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# **SPECIFICATIONS**

**For**

**BUILDING RENOVATION**

**at**

**OTTAWA LOCKSTATION**

**RIDEAU CANAL  
NATIONAL HISTORIC SITE  
Smiths Falls, Ontario  
PARKS CANADA**

**January 14, 2014**



**Parks  
Canada**   **Parcs  
Canada**

**Canada**

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## PART 1 - GENERAL

### 1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises renovation of the Lock Control Building, located at the Ottawa Lock Station; 1 Canal Lane, Ottawa, Ontario.

### 1.2 CONTRACTOR USE OF PREMISES

- .1 Un-restricted use of building is available until Substantial Performance.
- .2 Limit use of premises for Washroom Room is permitted, contractor to allow for:
  - .1 Owner occupancy..
- .3 Co-ordinate use of premises under direction of Departmental Representative.
- .4 Contractor responsible to keep premisses clean.

### 1.3 EXISTING SERVICES

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

### 1.4 DOCUMENTS REQUIRED

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

## PART 1 - GENERAL

### 1.1 ACCESS AND EGRESS

- .1 Construct and maintain temporary "access to" and "egress from" work areas, including, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

### 1.2 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of site. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Building sanitary facilities will be available for use by Contractor's personnel. Keep facilities clean.

### 1.3 EXISTING SERVICES

- .1 Notify, Departmental Representative Engineer and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Provide for personnel pedestrian and vehicular traffic.
- .4 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

### 1.4 SPECIAL REQUIREMENTS

- .1 Carry out noise generating Work Monday to Friday from 7:30am to 5:30pm.
  - .2 Submit schedule in form of Bar (GANTT) Chart.
  - .3 Ensure that Contractor personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
  - .4 Keep within limits of work and avenues of ingress and egress.
  - .5 Ingress and egress of Contractor vehicles at site is not limited.
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1.5 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not allowed inside the building.

## PART 1 - GENERAL

### 1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting 2 days in advance of meeting date to Departmental Representative.
- .4 Preside at meetings.
- .5 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

### 1.2 PRECONSTRUCTION MEETING

- .1 Within 2 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
  - .2 Departmental Representative, Contractor, major Subcontractors, will be in attendance.
  - .3 Establish time and location of meeting and notify parties concerned minimum 2 days before meeting.
  - .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
  - .5 Agenda to include:
    - .1 Appointment of official representative of participants in the Work.
    - .2 Schedule of Work: in accordance with Bar (GANTT) Chart.
    - .3 Schedule of submission of shop drawings, Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
    - .4 Delivery schedule of specified equipment.
    - .5 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
    - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
    - .7 Monthly progress claims, administrative procedures, photographs, hold backs.
    - .8 Insurances, transcript of policies.
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### 1.3 PROGRESS MEETINGS

- .1 During course of Work prior to project completion, schedule progress meetings weekly.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum 2 days prior to meetings.
- .4 Agenda to include the following:
  - .1 Review of Work progress since previous meeting.
  - .2 Field observations, problems, conflicts.
  - .3 Problems which impede construction schedule.
  - .4 Review of off-site fabrication delivery schedules.
  - .5 Corrective measures and procedures to regain projected schedule.
  - .6 Revision to construction schedule.
  - .7 Progress schedule, during succeeding work period.
  - .8 Review submittal schedules: expedite as required.
  - .9 Maintenance of quality standards.
  - .10 Review proposed changes for affect on construction schedule and on completion date.
  - .11 Other business.



## PART 1 - GENERAL

### 1.1 ADMINISTRATIVE

- .1 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .4 Verify field measurements and affected adjacent Work are co-ordinated.
- .5 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .6 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .7 Keep one reviewed copy of each submission on site.

### 1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
  - .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
  - .3 Allow 2 days for Departmental Representative's review of each submission.
  - .4 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
  - .5 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
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- .6 Submit 3 prints or 1 electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .7 Delete information not applicable to project.
- .8 Supplement standard information to provide details applicable to project.
- .9 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .10 The review of shop drawings by Parks Canada is for sole purpose of ascertaining conformance with general concept.
  - .1 This review shall not mean that Parks Canada approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
  - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

## PART 1 - GENERAL

### 1.1 SECTION INCLUDES

- .1 Health and safety considerations required to ensure that Parks Canada shows due diligence towards health and safety on construction sites, and meets the requirements laid out in Parks Canada - Occupational Health and Safety Policy.

### 1.2 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Ontario
  - .1 Occupational Health and Safety Act, R.S.O. 1990 Updated 2005.

### 1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
  - .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
    - .1 Results of site specific safety hazard assessment.
    - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
    - .3 Parks Canada Health and Safety Attestation.
  - .3 Submit copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative and or authority having jurisdiction, weekly.
  - .4 Submit copies of reports or directions issued by Federal, or Provincial health and safety inspectors.
  - .5 Submit copies of incident and accident reports.
  - .6 Submit WHMIS MSDS - Material Safety Data Sheets.
  - .7 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 2 days after receipt of comments from Departmental Representative.
  - .8 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
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- .9 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

#### 1.4 FILING OF NOTICE

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

#### 1.5 SAFETY ASSESSMENT

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

#### 1.6 MEETINGS

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

#### 1.7 GENERAL REQUIREMENTS

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

#### 1.8 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

#### 1.9 COMPLIANCE REQUIREMENTS

- .1 Comply with Ontario Health and Safety Act, R.S.O.
  - .2 Comply with Canada Labour Code Part II, Canada Occupational Safety and Health Regulations.
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#### 1.10 UNFORSEEN HAZARDS

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

#### 1.11 POSTING OF DOCUMENTS

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

#### 1.12 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

#### 1.13 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices and fastening tools in conformance with the Occupational Health and Safety Act and Regulations for Construction Projects. O.Reg. 145/00, S.30.

#### 1.14 WORK STOPPAGE

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

## PART 1 - GENERAL

### 1.1 INSPECTION

- .1 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4 Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Contractor shall pay cost of examination and replacement.

### 1.2 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

### 1.3 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

### 1.4 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
  - .2 Make good other Contractor's work damaged by such removals or replacements promptly.
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- .3 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be by determined Departmental Representative.

#### 1.5 REPORTS

- .1 Submit 3 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested manufacturer or fabricator of material being inspected or tested.

## PART 1 - GENERAL

### 1.1 INSTALLATION AND REMOVAL

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

### 1.2 WATER SUPPLY

- .1 Departmental Representative will provide continuous supply of water for construction use.

### 1.3 TEMPORARY HEATING AND VENTILATION

- .1 Ventilating:
  - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
  - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
  - .3 Ventilate storage spaces containing hazardous or volatile materials.
  - .4 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .2 Departmental representative will provide heat to building. The existing building heating system is to be used but is the responsibility of the contractor to maintain desired temperature, maintain system and prevent building from freezing.
- .3 Maintain strict supervision of operation of heating and ventilating equipment to:
  - .1 Conform with applicable codes and standards.
  - .2 Enforce safe practices.
  - .3 Prevent abuse of services.
  - .4 Prevent damage to finishes.
  - .5 Vent direct-fired combustion units to outside.
- .4 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

### 1.4 TEMPORARY POWER AND LIGHT

- .1 Maximum power supply of 100 kVA, at 120 V, 3 phase, 60 Hz is available and will be provided for construction use at no cost. Connect to existing power supply in accordance with Canadian Electrical Code.
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1.5 TEMPORARY COMMUNICATION FACILITIES

- .1 Provide and pay cellular communication necessary for own use.

1.6 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

## PART 1 - GENERAL

### 1.1 REFERENCES

- .1 CAN/CSA-S269.2-M1987(R2003), Access Scaffolding for Construction Purposes.
  - .1 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.

### 1.2 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

### 1.3 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be used by Contractor, avenues of ingress/egress to area.
- .2 Indicate use of supplemental or other staging area.
- .3 Provide construction facilities in order to execute work expeditiously.
- .4 Remove from site all such work after use.

### 1.4 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2.
- .2 Provide and maintain scaffolding ladders platforms.

### 1.5 HOISTING

- .1 Provide, operate and maintain hoists cranes required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for their use of hoists.
- .2 Hoists and cranes to be operated by qualified operator.

### 1.6 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
  - .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.
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### 1.7 CONSTRUCTION PARKING

- .1 Parking will be permitted on site provided it does not disrupt operation of site.
- .2 Provide and maintain adequate access to project site.

### 1.8 OFFICES

- .1 Office space is not required.
- .2 Provide marked and fully stocked first-aid case in a readily available location.

### 1.9 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof tool boxes for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in indoors on site in manner to cause least interference with work activities or operation of site.

### 1.10 SANITARY FACILITIES

- .1 Existing sanitary facilities are available for work force.

### 1.11 CONSTRUCTION SIGNAGE

- .1 No other signs or advertisements, other than warning signs, are permitted on site.

### 1.12 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Provide access and temporary roads as necessary to maintain traffic.
- .2 Protect travelling public from damage to person and property.
- .3 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.

### 1.13 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site. regularly
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.

## PART 1 - GENERAL

### 1.1 INSTALLATION AND REMOVAL

- .1 Provide temporary controls in order to execute Work expeditiously.
- .2 Remove from site all such work after use.

### 1.2 HOARDING

- .1 Erect temporary site enclosures if deemed necessary by contractor using 38 x 89 mm construction grade lumber framing at 600 mm centres and 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121.
- .2 Apply plywood panels vertically as indicated flush and butt jointed.
- .3 Provide one lockable truck entrance gate and at least one pedestrian door as directed and conforming to applicable traffic restrictions on adjacent streets. Equip gates with locks and keys.
- .4 Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

### 1.3 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

### 1.4 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

### 1.5 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse, recycling, or disposal and dispose at licenced facility.

## PART 1 - GENERAL

### 1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
- .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Dispose of waste materials and debris at designated dumping areas off site.

### 1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris including that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris including that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of at licenced disposal facility. Do not burn waste materials on site.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

### 1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse, recycling or disposal in accordance with Section 01 74 21.

## PART 1 - GENERAL

### 1.1 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste volatile materials mineral spirits oil paint thinner etc. into waterways, storm, or sanitary sewers.
- .3 Remove materials from construction as construction work progresses.

### 1.2 CLEANING

- .1 Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.
- .2 Clean-up work area as work progresses.
- .3 Source separate materials to be reused/recycled into specified sort areas.

### 1.3 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT

- .1 Government Chief Responsibility for the Environment:

Province    Address    General    Fax  
Inquires

Ontario Ministry of Environment and Energy,  
135 St. Clair Avenue West Toronto  
ON M4V 1P5  
Tel: 416-323-4321 (1 800-323-4682)  
Fax: 416-323-4682