

## **PART 1 - GENERAL**

### **1.1 GENERAL REQUIREMENTS**

- .1 Be aware of security regulations pertaining to control and movement of construction personnel which are in force inside the Northwest Atlantic Fisheries building, and of the special rules applicable to working in the vicinity of the PWGSC operations. It is the Contractor's responsibility to become familiar with and abide by such rules and regulations. Obtain such directives through the Departmental Representative.
  - .1 The Departmental representative will coordinate a pre-construction meeting between Contractor, Facility Management and Security Personnel.
- .2 Brief all workers and sub-contractors in respect of the security regulations and ensure that they abide by all the rules and directives.
- .3 Any infraction of site security on the part of the Contractor, members of work force or any Subcontractor in his employ, could result in:
  - .1 A fine, to a maximum of \$1,000.00, being levied against the General Contractor.
  - .2 Demand immediate removal of offending party from the site.

### **1.2 PERSONNEL**

- .1 The Departmental Representative will obtain and pay for the services of security personnel, employed by the Canadian Corps of Commissionaires to provide security supervision inside the NAFC during the work of this contract.
  - .2 Commissionaire to also provide escort function between approved entrance door and to work area.
  - .3 Commissionaire shall report directly to the Departmental Representative. All workers shall follow security directives given by Commissionaire.
  - .4 The Departmental Representative will have the authority to ensure that a minimum of one commissionaire is present at site, however provide additional commissionaires when required to perform supervision or escort function as may be needed due to Contractor's work operations in order that no worker is left unsupervised on inside building.
  - .5 Commissionaire must stay within the actual construction area for the entire work shift, including time periods before and after while workers are still on the premises, and provide surveillance of all workers ensuring that security rules and
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requirements are obeyed and to limit movement to approved work areas.

- .6 The contractor is responsible to provide Commissionaire with approved safety hard hat, safety footwear and other personnel protective equipment appropriate to work in accordance with applicable Occupational Health and Safety requirements specified.

### 1.3 **SECURITY PASSES**

- .1 Visitor Tags are required for all personnel requiring access inside the building beyond the main public lobby. Such tags will be made available on application to the Security Personnel. All personnel shall sign in and out at the main lobby each day.
- .2 All persons while on site, must wear the ID tag issued to him regardless of daytime or nighttime work hours.
- .3 The Contractor is responsible to obtain visitor tags before work commences, including those required by his Subcontractors, and to continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work.
- .4 For the duration of this contract, anyone not in possession of the visitor tag will not be allowed access on site.
- .5 At end of project, return to Departmental Representative all tags issued to workers and to subcontractors.
- .6 Immediately report any lost, stolen or destroyed passes through the Departmental Representative to the Building's Security Personnel Manager.

### 1.4 **SECURITY CONTROL LIST**

- .1 Provide a list of employee names from workforce and from sub-contractor who will be present at site during the course of work.
  - .2 List to include names, addresses and telephone number of all persons.
  - .3 Ensure commissionaire, employed by Contractor keeps list on site at all times.
  - .4 Submit copy to Departmental Representative and make list available to Building Security.
  - .5 Update list as work progresses.
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- .6 Ensure that each worker can provide proof of identity upon demand, when requested by Security Personnel or by Facility Management.
- .7 Contractor's security personnel shall not allow access onto site of persons not identified on security control list.

## **1.5 NAFC BUILDING ACCESS**

- .1 Keys and door security access cards necessary for access to restricted areas may be issued at the discretion of Security Personnel. Follow all instructions in regards to use, care and disposition of all keys and access cards so issued.
- .2 Keys and security access cards given to the Commissionaire for his sole possession, as determined by Departmental Representative, shall not under any circumstances be given to any worker or sub-contractor.
- .3 Do not, under any circumstances, make or allow workers to make duplicates of keys issued.
- .4 At end of project, return to Departmental Representative all keys and access cards issued.
- .5 Immediately report to Departmental Representative any lost, stolen or destroyed keys and door security access cards.

## **1.6 SITE SECURITY**

- .1 Where work of this contract required use of a permanently locked door, it is Contractor's responsibility to ensure that door is unlocked and locked after each use or provide a competent security guard, posted at door, when door must remain open for an elongated period of time during a particular workshift.
  - .2 Notify Building Security when security doors will be used and stringently follow all directives to ensure building security is effectively maintained.
  - .3 Where work of this contract results in removal of doors or walls (providing security to the exterior or between spaces and suites), erect temporary security hoarding over openings constructed in such a way to provide the same degree of security as doors/walls removed.
  - .4 When work must be carried out during "off-hours", notify Departmental Representative a minimum of 48 hours in advance and follow all directives regarding access and the circulation of workers. provide notice as soon as possible in order to minimize the impact on Building Security and Tenant operations.
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- .5 The following work shall be performed during Off-hours:
  - .1 Any work undertaken in the corridor.
  - .2 Asbestos removal inside NAFC.
  - .3 Erection and dismantling of dust barriers, hoarding or other protective devices to separate areas of Facility occupied and under use by public and tenants from work areas.
  - .4 Asbestos abatement.
  - .5 Demolition of any masonry or concrete inside building.
  - .6 All work involving saw cutting or boring of openings through masonry and concrete walls, floors, ceilings or roof of NAFC.
  - .7 Removal of demolition debris from the building (including cleaning of premises).
  - .8 Cleaning and preparing of occupied areas for daytime use by tenants immediately following an off-hour work shift.
  - .9 Work within a tenant occupied area including corridors, stairwells and other circulation routes under use.
  - .10 Work which requires the temporary disconnection of power and communication services to occupied areas.
  - .11 Testing of fire alarms and other emergency annunciating system.
  - .12 Delivery of materials and equipment from exterior to the interior of building when access routes are located in tenant occupied spaces.
  - .13 Work which creates excessive noise or vibration creating interference with tenant operations.
- .6 Off Hours: for the purposes of this contract, "off-hours" are defined as follows:
  - .1 Weeknight hours: between the hours of 18:00 and 07:00 for each weekday Monday to Thursday inclusive.
  - .2 Weekend hours: between the hours of 18:00 Friday evening to 07:00 Monday morning.
  - .3 Dependent on the nature and location of the construction activity, the day of the week and the time of the year, "off-hours" could be subject to redefinition to start or end at adjusted time periods. Scheduling of "off-hours" work will be subject to approval by the Departmental Representative.

## **PART 2 - PRODUCTS**

Not applicable

## **PART 3 - EXECUTION**

Not applicable