

1 **GENERAL**

1.1 **SUBMITTALS**

- .1 Submittals: in accordance with Section 01 00 10 – General Instructions.
- .2 Shop drawings to show:
 - .1 Mounting arrangements.
 - .2 Operating and maintenance clearances.
- .3 Shop drawings and product data accompanied by:
 - .1 Detailed drawings of bases, supports, and anchor bolts.
 - .2 Acoustical sound power data, where applicable.
 - .3 Points of operation on performance curves.
 - .4 Manufacturer to certify current model production.
 - .5 Certification of compliance to applicable codes.
- .4 In addition to transmittal letter referred to in Section 01 00 10 – General Instructions: use MCAC "Shop Drawing Submittal Title Sheet". Identify section and paragraph number.
- .5 Closeout Submittals:
 - .1 Provide operation and maintenance data for incorporation into manual specified in Section 01 00 10 – General Instructions.
 - .2 Operation and maintenance manual approved by, and final copies deposited with, Departmental Representative before final inspection.
 - .3 Operation data to include:
 - .1 Control schematics for systems including environmental controls.
 - .2 Description of systems and their controls.
 - .3 Description of operation of systems at various loads together with reset schedules and seasonal variances.
 - .4 Operation instruction for systems and component.
 - .5 Description of actions to be taken in event of equipment failure.
 - .6 Valves schedule and flow diagram.
 - .7 Colour coding chart.
 - .4 Maintenance data to include:
 - .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
 - .2 Data to include schedules of tasks, frequency, tools required and task time.
 - .5 Performance data to include:
 - .1 Equipment manufacturer's performance datasheets with point of operation as left after commissioning is complete.
 - .2 Equipment performance verification test results.
 - .3 Special performance data as specified.
 - .4 Testing, adjusting and balancing reports as specified in Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.

- .6 Approvals:
 - .1 Submit 2 copies of draft Operation and Maintenance Manual to Departmental Representative for approval. Submission of individual data will not be accepted unless directed by Departmental Representative.
 - .2 Make changes as required and re-submit as directed by Departmental Representative.
- .7 Additional data:
 - .1 Prepare and insert into operation and maintenance manual additional data when need for it becomes apparent during specified demonstrations and instructions.
- .8 Site records:
 - .1 Departmental Representative will provide 1 set of reproducible mechanical drawings. Provide sets of white prints as required for each phase of work. Mark changes as work progresses and as changes occur. Include changes to existing mechanical systems, control systems and low voltage control wiring.
 - .2 Transfer information weekly to reproducibles, revising reproducibles to show work as actually installed.
 - .3 Use different colour waterproof ink for each service.
 - .4 Make available for reference purposes and inspection.
- .9 As-built drawings:
 - .1 Prior to start of Testing, Adjusting and Balancing for HVAC, finalize production of as-built drawings.
 - .2 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: - "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL SYSTEMS AS INSTALLED" (Signature of Contractor) (date).
 - .3 Submit to Departmental Representative for approval and make corrections as directed.
 - .4 Perform testing, adjusting and balancing for HVAC using as-built drawings.
 - .5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
- .10 Submit copies of as-built drawings for inclusion in final TAB report.

1.2 **QUALITY ASSURANCE**

- .1 Quality Assurance: in accordance with Section 01 00 10 – General Instructions.
- .2 Health and Safety Requirements: do construction occupational health and safety in accordance with Section 01 35 29. 06 - Health and Safety Requirements.
- .3 Pressure Testing: do pressure tests on piping to 860 kPa or 1.5 times system pressure, whichever is highest, for 24 hours prior to system start up and insulation. Make good any deficiencies found and retest as necessary, until acceptance by Departmental Representative.

2 **EXECUTION**

3 **EXECUTION**

3.1 **CLEANING**

- .1 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and air handling units.

3.2 **PROTECTION**

- .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.