

DONNACONA INSTITUTION

1537 Hwy 138, Donnacona, Quebec G3M 1C9
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PORT-CARTIER INSTITUTION

Hwy Airport, CP 7070, Port-Cartier (Qc), G5B 2W2

UPGRADING GLAZINGS
IN THE CONTROL POSTS TO CLASS "A"

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PORT-CARTIER INSTITUTION

1 DE 7	Port-Cartier Institution - Implementation Plan	June 2011
2 DE 7	Control post positions B103, D100, C100, H100, E100 et L100	June 2011
3 DE 7	Installation details for control C100	June 2011
4 DE 7	Installation details for control B103	June 2011

5 DE 7	Installation details for control D100	June 2011
6 DE 7	Installation details for control E100 et H100	June 2011
7 DE 7	Installation details for control L	June 2011

DOCUMENT	TITLE	DATE
A	Total width of the glazing (linear metres) per control post	Aout2014

PART 1 General**1.1 REFERENCES**

- .1 National Building Code of Canada (NBC), latest version in effect including all modifications until the bid closing date.

1.2 WORK DESCRIPTION

- .1 The project includes, but is not limited to, the following work. The following list does not negate the Contractor's obligation to fully complete the project according to the trade practises, intentions and general principles, as described further on in this specification and in the drawings.

For each wall section in this project:

1. Remove the retainer moldings and glazing;
2. Separate from the glazing and remove the outside window from each side;
3. Reassemble the glazing by following the directions in section 08 80 50 - Glazing;
4. Reinstall the glazing assembly and stops;
5. Patching.

1.3 SITE INSPECTION BY BIDDERS

- .1 For security reasons at the penitentiary, the site inspection shall be conducted at a set time that will be specified in the tender documents (see the Special Instructions to Bidders - SI03). The meeting place will be the main entrance of the institution concerned. The site visit is mandatory.
- .2 The Contractor shall examine the site and conditions that could have an impact on the work. Submitting a bid indicates that the bidder accepts the conditions.

1.4 SECURITY CONTROL

- .1 All workers shall undergo security screening in order to be granted a security classification as required by the Correctional Service of Canada and Public Works and Government Services Canada.
- .2 Section 01 35 13 provides a detailed description of the procedures involved in the security screening.
- .3 At the start of work, a job-site special meeting will be held with institution representatives to define the instructions governing security and site operation in a correctional environment.

1.5 CODES

- .1 The Contractor shall complete the work in compliance with the National Building Code of Canada (NBC) and all other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter standards shall prevail.
- .2 The work shall be performed in a manner that meets the following requirements:
 - .1 Contract documents.
 - .2 Specified standards and codes, as well as other documents cited as references.

1.6 REQUIRED DOCUMENTS

- .1 A copy of the following documents shall be kept at the job site:
 - .1 Contract documents;

- .2 Specifications;
- .3 Amendments;
- .4 Amended and approved shop drawings;
- .5 Modification orders;
- .6 Other contract amendments;
- .7 Approved work schedule;
- .8 Manufacturer installation and start-up instructions.

1.7 WORK SCHEDULE

- .1 The Contractor shall initiate planning immediately after obtaining approval from the designated CSC representative, upon receiving notice that the contract has been awarded. The work covered by this document, including measures to correct construction deficiencies, must be completed within the schedule specified herein. Failure to comply with the schedule shall be dealt with as provided for in the Public Works and Government Services Canada (PWGSC) standard acquisition clauses and conditions.
- .2 Within five (5) business days after the contract was awarded, submit a work schedule for the various project phases and the completion date, which must be eight (8) weeks after the contract was awarded.
- .3 Within (10) business days of contract award, submit the shop drawings, product data, samples and security screening applications for approval.
- .4 The work sequence is as follows:
 - .1 Start-up meeting and schedule submission, shop drawings, product data, samples and security screening applications for approval;
 - .2 Approval of documents submitted;
 - .3 Work start-up (sequencing and intervention zones based on the Contractor's calendar, as well as the contract documents and site conditions);
 - .4 Submission of maintenance manual and guarantees for approval;
 - .5 Provisional acceptance;
 - .6 Correction of deficiencies;
 - .7 Final approval.
- .5 Within ten (10) business days of contract award, the Contractor shall provide, in a format acceptable to the designated CSC representative, a work schedule indicating:
 - .1 Dates for submitting shop drawings, lists of materials and samples;
 - .2 Delivery dates for the equipment and materials required for the work;
 - .3 Start-up and completion dates for the work described in each section of the specifications;
 - .4 Final completion date with respect to the completion date stipulated in the contract documents.
- .5 Changes in milestones in the submitted schedule shall be at the discretion of the designated CSC representative. The schedule shall be updated by the Contractor with the cooperation and approval of the designated CSC representative.

1.8 ACCEPTANCE OF EQUIVALENCE

- .1 Any Contractor that suggests substitutions or equivalents for the products mentioned in the specifications, plans or other contract clauses must include the product data in its equivalence proposal for approval by the evaluation committee. These products must be of equal or superior quality for the proposal to be accepted.
- .2 The Contractor shall be responsible for providing proof of equivalence. The substitution request must be presented clearly and include all the details required to analyze it properly.

- .3 The main criteria for accepting substitutions are: construction, performance, ease of maintenance and delivery times.

1.9 MEASUREMENTS FOR PAYMENT PURPOSES

- .1 The designated CSC representative must be informed sufficiently in advance before the start of work so that he or she can make the necessary measurements required for payment purposes.

1.10 CONTRACTOR'S USE OF THE SITE

- .1 The institution must remain fully operational during construction. With this end in view, the CSC Project Manager or the institution's head of security can require the Contractor to halt work immediately on a temporary basis to prevent institutional activities from being compromised.
- .2 Use of premises: access limited to the areas defined in the contract documents.
- .3 The Contractor shall perform the work so as to disturb the occupants as little as possible and, to the degree possible, ensure that normal use can be made of the facilities. The Contractor shall reach an agreement with the designated CSC representative before the work starts to facilitate performance of the work.
- .4 Existing services in the buildings must be maintained.
- .5 No vehicle or mobile construction equipment shall remain on institution premises outside of working hours. Please refer to section 01 35 13.

1.11 NOISY ENVIRONMENT AND CELLPHONE USE

- .1 No radios or "boom boxes" shall be tolerated at the job site.
- .2 Using or carrying a cellphone on the institution's premises is prohibited.

1.12 PARKING AT THE SITE

- .1 The Contractor shall restrict parking to those areas authorized by the Institutional Head.

1.13 JOB SITE MEETINGS

- .1 The Contractor shall participate in job site meetings at the times and places approved by the designated CSC representative.
- .2 The designated CSC representative shall organize job-site meetings, inform all participants concerned, set their dates and times, and ensure that minutes are drafted and distributed.

1.14 MODIFICATIONS, ADDITIONS OR RENOVATION OF EXISTING BUILDINGS

- .1 The Contractor shall perform the work so as to disturb the occupants and the public as little as possible and, to the degree possible, ensure that normal use can be made of the facilities. The Contractor shall reach an agreement with the designated CSC representative to facilitate performance of the work.
- .2 Security measures shall not be lowered at any time for the contract work. Take the necessary steps to ensure all the security required.

- .3 When in a building with elevators, lifts or conveyors, use only those reserved for use by the Contractor to move staff and materials inside a building. Before using the elevators, protect the elevator walls by following the designated CSC representative's instructions. Take responsibility for damages, using the equipment safely and overloading the existing materials.
- .4 When the work is performed in an occupied location, provide and install all the protection needed for the property, equipment and finishing, install temporary dust screens, partition walls and warning signs and clean up at the end of each work day.

1.15 SUPPLEMENTAL DRAWINGS

- .1 The designated CSC representative may provide the Contractor with supplemental drawings for clarification. These supplemental drawings shall be considered to have the same meaning and scope as the contract documents.

1.16 RESTRICTIONS RELATED TO TOBACCO USE

- .1 The Contractor shall comply with the restrictions regarding the use of tobacco on Crown property.

1.17 MAINTENANCE MANUAL

- .1 The Contractor shall provide three (3) copies of a maintenance manual with the following items for approval:
- A table of contents;
 - A list of suppliers and their contact information;
 - Signed guarantee letters;
 - Approved shop drawings;
 - Maintenance manuals;
 - As-built drawings.

PART 2 Products (not applicable)

PART 3 EXECUTION (not applicable)

END OF SECTION

PART 1 General**1.1 SECTION CONTENT**

- .1 Shop drawings and product data;
- .2 Samples of work products;
- .3 Certificates and minutes.

1.2 DEFINITIONS

- .1 Definition of the documents and samples to be submitted: documents or items such as shop drawings, manufacturer's instructions as they apply to the project, samples of products and work, on-site and off-site model, logs, certificates, test reports, as-built drawings of the work, manuals, project files, guarantees and other information requested of the Contractor in the contract documents.

1.3 ADMINISTRATIVE CONSIDERATIONS

- .1 Submit the documents and samples required for verification to the designated CSC representative promptly and in orderly sequence to avoid delaying work.
- .2 Do not undertake work for which documents and samples must be submitted until the review is complete.
- .3 The characteristics indicated on the shop drawings, the product data and samples of products and work must be expressed in metric units.
- .4 When components are not produced or manufactured in metric units or when the characteristics are not provided in the International System of Units (SI), converted values are acceptable.
- .5 Review documents and samples prior to submission to the designated CSC representative. During this initial review, the Contractor confirms that the work-related requirements have been or will be determined and verified and that each of the documents and samples submitted has been examined and found to be compliant with the work-related requirements and the contract documents. Documents and samples returned unexamined will be considered rejected. All documents concerning structural elements must be signed and sealed by an engineer.
- .6 Notify the designated CSC representative in writing at the time the documents and samples are submitted, identifying deviations from the requirements of contract documents and stating the reasons for the deviations.
- .7 Verify to ensure field measurements and affected adjacent work are coordinated.
- .8 The designated CSC representative's review of the documents and samples submitted does not, in any way, absolve the Contractor of its responsibility to make complete and accurate submissions.
- .9 Keep one reviewed copy of each submission on site.

1.4 SHOP DRAWINGS AND PRODUCT DATA

- .1 The expression "shop drawings" refers to drawings, diagrams, illustrations, tables, progress or performance graphs, leaflets and other documentation that the Contractor must provide to show in detail a part of the work.
- .2 The shop drawings must indicate the materials to be used and the construction, fastening and anchoring methods to use and they must contain assembly diagrams, connection details, relevant explanatory notes and all other information needed to perform the work. When work or elements are associated or

connected with other work or elements, indicate on the drawings that the instructions were coordinated, regardless of the section whereby the adjacent work or elements will be provided and installed. Refer to the specifications and pre-project drawings.

- .3 Give the designated CSC representative five (5) days to examine and comment if required on each batch of documents submitted.
- .4 Modifications made to the shop drawings by the designated CSC representative are not supposed to affect the contract price. However, if that is the case, advise the designated CSC representative in writing before starting the work. No modifications can be made without written approval from the designated CSC representative.
- .5 Make the changes to the shop drawings requested by the designated CSC representative, in accordance with the requirements of the contract documents. When resubmitting the drawings, inform the designated CSC representative in writing of any changes made in addition to those requested.
- .6 The documents submitted must indicate the following:
 - .1 The preparation and revision dates;
 - .2 The designation and project number;
 - .3 The name and address of the following people:
 - .1 The subcontractor;
 - .2 The Supplier;
 - .3 The manufacturer;
 - .4 The Contractor's stamp, signed by the Contractor's representative, certifying that the documents submitted have been approved, that the measures taken on site have been approved and that everything meets the requirements of the contract documents;
 - .5 the relevant details for the concerned parts of the work;
 - .1 the materials and manufacturing details;
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances;
 - .3 Setting details;
 - .4 Performance characteristics;
 - .5 Reference standards;
 - .6 Relationship to adjacent work .
- .7 Distribute copies of shop drawings and product data once the designated CSC representative has finished the review.
- .8 Submit three (3) printed copies and one electronic copy of the required shop drawings in the technical sections of the specifications, based on the reasonable requirements of the designated CSC representative.
 - .1 Size: 11" X 17" or smaller.
- .9 If no shop drawing is required because a standard manufactured product is being used, submit a print copy and an electronic copy of the product data or manufacturer's documentation required pursuant to the technical sections of the specifications.
- .10 Remove the information that does not apply to the work.
- .11 In addition to the current information, provide any additional details that apply to the work.

- .12 Once the shop drawings have been reviewed by the designated CSC representative and no errors or omissions have been detected or require only minor corrections, the printouts are returned and the shaping and installation work can begin. If the shop drawings are rejected, the annotated copy(ies) are returned and the corrected shop drawings must be re-submitted as indicated before the shaping and installation work can begin.
- .13 The review of shop drawings by the designated CSC representative is limited to verifying the compliance of the shop drawings with the general design of the components indicated. This review does not indicate that the department approves of the detailed draft presented in the shop drawings, which is the responsibility of the Contractor who submits them, and it does not absolve the Contractor of its obligation to submit complete and exact shop drawings and to satisfy all the work requirements and contract documents. Without limiting the generality of the foregoing, the Contractor is responsible for the accuracy of the dimensions confirmed on site, for providing information on shaping methods or construction and installation techniques and for coordinating the work carried out by workers in all trades.

1.5 PRODUCT SAMPLES

- .1 Submit product samples for review, according to the provisions of the technical sections of the specifications. Label the samples with origin, referring the appropriate parties to the contract documents and their intended destination.
- .2 Deliver or give the samples to the designated CSC representative.
- .3 Notify the designated CSC representative in writing at the time of submission of deviations in samples from the requirements of contract documents.
- .4 When the colour, pattern or texture is a criterion, submit the full range of necessary samples.
- .5 The changes made to the samples by the designated CSC representative are not supposed to affect the contract price. However, if that is the case, advise the designated CSC representative in writing before starting the work. No modifications can be made without written approval from the designated CSC representative.
- .6 Make changes to the samples, which the designated CSC representative may request, consistent with the requirements of the contract documents.
- .7 Reviewed and accepted samples will become the standard of workmanship and material against which finished and installed work will be verified.

1.6 WORK SAMPLES

- .1 Prepare the work samples specifically required in the specifications. The requirements of this section apply to all sections of the specifications in which work samples are required.
- .2 Construct the work samples at the various sites designated in the section in question.
- .3 Prepare the work samples for review by the designated CSC representative within a reasonable timeframe and in the predetermined sequence to avoid delaying the work.
- .4 A delay in preparing work samples is not a sufficient reason to obtain an extension on the work completion date and no request in that regard will be accepted.
- .5 If necessary, the designated CSC representative will help the Contractor establish a work sample preparation schedule.
- .6 The work samples may be part of the finished work.

PART 2 **Products** **(not applicable)**

PART 3 **Execution** **(not applicable)**

END OF SECTION

PART 1 General**1.1 PURPOSE**

- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the institution is maintained at all times.

1.2 DEFINITIONS

.1 Contraband means:

- .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
.2 A weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization;
.3 An explosive or a bomb or a component thereof;
.4 Currency over the applicable prescribed limit of \$25; and
.5 Any item not described in the preceding paragraphs that could jeopardize the security of the penitentiary or the safety of persons.

.2 Unauthorized smoking items means:

- .1 all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette-making machines, matches and lighters, which are considered unauthorized items.

.3 Commercial vehicle means:

- .1 any motor vehicle used for the shipment of material, equipment and tools required for the construction project;

.4 CSC means:

- .1 Correctional Service Canada

.5 Warden means:

- .1 Warden of the Institution as applicable or their representative.

.6 Construction employees means:

- .1 persons working for the general contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.

.7 Designated CSC representative means:

- .1 the project manager of Correctional Service Canada.

.8 Perimeter means:

- .1 the secure fenced or walled area of the institution that restrains the movement of inmates.

.9 Construction zone means:

- .1 the area as shown on the contract documents where the contractor will be allowed to work.

1.3 PRELIMINARY PROCEEDINGS

- .1 Prior to the commencement of work, the Contractor shall meet with the Warden or the Warden's representative to:

- .1 Discuss the nature and extent of all activities involved in the project;
 - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
- .2 The contractor shall:
- .1 Ensure that all construction employees are aware of the CSC security requirements;
 - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site;
 - .3 Co-operate with institutional staff to ensure that security requirements are observed by all construction employees.

1.4 CONSTRUCTION EMPLOYEES

- .1 The contractor must submit to the Warden a list of the names and birth dates of all employees to be employed on the construction site and a security clearance form for each employee.
- .2 Allow up to ten (10) days for processing of security clearance requests. Employees will not be admitted to the Institution without a valid security clearance and a recent picture identification card, such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at the institution where the project is taking place.
- .3 The Warden may require that facial photographs be taken of construction employees and these photographs may be displayed at appropriate locations in the institution or entered into a database for identification purposes. The Warden may also require that photo ID cards be provided for all construction employees. These cards will then be left at the designated entrance to be picked up upon arrival at the institution and shall be displayed prominently on the construction employees' clothing at all times while the employees are in the institution.
- .4 Access to the institution will be denied to any person if there is reason to believe that person may present a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from institutional property if:
 - .1 they appear to be under the influence of alcohol, drugs or narcotics;
 - .2 they behave in an unusual or disorderly manner;
 - .3 they are in possession of contraband.

1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed, doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle.
- .2 The Warden may limit at any time the number and type of vehicles allowed within the institution.
- .3 Drivers of delivery vehicles for material required by the project do not require security clearance, but they must remain with their vehicle as long as they are in the institution. The Warden may require that they be escorted by institutional staff or commissionaires.

- .4 If the Warden permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times, and all windows will be securely locked when the trailer is left unoccupied. Trailer windows will be covered with expanded metal mesh. All of the Contractor's storage trailers must remain safely locked when not in use.

1.6 PARKING

- .1 The parking area to be used by construction employees will be designated by the Warden. Parking in other locations will be prohibited and vehicles may be subject to removal.

1.7 DELIVERIES

- .1 All deliveries of project material, equipment or tools must be addressed in the Contractor's name to clearly distinguish them from the institution's own deliveries. The Contractor must have its own employees on site to receive deliveries, as CSC staff will not accept any deliveries of materials, equipment or tools for the Contractor.

1.8 TELEPHONES

- .1 Installation of telephones, fax machines or computers with Internet connections will not be permitted in the Institution's perimeter without prior approval from the Warden.
- .2 The Warden will ensure that the telephones, fax machines and computers with Internet connections are not installed in areas accessible to inmates. All computers will have an approved password protection, preventing unauthorized personnel from connecting to the Internet.
- .3 Cellular or digital cordless phones, including (but not limited to) text messaging devices, pagers, BlackBerrys, and telephones used as two-way radios are prohibited in the institution without the express authorization of the Warden. If cellular phones are permitted, the user will not permit their use by any inmate.
- .4 The Warden may approve but limit the use of two-way radios.

1.9 WORK HOURS

- .1 The Institution's work week is from Monday to Friday, eight (8) hours a day. Before the start of work, arrange possible arrival and departure times with the Warden.
- .2 Work is not permitted on weekends or statutory holidays without the express authorization of the Warden, who must be asked at least seven (7) days in advance. In case of emergencies or other special circumstances, this advance notice may be waived by the Warden.
- .3 The work hours will be from midnight to eight in the morning (24:00 to 8:00).
- .4 When overtime, weekend or statutory holiday work is required and approved by the Warden, the Warden, or the Warden's designate, may post extra security staff. The cost of posting extra staff may be attributed to the Contractor.

1.10 TOOLS AND EQUIPMENT

- .1 Maintain on site a complete list of all tools and equipment to be used during the construction project. Make this list available for inspection when required. Before starting work, obtain from the institution the list of prohibited tools and equipment that cannot be used in the project.
- .2 Keep an updated list of the tools and equipment specified above throughout the construction project.
- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all toolboxes after use. The Contractor's employees must keep the keys with them at all times.
- .6 All missing or lost tools or equipment shall be reported immediately to the Warden.
- .7 The Warden will ensure that security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor at the project stages the Warden deems appropriate.
- .8 The Warden can demand that the Contractor remove the tools and equipment from the work site every day. (Example: Work in a range with occupied cells.)

1.11 PRESCRIPTION DRUGS

- .1 Employees of the Contractor who must take prescription drugs during the workday shall obtain approval from the Warden to bring a one-day supply only into the institution.

1.12 SMOKING RESTRICTIONS

- .1 Contractors and construction employees are not permitted to smoke inside correctional facilities. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- .2 Contractors and construction employees who are in violation of this policy will be asked to immediately stop smoking or dispose of any unauthorized tobacco products. If they refuse to comply, they will be directed to leave the institution.
- .3 Smoking is only permitted outside the correctional institution's perimeter, in an area designated by the Warden.

1.13 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Warden.
- .3 Contractors should be vigilant with both their employees and their sub-contractors' employees because the discovery of contraband may result in cancellation of the security clearance of the employee in question. Serious infractions may result in the removal of the company from the institution for the duration of the construction.
- .4 If weapons or ammunition are found in the vehicle of a Contractor, sub-contractor, supplier, or one of their employees, the security clearance of the vehicle's driver will be revoked immediately.

1.14 SEARCHES

- .1 All individuals and vehicles entering institutional property may be subject to a search.
- .2 When the Warden has reason to believe that one of the Contractor's employees is in possession of contraband or a prohibited item, the Warden may order a search of that person.
- .3 All employees entering the institution may be subject to screening of personal effects for traces of contraband drug residue.

1.15 ACCESS TO THE INSTITUTION

- .1 Construction employees and commercial vehicles will not be admitted to the institution outside normal working hours without the express authorization of the Warden.

1.16 MOVEMENT OF VEHICLES

- .1 Before starting work, check with the Institution to find out what time of day it is possible to access and leave the institution under escort through the vehicle access barrier. Construction vehicles may not leave the institution until an inmate count has been completed.
- .2 Before a commercial vehicle may be admitted to the institution, the Contractor or the Contractor's representative must certify that the vehicle's content is essential to the execution of the construction project.
- .3 Access to CSC property will be refused to any vehicle if, in the opinion of the Warden, it presents a risk to the security of the institution.
- .4 The personal vehicles of construction employees will not be allowed in the institution's security perimeter without the express authorization of the Warden.
- .5 Before starting work, check with the Institution to find out its policy for using personal vehicles to transport employees.

1.17 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to proper institutional security, the Warden will give the Contractor and the Contractor's employees as much freedom of action and movement as possible.
- .2 However, notwithstanding the above paragraph, the Warden may:
 - .1 Prohibit or restrict access to any part of the institution;
 - .2 Require that in certain areas of the institution, either during the entire construction period or at certain intervals, construction employees only be allowed access when escorted by a CSC security officer or commissionaire.
- .3 Before starting work, check with the Warden to find out if the construction employees must remain on the work site during coffee/health and lunch breaks. Also find out if construction employees are permitted to eat in the officers' lounge or the institution's dining room.

1.18 MONITORING AND INSPECTION

- .1 The construction activities and movements of staff and vehicles will be monitored and inspected by CSC security staff to ensure that the established security standards are respected.

- .2 CSC staff will ensure that the construction workers fully understand the need for monitoring and inspections, and that this understanding is maintained for the duration of the project.

1.19 WORK STOPPAGE

- .1 At any time, the Warden may order the Contractor, its employees, the sub-contractors or their employees not to enter the construction site or to leave it immediately if a security incident is in progress at the institution. The Contractor's site supervisor shall note the name of the CSC staff member giving this order, the time of the request and follow this order as quickly as possible. The Contractor shall advise the designated CSC representative of the situation within twenty-four (24) hours after the work stoppage.

1.20 CONTACT WITH INMATES

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to give them items or receive items from them. Any employee who violates this order will be removed from the site and have their security clearance revoked.
- .2 Note that cameras are not allowed on CSC property.
- .3 Notwithstanding the above paragraph, if the Warden approves the use of cameras, taking pictures of inmates, CSC employees or any part of the institution where taking pictures is not required as part of this contract remains strictly forbidden.

1.21 COMPLETION OF CONSTRUCTION PROJECT

- .1 Upon completion of the construction project or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the institution as part of the construction contract.

PART 2 Products (not applicable)

PART 3 Execution (not applicable)

END OF SECTION

PART 1 General**1.1 SECTION CONTENT**

- .1 The Contractor must manage its activities in such a way that the health and safety of the public and construction site staff and the protection of the environment will always prevail over cost and work schedule issues.

1.2 REFERENCES

- .1 Part II of the Canada Labour Code, Canada Occupational Safety and Health Regulations;
- .2 Canadian Standards Association (CSA);
- .3 Workplace Hazardous Materials Information System (WHMIS)/Health Canada
- .4 Material Safety Data Sheet (MSDS)
- .5 Act respecting occupational health and safety, R.S.Q. c. S-2.1 [2002]
- .6 Safety Code for the Construction Industry, S-2.1 r.6 [2001]

1.3 DOCUMENTS AND SAMPLES TO BE SUBMITTED

- .1 Submit the documents and samples required pursuant to section c. S-2.1 [2002] - Documents and samples to be submitted.
- .2 Submit the site-specific prevention plan, as described in section 1.8, to the designated CSC representative at least 10 (10) days prior to the commencement of work. The Contractor must update his or her prevention plan if the work takes a different direction than originally anticipated. Upon receipt of the plan and at any time during the work process, the designated CSC representative may require that the plan be modified or completed to better reflect the reality of the site. The Contractor must then make the required corrections prior to the commencement of work.
- .3 Submit an investigation report to the designated CSC representative within twenty-four (24) hours for any accident that led to injuries and for any incident that revealed a potential hazard.
- .4 Submit all Material Safety Data Sheets for controlled products used on site to the designated CSC representative at least three (3) days prior to their use on the construction site.
- .5 Submit to the designated CSC representative copies of the training certificates that are required to implement the prevention plan, namely:
 - .1 General Health and Safety on Construction Sites course;
 - .2 Security Officer Certification;
 - .3 Workplace First Aid and CPR;
 - .4 Asbestos Worker Training;
 - .5 Wearing and Adjusting Personal Protective Equipment;
 - .6 Any other training required by regulation or the prevention plan.

1.4 EMERGENCY PLAN

- .1 The Contractor must learn about the institution's emergency plan and comply with it at all times.

1.5 CERTIFICATE OF COMPLIANCE ISSUED BY CSST

- .1 The certificate of compliance is a document issued by the CSST confirming that the Contractor is in good standing with the CSST, that is, that the Contractor has paid all amounts owed for a given contract. This document must be submitted to the designated CSC representative once the work has been completed.

1.6 RISK ASSESSMENT

- .1 The Contractor must identify potential hazards related to each task performed on the construction site.
- .2 The Contractor must plan and organize the work to eliminate hazards at the source and ensure collective protection, thereby minimizing the need to use personal protective equipment. When personal protection against falls is required, workers must use a safety harness in compliance with Standard CAN/CSA-Z259.10-M90. Safety belts must not be used to protect against falls.
- .3 Any equipment, tool or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public shall be considered inappropriate for the work to be performed.

1.7 MEETINGS

- .1 A representative of the Contractor with decision-making authority must attend all meetings that address construction site health and safety issues.

1.8 REGULATORY BODY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards that apply to the execution of the work.
- .2 Regardless of the publication date of standards indicated in the Safety Code for the Construction Industry, reference must be made to the version in force at the time it is applied.

1.9 HEALTH AND SAFETY MANAGEMENT

- .1 Accept and assume responsibility for all tasks and obligations normally assigned to the Principal Contractor under the Act respecting occupational health and safety (R.S.Q., c. S-2.1) and the Safety Code for the Construction Industry (S-2.1, r.6).
- .2 Develop a site-specific prevention plan based on identified risks, and implement this plan from the start of the project to its final stage of demobilization. It must be forwarded to everyone concerned. The prevention plan must include, at a minimum:
 - .1 the company's health and safety policy;
 - .2 the description of the work, its total cost, schedule and anticipated manpower;
 - .3 the organizational chart of health and safety responsibilities;
 - .4 the physical and material layout of the site;
 - .5 first response and first aid standards;
 - .6 the site's identified risks;
 - .7 the identified risks for the tasks to be performed, including prevention measures and implementation procedures;
 - .8 the required training;
 - .9 the procedure in the event of an accident/injury;
 - .10 written agreement from all stakeholders to comply with this prevention plan;

- .11 a site inspection checklist based on preventive measures.

1.10 RESPONSIBILITIES

- .1 Regardless of the size of the site or the number of workers present, appoint a qualified individual as supervisor and health and safety representative. Take all necessary measures to ensure the health and safety of persons and property at the site and in the immediate vicinity that could be affected by the work being performed.
- .2 Take all necessary measures to ensure that the health and safety requirements listed in the contractual documents, federal and provincial regulations, applicable standards and site-specific prevention plan are implemented and respected, and comply with any correction order or notice issued by CSST without delay.
- .3 Take all necessary measures to keep the site clean and organized for the duration of the project.

1.11 COMMUNICATION AND POSTED INFORMATION

- .1 Take all necessary measures to ensure that on-site health and safety information is properly communicated. Workers' responsibilities, rights and the specifics of the prevention plan must be explained to all workers as soon as they arrive at the construction site. The Contractor must emphasize their right to refuse to perform a task if they feel that it could compromise their health, safety or physical well-being, or that of others on site. The Contractor must keep on site an up-to-date record of communicated information and the signatures of all the workers who have received the information.
- .2 The following information and documentation, without limitation, must be posted in an easily accessible place for the workers:
 - .1 Name of the main contractor;
 - .2 Company's OHS policy;
 - .3 Site-specific prevention plan;
 - .4 Institution's emergency plan;
 - .5 Material Safety Data Sheets for all controlled products used on site;
 - .6 Minutes of site committee meetings;
 - .7 Names of first-aiders;

1.12 UNFORESEEN HAZARDS

- .1 If a hazard that was not indicated in the specifications and not identified during the preliminary site inspection arises because of or during the execution of work, the Contractor must immediately stop all work, implement temporary protective measures for workers and the public, and notify the designated CSC representative both verbally and in writing. The Contractor must then make the necessary changes to the prevention plan so that work can resume safely.

PART 2 Products (not applicable)

PART 3 Execution (not applicable)

END OF SECTION

PART 1 General**1.1 SECTION CONTENT**

- .1 Clean-up to be done during the work;
- .2 Final clean-up

1.2 WORK SITE CLEAN-UP

- .1 Keep the work site clean and free of debris and waste materials.
- .2 Remove all waste and debris from the site at pre-determined times each day or get rid of it by following the designated CSC representative's instructions.
- .3 Make the necessary provisions and obtain permits from the competent authorities for removal of debris and waste materials.
- .4 In collaboration with the designated CSC representative, plan to keep containers for removing debris and waste materials on the site. Adequate sorting must be done on a daily basis to direct the waste to the appropriate centres. Sort materials for re-use or recycling at the source, and put them in the specified locations.
- .5 Provide and use clearly identified separate containers for recycling. Recycling materials must be prioritized at all times.
- .6 The Contractor is responsible for removing the debris and waste materials from the site.
- .7 Clean inside surfaces before starting finishing work and keep these areas free from dust and other impurities during the work.
- .8 Store volatile waste in sealed metal containers and remove them from the work site at the end of every shift.
- .9 Ensure good ventilation on the premises when using volatile or toxic substances. However, using the building's ventilation system for that purpose is prohibited.
- .10 Use only the cleaning products recommended by the manufacturer of the surface to be cleaned and use them only as recommended by the manufacturer of the products in question.
- .11 Establish a cleaning schedule so that dust, debris and other dirt raised does not fall back on freshly painted or jointed surfaces and does not contaminate the building systems.

1.3 FINAL CLEAN-UP

- .1 When the work has almost been completed, remove surplus materials, tools, and construction equipment and materials that are no longer required to perform the remaining work.
- .2 Before the final inspection, remove surplus materials, tools, equipment and construction materials.
- .3 Remove debris and waste materials, including those generated by another contractor and leave the area clean and ready to use.
- .4 Waste materials must not be burned on the site.

- .5 Clean and polish glass components, mirrors, hardware, wall tiles, chrome or enamel surfaces, laminate, stainless steel and porcelain elements, and mechanical and electric appliances that were touched during the work. Replace all broken, scratched or damaged glass or mirrors.
- .6 Remove the dust (without forgetting to clean behind the grills, louvers, registers and screens), stains, marks and scratches from decorative work, mechanical and electric appliances and ductwork, furniture, walls, floors and the ceiling.
- .7 Clean the reflectors, diffusers and other lighting surfaces.
- .8 Wax, soap, seal or treat floor coverings appropriately, following the manufacturer's directions.
- .9 Examine the finishing, accessories and material to ensure it meets operational and quality requirements.
- .10 If necessary, clean, finish and reorganize outside spaces affected by the site set-up once the work is completed.

PART 2 Products (not applicable)

PART 3 Execution (not applicable)

END OF SECTION

PART 1 General**1.1 RELATED SECTIONS**

- .1 Section 01 74 11 – Cleaning

1.2 REFERENCES

- .1 Canadian Standards Association (CSA)
 - .1 CSA S350-M1980 (R2003), Code of Practice for Safety in Demolition of Structures.
- .2 Federal government laws and regulations
 - .1 Canadian Environmental Assessment Act (CEAA), 1995;
 - .2 Canadian Environmental Protection Act (CEAP), 1999;

1.3 DEFINITIONS

- .1 Deconstruction: The systematic dismantling of a structure or element in view of recovering constituent materials. Elements that may not be re-used are thereafter sorted for recycling. The ultimate objective is to recover resources that have residual value and to divert materials and substances which account for a significant portion of the waste stream.
- .2 Re-use: Using a product or construction materials for its main purpose in its original form.
- .3 Recycling: Using a construction product or material that has been processed to give it a new form or modifying it so that it can serve a function other than its original function.
- .4 Waste Management Co-ordinator: Contractor representative responsible for supervising waste management activities and compliance with all report and document and sample submittal requirements.
- .5 Hazardous materials: dangerous substances, dangerous goods, hazardous commodities and hazardous products, such as poisons, corrosive agents, flammable substances, ammunition, explosives, radioactive substances and any other material that can endanger human health or well-being or the environment if handled improperly.
- .6 Ecologically sound disposal: Re-use and recycling materials at an installation or facility that accepts waste, or by a designated user holding a valid authorization certificate. Ecologically sound disposal of waste is an alternative to landfilling.

1.4 DECONSTRUCTION SEQUENCE

- .1 Start deconstruction of structures in the condition they were in when the Contractor was authorized to carry out work in the area indicated.
- .2 Carefully remove the materials and equipment to be preserved.
- .3 Pack the different components of the materials to be recovered and label them clearly according to the designated CSC representative's instructions to prevent them from being lost or damaged.
- .4 Store the material in a designated well-protected area until their re-use.
- .5 Take the means necessary to prevent dust and debris from obstructing the surface drainage system.

1.5 SHOP DRAWINGS TO BE SUBMITTED

- .1 Submit for approval any drawings, sketches and details indicating:
 - .1 The deconstruction sequence;
 - .2 The tools used. Show that the tools will be used in such a way that the materials will be damaged as little as possible before being recovered.
 - .3 The types of protection used for each type of element to protect.

1.6 PROTECTIVE MEASURES

- .1 Protect areas adjacent to deconstruction areas and areas used to transport materials.
- .2 Protect all surfaces that must remain intact, without intervention.

PART 2 Products (not applicable)**PART 3 Execution****3.1 DISMANTLING**

- .1 Materials removed from the designated structures remain the property of the Institution.
- .2 During the deconstruction work, pay very close attention to material connections and assemblies. Perform the work according to best practices in order to cause as little damage as possible to materials, equipment and recovered systems.
- .3 Ensure that sub-contractors and workers receive the instructions and training required to perform the work in accordance with appropriate deconstruction methods.
- .4 A project supervisor experienced in deconstruction must be present on site at all times for the duration of the work.
- .5 Systematically remove the seals, finishing and accessories specified in the drawings or by the designated CSC representative.
 - .1 Sealant strips;
 - .2 Retainer moldings (to be kept for re-use);
 - .3 Setting blocks and peripherals;
- .6 Carefully remove the glass assemblies;
- .7 Carefully separate the glass assembly to remove the outside glass from each side of the laminated polycarbonate sheet, which will be saved for re-use.

3.2 PROCESSING

- .1 Identify the materials processing areas in order to avoid excessive handling and provide enough space for their processing.
- .2 Keep processing area clean and unobstructed.

3.3 STORAGE OR REMOVAL

- .1 Before the commencement of work, reach an agreement with the designated CSC representative regarding the storage or removal of glass that will not be re-used in the assembly.
- .2 Storage:
 - .1 Clearly identify all stored materials, indicating the nature and quantity of recovered materials.
 - .2 Take appropriate security measures to prevent material from breaking or being damaged.
 - .3 Put the stockpiled materials in the area identified by the designated CSC representative.
 - .4 Avoid excessive handling as much as possible.
- .3 Removal:
 - .1 Proceed to the transportation of materials identified for ecological disposal by calling approved trucking companies, in accordance with the relevant regulations.

3.4 CLEAN-UP

- .1 Proceed with clean-up during deconstruction work and at work completion in accordance with section 01 74 11 – Clean-up.

END OF SECTION

PART 1 General**1.1 RELATED SECTIONS**

- .1 Section 01 33 00 - Documents and samples to be submitted
- .2 Section 01 74 11 – Clean-up
- .3 Section 02 41 21 - Deconstruction work

1.2 SAMPLES

- .1 Submit the samples required pursuant to section 01 33 00 - Documents and samples to be submitted.
- .2 Submit to the designated CSC representative for approval:
 - .1 One (1) 300mm x 300mm sample of the type of glass specified for this work;
 - .2 One (1) 300mm x 300mm sample of the required final assembly;
 - .3 A sample of all the specified accessories.

1.3 GUARANTEE

- .1 Provide a signed written document, issued in the name of Her Majesty in Right of Canada, guaranteeing the glazing and assembly to be free from any defects in materials, workmanship or installation for a period of ten (10) years from the date of provisional acceptance of the work.
- .2 The guarantee must stipulate that the glass will maintain its appearance and transparency, without forming an opaque film, bubbles, condensation or deposits inside the units during the guarantee period.

PART 2 Products**2.1 GLASS/POLYCARBONATE MATERIALS**

- .1 Laminated clear glass with two (2) layers of 6mm annealed (untreated) glass with a 3mm PVB (polyvinyl butyral) layer.
- .2 LEXGARD ® SP1250 (± 33 mm thickness and ± 40 kg/m²) type laminated polycarbonate sheet - Re-use (see section 02 41 21 – Deconstruction work).
- .3 6mm clear tempered glass

2.2 ACCESSORIES

- .1 Setting blocks: Neoprene, 80-90 Shore A durometer hardness, with appropriate dimensions for the work.
- .2 Spacer shims: Neoprene, 70 Shore A durometer hardness, with appropriate dimensions for the work.
- .3 Glazing spline: Neoprene or polyvinyl chloride, according to the manufacturer's specifications, colour chosen by the designated CSC representative, appropriate dimensions for the work.

- .3 Glazing tape: Preformed butyl compound, 10-15 durometer hardness with integrated spacing device and removable release paper, colour chosen by designated CSC representative, appropriate dimensions for the work.
- .4 Primer-sealer and cleaning products: According to the glass manufacturer's specifications.
- .5 Retainer moldings: Re-use (see section 02 41 21 - Deconstruction work).
- .6 $\frac{1}{4}$ - 20 x 3 square mechanical drill screw, zinc (10 per porthole)

2.3 SEALANT

- .1 Epoxy sealer, two component/100% solids
 - 90 Shore A hardness;
 - 50 Shore D hardness/50% elongation
 - Percentage of elongation: 6.2 MPa plus or minus 0.07 MPa;
 - Shear: 6.0 MPa in accordance with ASTM standard C882.
 - Mixing ratio: 1/1;
 - Hardening time: 40 to 55 minutes at 24°C;
 - Curing time: 24 hours;
 - Application temperature: Minimum 13°C.
- .2 Reference product: Sonneborn ® / Chemrex Epolith ® -G or an alternative product approved by the designated CSC representative.
- .3 Colour to be chosen by the designated CSC representative.

PART 3 Execution

3.1 QUALITY OF EXECUTION

- .1 Remove the protective coatings, clean the contact surfaces using a solvent and dry.
- .2 Apply a coat of primer-sealer on the contact surfaces when recommended by the glazing manufacturer.
- .3 Re-assemble the glazing as follows:
 - Outside face: laminated glass;
 - Glazing tape to ensure separation;
 - Centre: LEXGARD ® SP1250 type laminated polycarbonate sheet.
 - Inside: tempered glass
- .4 Apply the setting blocks according to the manufacturer's instructions.
- .5 Put the glass in place: Put the assembly on the setting blocks and ensure perfect adhesion around the perimeter. Put the assembly facing outside against a continuous strip of resilient butyl tape placed from the inside of the frame rebates and levelled with them.
- .6 Insert the spacer shims to centre the glass in the frame. Place the shims 600mm apart and keep them 6mm under the line of sight.
- .7 Avoid moving the glazing tape or the seal when placing the retainer moldings.

3.2 PLACING THE GLASS

- .1 The assembly described in section 3.1.3 will be placed according to the glass manufacturer's specifications, properly centred with uniform clearing on the face and on the side, free from twisting, warping and other distortions that could cause stress.
- .2 The recovered retainer moldings will be applied to obtain pressure contact on the inside perimeter of each glazing unit.
- .3 The cavities on the outside and inside perimeters will be carefully filled to make the installation waterproof and finished.

3.3 FINISHING

- .1 Immediately clean the finished surfaces, removing the putty smudges and drops of sealant. Once the work is finished, remove the labels.
- .2 If required, finish the retainer moldings or frames by applying one (1) coat of primer and two (2) coats of acrylic urethane finish paint, 0 VOC, for steel frames. Colour to be chosen by the designated CSC representative.

END OF SECTION