessation of work if, in his/her view, there is any hazard or threat to the safety or health of site personnel or the public or to the environment.

1.14 POWDER ACTUATED DEVICES

- .1 Use of power hammers and other explosive-actuated devices must be authorized by Departmental Representative.
- .2 Any person using a power hammer shall hold a training certificate and meet all requirements of Section 7 of the Construction Safety Code (S-2.1, r. 6).
- .3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations

***** END *****

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Quality control

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- 1. Related requirements**
 1. The specific requirements relating to inspection and to tests that must be performed by laboratories are indicated in various sections.
 2. The ministerial representative will oversee the execution of the work. This in no way limits the contractor's responsibility to comply with current standards and codes.
 3. The ministerial representative may also hire testing laboratories to perform tests on the structure or on the tightness of the various systems, damaged or not, in order to identify noncompliance or omissions.

- 2. Contractor's responsibilities**
 1. Provide the workforce and facilities needed to:
 - 1.1 allow access to the structures to be inspected and tested;
 - 1.2 facilitate inspections and tests;
 - 1.3 restore structures that are disturbed during inspections and tests.
 2. Give ministerial representative enough advance warning of operations so that he may plan visits for the inspection of specific structures or make appointments with laboratory staff and establish a testing schedule.
 3. When materials must be tested, send the requested amount of representative samples to the testing laboratory.
 4. Assume the cost of work carried out to uncover and restore structures that were covered before the required inspection or tests were performed and approved by the ministerial representative.

- 3. Rejected structures**
 1. Remove defective elements deemed noncompliant with contract documents and rejected by the ministerial representative, either because they were not built according to good engineering practices, they were made with defective materials or products, or they were damaged, even if they are already part of the finished structure. Replace or rebuild the elements in question according to the requirements in the contract documents.
 2. Immediately repair other contractors' structures that have been damaged during replacement work described above.
 3. If, in the ministerial representative's opinion, it is not feasible to repair the structures deemed defective or noncompliant with contract documents, the ministerial representative may deduct from the contract price the difference in value between the structure that was built and the one prescribed in the contract documents, with the amount of this difference being determined by the ministerial representatives.

- 4. Workers' competence**
 1. The contractor must prove to the ministerial representatives, upon demand, that the workers possess the skills to carry out the work they have been assigned. Certification complying with current laws and regulations may be necessary.
 2. If the ministerial representative is not satisfied by the proof, he may require the contractor to replace the workers.

***** END *****

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1.	.1	General complementary conditions section.....	section 01 10 00E
Related sections			
2.	.1	Temporary installations	
Section content	.2	Offices	
	.3	Storage	
	.4	Site signalization	
	.5	Etc.	
3.	.1	Provide, set-up or lay out necessary installation on site to allow for work to be done within the shortest time possible.	
Material installation and removal	.2	As work progresses, dismantle material not needed and remove of the site.	
	.3	All signs (room numbers, etc.) must be removed to allow the painting work. Reinstall it after paint work.	
4.	.1	Ensure that work is done within the time limits stated in the contract. Do not clutter site unnecessarily with equipment and materials.	
On-site storage – Admissible charges	.2	Do not overload or allow overloading on any part of the work so as to not compromise its integrity.	
	.3	Provide and install weatherproof containers to store materials, tools and equipment sensitive to damage.	
	.4	Container's space must be determined by the ministerial representative.	
5.	.1	Building's sanitary installations can be used.	
Sanitary installation	.2	At all times, ensure cleanliness of toilets and surroundings areas.	
6.	.1	Install, in pertinent areas, sign panels to indicate site limits, the direction of temporary relocated exits or other pertinent information.	
Signposting			
7.	.1	Remove from site all temporary installation when the ministerial representative will judge it appropriate.	
Removal of temporary installation			
8.	.1	During all the work period, protect all finished or partially finished surfaces, the existing equipments and furniture leaved in place.	
Protection of finished building surfaces	.2	Foresee screens, tarps and necessary fences.	
	.3	Three (3) days prior to installation of protective components, confirm with the ministerial representative where each protection will go. Confirm schedule for installation.	
	.4	Take all the responsibility for damage caused to works because of lack of protection	

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or unsuitable protection.

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Cleaning

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- | | | |
|--|--|---|
| 1.
Content for this section | .1
.2
.3 | Clean as work progresses.
Final cleaning
Particular cleaning |
| 2.
Related requirements | .1 | To complement the general conditions, the contractor must comply with the requirements of the present section. |
| 3.
Cleanness of site | .1
.2
.3
.4
.5 | Ensure cleanliness of site and get rid of all piling up of rubbish and material for garbage.
Remove from site debris and garbage materials and place them in garbage containers at the end of each work shift.
Clean interior surfaces before starting finishing work and keep these areas free of dust and other impurities during said work.
Clean daily occupied areas soiled by work of the contractor. Cleaning must be done immediately after work so the good functioning of the building is not hinder by it.
Contractor have to clean existing and new construction (tracks, floor structure, junction boxes, lighting fixtures, equipment, etc.) to minimize contamination of clean room. Coordinate all protection measures with decontamination experts. |
| 4.
Final cleaning | .1
.2
.3
.4
.5
.6
.7 | When work is almost entirely done remove surplus material, tools and equipment. Remove construction material that is not necessary to the unfinished work.
Remove debris and scrap material other than the ones generated by the ministerial representative, other contractors or their employees and leave premises clean and ready to use.
At the end of the work, remove surplus material, tools and equipment and also all construction material. Remove debris and scrap materials other than those generated by the ministerial representative or other contractors.
Scrap materials must be removed from site at pre-established fixed intervals, or eliminate them according to the ministerial representative requirements. Do not burn scrap materials on site, unless you have an express approval from the ministerial representative.
Take the necessary required arrangements to obtain licenses from competent authorities to eliminate debris and scrap materials.
Sweep all work surfaces prior to site inspection.
Clean and polish windows, mirrors, hardware pieces, wall tiles, chromed and enamel surfaces (oven dried), stainless steel, porcelain, stratified surfaces, mechanical and electrical appliances. Replace all broken, scratched or damaged windows. |

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- .8 Remove dust and stains, marks, scratches seen on decorative work, mechanical and electrical appliances, furniture components, walls, floors and ceilings.
- .9 Dust interior surfaces of the building and vacuum, without forgetting to clean behind railings, louvers and registers.
- .10 Wash, soap, wax, seal or treat in any way floor coverings, according to manufacturer indications.
- .11 Examine the finishing, accessories and material to ensure that they all meet requirements stated regarding the quality of work and its functioning.
- .12 Clean mechanical ducts in between the ceiling. Eliminate dust residues accumulated on equipment and mechanical ducts during the work.
- .13 Carefully clean material and appliances. Clean or replace filters of mechanical appliances.

***** END *****

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Management and removal of garbage

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PART 1 – GENERAL

- 1.1
Content and objective of
this section**
- .1 The present section states the requirements concerning the management and removal of garbage for the present project. It concerns in part demolition and construction works. It must include at the source sorting programs, for certain demolition garbage and for construction garbage.
- .2 Building, refurbishing and demolishing generate a good quantity of residues that are generally buried. The present section is for contributing to the good management of our environment. The goal of the present is to reduce the volume of garbage to be buried and to recuperate some materials that could be reused elsewhere.
- 1.2
Definitions**
- .1 Audit of garbage: The audit of garbage concerns the quantity of garbage that the works should generate. This verification assumes measurement and evaluation of the quantity, the composition and the origin of garbage produced and operational factors to their production.
- .2 Plan for reducing garbage: Written documents in which reduction, reuse and recycling opportunities are studied. The garbage reduction plan is based on data given by the garbage control sheet.
- .3 Audit of demolition garbage: Is applied to garbage generated by this work.
- .4 Sorting programs of material at the source: Sorting activities, on the site of reusable and recyclable garbage, so they may be classified in appropriate categories
- .5 Coordination for garbage management: A chosen person and working on the site. Other persons must be designated among the personnel of each subcontractor to ensure coordination of the management of garbage with the Coordinator.
- .6 Sorted garbage: Garbage already classified by type.
- 1.3
Use of premises and
installations**
- .1 Do the work without preventing normal use of premises.
- .2 Put in place provisory safety measures, approved by the ministerial representative.
- 1.4
Sorting program for demolition
materials**
- .1 Following approved methods by the ministerial representative and with his authorization, begin the sorting program of material to be recuperated for recycling.
- .2 On the site, anticipate necessary installations to collect, handle and transport projected quantities of recyclable garbage.
- .3 Material must be collected, handled and evacuated either at the sorting stage or to be sorted at an independent site. Recuperated materials must be transported towards approved installation and authorized for recycling.
- .4 Hold information and awareness meeting for workers that will be working on the site and give them written information on the procedure to be followed for

recuperation.

**1.5
Sorting program for construction
garbage, at the source**

- .1 Following approved method by the ministerial representative and with his authorization, begin sorting program at the source where all garbage is generated by the works.
- .2 On the site, anticipate necessary installation to collect, handle and stock projected quantities of reusable and or recyclable garbage.
- .3 Provide containers in which reusable and /or recyclable garbage will be put in.
- .4 Place containers in areas where it will be easy to deposit materials without causing a problem for other activities on the site.
- .5 Place sorted material in areas where they will be the least damaged and where they will be easily accessible.
- .6 Materials should be collected, handled and stocked on the site, then evacuated at the sorting stage. Recovered materials must be transported towards approved and authorized installations for recycling.
- .7 Hold information and awareness meeting for workers that will be working on the site and give them written information concerning the procedure to be followed for recuperation.

**1.6
Internet links on garbage
treatment**

- .1 <http://www.mddep.gouv.qc.ca/matieres/valorisation.htm#debris>
Available documentations:
 - Information sheet : « *Construction residue, renovation and demolition* »
 - *Information guide on recycling of dry materials.*
- .2 <http://www.3rmcdq.qc.ca/>
- .3 <http://www.usqbc.org/>
- .4 <http://www.recyc-quebec.gouv.qc.ca>
- .5 <http://www.cca-acc.com>

**1.7
Removal of garbage**

- .1 It is forbidden to bury debris and garbage on the site.
- .2 It is forbidden to throw garbage, mineral essences, oil, paint thinner in water ways, sanitary and rain sewers.

**1.8
Stoking, Handling and
protection of materials**

- .1 Stock, in designated areas on the site, material intended to be reused, recycled or recuperated.
- .2 If not stated otherwise, materials that must be disposed of, become the property of the contractor.
- .3 Protect, pile up, stock and list all components to be recuperated.
- .4 Separate non recoverable components from recoverable ones. Transport and

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deliver non recoverable components to authorized elimination installation.

- .5 Support all work affected by the works. Should the safety of the building become compromised, stop work and inform the ministerial representative immediately.
- .6 Protect superficial water evacuation works and all electrical and mechanical installations to prevent damage or blockage.

**1.9
Work schedule**

- .1 Coordinate management of garbage with other activities to ensure the good order of the works.

PART 2 – PRODUCTS

**2.1
Without object**

- .1 Without object

PART 3 – WORK

**3.1
General**

- .1 Do work as per garbage sorting program.
- .2 Handle as per pertinent codes and regulations for garbage that are not reusable, recoverable and or recyclable.

**3.2
Cleaning**

- .1 Once work is done, remove all tools and garbage. Leave premises clean and in good order.
- .2 Clean work areas as work progresses.
- .3 Sort, at the source, all material that must be reused/recycled and place them in designated areas.

**3.3
Recovering material and
to be sent to recovering sites**

- .1 Sort materials from the general flow of garbage. Pile them in separate piles or in distinct containers, with the approbation of the ministerial representative and as per pertinent regulations for fire safety. Identify containers and areas for piling. Provide instructions concerning removal practices.
- .2 It is forbidden to sale recovered material on site.
- .3 **Demolition materials**: The following materials must be recovered and brought to recovering sites for crushing or other possible recovering. Coordinate with section 02 41 20E.
- .4 **Construction materials** : The following residue material must be sorted, place in separate containers and carried to recovery sites for recycling. Coordinate with section 02 42 13E.

***** END *****

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Project file documents/elements to hand
over at the end of the contract

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- 1.
Content for this section**
 - .1 Project file, samples and tender.
 - .2 Materials and appliances.
 - .3 Technical data, materials, material and finishing products and related information.
 - .4 Data and operation and maintenance manuals.
 - .5 Material/replacement material, special tools and replacement parts.
 - .6 Guarantees and bonds.

- 2.
Documents to submit**
 - .1 Information must be prepared by competent persons, having the required knowledge pertaining to functioning and maintenance for the described products.
 - .2 Submit a sample of operation and maintenance manual in their final form, before final reception of work.
 - .3 Submitted samples will be returned with comments from the ministerial representative.
 - .4 If need be, review content of documents before to re-submitting.
 - .5 Once manuals are ready and approved, hand over three (3) definite copies of maintenance and operation manuals to the ministerial representative.
 - .6 In addition to information written in this present section, refer to engineering ministerial representative documents to know the requirements and the content of manuals to be submitted.

- 3.
Presentation**
 - .1 Present data in the form of an instruction manual.
 - .2 Use three D shape ring rigid vinyl binders with loose leaves, 219mm x 279mm.
 - .3 When multiple binders are needed, regroup data according to a logic order. Clearly indicate content of each binder on the spine.
 - .4 On the covering page of each binder you must indicate the name of the document, – Project file, typed or written in square letters, name of the project and table of contents.
 - .5 Organize the contents per section numbers of the tender and the order as they appear on the table of content.
 - .6 Anticipate, for each product and each system a tab index on which is typed the description of the product and the list of main equipment pieces.
 - .7 The text must be printed or be typed data from the manufacturer.
 - .8 Fit the drawings with a reinforced perforated tab. Insert in the binder and fold large drawings according to format of the text pages.

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- 4. Content of each volume of the final project file**
- .1 Table of contents: indicate designation of project:
 - .1 Date for handing over the documents;
 - .2 Name, address and telephone number of the ministerial representative, of the Contractor and the names of their authorized representatives;
 - .3 A list of products and systems, indexed, according to the contents of the binder;
 - .4 A list of subcontractors and pertinent information.
 - .2 For each product or system indicate the following:
 - .1 Name, address and telephone number of subcontractors and suppliers;
 - .2 Name of persons responsible for the project;
 - .3 Name of local distributors for spare parts.
 - .3 Technical data: Mark each sheet to clearly indicate products and specific parts. Give proper directives pertaining to installation. Delete all none pertinent information.
 - .4 Drawings: Drawings are used to supplement the charts and to illustrate the relation between various elements of material and systems; they include diagrams of order and principle.
 - .5 Typed text: according to need, to complete technical data. Give instructions in a logic sequence for each intervention, incorporating information from manufacturer.
 - .6 The following data specified in individual section of Divisions 02 to 48.
 - .1 List of equipment, including service center.
 - .2 Information written on identification plate like the number of the equipment, commercial brand, dimensions, capacity or power, serial number.
 - .3 List of pieces.
 - .4 Details pertaining to installation of equipment.
 - .5 Instruction pertaining to the operation of the equipment.
 - .6 Instruction pertaining to maintenance of equipment.
 - .7 Instruction pertaining to finish maintenance.
 - .7 Refer to documents of ministerial representative.
 - .8 Administrative information: Include the following information:
 - .1 Certificate of compliance given by the Workmen Health and Safety Commission;
 - .2 Certificate of company in order with the Quebec Construction Commission.;
 - .3 Contractor must make a statutory declaration. It must accompany his request to free the deduction, security deposit or both when a substantial part of the work is done or finished.
 - .4 Receipts from subcontractors and suppliers;
 - .5 Guarantee asked for each sections;
 - .6 A list of paint products and color used;
 - .7 Maintenance instruction for surfaces and requested materials.
 - .9 Shop drawings:
 - .1 Separately bind a complete set of definite revised shop drawings and technical data;

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- .10 Inventory of replacement material given to the ministerial representative with acknowledgment of receipt of these products;
 - .11 Drawings “as built”, on which real site conditions were written, as described in article 7.
- 5. Documents and samples to add to the project file**
- .1 In addition to requirements mentioned in the general conditions, store on the site, for the ministerial representative a sample or set of the following documents:
 - .1 Contractual drawings;
 - .2 Tender;
 - .3 addenda;
 - .4 Order of modification and other amendments to the contract;
 - .5 Revised shop drawings, technical data and samples;
 - .6 Records of tests made on the site;
 - .7 Inspection certificates;
 - .8 Certificates given by the manufacturer.
 - .2 Store all file project documents and samples used for the project apart from the documents used for the work. Anticipate filing cabinets, shelves and a safe storage area.
 - .3 Label documents and file according to list of section numbers stated in the table of contents of the file project. Clearly write FILE PROJECT in square letters on a label for each document.
 - .4 Keep project file documents clean, dry and readable. Do not use as execution documents for the work.
 - .5 The ministerial representative must have access to documents and samples of the project file for inspection.
- 6. Consignment of conditions of site (building and site)**
- .1 Write down information on a set of opaque drawings with black lines and also in project file samples given by the ministerial representative. For the works, the contractor must provide three (3) sets of all Drawings given for construction, corrected with notes that state real conditions on the site.
 - .2 Write down information with fine line black felt markers, anticipating a color for each different important system.
 - .3 Write down information as work progresses. Do not conceal works before required information is registered.
 - .4 Contractual drawings and shop drawings : Clearly indicate each data, to show work as is, including what follows :
 - .1 Depth measured of foundation elements in comparison with the level of the finished first floor.
 - .2 The position measured horizontally and vertically on the plans for utility ducts and underground accessories in comparison with permanent layout on the surface.

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- .3 Position of utility ducts and interior accessories, measured in comparison with visible and accessible construction elements.
 - .4 Modifications done on the spot to dimensions and details of works.
 - .5 Changes done following order for modification and site instructions.
 - .6 Details not shown on original contractual documents.
 - .7 Reference to shop drawings and related modifications.
 - .5 Tender: clearly write each facts to describe works as they are, including what follows :
 - .1 Name of manufacturer, commercial brand and catalogue number for each product installed, especially optional and replacement elements.
 - .2 Changes being part of the addenda or order for modification.
 - .6 Other documents: keep manufacturer's certificates, inspection certificates, records of tests done on site prescribed for each of the technical sections of this tender.
- 7.
Materials and finishing
products**
- .1 Construction material, finishing products and other products to be applied: provide all technical data and indicate catalogue number, dimensions, composition, designation of colors and textures of products and materials. Give necessary requirements to order special products.
 - .2 Provide instruction concerning cleaning products and methods, recommended cleaning and maintenance schedule. Indicate precautions to be taken against detrimental methods and toxic products.
 - .3 Additional requirements: according to requirements of various technical sections of the tender.
- 8.
Replacement
Materials/Material**
- .1 Provide material and replacement materials according to indicated quantities requested in various technical section of the tender.
 - .2 Material and replacement materials must come from the same manufacturer and must be of same quality as of materials already incorporated in the work.
 - .3 Deliver and store material/ replacement materials where indicated.
 - .4 Receive and take inventory of material and replacement materials, then submit inventory list to the ministerial representative. Insert approved list in operation manual.
 - .5 Keep a receipt of all parts delivered and submit if before final payment.
- 9.
Storage handling and
protection**
- .1 Store spare parts, material, replacement material and special tools to prevent damage and deterioration.
 - .2 Store spare parts, material, replacement material and special tools in their original packaging, kept in good order, bearing the seal and the label of the manufacturer.
 - .3 Store all components sensitive to bad weather damage in weatherproof areas.

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- .4 Store paint and product sensitive to very cold weather in a well ventilated heated room.
 - .5 Get rid of components, damaged and/or deteriorated products. Replace them without additional costs, to the satisfaction of the ministerial representative.
- 13. Guarantees and bonds**
- .1 Separate each guarantee or bond with tabs index, according to the list given on the table of contents.
 - .2 Give list of subcontractors, suppliers and manufacturers with names, addresses and telephone numbers of a chosen representative for each one.
 - .3 Obtain double copies of signed guarantees and bonds, by the subcontractors, suppliers and manufacturers, within ten (10) days following the end of the work concerned.
 - .4 Except for what concerns the elements put into service with the authorization of the ministerial representative, do not modify the entry data in force on the guarantee before the date of the end of the work is established.
 - .5 Ensure that all documents are in good order, that they have all necessary information and that they are notarized.
 - .6 Countersign the documents to surrender when necessary.
 - .7 Retain the guarantees and bonds until it is time to hand them over. Include them in the final project file at the end of the work.

***** END *****

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Demolition and restoration

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PART 1 - GENERAL

- 1.1
Rules**
1. All demolition works will be done according to directions from authorities having jurisdiction and after obtaining and paid for all required licenses that could be required for said works.
- 1.2
Examination of premises**
1. Contractor must visit the premises and be familiar with work conditions before tending his tender. No modification to the contract will be given for work difficulties encountered that could have been prevented with a thorough assessment of the premises.
- 1.3
Safety measures**
1. Take all necessary safety measures to prevent shifting or collapsing of existing building or parts of the building. Provide and install all necessary strutting reinforcement pieces. Repair damaged works. Assume responsibility for injuries that could result from demolition works.
- 1.4
Property**
1. All material coming from demolition work not indicated as reusable or not reserved by Ministerial representative before demolition is started, becomes the property of the contractor who will dispose of it as he chooses.
- 1.5
Actual conditions**
1. Contractor will take possession of the actual building in the state it was when notified that the contract was given to him.

PART 2 - PRODUCTS

Without object

PART 3 - WORK

- 3.1
Demolition**
1. Demolish existing building parts to allow for restoration and for work to be done according to blueprints.
 2. Remove out of the site all debris and demolition residues and if need be, repair all damages caused to the property by the works.
 3. Contractor must anticipate weatherproof closings to protect from water, dust and noise all parts of the building occupied during demolition.

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**3.2
Restoration**

1. Contractor will check all levels of actual building to ensure proper point of contact as anticipated.
2. Contractor will do all required joints or assembling to allow differential movements without causing cracks.
3. **Restoration of surfaces will be done with same existing materials, same texture and same colors or with equivalent in the case of unavailability or discontinued materials.** Touch-ups will be done up to closest angles to make paint or coating touch-up disappear.
4. **Contractor will have to restore floors, walls and ceiling where equipments appliances, mechanical or electrical ducts must be added, removed or relocated. This includes equipments removed by the Ministerial Representative before beginning of the works.**

**3.3
Handling of materials**

1. Contractor will be responsible for the technique and circuit chosen to handle material. Protect adequately all components in place, such as floors, walls and ceilings. Restore if damaged in any way by work or other cause. If need be, make protective surfaces, temporary partitions to protect from chocks. Restrain access or protect from noise and dust parts of the building touched by the works. Reinstall components in place taking care not to damage anything or replace if damaged because of the works.

***** END *****

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Carpet Recycling

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PART 1 - GENERAL

- | | | |
|--|----|---|
| 1.1
Priority | .1 | When work is to be done for the Federal government, sections of Division 1 have priority on all other technical section of other Division of the tender. |
| 1.2
Section content | .1 | Procedure to follow for removal salvaging and recycling old carpets-rugs and scraps of newly installed carpets. |
| 1.3
Related sections | .1 | Section 09 68 00 – Carpet tiles |
| 1.4
References | .1 | Carpet and Rug Institute (CRI)
.1 CRI 104-[1996], Standard for Installation of Commercial Carpet. |
| 1.5
Definitions | .1 | Closed circuit recycling: transformation process of a product after used in a similar product. |
| | .2 | Open circuits recycling: transformation process of a used product into a different product. |
| | .3 | Nylon 6: fiber used to make carpet-rugs with a basic component; caprolactam. |
| | .4 | Nylon 6,6: fiber used to make carpet-rugs, with two (2) basic components: hexanedioic acid (adipic acid) and hexamethylene. |
| 1.6
Documents/samples to be submitted | .1 | Submit report stating proposed method to prevent dust. |
| | .2 | Submit a list of carpet-rug, on which the designation of pieces will be the same as the one used on the drawings. |
| | .3 | Submit a list of recovery/recycling activities of carpet-rugs, stating or containing what follows:
.1 Removal sequence of carpet-rugs;
.2 Inventory of coverings or covering components to be removed, salvaged or recycled;
.3 type of fiber;
.4 Characteristics related to recycling procedure. |

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- 1.7 Documents/components to be given at end of works**
- .1 Submit a list of recovery activities of carpet-rugs.
 - .1 Submitted list must have or indicate what follows:
 - .1 Partially occupied space areas;
 - .2 Inventory of carpet-rugs to be removed and salvaged;
 - .3 Proposed methods of conditioning and transportation.
 - .2 Submit documents provided by salvage company, confirming reception and elimination of salvaged carpet-rugs.
 - .3 Submit document provided by salvage company certifying that old carpets-rugs were removed, salvaged and recycled as per salvage program established by carpet-rug manufacturer.
 - .1 Recycling process type:
 - .1 Closed and/or open circuit.
 - .4 Record data pertaining to removal of old carpet-rugs out of the site and garbage from salvaged carpet-rugs. Give the following information:
 - .1 Date and time of removal;
 - .2 Type of fibers, notably [nylon 6] [nylon 6,6] [_____];
 - .3 Weight and quantity of materials salvaged;
 - .4 Final destinations of salvaged materials.
- 1.8 Management and elimination of garbage**
- .1 Sort and recycle garbage
 - .2 Remove out of the site all wrapping materials and send them to appropriate recycling installations.
 - .3 Salvage and sort paper, plastic, polystyrene, corrugated cardboard wrapping and dispose of them as per management agreement for garbage.
- 1.9 Documents to submit pertaining to quality insurance**
- .1 Certificates: submit documents sent by company in charge of removing salvaged old carpet-rugs, certifying that they have been removed, recovered and recycled as per salvage program for carpet-rugs. It is forbidden to recuperate energy generated by incineration process.

PART 2 – PRODUCTS

- 2.1 Recycling Company for carpet-rugs.**
- .1 Contractor must provide the name of the company who will be recycling the carpet-rugs and their recycling program.

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- 2.2
Material/Materials**
- .1 Solvents used to remove glue on carpet-rugs: as per CRI-104 standard.
 - .2 Old carpet-rugs:
 - .1 Keep old carpet-rugs. Remove them immediately from work areas and place them in a container or trailer.
 - .3 Underlay:
 - .1 Ensure recovery and recycling of underlay when recovery/recycling program exist in designated regions by carpet-rug salvage company.
 - .4 Recovery containers:
 - .1 There is no available storage place on premises for removed carpet. Contractor must take away carpet rubbish as they are removed and store them temporarily until rug manufacturer will pick them up.

PART 3 - WORK

- 3.1
Assessment of premises**
- .1 Check state of the works and make sure existing conditions are favorable to the performance of the work. Identify any problem susceptible to slow beginning and completion of the works. Inform ministerial representative.
 - .1 Do not begin works before problems are resolved and before receiving approval of the ministerial representative.
- 3.2
Staging works**
- .1 Vacuum old carpet-rugs before removal. Do it vigorously to minimize dust particles when pulling it out.
- 3.3
Removal of carpet-rugs**
- .1 Remove old carpet-rugs by strips, big strips or according to recommendation of manufacturer/recycler.
 - .1 Roll tightly and carefully place in container or recovery trailer. Also salvage cuttings and waste of newly installed carpet-rugs.
 - .2 Pile or place in cardboard boxes slabs of removed rug-carpets, and then place them in recycling bin or on recycling pallet.
 - .2 Slab rug-carpet put into container or recycling bin must be dry and clean, that is, without demolition debris, asbestos garbage, rubbish materials and staple strips.
 - .3 Remove glue as per CRI-104 standard.

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3.4 .1 Contractor must take out of the site carpet to be recycled and store temporarily, and
Disposal that, until picked up by the recycling company or manufacture's transportation.

3.5 .1 Install new carpets as per section 09 68 00E -Carpets.
Installation of new rug-carpet

***** END *****

PART 1 - GENERAL

1.1 Related Works

1. Floor access panel.

1.2 Range of works

1. Substrate preparation and floor surfacing.
2. Supplying and installation of carpet tiles.
3. Supplying and installation of baseboards, mouldings and accessories.

1.3 References

- .1 American Association of Textile Chemists and Colorists (AATCC)
 - .1 AATCC 16, Color Fastness to Light.
 - .2 AATCC 23, Color Fastness to Burn Gas Fumes.
 - .3 AATCC 118, Oil Repellency : Hydrocarbon Resistance Test.
 - .4 AATCC 129, Colour Fastness to Ozone in the Atmosphere Under High Humidities.
 - .5 AATCC 134, Electrostatic Propensity of Carpet.
 - .6 AATCC 171, Carpets : Cleaning of; Hot Water Extraction Method.
 - .7 AATCC 174, Antimicrobial Activity Assessment of Carpets.
 - .8 AATCC 175, Stain Resistance : Pile Floor Coverings.
 - .9 AATCC 189, Fluorine Content of Carpet Fibers.
- .2 American Society for Testing and Materials (ASTM International)
 - .1 ASTM D1055, Specification for Flexible Cellular Materials – Latex Foam.
 - .2 ASTM D1335, Tuft Bind of Pile Floor Coverings.
 - .3 ASTM D1667, Standard Specification for Flexible Cellular Materials-Vinyl Chloride Polymers and Copolymers (Closed-Cell Foam).
 - .4 ASTM D3936 Standard Test Method for Resistance to Delamination of the Secondary Backing of Pile Yarn Floor Covering.
 - .5 ASTM D5252, Standard Practice for the Operation of the Hexapod Drum Tester.
 - .6 ASTM D5417, Standard Practice for Operation of the Vettermann Drum Tester.
 - .7 ASTM E84, Test Method for Surface Burning Characteristics of Building Materials.
 - .8 ASTM E662, Standard Test Method for Specific Optical Density of Smoke Generated by Solid Materials.

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- .3 Office des normes générales du Canada (CGSB)
 - .1 CAN/CGSB-4.2 no27.6, Résistance à l'inflammation – Essai à la tablette de méthénamine des revêtements de sol textiles.
 - .2 CAN/CGSB-4.2 no 77.1/ISO 4919 :1978, Tapis-moquettes – Détermination de la force d'arrachement de touffes.
 - .3 CGSB 4-GP-36M, Thibaude type fibre.
 - .4 CAN/CGSB-4.129, Tapis pour utilisation commerciale.
 - .5 CAN/CGSB-25.20, Apprêt pour planchers.
- .4 Carpet and Rug Institute (CRI)
 - .1 CRI-104, Standard Installation of Commercial Carpet.
 - .2 IAQ Carpet Testing Program.
- .5 Association nationale des revêtements de sol (ANRS)
 - .1 Floor Covering Specification Manual.
- .6 Laboratoires des assureurs du Canada (ULC)
 - .1 CAN/ULC-S102, Caractéristiques de combustion superficielle des matériaux de construction et des assemblages.
 - .2 CAN/ULC-S102.2, Caractéristiques de combustion superficielle des revêtements de sol et des divers matériaux et assemblages.

**1.4
Technical data sheet and
samples**

- 1. Submit technical data sheet as required by section 01 33 00 – Submittal procedures.
- 2. Technical data sheet must be submitted for each proposed reparation product, adhesive and type of carpet, underlay and protection coating.
- 3. Provide two (2) carpet tile samples, full size, and two (2) wall base samples, 300mm long.

**1.5
Guarantee**

- 1. Provide a written document signed and given in the name of the ministerial representative, guarantying carpet installation for a period of five (5) ears, starting at date of provisory approval of works and prescriptions for additional general conditions.

PART 2 - PRODUCTS

**2.1
Carpet**

- 1. Carpet tiles:

The carpet is a special order. Assembly has been approved by the manufacturer, by Mrs. Josée Brassard. Floor finish corresponds to the following specifications:

 - a. Company : LEES
 - b. Strike-off no : 50311-G850

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- c. Gauge : 1/12 SPG SERVO PATTERN
- d. Tufted Wt : 24.00 oz
- e. Step : None
- f. Job Name : Canadian Office Agency
- g. Yarn : Lumena
- h. Sales rep : Pierre Brunet

2. Replacement material :

Provide a fix amount of **1300 square meters** of carpet tiles. Hand to ministerial representative leftovers of this surface for replacement material.

- a. Material and additional material must come from the same production batch as the installed material.
- b. Carpet wrap and adhesive bucket must be properly identified.
- c. Put extra tiles on handling skid according to manufacturer's maximum quantity recommendation.
- d. Skid must be properly wrapped for safe handling.
- e. Extra carpet must be delivered at the end of all work to avoid obstruction of site. Store where indicated by ministerial representative.

3.

**2.2
Adhesive**

- 1. Adhesive: as recommended by carpet manufacturer. In addition to standard compliance, the adhesive must be 0 VOC.

**2.3
Wall base**

- 1. Resilient wall base: continuous, leaning on floor covering, with site molded ends and angles as per manufacturer recommendations.
- 2. Rubber cove base, 100mm high, 3mm thick such as **DC-XX-4** from **Johnsonite**.
- 3. Color: Burnt Umber #63

**2.4
Accessories**

- 1. Primer for concrete floor: as per ONGC 25-GP-20M standard, type 1.
- 2. Rapid hardening repair mortar: rapid hardening, early strength gaining, cementitious mortar such as **SikaQuick 1000** from **Sika**
- 3. Self leveling: one component, cement base and modified with polymers such as Level **SkimCoat CA** from **Sika**
- 4. Sill nosing: aluminum, choice to ministerial representative.

PART 3 - WORK

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**3.1
General**

1. Here under described works must be realized in sequences so demolition, surface preparation and finish installation is done in one work shift.
2. Clean floor and prepare mechanically to eliminate all contaminant, as per manufacturer's requirements.
3. Resurface and level slate with self leveling mortar.
4. Supports must be inspected to determine required intervention to get them appropriate for carpet installation. Fill cracks that are 1/8" and flatten bumps that are more then 1/16" with an appropriate and compatible polymer patching and smoothing coating.
5. All concrete supports must be dry, hardened and clean.
6. Install carpet tiles as per manufacturer documentation when finishing work are completed.
7. Once work is done, finish installation to ensure a smooth surface wearing, without badly concealed joints, fraying or other defects.
8. In every area to be covered, use carpet coming from one and only tint lot and ensure harmony in color, motif and texture.

**3.2
Furniture**

1. Contractor must use furniture lifting method to free floor surface. The technic must be proposed and detailed for approval by ministerial representative before work starts. All the furniture must be move of lifted by the contractor.
2. The lifting method must allow all systems to remain plugged to their source, except for special equipment such as copier and printer. In these cases, equipment will be unplugged by the ministerial representative and moved by contractor.
3. The procedure must allow demolition and installation of the new carpet. The method must be safe.
4. Furniture must be protected to avoid damage. Protection must be provided for lifting and replacement work.

**3.3
Demolition**

1. Remove and dispose existing roll carpet according to general requirements. Without limitation, see section 02 41 00E and 02 42 13E.

**3.4
Preparation of surfaces**

1. Prepare floor as per ONGC 4-GP-156 standard and according to manufacturer documentation.

**3.5
Sill nosing**

1. Install metallic sill nosing to apparent framing edges of carpets and door sills under door median, as indicated on drawings.

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**3.6
Installation of Carpet**

1. Install carpet tiles as per documentation of manufacturer. Adjust carpet well around architectural and mechanical works, around outlets and telephone, pieces of fixed furniture, pieces crossing floor and on edges of rooms, making it take the shape of the depression.
2. Seal with latex around all cuttings.
3. Install carpet on visitor's trap cover plates. Respect motifs and direction of velour. Direction and motifs must be approved by ministerial representative when sample is being put in place.

**3.7
Installation of wall base**

1. Install wall base so there is as less joints as possible.
2. Clean substrate and prime with one adhesive layer.
3. Apply adhesive to wall base back side.
4. Carefully position the wall base on the wall surface and roll with a 3kg hand roller. Butting joints must be tight and strongly adhered.
5. Cut wall base and adjust to door frame and obstacles. Where door frames are recessed, and angles projecting, pieces must be molded as per manufacturer recommendations.
 - a. Before gluing, put wall base in place to take precise measurements. Mark angles and edges;
 - b. With the proper instrument, make a shallow notch on the back of the wall base to allow the wall edge to fit snuggle into the notch;
 - c. Heat wall base bottom lip with a heat gun (no flames) and shape material according to desired profil.
6. Inside angles, make overlap joints.

**3.8
Protection
Of finished works**

1. Vacuum carpet. Cover circulation areas with protective sheets for carpets. With tape, cover joints and edges of protective sheets to keep them in place.

***** END *****

PART 1 – GENERAL

- 1.1**
Range of work
- .1 Non-exhaustive list:
- .1 Clean existing surfaces to be painted which were damaged by current works (wall base removal).
 - .2 Paint walls and partitions (gypsum and concrete block) which were damaged by current works (wall base removal).
- 1.2**
Reference standards
- .1 Office of general standards of Canada (ONGC).
- .1 CAN/CGSB-1.28, Interior alkyd resin paints for buildings.
 - .2 CAN/CGSB-1.132 Paint for primer coat, zinc chromate, low sensitivity to humidity.
 - .3 CAN/CGSB-1.Aluminum enamel paint with silicone-alkyd resin, resistant to heat.
 - .4 CAN/CGSB-1.146 Cover with epoxy resins paint, cold hardening, bright.
 - .5 CAN/CGSB-1.153 Cover with epoxy resins paint, high garnishing power, bright.
 - .6 CAN/CGSB-1.165 Paint for primer coating with epoxy resins, cold hardening.
 - .7 CGSB 85-GP-14M Painting of steel surfaces exposed to normal dry atmosphere.
 - .8 CGSB 85-GP-16M, Painting of galvanized steel.
 - .9 CAN/CGSB-85.100, Painting.
- .2 Steel Structures Painting Council (SSPC).
- .1 Systems and Specifications Manual, 1989.
- .3 Architectural Painting Specifications Manual, Master Painters Institute (MPI).
- 1.3**
Condition for beginning work
- .1 Do not apply paint where work emitting dust is being done.
- 1.4**
Maintenance material
- .1 Deliver one gallon of each tint and finish used for interior wall surfaces.
- .2 Use replacement material coming from the same production lot of material used for works.
- .3 Colors and tints:
- .1 All colors, intensity of tones and tints will be chosen by ministerial representative during the course of the work.
 - .2 Where many coats are applied, the second last coat of paint will be of the chosen color and submitted for approval by ministerial representative that reserve the right to change or modify their choice during the course of the works.
 - .3 Many colors will be used.

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**1.5
Inspection of rooms surfaces
to be painted**

- .1 Rooms will be thoroughly swept to remove any dust. Concrete work must have been finished for at least thirty (30) days. Masonry work must be completed and dry enough.
- .2 Surfaces will be suitably finished, clean, dry, with regular appearance and texture and without defects.
- .3 Unless reserves were made beforehand by ministerial representative and/or the contractor, the beginning of work means implicit approval of conditions and of the state of surfaces on which work is to be done. The paint contractor will be held responsible for the quality and the condition of finish, if not of first quality.

**1.6
Climatic conditions**

- .1 No paint, tint or preservative will be applied when temperature is inferior to 10°C inside.

**1.7
General protection**

- .1 Paint contractor will protect work against humidity or damage by whatever cause. Also protect adjacent works from any damage caused by workers, materials, tools or equipment used to do the work. Assume responsibility for adequate protection of works against any eventual damage caused by the execution of works related to this division or others.
- .2 Paint contractor must repair all damage, without cost to the ministerial representative and to the satisfaction of ministerial representative. If, in his opinion, these damages cannot be properly repaired, damaged work will be replaced at the cost of paint contractor.

PART 2 – PRODUCTS

**2.1
Materials**

- .1 Approved materials: to do present works, use only paint material from list of approved products given by OGSC. (O.N.G.C).
- .2 Use paint material as per O.N.G.C standard, mentioned on the list of paint systems for finish.
- .3 Material from each paint system must come from one manufacturer only.
- .4 On surfaces: one (1) primer coating and two (2) finish coatings, unless told otherwise.

PART 3 – WORK

**3.1
Surfaces preparation**

- .1 Application of paint must not start before surfaces are properly prepared. All surfaces must be solid, dry, and clean without dirt, dust, grease, rust, mortar projections, salts and foreign matters susceptible of compromising the good appearance of paint coatings.
- .2 Prepare existing doors and frames in the following way:
 - .1 Wash surfaces with a multi-purpose oxygen active cleaner as No 771-136 from

Sico.

.2 Sand surfaces to attenuate glossiness.

.3 Prepare plaster and plasterboard surfaces, as per ONGC 85-GP-33M standard. Fill small cracks with smoothing product.

Wash all gypsum surfaces with a multi-purpose oxygen active cleaner as No 771-136 from Sico. Sand all gypsum surfaces apply a primer as No 870-177 from Sico. Sand thereafter and dust between each coat of paint.

**3.2
Application**

.1 Sand and dust between applications of each coat of paint to correct defects visible at a distance of 1,5m.

.2 Coordinate with contractor paint work, including methods of applications and periods to do the work.

**3.3
Latex base interior finish**

.1 **System for gypsum walls**

.1 New surfaces: Apply a coat of latex sealing primer as per ONGC 1-GP-1.119 standard such as SICO EXPERT 870-130 product.

.2 Apply two (2) coats of latex paint 100% acrylic, platinum finish as per ONGC 1-GP-1.209 standard such as SICO EXPERT product, series 874.

.2 **System for doors and steel frames and primed ferrous metal:**

.1 Apply two (2) layers of acrylic paint, eggshell finish, with 0 COV such as S-37 Metalmax from Rust-Oleum. Application must be perfectly uniform and executed with air atomised spray.

.2 **Compatibility test must be done between products (existing and new) before work execution.**

***** END *****