

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 one (1) definite copy of maintenance and operation manuals to the ministerial representative in addition to a digital version of those documents. Files must be in PDF format and organized according to the folders' structure provided by ministerial representative.
  - .6 In addition to information written in this present section, refer to Ministerial representative (in engineering and other specialties) 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 The digital version will be handed on a DVD disc.
  - .4 When multiple binders are needed, regroup data according to a logic order. Clearly indicate content of each binder on the spine.
  - .5 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.
  - .6 Organize the contents per section numbers of the tender and the order as they appear on the table of content.
  - .7 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.
  - .8 The text must be printed or be typed data from the manufacturer.
  - .9 Fit the drawings with a reinforced perforated tab. Insert in the binder and fold large drawings according to format of the text pages.

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 45.
    - .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 Divide binders by specialty: architecture, structure, exterior layout, mechanic, electricity, etc.
  - .8 Refer to contract documents of all disciplines of the Ministerial representative.
  - .9 Administrative information: Include the following information:
    - .1 Certificate of compliance to the law and regulations pertaining to economy of energy;
    - .2 Certificate of compliance given by the Workmen Health and Safety Commission;
    - .3 Certificate of company in order with the Quebec Construction Commission.;
    - .4 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.
    - .5 Receipts from subcontractors and suppliers;
    - .6 Lift and other raising appliance inspection report by the Building Control Board;

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- .7 Guarantee asked for each sections;
- .8 Acknowledgment of receipt must be given by the ministerial representative for all keys, all keys for boxes and other components given directly to the ministerial representative;
- .9 A list of paint products and color used;
- .10 Maintenance instruction for surfaces and requested materials.

- .10 Shop drawings:
  - .1 Separately bind a complete set of definite revised shop drawings and technical data;
- .11 List of special tools provided by the ministerial representative;
- .12 List of spare parts to give to the ministerial representative;
- .13 Inventory of replacement material given to the ministerial representative with acknowledgment of receipt of these products;
- .14 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.
  - .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. Materiel and systems

- .1 For each piece of material and each system:
  - .1 Give description of appliance or of system for each component piece;
  - .2 Indicate its function, normal operation characteristics and limits;
  - .3 Give characteristic curves with technical data and results of tests;
  - .4 Give complete list and commercial number for pieces that could be replaced.
- .2 Provide lists of supply circuits for distribution panels, with indication of electrical characteristics, command and telecommunication circuits.
- .3 Provide outline of color coded cables for installed material.
- .4 Operation methods: Indicate instructions and sequences for starting, breaking in and normal operation; adjustment, control, stop, out of order and for help; summer and winter operation and for any other particular instruction.
- .5 Maintenance: Provide instructions pertaining to regular maintenance and search of breakdown and instruction related to dismantling, repair and reassembly. Give instruction for alignment, tuning, balancing and how to check some components and

some networks.

- .6 Provide maintenance schedule for lubrication and a list of necessary lubricant.
- .7 Provide written instructions from manufacturer concerning operation and maintenance of components.
- .8 Provide sequential description of prepared operations by various appliance manufacturers and for control/ adjustment devices.
- .9 Provide a list of original manufacturer's pieces, illustrations, drawings and mounting outline necessary for maintenance.
- .10 Provide outlines of controls/adjustments for appliances installed and prepared by different manufacturer.
- .11 Provide coordination drawings from Contractor and color coded outline for installed piping.
- .12 Provide a list of labeling numbers for faucets, with position indication for each appliance. Refer to control and principle outlines.
- .13 Provide a list of spare parts from original manufacturer with indication of current prices and quality recommended to keep in stock.
- .14 Provide test reports for balancing prescribed in Ministerial representative's documents.
- .15 Additional requirements: according to requirements of various technical sections in the tender.

#### 8. 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.

#### 9. Replacement parts

- .1 Provide spare parts according to quantity requirements in various technical sections of the tender.
- .2 Provided spare parts must come from the same manufacturer and be of the same quality as of incorporated components.
- .3 Deliver and store spare parts in selected area.
- .4 Receive and take inventory of every spare part, then submit the inventory list to the Ministerial representative. Insert the approved list in maintenance manual.

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|  | .5 | Write the following information:  |
|  | .1 | Number of spare parts;  |
|  | .2 | Equipment of system for which parts are used;   |
|  | .3 | Instruction concerning their installation;  |
|  | .4 | Name and address of closest manufacturer.   |
|  | .6 | Keep a receipt for all parts delivered and submit it before final payment.  |
| <b>10.<br/>Replacement<br/>Materials/Material</b>  | .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.   |
| <b>11.<br/>Special tools</b>                       | .1 | Provide special tools according to prescribed quantities in various technical sections of the tender.   |
|  | .2 | Tool must bear a label stating its function and material where they are met to be used.   |
|  | .3 | Deliver and store special tools where indicated.  |
|  | .4 | Receive and take inventory of special tools, then submit inventory list to the Ministerial representative. Insert approved list in maintenance manual.                    |
| <b>12.<br/>Storage handling and<br/>protection</b> | .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.   |
|  | .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.                |
| <b>13.<br/>Guarantees and bonds</b>                | .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.

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