

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works Government Services Canada- Bid  
Receiving / Réception des soumissions  
189 Prince William Street  
Room 405  
Saint John  
New Brunswick  
E2L 2B9

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> RCMP NB, Property Mgmt/Project Del.	
<b>Solicitation No. - N° de l'invitation</b> E0225-150875/A	<b>Date</b> 2014-11-25
<b>Client Reference No. - N° de référence du client</b> R.072478.001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWB-007-3503	
<b>File No. - N° de dossier</b> PWB-4-37097 (007)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-01-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ellis-Herring, Alison PWB	<b>Buyer Id - Id de l'acheteur</b> pwb007
<b>Telephone No. - N° de téléphone</b> (506) 636-3908 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Dominion Public Building 1713 BEDFORD ROW, 2nd FLOOR HALIFAX Nova Scotia B3J3C9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works Government Services Canada- Bid Receiving  
/ Réception des soumissions  
189 Prince William Street  
Room 405  
Saint John  
New Bruns  
E2L 2B9

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Annex A      Statement of Work  
Annex B      Federal Contractors Program for Employment Equity - Certification  
Annex C      Reminder to submit a Complete List of names of all individuals who are currently  
                 directors of the Bidder

**PROJECT MANAGEMENT AND PROJECT DELIVERY SERVICES, VARIOUS RCMP  
DETACHMENTS, 29 LOCATIONS, NEW BRUNSWICK**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, and Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

**1.2 Summary**

Public Works and Government Services Canada (PWGSC) has a requirement for maintenance/property management services, and where required, project delivery services for the building containment area and grounds area of 29 RCMP detachments in New Brunswick. Property management services include: annual building inspection, building maintenance, building preventive maintenance, health and safety requirements, information management, reporting and monitoring and emergency preparedness. Project delivery services include: tenant services, minor repairs under \$5,000.00 and emergency repairs.

The period of any resulting Contract will be for a period of one (1) year with Canada retaining an irrevocable option to extend the contract for a period of four (4) additional three (3) month period. The services must be provided in accordance with the Statement of Work, attached herein as Annex A.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For service requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation

The requirement is subject to the provisions of the (insert the appropriate trade agreement i.e. World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

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"There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification."

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970 c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive ? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **2.6 Optional Site Visits**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the following:

- 1) a site visit to be held at 95 Otis Drive , Nackawick on December 10, 2014. The site visit will begin at 9:00 am.
- 2) a site visit to be held at 410 Connell Road, Woodstock on December 10, 2014. The site visit will begin at 11:00 am
- 3) a site visit to be held at 3 Uplands View Crescent, Perth Andover on December 10, 2014. The site visit will begin at 2:00 pm

Bidders are requested to communicate with the Contracting Authority no later than December 8, 2014 at 4:30PM to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I Technical Bid (4 hard copies);  
Section II Financial Bid (1 hard copy); and  
Section III Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid** – see Part 4, subsection 4.1.1

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**Section II:**

**Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

Each item specified in the Pricing Schedules, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, overhead, profit, and all other liabilities whatsoever.

Should the resulting contract have to be reduced due to a building no longer requiring maintenance services (either due to downsizing or demolition etc.), the contract would be reduced by the cost per month of that particular building to the end of the contract period.

**Pricing Schedule 1 – Firm Price**

ITEM	SERVICE	Unit of Measure	Quantity (A)	Term		*Option Period	
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	April 1, 2016 to March 31, 2017	Extended Price
				Firm Lot Price (B)	Extended Price (AxB)	Firm Lot Price (C)	Extended Price (AxC)
1.1	Contract Administration	Monthly	12	\$ _____	\$ _____	\$ _____	\$ _____
1.2	Preventive Maintenance ( Annex A pages 31-45 ) for 29 facilities (See schedule A)	Monthly	12	\$ _____	\$ _____	\$ _____	\$ _____
1.3	Preventive Maintenance (Annex A Pages46-49) for 29 facilities (See schedule A)	Quarterly	4	\$ _____	\$ _____	\$ _____	\$ _____
1.4	Preventive Maintenance (Annex A Pages 50-52) for 29 facilities (See schedule A)	Biannual	2	\$ _____	\$ _____	\$ _____	\$ _____
1.5	Preventive Maintenance (Annex A Pages 53-96) for 29 facilities (See schedule A)	Annually	1	\$ _____	\$ _____	\$ _____	\$ _____

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**Subtotal** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Pricing Schedule 1 Total**

\$ \_\_\_\_\_

**Pricing Schedule 2 – Project Delivery Services**

ITEM	SERVICE	Unit of Measure	**Estimated Quantity (A)	Term		
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	*Option Period
			Firm Hourly Rate (B)	Extended Price (AxB)	Firm Hourly Rate (C)	Extended Price (AxC)
2.1	Hourly rate for project delivery services during regular work hours	Hourly	4000	\$ _____	\$ _____	\$ _____
2.2	Hourly rate for project delivery services outside of regular work hours (including weekends and statutory holidays)	Hourly	500	\$ _____	\$ _____	\$ _____

**Subtotal** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Pricing Schedule 2 Total**

\$ \_\_\_\_\_

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**Pricing Schedule 3 – Materials and Sub-Contracting**

ITEM	SERVICE	**Estimated Expenditure	Term		***Extended Price	Percentage Mark-up	***Extended Price	*Option Period
			April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017				
3.1	<p>All product and materials will be invoiced at the Contractor's wholesale cost estimated at \$125,000.00, plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.</p>	\$125,000.00	_____ %	\$ _____	_____ %	\$ _____		
3.2	<p>All time and materials for subcontractors estimated at \$125,000.00, plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.</p>	\$125,000.00	_____ %	\$ _____	_____ %	\$ _____		
				<b>Subtotal</b>	\$ _____			\$ _____

**Pricing Schedule 3 Total** \$ \_\_\_\_\_

\* Option period will be exercised in three month increments.

\*\* Estimated Quantity and Estimated Expenditure are for evaluation purposes only

\*\* The Extended Price for product and materials/subcontractors time and materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only

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**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

**Pricing Schedule 1 Total**      \$ \_\_\_\_\_ +

**Pricing Schedule 2 Total**      \$ \_\_\_\_\_ +

**Pricing Schedule 3 Total**      \$ \_\_\_\_\_ =

**Total proposal price for evaluation \$** \_\_\_\_\_

**Section III:      Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Proposals will be examined to determine their compliance with the following MANDATORY requirements:

- (1) Submission of firm prices/rates in accordance with RFP, paragraph 3.1, Section II Financial Bid
- (2) A duly completed and signed Request for Proposal
- (3) Submission of a Technical Proposal
- (4) A copy of the company's safety plan, signed by the owner of the company.
- (5) Documentation indicating that the bidder has successfully completed a recognized safety audit.
- (6) Certification letter of good standing from Workman's Compensation Board
- (7) Signed statement by person authorized to sign on behalf of the company, that the company will maintain Workman's Compensation Board coverage for the life of the Contract, including sub-contractors.
- (8) The bidder must be an ISO 9001 Registered Company

Only proposals found to meet ALL the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria subject to point rating.

Proposals not meeting all of the mandatory requirements will be deemed non-responsive and will be given no further consideration.

#### **Point-Rated Technical Proposal**

All proposals received from responsive bidders will first be evaluated technically by Public Works and Government Services Canada (PWGSC) personnel, in consultation with the Royal Canadian Mounted Police (RCMP) based on the Evaluation Criteria and Point Ratings given. In order to be given further consideration, proposals must meet all mandatory conditions of this Request for Proposal, and achieve a minimum score (indicated in *italics*) for each group. (Minimum acceptable Average Total: 161 points). The Average Total Point Rating (maximum: 240) is determined by dividing the total of all evaluator's scores by the number of evaluators. Of those meeting these conditions, the Lowest Priced Proposal will be recommended for award. Total Bid for evaluation purposes will be determined by calculating the total of Pricing Schedules 1, 2 and 3 for full period, including the option year. Bidder acknowledges that Canada reserves the exclusive right to determine acceptability of any proposal.

Evaluation Board will consist of at least three (3) individuals, who will evaluate your proposal, rating each criterion on a 0-10 point basis. After evaluation has been completed, these scores will be adjusted according to the "weigh factor" for each criterion. That is, for a criterion with a point rating of 5, the evaluated score will be multiplied by .5; for a point rating of 10, the score is multiplied by 1, etc. Your proposal must achieve a minimum average score indicated for each group, and must obtain an overall Average Total Weighted Score of 161 to be given further consideration. This is the generic 0-10 rating scale which will be used to evaluate your proposal.

0 = NIL/No information provided

1 = Information provided does not meet requirement

5 = Barely meets requirement

6 = Somewhat satisfies requirement

2 = Generally does not satisfy requirement  
3 = Lacks sufficient detail  
4 = Needs more detail to satisfy requirement

7 = Substantially satisfies requirement  
8 = Fully satisfies requirement  
9 = More than satisfies requirement  
10 = Superior - exceeds requirement

#### EVALUATION CRITERIA:

Bidders should prepare and submit a Technical Proposal as follows:

(1) FOUR (4) TECHNICAL PROPOSALS (one original and three copies) which must address The following evaluation criteria:

- (a) Provide a short and concise overview expressing your understanding of the Preventive Maintenance Services required by the RCMP. Explain your strategy for dealing with a major client, and identify the major strengths of your proposal and stating why your firm should be awarded this contract.
- (b) Address potential specific and peripheral problems and their proposed resolution, also identifying major and minor risks, and means of mitigation. Your proposal should take into consideration, regulations and manufacturer and other maintenance service requirements, disruptions due to equipment failure, availability of replacement parts, etc.
- (c) State your approach and proposed methodology to meet the requirement and any major difficulties that are anticipated. Identify any proprietary information which you may propose to use. This section should identify facility management principals of technical excellence, economic optimization, and managerial excellence and efficiency. It is suggested that you provide sufficient detail to demonstrate your competence to address any problem that may arise.
- (d) Your proposal should identify the procedure and content of the preventive maintenance work plan. It must be responsive to the requirement; however, you may also propose deviations, specifying reasons, which could result in either improved performance or a cost saving to the Crown. Specify time schedule and the manpower loading on a management control chart or network diagram.

#### MANAGERIAL

This section should demonstrate your capability to manage the proposed contract effectively and efficiently. It should contain information in sufficient detail to outline company qualifications relative to the requirements of the Contract, the proposed organization for the Contract, your historical background specifically in the areas related to the services required, any provisions for monitoring or controlling progress, costs, and conformance to schedule.

#### (2) MANAGERIAL – PERSONNEL

- (a) Identify your Contract Administrator. Attach resume outlining relevant education, qualifications, certification and capabilities to administer contract in a timely, efficient and cost-effective manner.
- (b) Identify other key company personnel responsible for supporting the provision of required services under the Contract, including Professional Engineers, company executives, senior managers, environmental specialists, health and safety specialists, financial officers, etc. Attach resumes giving education, experience, qualifications and association affiliation for each key personnel identified.
- (c) Identify your Preventive Maintenance Manager. This field is recognized as a profession and as such requires specific knowledge. Education/qualifications should include certification (or eligibility for certification in RPA, CPM, CET or equivalent programs), and should highlight specialized training, BOMA, IFMA and other career development courses.

- (d) Identify your Mechanical Technician, Journeyman Electrician and 4th Class Steam Engineer. Attach resume indicating education, qualifications, experience and association certification (or eligibility for certification) for each of these positions.
- (e) Identify other Technical Personnel who will carry out the services under this contract. These personnel may be subcontracted. Trades include Electronic Technology, Refrigeration Mechanics, Diesel Engine Mechanics, Plumbing, Sheet Metal, etc. Attach resumes, and show that the proposed personnel have the experience, qualifications and capabilities to perform the work.
- (f) Indicate your competence to perform these services by including a list of contracts awarded to your company for similar work, including other facilities of high security environments.
- (3) MANAGERIAL - COMPANY
  - (a) Indicate the level of commitment by your company to this field of work by including information on the direction of your company in this field, and identifying any areas of research and development, technology, in-house training and career development. Identify your successes and achievements, and list the organizations/associations to which your company is affiliated or is a member.
  - (b) Indicate the priority you will give this contract, and your commitment to provide these services in an efficient and cost-effective manner.
  - (c) Outline company's organization and indicate level of human resources, including internal/external personnel, contractors, consultants, etc. available to carry out the services required. Identify team members (in-house, external and third party) and work performed. Include back-up resources, etc. In particular, indicate your back-up/replacement plan for on-site personnel [refer to 2(c) and 2(d) above.]
  - (d) Include documentation that you possess the necessary facilities and equipment required to perform the services required under the Contract. Indicate any supporting facilities (i.e. "sister" companies), partnerships, etc. Bidder acknowledges that, for the purpose of evaluating its proposal, representatives of the Crown may conduct, as deemed necessary, a survey of its facilities, technical capabilities, financial status, to determine if these are adequate to ensure the proper performance of any work described herein. The Bidder hereby agrees to make its facilities available for this purpose.
  - (e) Your proposal should also include your Health and Safety Plan Overview. This plan should outline potential hazards, the Codes/Statutes to be met, rules of behaviour, security features to be met, responsible individuals and all other related matters.
  - (f) Your documentation should include your pass or present property management contract(s) of facilities over \$1Million with high security requirements.
  - (g) Indicate your financial software, spread sheets, recording keeping, preventative maintenance program, quality monitoring and backup systems being used for this contract.

(2) The above criteria will be point rated in accordance with the point rating assessment system outlined in Section below.

(3) The Technical Proposal shall include sufficient details to show compliance with the requirement and to permit meaningful evaluation of all aspects of the Proposal.

Contractors will not be reimbursed for the cost of responding to this Request for Proposal.

### Evaluation Criteria Table

PROPOSED EVALUATION CRITERIA		
No.	Description	Point Rating
1	<b>Technical (Total: 60 Points) (Minimum 40)</b>	
	a) Understanding the scope and objectives	15
	b) Recognition of direct as well as peripheral problems and solutions offered	10
	c) Proposed approach and methodology	20
	d) Adequacy of work plan	15
2	<b>Managerial Personnel (Total: 100 Points) (Minimum 65)</b>	
	a) Contract Administrator; relevant experience and qualifications	15
	b) Other Key Company Personnel; relevant experience and qualifications	15
	c) On-Site Maintenance Manager; relevant experience and qualifications	25
	d) On-Site Mechanical Technician; relevant experience and qualifications	15
	e) On-site Journeyman Electrician; relevant experience and qualifications	15
	f) Other Technical Personnel; relevant experience and qualifications	15
3	<b>Managerial - Company (Total: 80 Points) (Minimum 56)</b>	
	a) Commitment to this field of work	10
	b) Priority to be given to this contract	10
	c) Human resources and team organization	10
	d) Facilities and equipment	10
	e) Health and Safety Plan	10
	f) Competence proven in similar or related work	20
	g) Facility management administration and quality monitoring	10
	<b>Total:</b>	240

PWGSC Evaluation Board will not consider the Financial Proposals prior to the completion of Phase 2.

#### 4.2 Basis of selection

To be considered responsive, a proposal must:

- (a) meet all mandatory requirements of this solicitation; and
- (b) obtain the required minimum available score for each technical criterion; and
- (c) obtain the required minimum of available total score of 161.

Proposals not meeting (a), (b) and (c) above will be given no further consideration. The lowest priced responsive bid will be recommended for award of a contract

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required Precedent to Contract Award**

#### **5.1.1 Integrity Provisions – Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 "Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) – Labour's Website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2 Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

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## 5.2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## 5.2.2 Education and Experience

### 5.2.2.1 *SACC Manual* clause A3010T (2010-08-16) Education and Experience



## 6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 6.2.1 General Conditions

2035 (2014-09-25), General Conditions - Services, apply to and form part of the Contract.

## 6.3 Security Requirement

There is no security requirement applicable to this Contract.

## 6.4 Term of Contract

### 6.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### 6.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional three month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alison Ellis-Herring  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: 189 Prince William Street  
Saint John, New Brunswick  
E2L 2B9  
Telephone: (506) 636-3908  
Facsimile: (506) 636-4376  
E-mail address: alison.ellis-herring@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

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## 6.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 6.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes included) of which \$ (to be determined) (Applicable Taxes included) is for services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2 and Pricing Schedule 3.

### **6.7.2 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

### **6.8 Invoicing Instructions - Maintenance Services**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:
  - (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications

### 6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

### 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25)
- (c) Annex A, Statement of Work;
- (d) Annex B, Federal Contractors Program for Employment Equity - Certification
- (e) Annex C, Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder; and
- (f) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

### 6.12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 6.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**6.13 Contract Financial Security**

1. The Contractor shall deliver to Canada either (a) or (b).
  - a. A performance bond in an amount that is equal to not less than 50 percent of the Contract Amount (excluding applicable tax(es)).
  - b. A security deposit or an irrevocable standby letter of credit in an amount that is equal to not less than 10 percent of the Contract Amount (excluding applicable tax(es)).
2. A performance bond (form PWGSC-TPSGC 505) referred to in subparagraph 1)(a) of GC9.2 shall be in a form and be issued by a bonding or surety company (see Treasury Board Appendix L, Acceptable Bonding Companies) that is approved by Canada.

**6.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

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### **6.15 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### **6.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety

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## **ANNEX A**

### **STATEMENT OF WORK**

PROPERTY MANAGEMENT AND PROJECT DELIVERY SERVICES  
REQUEST FOR PROPOSAL (RFP)

ON BEHALF OF

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA  
REAL PROPERTY SERVICES (RPS)

FOR

PROPERTY MANAGEMENT AND PROJECT DELIVERY SERVICES  
VARIOUS RCMP DETACHMENTS  
29 LOCATIONS, NEW BRUNSWICK

PROJECT NO. R.072478

RCMP PROPOSAL R.072478

**Description:** Property Management and Project Delivery Services

**Location:** 29 RCMP facilities throughout New Brunswick

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**Definitions and Interpretation:**

In the Agreement, unless the context otherwise requires, the words and phrases in this Section, Definitions and Interpretation have the meaning ascribed hereunder:

**Base Building Equipment**

Architectural, mechanical and electrical items that are required to provide the intended building interior and exterior environments or to satisfy legislation or other government objectives such as tenant health and safety, accessibility, or energy conservation;

**Building Operational Equipment**

Items such as tools, appliances, instruments, or other apparatus used in operating or maintaining "Base Building Equipment";

**Commissioning**

A quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.

**Contract**

This agreement between the Parties and all Schedules referred to herein and attached hereto, all as amended by written agreement by the Parties from time to time;

**Contracting Authority**

The person designated as such in the Contract, or by notice to the Contractor, to act as the representative of the Minister in the management of the Contract;

**Contractor**

Facility Management Services who is to supply services to the Crown under the Contract;

**Contract Price**

The amount expressed in the Contract to be payable to the Contractor for the Work as negotiated and included in the Facility Management Plan;

**Crown**

Means Her Majesty the Queen in right of Canada;

**Document Safeguarding Capability**

Means the level of safeguarding required by the Industrial Security Division of the Department of Public Works and Government Services to safeguard designated information;

**Excusable Delay**

A delay in the performance of the Contractor of any obligation under the Contract which is caused by the events;

**Facility**

A physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;

**Government Issue**

All materials, parts, components, equipment, specifications, articles and things which may be supplied to a contractor by the Government for purposes of the Work;

**Government Property**

All materials, parts, components, specifications, equipment, software, articles and things supplied to the Contractor by or on behalf of the Crown for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work the cost of which is paid by the Crown under the Contract and, without restricting the generality of the foregoing, includes Government Issue and GFE;

**Herein, hereby, hereof**

These and similar expressions refer to the Contract as a whole and not

"hereunder" to any particular subdivision or part thereof.

<b>Maintenance Management Program</b>	The means ascribed thereto in 1.1 of the General Requirements, Scope of Work;
<b>Minister or "PWGSC"</b>	Means the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of the Minister;
<b>Operational Baseline</b>	The annual value of the Work in terms of disbursements, direct labour and fees;
<b>Operation and Maintenance</b>	Means operations, maintenance, and repair work up to \$10,000 in terms of units and value of work to be performed by the contractor over twelve (12) consecutive months;
<b>Party</b>	The Crown or the Contractor or any other signatory to the Contract and "Parties" means all of them;
<b>Plant</b>	Includes all tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;
<b>Project or Work Authority</b>	The person designated in the Contract, or by notice to the Authority" Contractor, as the Property Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;
<b>PWGSC</b>	Public Works and Government Services Canada
<b>Quality Assurance Authority</b>	The person designated as such in the Contract;
<b>RCMP</b>	Royal Canadian Mounted Police
<b>Representations</b>	Any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and understandings expressed or implied, collateral or otherwise;
<b>Subcontract</b>	Includes a contract let by any contractor at any tier for the performance or supply of any part of the Work, and includes a purchase at any tier, and the derivatives of the term "Subcontract" shall be construed accordingly;
<b>Technical Authority</b>	Includes the Project Authority or Work Authority and means the person designated in the Contract, or by notice to the Contractor as the Asset Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;
<b>Work</b>	Means the whole of one of both of: (i) the activities and things required to be done or performed by the Contractor in accordance with the terms of the Contract; and (ii) the materials, equipment, software, matters and things required to be delivered by the Contractor in accordance with the terms of the Contract;

**1. Scope of the Work**

.1 Purpose:

This Part sets out the work that the Contractor shall perform. It includes Property Management and Project Delivery Services under \$5000.00 or above in the event of an emergency. The intent of the specification is to provide service excellence in the maintenance of facilities so as to meet the requirements of clients, occupants, PWGSC, government and the public in a manner consistent with regulatory and other policy constraints at an acceptable life cycle cost.

Nature of Requirements:

1. The Contractor shall provide PWGSC with maintenance services and project delivery services, (where applicable) without being limited to the generalities of the following basic requirements. This shall include building containment areas and Grounds areas.
2. The Contractor, subject to the provisions of this contract, binds and obliges itself, to manage and perform each and every necessary duty and to take all necessary steps in order to maintain the buildings in this contract in accordance with the terms and conditions of the contract but without limiting the generality of the foregoing, to fulfill all obligations of Canada with respect to such maintenance and repairs of the buildings including, without limiting, the payment of all Maintenance Costs and all other costs and expenses pursuant to the buildings required to be paid by Canada in accordance with this contract and Statement of Work.
3. The Statement of Work and all Work is deemed to include not only the particular kind of work mentioned, but also labour, services, rentals, travel, material, matters and elements necessary for the execution, completion and delivery of the Work.
4. Property Management Services including:
  - Annual building inspection,
  - Building maintenance,
  - Building Preventive Maintenance,
  - Health and safety requirements
  - Information management,
  - Reporting and monitoring,
  - Emergency Preparedness
5. Project Delivery Services
  - Tenant Services (reference Annex "C")
  - Minor Repairs under \$5,000.00 (reference Annex "C")
  - Emergency Repairs (reference Annex "C")
6. Work not included
  - Janitorial Services;

- Snow Removal;
- Refuse Removal;
- Landscape Maintenance;
- Pest Control;
- Shredder,
- Helicopter grounding
- Fuel Tank (Aviation Fuel)
- Fume Hoods, labs
- Individual Uninterruptible Power Supply System (UPS)
- Exercise Room – weights, sauna, hot tub
- Antenna – grounding, lighting, wiring, fastening to building
- Cameras – building security
- Communication Centre – computers, equipment
- Movement of furniture
- Washers, dryers, microwave
- Elevator maintenance.
- 

.2 Employees

- .1 The Contractor or his agent, shall have in its employ at all times a sufficient number of capable employees, who meet the Personnel Security Requirements of Canada and/or RCMP, to properly, safely, and economically manage and maintain the buildings as required by this contract. All matters pertaining to the employment, supervision, compensation, promotion, and discharge of such employees are the responsibility of the Contractor. The Contractor shall fully comply with all applicable laws and regulations relating to its employees.

**2. Buildings**

- .1 The twenty-nine (29) Facilities included in this contract are detailed in attached Schedule A List of Facilities Included in Contract.

**3. Approach**

- .1 A collaborative approach is sought in which both the Contractor and PWGSC Representative work to achieve tenant satisfaction. The Contractor must achieve high performance levels. The Contractor is expected to commit to communicate and cooperate with mutual respect and trust, to achieve cost-effective, high quality delivery of services and innovation in a safe and productive working environment. The Contractor shall support PWGSC and the Tenants in delivery of objectives and shall:

- .1 ensure that activities are well planned and effectively carried out;
- .2 establish and execute a code of conduct in which Contractor personnel interact with Tenants and sub-
- .3 maintain a cooperative and professional approach when liaising with Tenants, and ensure a high level

of on-going tenant satisfaction;

.4 cooperate with Tenant security requirements;

.5 Participate in "Green" Government initiatives, e.g., recycling programs.

.2 The Contractor shall provide maintenance management advice when requested by PWGSC and otherwise as required by the Contract. Advice may be in the form of verbal advice or in writing, depending on the request.

**4. Workforce Qualifications**

.1 .1 The Contractor must be an ISO 9001 Registered Company

.2 The Contractor shall provide only qualified personnel and/or licensed journeymen for all trades. No apprentices on site.

.3 In the case of specialty service technicians, the Contractor shall engage only qualified technicians experienced with the system being serviced and authorized by the equipment manufacturer, or in the case of regulatory authorities, are licensed and in good standing with the authority having jurisdiction.

.4 The Contractor is to refer to specific trades qualifications and/or experience identified within sections of the technical specifications.

.5 As required, the Contractor shall provide bilingual personnel for both French and English language.

.2 Site Visit

.1 Bidders/Tenderers may visit sites prior to the closing date of tender at own expense. Site visits must be authorized by and coordinated with RCMP and/or PWGSC representative

.2 Failure to visit the site to examine the Specifications and Drawings or otherwise to become familiar with the site conditions, shall not relieve the Contractor of any responsibility to provide the complete work in accordance with the Contract Documents.

.3 Site visits will be conducted at Woodstock, Nackawic, McAdam Detachments.

**5. Changes to Equipment, Systems and Construction Drawings**

.1 For changes to construction drawings and other graphical representations, the Contractor shall provide such change information in electronic form consistent with PWGSC standards. In cases where original drawings are in non-electronic or other form that is not compliant with the noted document, the Contractor shall have the original information

converted to the electronic form consistent with the noted document when required for performing project work. The intent is to perform conversion of information on an "as and when required" basis. The Contractor shall detail the costs of such information conversions separately in project estimates.

- .2 For new and affected equipment and systems, the Contractor shall review and update operating manuals (where applicable) and provide all required trouble shooting manuals, operating manuals, as-built drawings, single-line diagrams and other written instructions and incorporate the information into the existing document inventory. In situations where PWGSC is delivering project services within a building, PWGSC will, upon project completion, turn over all applicable manuals, drawings and other information to the Contractor who shall ensure that these are properly incorporated into the building's existing document archive and appropriately maintained.
- .3 A set of architectural, mechanical and electrical drawings and specifications, shop drawings, and operation and maintenance manuals, will be provided (where available) for the Contractor's use during the term of the Contract. PWGSC is not responsible for the accuracy or completeness of such documents; the Contractor shall advise PWGSC of observed inaccuracies in the documents and update or correct as required. The Contractor shall maintain the documents provided by PWGSC and shall return them upon Contract termination.

## 6. Service Calls

- .1 Tenants will contact PWGSC's National Service Call Centre (1-800-463-1850) for both regular and after-hours emergency call-outs for maintenance or support. PWGSC's Service Call Centre will, in turn, contact the Contractor through a single point of contact. The Contractor shall respond to service calls on a 24 hours/ day, 365 days/year basis. This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre (NSCC) in Toronto. A "response" is considered to be when the Contractor has contacted the location identified in the service call and has commenced the investigation of the request or complaint. The Service Call will be considered "closed" when the National Service Call Centre has been notified that the request has been satisfied or rejected for good cause, or the deficiency has been rectified. Daily, the Contractor shall keep PWGSC's Service Call Centre up-to-date on the status and results of its response to service calls.
- .2 Service Calls will be prioritized by PWGSC's Service Call Centre operators. PWGSC and the Contractor will establish appropriate response times based on factors such as building location (urban) and Tenant operations. The four Service Call priorities are:
  - Emergency (1 hour on site): a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public,

the environment or the facility;

- Routine (24 hours on site): a deficiency or breakdown that does not impair current operations or pose any danger to the occupants, the general public, the environment or the facility;

**7. Codes and Legislated Requirements**

.1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each must be enforced during the term of the contract

- Canada Labour Code, Part II.
- National Building Code of Canada.
- National Plumbing Code.
- Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- National Fire Code.
- Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- Canadian Electrical Code, Part 1, CSA C22.1.
- Canadian Environmental Protection Act.
- Safety Code for Window Cleaning Operations, CAN/CSA-Z91.
- Fall – Arresting Devices and Vertical Lifelines CAN/CSA Z259.2.1
- Safety Belts and Lanyards CAN/CSA Z259.1.
- Provincial Occupational Health & Safety Act.
- The Contractor is responsible to be familiar with the relevant Codes and standards and to ensure that all work undertaken on behalf of PWGSC is completed in a safe manner.
- Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- The Contractor can obtain addresses for codes and standards from PWGSC Representative upon request.
- In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified
- Canadian Environmental Assessment Act (2012)

**8. Maintenance Services** .1 The Contractor shall provide Maintenance Management Services as described herein.

.1 Annual Building Inspection  
The Contractor shall perform an annual building inspection and report on the following building elements using the Annual Building Inspection Checklist (see Annex "A"):

1. Electrical Service and Distribution;
2. Electrical Auxiliary and Standby Power;
3. Controls/Monitoring System;
4. HVAC;
5. Compressed Air, Auxiliary and Processes;
6. Water Supply and Drainage;
7. Fire Protection and Alarm;
8. Environmental Equipment and Systems;
9. Energy Systems;
10. Architectural,/Structural Components;
11. Grounds, Parking, Roads and Walkways;
- 12.

.2 Preventive Maintenance  
The Contractor shall provide preventive maintenance in accordance with Annex "A" – Preventive Maintenance Program.

**9. Building Maintenance** .1 The Contractor shall provide building maintenance as prescribed in Annex "A" - Preventive Maintenance Program.

.2 Unless otherwise identified by PWGSC (Annex "A" – Preventive Maintenance Program) maintenance services shall be delivered in accordance with RPS Facility Maintenance Policy (Level Two), Life Cycle Maintenance, which is described as "maintenance service activities that are to be conducted for any federal government facility as a practical means to extend the useful life of a facility's structure, its systems and equipment, while ensuring mandatory regulations and legislated requirements are fulfilled".

The Contractor shall undertake the following types of maintenance:

- time-based maintenance (preventive maintenance);
- event-based maintenance (corrective maintenance repairs less than \$5,000.00 in value, service calls and predictive maintenance);
- maintenance to comply with warranty requirements; and
- authority-based inspections (to meet the requirements of acts, codes, regulations, legislation and other Government policies and directives).

The Contractor shall apply computerized maintenance management tools for planning and scheduling maintenance actions. The Contractor shall apply PWGSC's coding convention for identifying building systems and equipment as described in the RPS Facility Maintenance Policy and

Guidelines.

Except for emergency situations, the Contractor shall schedule and coordinate maintenance activities to minimize disruptions and provide sufficient advance notification to PWGSC and Tenants of shutdowns and major inspections so that time is available for contingency planning.

The Contractor shall minimize the number and duration of Tenant disruptions by planning and coordinating other work that can be conducted during the same shutdown period, e.g. projects and corrective maintenance work. A shutdown notification shall be issued to PWGSC and designated Tenant representative(s) whenever a maintenance activity may disrupt building operations, e.g. due to noise, dust, power disruptions, etc. The shutdown notification shall be issued at least two (2) weeks in advance of the work. The Contractor shall provide additional notice to Tenants (e.g. bulletin boards, e-mails, etc.) where appropriate.

**11. Project Delivery Services**

- .1 PWGSC reserves the right to select projects for delivery through its own project delivery system or through third parties, rather than through the Contractor and will advise the Contractor in advance of such projects as part of the project planning process. The Contractor will be required to provide on-site coordination and other support for these projects.
- .2 The Contractor shall identify repair projects, Tenant Services and emergency repairs as described in paragraph 2, 3 and 4.
- .3 Tenant Service: PWGSC may be required to undertake Tenant service projects and will determine the manner in which these projects are delivered. PWGSC may assign Tenant service projects to the Contractor, in whole or in part. Tenant service projects assigned to the Contractor shall be performed in a manner that meets the Contract's project requirements. The Contractor shall coordinate and cooperate in associated activities, for Tenant service projects that are undertaken by PWGSC and third parties
- .4 Minor Repairs (under \$5000.00):
  - The Contractor shall carry out minor repair projects identified through the National Service Call Centre, through the Preventive Maintenance Program or as identified by PWGSC.
- .5 Repair Projects over \$5,000.00

The Contractor shall:

  - Obtain signed approval by PWGSC and RCMP
  - Develop and present a project plan consistent with PWGSC Project Management Body of Knowledge principles and appropriate for each project;
  - Inform PWGSC/ RCMP through monthly reports, any

modification to the scope, budget or schedule of planned projects and any changes to the original approved project listing;

- Subcontracting shall ensure competitive bidding, and reflects an open, transparent and fair tendering process;
- as required by PWGSC, Commissioning will be consistent with the approaches in the PWGSC Manual and
- Standard Operating Procedure for Commissioning.
- All documentation must be made available to PWGSC upon request.

.6 Emergency Repairs

- Unplanned projects may also arise due to emergencies.
- Unplanned emergency projects may need to be substituted for planned projects.
- See Paragraph 11.7 below for a description of emergency repairs.

.7 Project priorities shall be assigned as follows:

- Priority A (Emergency): a deficiency or condition which has already occurred, and has already or will shortly result in the shutdown of a building or support system, such as Labour Code requirements not being met or a critical building system has become inoperative.
- Priority B are emergency that could occur at any time, as follows:
  - B1 - Health and Safety: a deficiency which poses an imminent risk to health and/or safety if left uncorrected.
  - B2 - Operational Efficiency: a condition which threatens to disrupt a Tenant's program which could result in the Tenant incurring productivity losses or threaten essential building services.
  - B3 - System Integrity: a condition which will result in the shutdown of a critical support system of a building if left uncorrected in the current fiscal year.
- Priority C
  - C1 - Health and Safety: a deficiency which poses a potential threat to health and safety if left uncorrected.
  - C2 - Operational Efficiency: a deficiency which would hamper the efficiency of a Tenant's program or building operating efficiency if left uncorrected.
  - C3 - System Integrity: a condition which will result in increased costs if left uncorrected.

- Priority D is a deficiency which requires repair or replacement, but does not threaten building systems, operations or health and safety as follows:
    - D1 - Asset Maintenance
    - D2 - Appearance/Image
    - D3 - Other
  - Priority X is for projects for which the key factor is a significant financial benefit to RCMP with priority according to the payback period on project costs as follows:
    - X1 -Within one year
    - X2 -Within two years
    - X3 -Over two years
- .8 All PWGSC construction projects will undergo a commissioning process in which the contractor shall participate. The commissioning process shall:
- ensure quality management and knowledge transfer throughout all phases of the Project Delivery System (PDS);
  - shall incorporate commissioning activities at various phases of the PDS as detailed in the PWGSC Commissioning Manual;
  - ensure that the systems are designed, installed, functionally tested and capable of begin operated and maintained in conformity with the design intent;
  - the PWGSC Commissioning Manual is available on request from the Project Manager and should be consulted to determine the specific commissioning requirements of each project;
  - as a minimum, all commissioning is to be timely and include performance verification, training of O&M staff, quality documentation and information to allow easy inclusion of new equipment or system information in the PMS/NMMS Maintenance Management System;
  - the commissioning process will be monitored through the PWGSC project management resources.

## 12. Materials and Equipment

- .1 All materials used in the work must conform to Canadian General Standards Board Standards.
- .2 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.
- .3 Where there is no alternative to supplying equipment which is not CSA certified, obtain special written approval from an

independent testing agency recognized by the Provincial Department of Labour. Pay cost for obtaining approval.

- .4 Use only materials, equipment and products that are environmentally friendly and scent free, and have been approved by the PWGSC Representative for work under this Contract.
- .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .7 Store materials in accordance with manufacturer's and Contractor's instructions.
- .8 Do not store materials on-site without PWGSC approval.
- .9 The RCMP and PWGSC accept no responsibility for materials or equipment stored on-site.

**13. Space Assigned**

- .1 The PWGSC Representative shall provide the Contractor with such space as is considered necessary by the PWGSC Representative for the performance of the Contractor's duties.
- .2 The Contractor must not list, publicize or use the address or telephone numbers on site in any fashion for business purposes. The Contractor shall supply staff with cell phones.
- .3 The Department will not be responsible for damage to the Contractor's supplies, material or equipment in the building nor for the employees' personal belongings brought into the building while employed by the Contractor.
- .4 The Contractor must supply all devices deemed necessary to store, handle and transport the Contractor's equipment and supplies.
- .5 All space assigned to Contractor for supplies and material must have updated Material Safety Data Sheets (MSDS) on entry door. This is to remain on site at all times.

**14. Personnel**

- .1 The Contractor will provide the PWGSC Representative with a list of all people working on the premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes.

**15. Site Security**

- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades, fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the PWGSC Representative will determine acceptable

building security.

- .3 After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
- .4 All security requirements deemed necessary by RCMP will be the responsibility of the Contractor.

**16. Security Clearance**

- .1 Prior to award of any resulting Contract, the Bidder must hold a valid Facility Access 2 issued by RCMP Departmental Security. The Contracting Authority will provide the Bidder with a time frame within which to complete and submit the required paperwork. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
- .2 The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract, must meet the mandatory security requirement. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.

**17. Access to Buildings**

- .1 Only those employees whose names appear on the Contractor's security clearance list will be allowed access to the site of work. No other persons accompanying employees will be allowed on-site.

**18. Security - Keys**

- .1 All keys entrusted to the Contractor during the fulfillment of his/her Contract must be signed OUT and returned each day and kept fully protected and secure at all times.
- .2 Keys must not be removed from the site at any time.
- .3 **Duplication of keys is strictly prohibited.**

**19. Log**

- .1 A log book **must** be maintained in the facility by the Contractor, in which he/she shall record on a daily basis, all of the work performed. This log book shall always be made available for review by a PWGSC Representative.
- .2 The Contractor will log any activities they were unable to complete or perform as a result of refused access.

**20. Contractor Responsibilities**

- .1 The Contractor must maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the PWGSC Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. This involves ensuring that cellular

phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto. If the request for service is from the NSCC, the Contractor must, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem.

- .2 The Contractor must provide service during specified regular working hours, silent hours and weekends.
- .3 The Contractor will advise the PWGSC Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
- .4 The Contractor, prior to commencement of work, must report to the commissionaires' desk to log in, if applicable.
- .5 The Contractor will be notified, on award of the Contract, the name and phone number of the RCMP Representative.
- .6 The Contractor must supply the onsite "Work Supervisor" with a cell phone to permit immediate access to service if and when required.

**21. Government Furnished Equipment List**

- .1 Contractor Furnished Supplies
  - The Contractor shall ensure that maintenance and operational consumables, supplies and spare parts required, including those in the Government Furnished Equipment Lists are held at appropriate levels.
- .2 Contractor Furnished Equipment
  - The Contractor shall be responsible for ensuring that equipment or tools necessary to deliver \contracted services are available.

**22. Health and Safety Requirements**

- .1 The Contractor's role:

Occupational safety and health in Federal works, undertakings and businesses is governed by Part II of the Canada Labour Code (CLC). Pursuant to the Code, Occupational Safety and Health (OSH) Regulations have been proclaimed and prescribe :

  - standards, the manner of performing duties, things that are required to be provided by the employer and other matters related to employers' duties for health and safety; and
  - procedures to be followed by employees and other matters related to employees' duties for health and safety.
- .2 The Contractor shall participate as required in a comprehensive Health and Safety Program which shall demonstrate diligence and comply with the most stringent requirement, where there are concurrent legislative and

regulatory requirements.

- 23. General Security** .1 Tenant is generally responsible for providing required security. The Contractor shall cooperate with Tenant security programs, where applicable.
- 24. Emergency Preparedness** .1 The Contractor shall coordinate and assist in preparing and delivery in implementing an Emergency Preparedness Program which includes a Business Resumption Plan if applicable and shall ensure that copies of the program are maintained (kept current) at the site and that personnel are familiar with the contents. The Emergency Preparedness Program shall identify procedures to be followed by the Contractor's staff to ensure the safety and welfare of building Tenants and the general public during an emergency.
- 25. Contract Termination** .1 On termination of the Contract, the Contractor shall participate in handover activities to ensure that the following items are delivered to PWGSC:
- drawings, manuals, reports and other documents provided to the Contractor by PWGSC;
  - tools, keys and equipment provided to the Contractor by PWGSC;
  - documentation or information obtained or developed by the Contractor for the work during the term of the Contract.
- 26. Contractor Provided Information** .1 The Contractor shall provide information using the following forms (see Annex "B" for samples):
- PWGSC-TPSGC 874 Hazardous Occurrence Investigation Report;
  - Accident Reports The Contractor shall provide written reports and log all accidents in log book;
- 27. Regulated Areas** .1 The Contractor's staff may require access to areas where either sensitive work is being carried out or areas that due to their nature are designated Hazardous to enter. Areas with a sensitive or hazardous nature will be referred to as Regulated Areas. Areas designated as Regulated shall include, but shall not be limited to the following:
- .2 Regulated Areas:
- Confined Spaces identified
  - Passenger elevator pits
  - Freight elevator pit
  - Hoist pit in garage
  - Cooling tower
  - Domestic hot water tank
  - Horizontal ducts
  - Vertical ducts
  - All sewage manholes and catch basins.
- .3 Identified Hazardous locations:

- All mechanical rooms in the facility, cramped work area and several pieces of equipment leaking, low head room as well, in many locations. There are also several open panels creating electrical hazards.
- Generator room - Hearing protection required.
- Roof area within 2 metres of roof edge - Fall protection will be required.

.4 Sensitive Areas:

- Tenant Controlled - will be indicated on site by Tenants

**28. Facility Management  
Administration**

.1 Accounting Practices:

The Contractor shall manage and report monthly to PWGSC. The maintenance costs aggregated for the Facility shall use the PWGSC Chart of Accounts Coding.

.2 Sub-Contract Management:

.1 Where the Contractor chooses to deliver services through a sub-contract, the Contractor shall ensure that the sub-contractor provides the services in a manner entirely consistent with the terms and conditions of the Contract and achieves timely delivery of quality services for the best price. The Contractor shall sub-contract in a manner that encourages open competition is fair, impartial and reflects prudence and probity. The Contractor shall:

- prepare procurement instruments and contract documents;
- secure contracts that provide value for price;
- manage sub-contractors;
- monitor sub-contractor performance, including quality of deliverables, adherence to schedules, and costs; and
- provide for dispute resolution, initiation of sub-contract amendments and payments.

.2 The contractor shall provide and manage a 24 hour monitoring contract(s) for Fire Alarm Systems throughout the detachments.

.3 Information Management:

The Contractor shall meet the following information management requirements:

- provision of detailed and timely information as described in Annex C;
- provision of ad hoc information as requested by PWGSC; and
- maintenance of information, regardless of delivery mechanism, useful to PWGSC for audit purposes, or for use in replacing the Contractor in the event of

default or for Contract renewal.

The Contractor shall employ proven information collection and delivery techniques, methodologies and systems to meet PWGSC requirements.

The Contractor shall ensure that computer systems, information and data are protected with due regard to security and that an information disaster recovery and backup plan and procedures are in place.

The Contractor shall obtain additional information relevant to the building systems or equipment from suppliers and manufacturers, where necessary

.4 Reporting and Monitoring:

The Contractor shall submit scheduled reports as described in Annex C with sufficient, timely and accurate information to enable budgets and other management issues to be effectively and efficiently planned, monitored and controlled. The Contractor shall submit work progress reports to PWGSC and other information as needed.

PWGSC will monitor the Contractor's performance through various means including the analysis of status and performance reports, and by conducting on-site inspections to determine the Contractor's performance.

The Contractor shall report monthly on the following elements to PWGSC at regular monthly management meetings:

- Maintenance budget status; and
- Other issues relevant to the Contract, on an exception basis, including significant incidents and deviations from approved approaches and plans.

**29. Contractor Quality Monitoring**

**.1 Resource Management Process**

The Contractor must determine resources required to deliver the requirements of the Contract. This includes human resources, equipment, and a suitable work environment to deliver PWGSC's required services.

**.2 Service Delivery Processes Including Quality Control and Quality Assurance**

The contractor QMS includes all the processes required to meet PWGSC requirements, including legislative and regulatory requirements. The Quality Control (QC) function is used by the Service Provider to ensure expected outcomes in service delivery have been met. Quality Assurance (QA) is a process for providing inputs, controls and resources to ensure services are provided that meet PWGSC's requirements. The QA program must be comprehensive enough to support the

service delivery objective while ensuring that compliance will not require inappropriate levels of effort or resources.

**.3 Monitoring/Measurement of Service Delivery Including Internal and External**

To meet the requirements of their QMS the Contractor must conduct internal evaluations to ensure that all elements of the QMS are in place and effective. These evaluations identify opportunities for continual improvement of their QMS.

In addition to internal evaluations, the Contractor's QMS must be audited at regular intervals by their ISO Registrar who is an accredited external third party Registrar. Other types of external evaluations include the Quality Monitoring evaluations performed by PWGSC.

**.4 Continual Improvement of the QMS**

Continual improvement is an ongoing activity designed to identify opportunities for improvement through evaluation and audit findings, management, reviews, monitoring, measurement, analysis, employee/client/tenant feedback, etc. Corrective/preventative action must be taken on non-conformances, and innovation and new ideas should be implemented to improve service delivery processes throughout every component of the Contractor QMS.

**.4 Continual Improvement of the QMS**

Continual improvement is an ongoing activity designed to identify opportunities for improvement through evaluation and audit findings, management, reviews, monitoring, measurement, analysis, employee/client/tenant feedback, etc. Corrective/preventative action must be taken on non-conformances, and innovation and new ideas should be implemented to improve service delivery processes throughout every component of the Contractor's QMS.

**30 PWGSC's Quality Monitoring Program**

**.1 Introduction:** The Quality Monitoring Program ensures that the Contractor self-assesses its performance and consequently PWGSC minimizes the amount of oversight. As a part of PWGSC's due diligence this program ensures that Contract requirements are being met and the quality of the Contractor's workmanship and the accuracy of their performance measurement data are acceptable. A further objective is to foster continual improvement and client focus, as well as to facilitate the identification and resolution of non-conformances.

**.2** PWGSC quality monitoring is to be performed by undertaking, multidisciplinary evaluations of the Contractor's Quality Management System, applicable processes, activities and performance data in selected buildings and projects to verify that the Contractor's Quality Management System is effective to confirm PWGSC requirements are being met and that performance measurement reports are accurate.

**PWGSC's Quality  
Monitoring  
Activities**

- .3 PWGSC will perform a minimum of two QM's the first quarter and a minimum of one QM for the remaining three quarters.
- .4 The Contractor is required to participate as an observer and guide in quality monitoring activities conducted by PWGSC, to facilitate awareness of site-specific issues that affect service delivery and to develop a shared understanding of established processes and observed quality non-conformances and concerns.
- .5 As a result of its quality monitoring activities, the PWGSC authority may provide suggestions to improve the Contractor's Quality Management System, processes or relationship with PWGSC. The Contractor is not obliged to implement these; however, the Contractor will be required to record them as opportunities for improvements to the Contractor's Quality Management System.
- .6 PWGSC will adopt the Contractor's processes for measuring performance, where appropriate, including the use of Contractor quality assurance and control checklists to support PWGSC quality monitoring activities. Where the Contractor does not measure specific items using checklists, the Technical Authority will validate the data and results by reviewing the effectiveness of the Contractor's Quality Management System, applicable processes and performance data.
- .7 PWGSC will amend Contractor performance data and applicable Performance Indicators scores if:
  - .1 PWGSC determines that quality non-conformance identified as closed remain outstanding; or
  - .2 PWGSC finds a discrepancy in the Contractor's Performance Indicator data and following a root cause analysis conducted by the Contractor and PWGSC, the discrepancy is the result of a substantial error, omission or misrepresentation on the part of the Contractor, or a significant shortcoming or defect in the Contractor's Quality Management System, in which case the affected data will be adjusted at the Portfolio level for the affected Period

**1. Compliance Requirements**

- .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
- .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- .3 Observe and enforce construction safety measures required by the following statutes and authorities:



Before Work Begins, the successful Contractor is to provide the following documentation within 7 days of award:

- .2 . Prior to Contract Award Bidders/Tenderers are to provide:
  - A copy of the company's safety policy, signed by the Owner of the company.
  - Documentation indicating that the bidder/tenderer has successfully completed a recognized SAFETY AUDIT, company/person performing the audit, is approved by regulatory authority to conduct safety audits.
  - Certification letter of good standing from Workman's Compensation Board.
  - Signed statement by Owner of company that the company will maintain Workman's Compensation Board coverage for the life of the Contract, including sub-contractor.

**3. Training**

- .16 Before Work Begins Bidders/Tenderers are to provide:
  - Documentation indicating all safety training attained for all personnel that will be involved with the Contract.
- .1 Certification of training for safety for all personnel that will be involved with the Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
- .2 Training for workers must include (but not limited to):
  - Safe operation of tools and equipment
  - Proper wearing and use of personal protective equipment (PPE)
  - Safe work practices and procedures of their given work tasks or function
  - Site conditions and minimum site safety rules.

**4. Disciplinary Procedures for Safety Violations**

- .1 Contractors must have their own written disciplinary procedures for violation or noncompliance for work site safety rules.
- .2 First Violation: Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and RCMP).

- .3 Second Violation: Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and RCMP).
  - .4 Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and RCMP).
  - .5 Serious Violation: For serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation will be documented on contract file, copy to Contractor and RCMP).
  - .6 Charges laid or Guilty Determination by Courts: Infractions of safety regulation, rules, policy and procedures that result in the charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts.
- 5. Asbestos**
- .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
  - .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify PWGSC Representative immediately. Do not proceed until written instructions have been received from the PWGSC Representative. Where there is an Asbestos Management plan in place all provisions of the plan are to be strictly adhered to.
- 6. Fastening Devices  
Explosive Actuated**
- .1 Explosive actuated devices must not be used, until approved by the RCMP Representative.
- 7. Hot Work**
- .1 All hot work activity, as defined in "Definitions" of this specification, is to take place with written permission from the PWGSC Representative via a Hot Work Permit.
  - .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
  - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Confined Spaces**
- .1 All work in confined spaces must be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.

- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
  - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the PWGSC Representative.
- .4 The Contractor to provide the PWGSC Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
  - .1 The Contractor to provide the PWGSC Representative with a copy of the hazard assessment.

**9. Fall Protection**

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, must be done in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

**10. Safety**

- .1 The Contractor must adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- .2 In particular, the Contractor must comply with the WHMIS legislation which requires the employer to provide detailed work education about potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. All containers holding product deemed under WHMIS to be hazardous must bear correct WHMIS label(s).
- .3 The Contractor must ensure that all equipment used to perform the work is in a state of good repair. The PWGSC Representative reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The

Contractor must be responsible to supply suitable replacement equipment.

- .4 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .5 Store material and equipment in accordance with Contractor's instructions.
- .6 Contractor must not place mop pails, mops, brooms, soap or other equipment where it is hazardous to personnel movement.
- .7 Contractor is not permitted to use ladders, scaffolds, until these have been inspected and found safe to use. Contractor shall be instructed that this equipment is to be used in the approved manner.

## 11. Safety Plan

- .1 The Contractor must provide a copy of their company's Occupational Health and Safety Policy and Program. It must meet the requirements of the Provincial Occupational Health and Safety Acts. The PWGSC Representative shall instruct the Contractor where the Federal Standards apply.
- .2 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to PWGSC Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work must be retained and made available to the PWGSC Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- .7 The Contractor must ensure that all applicable personal protective equipment (PPE) is used.

.8 The PWGSC Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

**12. Lockouts**

.1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy resources and lockout/tag out facilities and equipment.

**13. Product Approvals**

.1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).

.2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

.3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).

.4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

.5 The Contractor is to:

.1 supply a copy of MSDS sheets for Building(s) WHMIS station;

.2 mark the MSDS Book with their company name;

.3 maintain and update these MSDS as required;

.4 log all MSDS in MSDS Log book for each facility.

.6 All products shall be of Environmentally-Friendly (Green), scent-free. These products shall be supplied with no extra cost to the contract and be subject to the final approval of the PWGSC Representative.

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|--|----|--|
| <b>1. Environmental</b>                      | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.   |
| <b>2. Disposal of Wastes</b>                 | .1 | Do not bury rubbish and waste materials on site unless approved by PWGSC Representative.   |
|  | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.   |
| <b>3. Drainage</b>                           | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water   |
|  | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems.  |
|  | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.  |
| <b>4. Site Clearing and Plant Protection</b> | .1 | Protect trees and plants on site and adjacent properties where indicated.  |
|  | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.                   |
|  | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
|  | .4 | Minimize stripping of topsoil and vegetation.  |
|  | .5 | Restrict tree removal to areas indicated or designated by Agency Representative.   |
| <b>5. Work Adjacent to Waterways</b>         | .1 | Do not operate construction equipment in waterways.  |
|  | .2 | Do not sue waterway beds for borrow material.  |
|  | .3 | Do not dump excavated fill, waste material or debris in waterways.   |
|  | .4 | Design and construct temporary crossings to minimize erosion to waterways.   |
|  | .5 | Do not skid logs or construction materials across waterways.   |
|  | .6 | Avoid indicated spawning beds when constructing temporary crossings of waterways.  |
|  | .7 | Do not blast under water or within 100 m of indicated spawning beds.   |
| <b>6. Pollution Control</b>                  | .1 | Maintain temporary erosion and pollution control features  |

installed under this contract.

- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

**7. Open Fire**

- .1 Fires on site are not permitted.

### Schedule 1 - Sites included in Scope of Work

Location	Address	City	Building Type (Cleaning)	# of stories	Cells	Security Clearance	Facility Hours
Bathurst Detachment	900 Vanier Blvd	Bathurst	RCMP 1	2	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Grand Falls Detachment	812 Everard Daigle Blvd	Grand Falls	RCMP 1	2	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Hampton Detachment	530 Main St	Hampton	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Moncton MacBeath Office Building	161 MacBeath	Moncton	RCMP 1	3	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Richibucto Detachment	16 Park Rd	Richibucto	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Shediac Detachment	77 Ohio Rd	Shediac	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
St. George Detachment	77 Mt Pleasant Rd	St. George	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Sussex Detachment	43 Leonard Drive	Sussex	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Tracadie Detachment	485 DU Moulin St	Tracadie-Sheila	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Westfield Detachment	21 Chestnut Drive	Westfield	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Woodstock Detachment	410 Connell Rd	Woodstock	RCMP 1	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Woodstock IBET Office	410 Connell Rd	Woodstock	RCMP 1	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Moncton Ident Building	161 MacBeath	Moncton	RCMP 1	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Neguac Detachment	638 Main St	Neguac	RCMP 1	2	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Blackville Detachment	243 Main St	Blackville	RCMP 2	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Bouctouche Detachment	75 Rue Du Couvent	Bouctouche	RCMP 2	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Doaktown Detachment	368 Main St.	Doaktown	RCMP 2	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Lameque Detachment	61 du Parc St	Lameque	RCMP 2	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Minto Detachment	280 Main St	Minto	RCMP 2	2	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Saint-Quentin Detachment	371 Canada St	Saint Quentin	RCMP 2	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Moncton MacBeath St Office Building	191 MacBeath	Moncton	RCMP 2	2	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Campobello Detachment	920 774 Hwy	Campobello	RCMP 3	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Grand Manan Detachment	1269 Grand Manan Hwy	Grand Harbour	RCMP 3	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Irishtown Detachment	2643 Route 115	Irishtown	RCMP 3	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600

McAdam Detachment	32 Harvey Rd	McAdam	RCMP 3	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Nackawic Detachment	95 Otis Drive	Nackawic	RCMP 3	1	Y	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Perth-Andover Detachment	3 Upands View	Perth-Andover	RCMP 3	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
Deer Island Detachment	720 772 Hwy Fairhaven	Deer Island	RCMP 3	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600
St. Stephen IBET Office	46 Lisgar St	St. Stephen	RCMP 3	1	N	ENHANCED RELIABILITY + ENHANCED LEVEL 3	0900-1600

### **Checklist Detail**

**Checklist Code** 025-006-2-001      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Life Cycle      **Discipline** Refrigeration

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**Description** Air conditioner, Split Unit

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician- Building Maintainer/Operator	0.30	9.00

#### **Safety**

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#### **Narrative**

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Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

1. Motor/Compressor
  - a) Check unit bearings for noise and running temperature. If excessively warm investigate cause and report if unable to rectify.
2. Fans
  - a) Check for unusual noise or vibration.
3. Condensing Coil
  - a) Clean condenser coil (low pressure air/vacuum).
  - b) If water cooled, check operation of water regulation valve.
4. Refrigerant Circuit
  - a) Check sight glass for bubbles

**Date of Completion**

**Signature**

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### Checklist Detail

**Checklist Code** 050-000-1-001      **Revision** B  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Mechanical HVAC

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**Description** Air Handling Unit

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician- Building Maintainer/Operator	0.10	3.00

#### **Safety**

Ensure that all equipment lock-out and safety practices are followed

#### **Narrative**

Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

#### 1. General

- a) Check motor and fan for excessive noise, vibration or overheating.
- b) Ensure fan blades are clean and free of any excess lubricant.
- c) Check tension, alignment, and condition belt.
- d) Inspect filters and replace if necessary

<u>Code</u>	<u>Description</u>
CLC/CCT	Building Safety, Part 2, Division III (2000) HVAC Systems
CSA Z204-94 (R1999)	Guideline for managing indoor air quality in office buildings

#### **Code References**

Code	Description
CSA Z204-94	Guideline for Managing Indoor Air Quality in Office Buildings
CLC/CCT Part II (2000)	Canada Occupational Health and Safety Regulations (SOR/86-304)

Date of Completion	Signature
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### Checklist Detail

<b>Checklist Code</b>	070-001-2-001	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Monthly
<b>Maintenance level</b>	Life Cycle	<b>Discipline</b>	Boiler & Steam

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**Description**                      Boiler, Hot Water, Small Package Type

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Plant Maintainer Operator	Technician- Building Maintainer/Operator	6.00	180.00

#### Safety

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#### Narrative

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Boiler (Gas / Oil)

1. Check fuel lines and connections for damage.
2. Check main flame failure protection and main flame detection scanner on boiler equipped with spark ignition (oil burner).
3. Check operation of mercury control switches (i.e. hot water temperature limit, atomizing and combustion air proving, etc.).
4. Check operation and condition of safety pressure relief valve.
5. Check operation of boiler low water cut-off device.
6. Check hot water pressure gauges.
7. Inspect and clean water column sight glass (or replace).
8. Inspect pressure tanks for signs of damage or leakage.

<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 332-000-1-001      **Revision** B  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Safety

**Description** Emergency Alarm, Handicap Washroom

#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician- Building Supervisor	Technician- Building Supervisor	1.00	32.00

#### **Safety**

#### **Narrative**

##### **User Notes:**

Notification to tenant prior to operating alarm.

If emergency alarm is on an emergency power circuit, the test should be performed at the same time to ensure proper operation.

1. Each alarm initiating device in every washroom shall be activated on the main power supply.
2. Initiating devices connected to a standby power supply shall also be activated individually with the main power supply disconnected.
3. Ensure the proper operation of every audible and visual signal appliance during the testing of the alarm devices.
4. Each alarm signalling device shall be checked at the main annunciator panel (where applicable).
5. Each emergency alarm shall be visibly checked to ensure that the unit has not been altered or tampered with.
6. Appropriate corrective action shall be taken to ensure all faults are rectified as soon as possible.
7. An inspection record shall be kept indicating the date, equipment location, discrepancies found, corrective action required or taken, and the inspector's signature.

##### **Code**

CLC/CCT Part II, Section 12.3

##### **Description**

Canada Occupational Health and Safety Regulations (SOR/86-304),  
Safety materials, devices, equipment and clothing

Date of Completion	Signature

### **Checklist Detail**

<b>Checklist Code</b>	370-003-1-001	<b>Revision</b>	C
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Monthly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Safety

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<b>Description</b>	Emergency Exit Sign
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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician- Building Maintenance Staff	Technician- Building Maintenance Staff	0.10	3.00

#### **Safety**

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#### **Narrative**

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**General Note:** The maintenance procedure below shall be followed in conjunction with the manufacturer's instruction manual and recommendations. Ensure all safety precautions are followed as directed by the manufacturer.

1. Check that exit signs are illuminated, clean and legible.

<b><u>Code</u></b>	<b><u>Description</u></b>
NFC 2.7.3 (2010)	National Fire Code, Exit Lighting, Exit Signs, and Emergency Lighting
NFC 6.5 (2010)	Emergency Power Systems and Unit Equipment for Emergency Lighting

Date of Completion	Signature

## Checklist Detail

**Checklist Code** 250-000-1-001      **Revision** B  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Emergency Power

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**Description** Emergency Generator

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### Estimates

Category	Description	Trade	Hours	Cost
Person	Electrician	Technician – Electrician	1.20	36.00

### Safety

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### Narrative

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**General Note:** Provide notification to tenants regarding power interruption/restoration.

**General Note:** The logbook in which maintenance and inspection data is recorded should contain the information and have a similar format to that provided in the CSA C282 Logbook-09 - Emergency electrical power supply for buildings maintenance logbook. Each site shall have a copy of the latest version of CSA C282 Emergency Electrical Power Supply for Buildings available for review. Special skills are required to perform this inspection and should be conducted by the manufacturer or qualified contractor. In addition to the procedures listed below, the emergency electrical power supply equipment shall be operated and maintained in accordance with the manufacturer's recommendations and instruction manuals.

#### 1. Consumables

- a) Inspect day tank fuel level (gas pressure) and main tank level (gas pressure). A quantity of fuel sufficient for operating the engine under maximum site design load for at least 2 hours shall be maintained on site at all times (Note: Unless otherwise specified by the engine manufacturer, fuel oil consumption for a diesel engine can be estimated as 0.48 L (0.5 US quarts) per horsepower per hour). Where a generator set is required for emergency power supply to essential electrical systems in conformance with CSA Z32 - Electrical safety and essential electrical systems in health care facilities, a fuel supply shall be maintained on site at all times that is sufficient for operating the engine under full load for at least: i) 24 hours for Class B and C facilities; ii) 72 hours for a Class A facility. Provisions shall be made for automatic refilling to the day tank(s) from a fuel supply stored elsewhere on site.
- b) Inspect lubricating oil level and engine coolant level.
- c) Inspect engine, generator, fuel tank(s), and cooling systems for evidence of leakage.
- d) Inspect for proper operation of fuel transfer pump (if applicable).
- e) Inspect fuel filter for contamination if filter is equipped with a transparent bowl.

#### 2. Starter System

- a) Electric starter: Inspect for cleanliness, mounting and terminal security;
- b) Air starter: Inspect air tanks for pressure and valves for leakage. Test auxiliary engine and compressor for proper operation. Bleed off any condensation.

#### 3. Batteries and Charging Equipment

- a) Inspect all battery cells for electrolyte fill level.
- b) Test all battery cells for correct electrolyte-specific gravity.
- c) Inspect electrical connections for tightness and evidence of corrosion.

- d) Inspect battery for cleanliness and dryness between terminals.
  - e) Inspect charger electrical connections for cleanliness and tightness.
  - f) Test charger for proper operation of both float and equalize modes.
  - g) Batteries shall be changed every three years. Record the date of battery exchanges as well as the next expected battery exchange date in the system logbook.
4. Engine
- a) Test lubricant and/or coolant heaters for proper operation.
  - b) Inspect governor control linkages and oil level (if applicable).
  - c) Inspect fuel pump oil sump (if applicable).
  - d) Inspect fan belts for correct tension and wear.
5. Control Panel
- a) Inspect control panel covers for security.
  - b) Test annunciator lamps to confirm they are operational.
  - c) Inspect control panel settings (to ensure unit is ready for automatic start-up).
  - d) Test remote visual and audible trouble signals at the building fire alarm panel.
6. Inspect air control louvre settings for proper operation.
7. Test emergency lighting unit(s).
8. Verify whether room temperature is above 10°C.
9. Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.
10. Correct all defects found during inspections and tests.
11. Enter all inspections, tests and corrective actions in the system logbook.
12. Test and Verify the Entire System as follows:
- a) Simulate a failure of the normal electrical supply to the building.
  - b) Operate the system under at least 30% of the rated load for 60 minutes.
  - c) Operate all automatic transfer switches under load.
  - d) Inspect brush operation for sparking.
  - e) Inspect for bearing seal leakage.
  - f) Inspect for correct operation of all auxiliary equipment -- radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation systems and controls.
  - g) Record the readings for all instruments in the system log book and verify that they are normal.
  - h) Drain the exhaust system condensate trap.
13. Inspect block heater hoses and wire.
14. Correct all defects found during inspections and tests immediately after discovery. If significant work or replacements are required that cannot be reasonably attended to immediately, inform the building owner and/or operator. The necessary remediations shall be completed within 30 days of the discovery.
15. Enter all inspections, tests and corrective actions in the system logbook

<u>Code</u>	<u>Description</u>
NFC 6.5 (2010)	Emergency Power Systems and Unit Equipment for Emergency Lighting
CSA C282-09 (2009)	Emergency electrical power supply for buildings

**\*Note: there are 9 locations with generators (Bathurst, Woodstock, St. George, Tracadie, Grand Falls, Richibucto, Nackawic, Grand Manan, and Blackville Detachments), and transfer switch only in Sussex.**

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 290-000-1-001      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Fire Protection

**Description** Fire Alarm (System)

#### Estimates

Category	Description	Trade	Hours	Cost
Service Provider	General	-	0.00	200.00
Person	Technician – Fire Alarm Technician	Technician – Fire Alarm Technician	3.00	90.00

#### Safety

Ensure that all equipment lock-out and safety procedures are followed

#### Narrative

Send notification of test to tenant, fire department and monitoring agency.  
Inspect & test using Monthly Inspection Form. Conduct under emergency power conditions to confirm operation of Fire Alarm System.

1. Test system by operating one manual fire alarm station in each zone on a rotational basis.
2. Check the operation of the audible and visual signal devices for both alert and alarm.
3. Check the operation of the alarm signals at the control panel.
4. Check the operation of the zone annunciator to confirm that devices annunciate correctly.
5. Check the automatic transmission of the alarm to the municipal fire department (if applicable).
6. Check any automatic shutdown of the building air handling systems.
7. Check the emergency operation of such building systems as are controlled from the control panel.
8. Storage batteries are to be inspected to ensure that the proper electrolyte level and specific gravity is maintained, terminals are clean and lubricated, terminal clamps are secure.
9. Test supervisory device.
10. Test primary and secondary power supply.

<u>Code</u>	<u>Description</u>
NFC 6.3 (2010)	Fire Alarm and Voice Communication Systems
CAN/ULC-S536-04	Inspection and Testing of Fire Alarm Systems
NFPA 72 (2010)	National Fire Alarm and Signaling Code

Date of Completion	Signature

### **Checklist Detail**

**Checklist Code** 310-000-1-001      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Fire Protection

**Description** Fire Extinguishers, Portable

#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician – Fire Hydrant Inspector	Technician-Fire Hydrant Inspector	0.50	15.00

#### **Safety**

Ensure that all safety practices are followed

#### **Narrative**

Manual scale, inspection tags and spare extinguishers as required.

#### 1. General:

- a. Ensure extinguisher is in designated place, is properly mounted and appropriate type.
- b. Ensure extinguisher not obstructed and visible.
- c. Operating instructions on nameplate legible and facing outward.
- d. Seal and tamper indicators not broken or missing.
- e. For water extinguishers without gauges, determine fullness by weighing or hefting.
- f. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
- g. Pressure gauge reading or indicator in the operable range or position.
- h. Condition of tires, wheels, carriage, hose and nozzle checked (for wheeled units).
- i. WHMIS label in place.
- j. If deficiency noted, take immediate action or replace.
- k. Record date of inspection and initial tag.

#### **Code**

NFC (National Fire Code)  
NFPA 10 - 2013

#### **Description**

6.2 - 2010      Portable Extinguishers  
Standard for Portable Fire Extinguishers

Date of Completion	Signature

## Checklist Detail

**Checklist Code** 370-002-1-001      **Revision** B  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Fire Protection

**Description** Lighting, Emergency (Dry Battery)

### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician – High Voltage Technician	Technician – High Voltage Technician	0.10	0.30

### **Safety**

Ensure all safety precautions are followed as directed by the manufacturer.

### **Narrative**

**General Note:** The maintenance procedure below shall be followed in conjunction with the manufacturer's instruction manual and recommendations.

**General Note:** Battery inspection and testing procedures for specific battery types can be found in NFPA 72 - depending on the application to which this checklist is applied.

1. Operate unit by disconnecting power supply.
2. Check:
  - a) pilot light operation, not damaged or obstructed;
  - b) terminal connections are clean, free of corrosion and lubricated when necessary;
  - c) terminal clamps are clean and tight; and
  - d) battery surface is dry and clean.
3. Check expiry date of batteries and general condition
4. Check that exit signs are illuminated, clean and legible.
5. Record monthly test records, forward to facilities managers.

### **Code**

NFC (National Fire Code) 6.5 (2010)  
NFPA 72 (2013)

### **Description**

Emergency Power Systems & Unit Equipment for Emergency  
Lighting  
National Fire Alarm and Signalling Code

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 814-000-2-003      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Overhead Doors

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Technician – Mechanical Engineer	Technician-Mechanical Engineer	0.50	15.00

#### Safety

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#### Narrative

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1. Check electrical/mechanical operation.
2. Check condition of doors & tracks.
3. Check operation of locking devices and limit stops.
4. Check operation of lights & switches.
5. Check electric motor & controls.
6. Inspect lifting cables. Check cable anchoring at the bottom roller brackets to determine that clamp is tight and cable is in good condition. Check cable thru entire length and ensure cable is properly secured at drum. If cables have become snagged, bent or tangled, arrange for replacements. Relieve spring tension before working on cables. Cables may appear strong and have internal damage.
7. Lubricate all bearings. Clean and lubricate rollers and bearings on head shaft.
8. Check all roller brackets, centre hinges and trusses for security. Tighten loose fasteners and replace any worn or fractured hinges and rollers.
9. Check guide assembly fastenings and the hanging of the horizontal tracks. Make sure all fasteners are secure.
10. Examine torsion springs.
11. Check chain on operator.
12. Check belts or chain drive for wear.
13. Check for damage to electric controls and switches caused by operation of door.
14. Check all pulleys for alignment.
15. Check weights for breakage and pins for wear.
16. Check dock seals, weather stripping.
17. Check safety bumper (pad) on door.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 400-000-2-001      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Pump, General

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	0.10	3.00

#### Safety

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#### Narrative

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Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

1. Motor

- a) Check motor for overheating, vibration or excessive noise.
- b) Check belt, tension alignment, condition.

2. Pump

- a) Check suction / discharge pressures.
- b) Check system for leaks, replace / repack seals as required.
- c) Check pump and bearings for overheating, vibration, excessive noise.
- d) Check/top-up lubricant. Adjust drip rate of lubricant, if applicable.

Date of Completion	Signature



### Checklist Detail

**Checklist Code** 450-001-1-001      **Revision** B  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Fire Protection

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**Description** Sprinkler, Wet Pipe

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	0.20	6.00

#### **Safety**

Ensure that all safety practices are followed

#### **Narrative**

Notify the Property Manager of the test.

1. Inspect all valves which are locked open. Valves secured with locks or supervised (in accordance with applicable NFPA standards) shall be permitted to be inspected monthly (NFPA 25 - 13.3.2.1.1).
2. Prior notification of testing shall be given to all parties who could be affected by an alarm.
3. Perform water flow alarm test using the alarm test connection located close to the extinguisher valve.
4. Ensure that the gauges are in good condition and that normal water supply pressure is maintained (NFPA 25 - 5.2.4.1).

**Code** NFPA 25 - 2011      **Description** Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 400-551-2-001      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Sump Pump, Float Type

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### **Safety**

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#### **Narrative**

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1. Check sump, float, rod and guides.
2. Check float switch & alarm.
3. Check the operation of pump & check valve(s).
4. Check piping, fittings, supports.
5. Check the operation of motor (heat, noise, vibration, coupling, etc.)
6. Check pit cover.
7. Fill oilers where applicable.

**Date of Completion**

**Signature**

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### Checklist Detail

**Checklist Code** 483-001-1-001      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Mandated      **Discipline** Special Purpose

**Description** Tank, Aboveground, Outside, Fuel Storage

#### Estimates

Category	Description	Trade	Hours	Cost

#### Safety

Ensure that all safety practices are followed

#### Narrative

##### Fuel Storage Tanks - Above Ground Single Wall Piping (Only)

1. Visually inspect all single walls above ground piping without secondary containment. If a leak is found immediately isolate the leak and repair before putting back into service.
2. The owner or operator of a storage tank system that has turbine, transition, dispenser or pump sumps must, within two years after the day on which these Regulations come into force, visually inspect those sumps to determine if they are leaking and after that inspection they must either
  - (a) immediately use continuous sump leak monitoring for those sumps; or
  - (b) visually inspect those sumps annually.
3. For an aboveground storage tank, the authority having jurisdiction shall be notified immediately in the event of:
  - (a) any unexplained loss in excess of the greater of:
    - (i) 1% of the throughput in one month from the storage tank system as indicated by the recording and reconciliation of inventory records done; or
    - (ii) 1% of the storage tank system capacity.
  - (b) inventory reconciliation showing five or more consecutive weeks of unexplained product losses; or
  - (c) inventory reconciliation showing an unexplained loss in one calendar month

<u>Code</u>	<u>Description</u>
SOR/2008-197 (2012)	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations
CCME/CCT (2003)	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products

Date of Completion	Signature
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**Checklist Detail**

<b>Checklist Code</b>	545-001-2-001	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Monthly
<b>Maintenance level</b>	Life Cycle	<b>Discipline</b>	

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<b>Description</b>	Water Softener, Demineralizer
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**Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	0.20	6.00

**Safety**

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**Narrative**

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1. Test water for hardness, backwash and regenerate as recommended by manufacturer. Add salt as required.
2. Inspect physical condition of brine tank and remove any accumulated deposits. Check for leaks. Recoat if rusting.
3. Operate all valves and check for ease of operation and signs of leaks. Repack as required.
4. Check piping visually for adequate support and leaks.
5. Record reading of gauges.
6. Record water meter readings.

<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 560-000-2-777      **Revision** A  
**Active**       **Frequency** Monthly  
**Maintenance level** Life Cycle      **Discipline**

**Description** Water Treatment System (All Types)

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### Safety

#### Narrative

1. Record reading of gauges.
2. Record water meter readings.
3. Check for proper operation.

Date of Completion

Signature

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**Checklist Detail**

<b>Checklist Code</b>	050-000-1-003	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Every 3 months (quarterly)
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Mechanical HVAC

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**Description**                      Air Handling Unit

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**Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	0.20	6.00

**Safety**

Ensure that all equipment lock-out and safety practices are followed.

**Narrative**

Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

1. General
  - a) Oil the motor and the fan if necessary.
  - b) Check the solidity of the mounting; tighten any loose bolts or screws.

<b><u>Code</u></b>	<b><u>Description</u></b>
CLC/CCT	Canada Occupational Health and Safety Regulation (SOR/86-304), Building Safety, Part 2, Division III (2000) HVAC Systems
CSA Z204-94 (R1999)	Guideline for managing indoor air quality in office buildings

<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 070-001-2-003      **Revision** A  
**Active**       **Frequency** Every 3 Months (quarterly)  
**Maintenance level** Life Cycle      **Discipline** Boiler & Steam

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**Description** Boiler, Hot Water (Gas/Oil)

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Plant Maintainer Operator	Technician – Plant, Maintainer/Operator	0.20	6.00

#### Safety

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#### Narrative

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1. Blow down accumulated sludge until water runs clear.
2. Inspect pressure tanks for signs of damage or leakage.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 270-000-2-003      **Revision** A  
**Active**       **Frequency** Every 3 Months (quarterly)  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Fan, Exhaust

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### Safety

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#### Narrative

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1. General
- a) Check motor and fan for excessive noise, vibration or overheating; oil lubricate fan and motor where applicable.
  - b) Ensure fan blades are clean and free of any excess lubricant.
  - c) Check belt, tension, alignment, condition.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 235-001-2-012      **Revision** A  
**Active**       **Frequency** Every 3 Months (quarterly)  
**Maintenance level** Life Cycle      **Discipline** Architecture/Structure

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**Description** Drains, Floor

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### Safety

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#### Narrative

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1. Remove and clean cover; check for corrosion.
2. Check trap primer operation.
3. Check for cracks, breaks in wall of drain, water seal.
4. Check if water level in trap is below requirement for sewer gas seal.
5. Run water and observe if rate of drainage is adequate.
6. Check if mouth of drain is set at proper height.

Date of Completion	Signature

### Checklist Detail

<b>Checklist Code</b>	250-000-1-006	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Every 6 months (bi-annual)
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Emergency Power

<b>Description</b>	Emergency Generator
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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician – Diesel Generator Technician	Technician – Diesel Generator Technician	2.00	60.00

#### **Narrative**

**General Note:** Provide notification to tenants regarding power interruption/restoration.

**General Note:** The logbook in which maintenance and inspection data is recorded should contain the information and have a similar format to that provided in the CSA C282 Logbook-09 - Emergency electrical power supply for buildings maintenance logbook. Each site shall have a copy of the latest version of CSA C282 Emergency Electrical Power Supply for Buildings available for review.

Special skills are required to perform this inspection and should be conducted by the manufacturer or qualified contractor. In addition to the procedures listed below, the emergency electrical power supply equipment shall be operated and maintained in accordance with the manufacturer's recommendations and instruction manuals.

1. Perform weekly and monthly maintenance and inspection verifications. Refer to checklists 250-000-1-777 and 250-000-1-001.
2. Inspect and clean engine crankcase breathers.
3. Inspect and clean all engine linkages.
4. Lubricate the engine governor and ventilation system.
5. Test protective devices for proper operation.
6. Before start-up, perform two full cranking cycles (as specified in CSA C282-09 - Clause 10.4.1 and 10.4.2). Near the end of each cycle (and while still cranking), measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform a battery load test using as suitable load tester.
7. Inspect ventilation system belt(s).
6. Correct all defects found during inspections and tests immediately after discovery. If significant work or replacements are required that cannot be reasonably attended to immediately, inform the building owner and/or operator. The necessary remediations shall be completed within 30 days of the discovery.
7. Enter all inspection, tests and corrective actions in the system logbook.

<b>Code</b>	<b>Description</b>
CSA C282-09 (2009)	Emergency electrical power supply for buildings
NFC 6.5 (2010)	National Fire Code, Emergency Power Systems and Unit Equipment for Emergency Lighting

**\*Note: there are 9 locations with generators** (Bathurst, Woodstock, St. George, Tracadie, Grand Falls, Richibucto, Nackawic, Grand Manan, and Blackville Detachments), and transfer switch only in Sussex.

Date of Completion	Signature

### Checklist Detail

<b>Checklist Code</b>	820-000-1-006	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Every 6 months (bi-annually)
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Architecture/Structure

<b>Description</b>	Exterior Stairs and Railings
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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	2.00	60.00

#### Safety

#### Narrative

1. Means of egress shall be maintained in good repair and free of obstructions;
2. Exterior passageways and exterior exit stairs shall be maintained free of snow and ice accumulations; (Ensure that plans are in back)
3. Where snow melting equipment used in conjunction with exterior passageways and exterior stairs, it shall kept in good working condition;
4. Check integrity of structure, anchors, stair, platform, railing, for wear, spalling, slippery surfaces, rust, cracked and broken welds, loose bolts, nuts, rivets, and screws. Reseal, paint, and repair as required;
5. Where applicable, check the integrity of the lowering/raising mechanism of the stair and lubricate as required;
6. Check integrity of steel cables, pulleys, replace and lubricate as required;
7. Check integrity of counterweight repair as required,
8. Install/remove winter stair protection if required.

<b><u>Code</u></b>	<b><u>Description</u></b>
NFC 2.7.1 (2010)	National Fire Code, Safety to Life

<b>Date of Completion</b>	<b>Signature</b>

### Checklist Detail

<b>Checklist Code</b>	HALO	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Every 6 Months (bi-annually)
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Special Purpose

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<b>Description</b>	Halocarbon Leak Test
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#### Estimates

Category	Description	Trade	Hours	Cost

#### Safety

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#### Narrative

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#### **Halocarbon Equipment Leak Test Compliance Checklist for Federal Halocarbon Regulations, 2003 (FHR) - (The Service Technician is required to answer all questions)**

Servicing of system to be carried out by certified personnel as stipulated in the Federal Halocarbon Regulations 2003

Leak test to be completed as specified in the maintenance contract

- 1) Was a leak detected? YES NO
- 2) If a leak was detected, were the appropriate contacts notified immediately as stipulated in the maintenance contract? YES NO
- 3) Has the leak been corrected or isolated as stipulated in the FHR 2003? YES NO
- 4) Was a Halocarbon Release report completed? YES NO  
(Report must contain all information required in column 3 of item 8 of schedule 2 of the FHR2003)
- 5) Was a copy of the report supplied to the property manager for on-site records? YES NO
- 6) Who was the report given to? \_\_\_\_\_
- 7) Have you completed all required fields on the Leak Test notice and affixed it to the system serviced? YES NO  
(Leak test notice must contain all information required in column 3 of item 2 of schedule 2 of the FHR 2003)
- 8) Was a copy of the notice supplied to the property manager for on-site records? YES NO
- 9) Who was the notice given to? \_\_\_\_\_
- 10) Have you completed all required fields in the logbook? YES NO

SOR/2003-289 (2009)	Federal Halocarbon Regulations
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<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 450-001-1-006      **Revision** C  
**Active**       **Frequency** Every 6 Months  
**Maintenance level** Mandated      **Discipline** Fire Protection

**Description** Sprinkler, Wet Pipe

#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Plant Maintainer Operator	Technician-Plant, Maintainer/Operator	.40	12.00

#### **Safety**

Ensure that all safety practices are followed

#### **Narrative**

**General Note:** The maintenance procedure below shall be followed in conjunction with the manufacturer's instruction manual and recommendations for each component. Ensure all safety precautions are followed as directed by the manufacturer.

Notify the Property Manager of the test. Prior notification of testing shall be given to all parties who could be affected by an alarm.

1. Inspect all valves under electric monitoring. Valve supervisory switches shall be tested semi-annually (NFPA 25 - 13.3.3.5.1).
2. Vane type and pressure switch type water flow alarm devices shall be tested semi-annually (NFPA 25 - 5.3.3.2).
3. Test all monitoring switches of the gate valves, water level indicators in the tanks, the monitoring devices of the building and tanks temperature and other mechanical and electric devices of warning to ensure that they work well (Note: The manufacturer's instructions should be consulted for guidance on testing. In some situations, it might not be possible to test the actual initiating device. In such cases, only the circuitry should be tested).

<b>Code</b>	<b>Description</b>
NFPA 25 (2011)	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFC 6.4 (2010)	National Fire Code, Water Based Fire Protection Systems

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 025-006-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline** Refrigeration

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**Description** Air Conditioner, Split Unit

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Plant Maintainer Operator	Technician-Plant, Maintainer/Operator	1.00	30.00

#### Safety

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#### Narrative

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Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

1. Motor/Compressor
  - a) Check hold down bolts and tighten as required.
2. Fans
  - a) Check, clean and correct as required.
  - b) Oil lubricate fan bearing (as required).
  - c) Check fan in place and secure i.e. shaft, keys and set screws.
3. Filters
  - a) Replace air filter, ensure passages are clear.
4. Refrigerant Circuit
  - a) Check refrigerant level and leaks.
  - b) Check temperature differentials.
  - c) Check suction pressure.
  - d) Check discharge pressure.
  - e) Check moisture indicators and replace dehydrator if required.
5. Controls
  - a) Check safety switches and controls.
  - b) Check overall unit operation.

Date of Completion	Signature

## Checklist Detail

**Checklist Code** 050-000-1-012      **Revision** B  
**Active**       **Frequency** Yearly  
**Maintenance level** Mandated      **Discipline** Mechanical HVAC

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**Description** Air Handling Unit

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### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	1.30	39.00

### Safety

Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.

### Narrative

Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment. Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. The staff working on the night lamp and the safety controller must have a valid licence for the installations of gas.

1. Motor
  - a) Clean unit, tighten all bolts.
2. Fan
  - a) Clean fan blades; check that fan rotates freely.
  - b) Check the shaft play, the bearing wear, replace parts as required.
  - c) Tighten all mountings.
  - d) Check integrity of safety guard, if fitted.
3. Dampers
  - a) Operate dampers, check linkages; adjust, tighten, clean and lubricate.
4. Controls
  - a) Check smooth functioning of damper actuator and motorized valves.
  - b) Check integrity of air lines and fittings where applicable.
  - c) Check temperature and humidity set points; adjust as required.
  - d) Check the operation of the emergency disconnect switch.
5. Ductwork (Immediate Area Only)
  - a) Remove the dirt and debris at the bottom of the duct.
  - b) Check for scale signs and treat if necessary.
  - c) Ensure drain is clear and trap is primed.
  - d) Check canvas is not stiff or cracking, repair if required.
  - e) Inspect the interior of the duct upstream and downstream for checking if there is blockage.
  - f) Brush and vacuum filter frames.
  - g) Check integrity of insulation and acoustical tiles.
6. AH Units
  - a) Wipe the unit entire inside and outside.
  - b) Tighten all mountings.

- c) Check the operation of the filters differential pressure gauges; calibrate if necessary. .
- d) Check condition of interior lighting, if fitted.

7. Fight against the microbial growth (Annually May - June)

Minimize microbial growth by checking the following points if necessary:

- a) Proper slope of the drain pans, piping, drainpipes, etc. to allow a flow of water appropriate.
- b) Stagnant water accumulation.
- c) Rust and debris accumulation.
- d) Clean, free flowing drains.
- e) Leaks.
- f) Wet insulation.
- g) Proper equipment operation to reduce condensation.
- h) Drip pans with porous inside lining. (See note below)
- i) Cooling coil for cleanliness.
- j) Filter condition.
- k) Signs of fungi and other growth on acoustic linings.

Note:

Some drip pans have porous interior liners which must be encapsulated and removed. The drip pan can be isolated below or be replaced. This must be indicated immediately to the Property Manager.

**Code**

CLC/CCT

CSA Z204-94 (R1999)

**Description**

Canada Occupational Health and Safety Regulations (SOR/86-304)  
Building Safety, Part 2, Division III (2000) HVAC Systems

Guideline for Managing Indoor Air Quality in Office Buildings, Guideline  
for managing indoor air quality in office buildings

Date of Completion	Signature



### Checklist Detail

**Checklist Code** 065-000-1-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Mandated      **Discipline** Plumber

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**Description** Backflow Preventer

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**Estimates**

Category	Description	Trade	Hours	Cost
Person	Plumber	PWGSC Technician- Plumber	1.00	30.00

**Safety**

Ensure that all safety practices are followed

**Narrative**

1. Review manufacturer's instructions
2. Before servicing, check that water shut-off valves are closed, and use by-pass where applicable.
3. Clean apparatus, and test operation. For Watt type, use testing kits from regulating company.
4. Replace all movable parts, such as springs, disc assembly, O rings, etc., as required
5. Operate stop valves.
6. Clean strainer.
7. Check piping for leaks, corrosion, supports for sturdiness, and take appropriate corrective measures.
8. Re-assemble unit and test for leaks.
9. Remove temporary by-pass.

**Code**      **Description**  
NPC (1995)      National Plumbing Code

Date of Completion	Signature

## Checklist Detail

**Checklist Code** 070-001-2-012      **Revision** B  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline** Boiler & Steam

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**Description** Boiler, Hot Water (Gas/Oil)

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### Estimates

Category	Description	Trade	Hours	Cost

### Safety

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### Narrative

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#### Checklist Instructions

Note 1: Ensure that all safety procedures are followed in the performance of the work listed below. These include but are not limited to lock and tag procedures, confined space entry.

Note 2: This is a generic checklist it must be noted that manufacturer's maintenance instruction may differ from the list below. It is recommended to follow the manufacturer's recommendations when maintaining the specific equipment. The drawings should also be referred to, to verify drum internals and tube configurations.

Note 3: CSA/UL plate should be verified to include: CSA/UL logo, serial number, input. Label should be of an approved material.

Determine if annual boiler and pressure vessel inspections have been performed. All boilers require an external inspection every year. Arrange for inspection as required.

#### 1. Boiler, General

- a) Shut down, cool and drain vessel.
- b) Open all manholes, hand holes and combustion chamber access covers.
- c) Clean the combustion chamber.
- d) Inspect tubes for signs of leakage, overheating or oil spotting.
- e) Check heating surfaces for accumulation of soot and corrosion; clean.
- f) Check refractory for spalling, distortion, movement and cracks; repair.
- g) Check combustion chamber gaskets, and all other gaskets as applicable on joints/lining.
- h) Check condition, of
  - i) boiler headers (water tube boilers) drum (on fire tube boilers);
  - ii) Manholes, hand holes and other openings;
  - iii) verify that the tube flow control orifices are in good condition;
  - iv) Pressure relief valves; verify the operation of the safety valves and have refurbished every 5 years.
  - v) Shut-off and flow control valves.
- I) Inspect the water side of the boiler for scale accumulation (clean as required).

- j) Clean the flue and breaching. Where applicable also clean and ensure the operation of the damper.
- k) Check and verify the stays in the boiler, these include diagonal and through stays as applicable.
- l) Verify the flue gas baffles in the boiler and repair as required.
- m) Verify the condition of the boiler blowdown lines.
- n) Operate all valves over full stroke. Lubricate and repack as required.
- o) Boiler is to be internally inspected by a third party and a certification issued to return the boiler to operation.
- p) When work is completed refill the boiler and hydrostatically test the boiler with water and inspect for leaks.
- q) Replace safety valves and test fire the boiler.

## 2. Draft Fans

- a) Open control access; clean, check terminals are tight.
- b) Lubricate motor bearings.
- c) Check fan shaft bearings and lubricate.
- d) Clean motor, fan, housing, and dampers.
- e) Check integrity of mounting, ducting and flexible connections.
- f) Check condition, and alignment of the motor and fan couplings/pulley and belts.
- g) Check, lubricate dampers, modulating motor, actuator and linkages.
- h) Calibrate pressure transmitters.

## 3. Low Flow Control/High Temperature Cut out

- a) Clean the chamber of the LWCO and float or probes where applicable and associated piping.
- b) Check integrity of the pipe connections on the Low flow control. Remove plugs from the crosses and verify the condition of the connected piping.
- c) Check control circuit interlock in the Low Flow Control that it is functioning properly.
- d) Replace packing and or gaskets where applicable.
- e) Verify water column isolating valves and repack as required.
- f) Test the low flow cut out by slowly closing the boiler outlet valve and reducing the water flow through the boiler to the cut out point.

## 4. Controls

- a) Check all electrical connections.
- b) Check all fuses, contacts.
- c) Check grounding.
- d) Check thermal relays.
- e) Check control transformer.
- f) Check delay timer.
- g) Check pressure transmitter.
- h) Check all indicators and security alarms, high and low flow cut outs, high temperature cut outs, thermostat, flame sensor and fuel cut off valve(s).

## 5. Burner oil or gas

- a) Check burner nozzle(s)/orifices for soot, clean or replace as needed.
- b) Check and clean burner, blower motor (if installed) and the ignition system(s).
- c) Verify that the ignition system is correct readjust/replace high tension leads as required.
- d) Verify that the wind box registers are in good condition and move freely.
- e) Verify the pressure of the fuel supply to the burner and ensure it is correct.
- f) Verify the fuel safety shut-off(s) that they are operational.
- g) Verify that the air diffuser in good condition, if movable ensure it is placed as per the last combustion test.
- h) Verify that the flame is not impinging on any metal surface.

- i) Test and verify that the flame safety shut-off valves function properly.
  - j) Lubricate and pack as required the valves in the gas/oil train.
  - k) Perform a leak test (soap and water) on gas train components. On oil trains visually look for leaks or signs of leaks.
  - l) Fire boiler and conduct combustion test (CO<sup>2</sup>, excess O<sup>2</sup>, Nox, Smoke, Stack Temperature) adjust as needed. Check the over fire and stack draft, adjust as required.
6. Completion
- a) Clean up area.

**Date of Completion**

**Signature**

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### Checklist Detail

**Checklist Code** 800-000-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline** Building General

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**Description** Building Interior (All Components)

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Property and Facility Manager	Management – Property & Facility Manager	6.00	180.00

#### Safety

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#### Narrative

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- Ceilings:** Check for paint or tile condition, moisture damage, openings, condition of grid, all suspended devices.
- Walls:** Check for paint condition and for surface damage.
- Doors:** Check interior and exterior door operation and hardware. Check condition of window glass, weather-stripping, caulking. Report or repair as required.
- Floors:** Check condition of flooring, baseboard, carpeting, and terrazzo. Report or repair as required.
- Stairs:** Check condition for safety and damage. Report or repair as required.
- Painting:** Check all painted surfaces for deterioration by alligating, blistering, bubbling, chalking, flaking, discolouration, hidden rust, peeling, etc. Report for repair.
- Lighting:** Check fixtures for failure to operate, missing, loose or damaged parts (including lenses, louvers, hoods, shields), need for re-lamp.
- Windows:** Check for broken panes, corrosion, damage, defective weather-stripping.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 160-001-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline** Mechanical HVAC

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**Description**      Convectors, Hot Water

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### **Safety**

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#### **Narrative**

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##### Checklist Instructions

1. Operate all valves through full stroke; leave closed or 1/4 turn short of fully open, as appropriate.
2. Bleed air from unit.

**Date of Completion**

**Signature**

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### Checklist Detail

**Checklist Code** 195-001-2-001      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Dehumidifier, Mechanical Type

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Technician – Mechanical Engineer	Technician – Mechanical Engineer	1.00	20.00

#### Safety

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#### Narrative

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Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

Perform inspection as per manufacturer recommendations or industry standards

**Date of Completion**

**Signature**

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**Checklist Detail**

<b>Checklist Code</b>	200-000-1-012	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Electrical High Voltage

**Description**                      Disconnects (HVAC)

**Estimates**

Category	Description	Trade	Hours	Cost
Person	Electrician	Technician - Electrician	0.10	3.00

**Safety**

Ensure that all safety practices are followed.

**Narrative**

**User Notes:** This inspection applies to mechanical A/C units and ventilating systems only.

**NOTE:** Follow procedures as described by Canada Labour Code, Part II and PWGSC to isolate electrical equipment.

1. Test, operate, check smooth action and not binding; adjust as required.
2. Open, blow out dust and dirt using vacuum cleaner.
3. Check for signs of damage, overheating and abuse; check all bolts and terminals are tight.
4. Clean fuse ends and holders (where applicable).
5. Clean cover and immediate area.
6. Test disconnect switches to ensure the system can be shut down in an emergency.

**Electric Motor**

1. All motors
  - a) Check motor for unusual noise, vibration and overheating.
  - b) Ensure that all connections are solid.
  - c) Ensure windings are not grounded. If such is the case, investigate and correct the cause. If unable to rectify, stop the motor, tag, and report to direct supervisor immediately.
  - d) Record amperage of each phase at motor.
  - e) Record voltage of each phase at motor.
  - f) Check and tighten all connections.
  - g) Verify size of fuses, overload relay, etc. and ensure correct sizes are utilized.
  - h) Report unusually high loads to determine if motor needs corrective action.

**Code**

NFC 2.6.1 (2010)

CLC/CCT Building Safety, Part 2, Division III (2000)

**Description**

National Fire Code, Heating, Ventilation and Air-conditioning

Canada Occupational Health and Safety Regulation (SOR/86/304), HVAC Systems

<b>Date of Completion</b>	<b>Signature</b>
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**Checklist Detail**

**Checklist Code** 235-003-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description**      Drains, Trap    Seal Primer

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**Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician – Plumber	Technician – Plumber	0.30	20.00

**Safety**

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**Narrative**

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Perform inspection as per manufacturer recommendations or industry standards

Date of Completion	Signature

### Checklist Detail

<b>Checklist Code</b>	250-000-1-012	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Emergency Power

<b>Description</b>	Emergency Generator
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#### Estimates

Category	Description	Trade	Hours	Cost
Service Provider	General	--	0.00	150.00
Person	Technician – Diesel Generator Technician	Technician – Diesel Generator Technician	2.00	60.00

#### Safety

#### Narrative

**General Note:** Provide notification to tenants regarding power interruption/restoration.

**General Note:** The logbook in which maintenance and inspection data is recorded should contain the information and have a similar format to that provided in the CSA C282 Logbook-09 - Emergency electrical power supply for buildings maintenance logbook.

Special skills are required to perform this inspection and should be conducted by the manufacturer or qualified contractor. In addition to the procedures listed below, the emergency electrical power supply equipment shall be operated and maintained in accordance with the manufacturer's recommendations and instruction manuals.

1. Perform weekly, monthly and semi-annual maintenance and inspection verifications. Refer to checklists 250-000-1-777, 250-000-1-001 and 250-000-1-006.

2. Control Panel

- a) Open all inspection covers and inspect all electrical connections.
- b) Test breakers for proper operation.
- c) Clean insulators and bushings.
- d) Test voltage regulator for proper operation.
- e) Operate all moving parts to ensure that they move freely.
- f) Clean and dress contacts as necessary.
- g) Remove all dust.
- h) Check gauge calibration.
- i) With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify high resistance connections.

j) For off-site fuelled generators, turn position-indicating gas valve to off-position to ensure valve rotates properly and that the audible alarm on generator control panel is activated.

### 3. Engine

- a) Change engine lubrication oil and filters.
- b) Test strength of coolant and chemical protection level of coolant inhibitors.
- c) Change fuel filters, clean strainer(s), and verify that the fuel supply valve is open.
- d) Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements, and compare with previous readings.
- e) Clean and lubricate linkages.
- f) Inspect all filters, mechanical connection and electrical connections.
- g) For spark ignition engines, inspect all components of ignition system(s) and service or replace as appropriate.
- h) Inspect all external surfaces of heat exchanger(s) and clean as necessary.
- i) Inspect all belts and hoses and replace if necessary.
- j) Test and inspect ignition system(s). Replace any defective components.
- k) Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).
- l) Inspect and clean engine crankcase breathers.

### 4. Diesel Fuel Storage Tank

The fuel oil in any storage (and day tank, if used) shall be tested to ensure it is clear and bright. Immediately upon completion of the annual fuel oil inventory maintenance, the fuel oil shall be tested to verify that it is clear and bright.

#### **Fuel Oil Test**

- i) A dry, capped, clear glass bottle or container capable of holding 250 to 1000 ml of liquid shall be used. The bottle or container shall have a clear, undistorted bottom.
- ii) Samples for the clear and bright test shall be obtained from the bottoms of the storage and day tanks.
- iii) Let the sample settle for 1 minute to remove air bubbles.
- iv) Observe the sample against a light background for a clear and bright condition. Swirl the bottle or container to create a vortex to check for free water and solids.

#### **If the fuel oil test fails, it shall be:**

- a) Drained and refilled with fresh fuel; or
- b) Full filtered to remove water, scale, bacteria and oxidized gums/resins to minimize filter clogging and ensure diesel start-up. In situations where the generator will also operate during times outside of power outages, such as peak shaving, demand response and/or combined heat and power (cogeneration) applications, the engine generator can require more frequent service than normal.

When the fuel is filtered, it shall be treated with a suitable conditioner and stabilizer to minimize degradation while in storage. The bottom(s) of the tank(s) shall also be tested chemically for water.

Upon completion of all necessary tests, ensure fuel tank is filled.

### 5. Generator

- a) Test surge suppressor and rotating rectifier on brushless machines.
- b) Grease bearings -- replace old grease with new.
- c) Clean commutator and slip rings (if applicable).
- d) Clean rotor and stator windings using clean compressed air.
- e) Inspect coupling bolts and alignment.

- f) Inspect conduits for tightness.
- g) Inspect windings at rotor and stator slots.
- h) Inspect all electrical connections.
- i) With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify any high-resistance connections;

#### 6. Transfer Switches

General Note: Any work to be done on transfer switches or associated components should be completed by a manufacturer trained technician. Original Equipment Manufacturers (OEM) are not to be considered as equivalents for these tasks.

- a) Isolate transfer switch, open all inspection covers, and inspect all electrical connections.
- b) Operate all moving parts to ensure free movement.
- c) Clean and dress contacts as necessary.
- d) Remove all dust.
- e) Clean and lubricate linkages.
- f) Conduct an infrared survey of all electrical connections, contacts and energized components while under load on both the normal and the emergency side.

7. Lubricate door locks and hinges, especially those of outdoor enclosures.

8. Conduct a 2 hour full-load test. If a load bank is required, an electrical inspection permit must be obtained and the work is to be done by an electrician.

9. Correct all defects found during inspections and tests.

10. Record all inspections, tests, and corrective actions in the system logbook.

**\*Note: there are 9 locations with generators (Bathurst, Woodstock, St. George, Tracadie, Grand Falls, Richibucto, Nackawic, Grand Manan, and Blackville Detachments), and transfer switch only in Sussex.**

<u>Code</u>	<u>Description</u>
NFC 6.5 (2010)	National Fire Code, Emergency Power Systems and Unit Equipment for Emergency Lighting
CSA C282-09 (2009)	Emergency electrical power supply for buildings
CAN/ULC-S1001 (2011)	Integrated Systems Testing of Fire Protection and Life Safety Systems

<b>Date of Completion</b>	<b>Signature</b>

### Checklist Detail

**Checklist Code** 814-001-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Entrance, Door

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### Safety

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#### Narrative

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1. Check general condition and operation of door. .
2. Check door frame and hinges, latch keeper, kick plates and door stops, and lubricate with graphite or oil where need, wipe off excess.
3. Check door closer operation for timing, looseness and leaks. Adjust as required.
4. Check locks for foreign material, clean as required and test operation of tumblers, keyway, plunger and graphite as required. Check door knob firmness, and adjust or replace as required.
5. Check hold open device for proper operation, and clean and lubricate as required.
6. Ensure door knob or pull is secure.
7. Inspect weather-stripping, glazing, caulking and door sill, repair or report for replacement.
8. Test operate automatic door opener (where applicable).

**Date of Completion**

**Signature**

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## **Checklist Detail**

**Checklist Code** 270-000-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Fan, Exhaust

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### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer / Operator	0.40	12.00

### **Safety**

Ensure that all equipment lock-out and safety practices (including confined space entry procedures where applicable) are followed.

### **Narrative**

Requirements:

1. General
  - a) Grease lubricate every 6 months for continuous duty or every year for occasional use.
  - b) Wipe down entire unit inside and out.
2. Motor
  - a) Clean unit, tighten all bolts.
3. Fan
  - a) Clean fan blades; check that fan rotates freely.
  - b) Check for shaft play, bearing wear; replace as required.
  - c) Tighten all mountings.
  - d) Check integrity of safety guard, if fitted.
4. Dampers
  - a) Operate dampers where applicable, check linkages; adjust and tighten, clean and lubricate.
5. Controls
  - a) Check smooth functioning of damper actuator.
  - b) Check control (switch, thermostat, humidistat, timer) and adjust or repair as required.
6. Ductwork (immediate area only)
  - a) Clean bottom of unit of dirt and debris.
  - b) Check for scale; treat.
  - c) Check canvas for stiffness or cracking; repair.
  - d) Inspect duct interior upstream and downstream for blockage.

Date of Completion	Signature

### Checklist Detail

<b>Checklist Code</b>	836-000-2-012	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Life Cycle	<b>Discipline</b>	

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**Description**                      Fences

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**Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer / Operator	1.50	45.00

**Narrative**

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1. Fencing General
  - a) Inspect for the presence of weeds, trash, or other debris along the fence line, growing on fence and damage to metal or wood parts from burning operations. Trees or shrubs should not be allowed to grow close to security fences. Vegetation should not be allowed to grow more than 200 mm high along fences and walls. Vines should not be allowed to grow on fences.
  - b) Provide clearance between bottom of fence and ground as per design standards.
  - c) Remove weeds, trash or other debris along fence line. Clean areas disturbed by operations, if applicable.
  - d) Check painted surfaces for flaking, scaling, peeling and repaint surface as required.
  - e) Inspect for pooling water or soil erosion at foundations.
2. Fence Fabric
  - a) Inspect for discontinuity, looseness, vertical and horizontal misalignment, erosion that would permit entry of unauthorized persons or animals.
  - b) Inspect for rust or corrosion, broken areas, holes or missing sections.
  - c) Tighten sagging bottom tension wire or replace.
  - d) Clean damaged galvanized surface with wire brush and apply two coats of approved pigmented paint as required.
  - e) Replace broken and heavily rusted wire. Replace damaged fabric lengths as required.
3. Metal Posts
  - a) Inspect for rust, corrosion; loose, bent, leaning, broken, or missing, particularly at corners.
  - b) Re-align posts as required and re-drive posts where heaved.
  - c) Straighten bent posts, rails, braces and projection arms or replace components as required.
  - d) Attach new clips and fasteners as required.
4. Metal Gates
  - a) Inspect for misalignment, difficult opening and closing, and loose, missing or broken hardware including rollers, hinges, latches, and locks.
  - b) Repair or replace gate hardware as required.
5. Concrete and Masonry Surfaces
  - a) Inspect for cracks, spalling, broken areas, settlement, eroded and sandy mortar joints.
  - b) Inspect for loose, missing or broken capstones.
  - c) Report all deficiencies for repair.

Date of Completion	Signature

### Checklist Detail

<b>Checklist Code</b>	290-000-1-012	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Fire Protection

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**Description**                      Fire Alarm (system)

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**Estimates**

Category	Description	Trade	Hours	Cost
Service Provider	General	-	0.00	300.00
Person	Technician – Fire Alarm Technician	Technician – Fire Alarm Technician	6.00	150.00

**Safety**

Ensure that all equipment lock-out and safety practices are followed

**Narrative**

Send notification of test to tenant, fire department and monitoring agency.

**User Notes:** This may be carried out in conjunction with the Fire Evacuation Drill.

1) Each control unit shall be tested to confirm operability, including the following functions as applicable:

- Power 'on' visual indicator
- Common visual trouble signal;
- Common audible trouble signal;
- Trouble sound signal switch;
- Main power supply trouble signal;
- Ground fault tested on positive and negative trouble signal;
- Alert signal operation;
- Alarm signal operation;
- Automatic transfer from alert signal to alarm signal;
- Acknowledgement button operation;
- Audible alarm signal inhibit;
- Audible alarm signal operation;
- Audible alarm signal visual indication interruption;
- Alarm signal, when silenced, automatically reinitiate upon subsequent alarm;
- Audible alarm signal automatic cut-out timer interruption;
- Alarm and input circuit supervisory operation, including visual indicator;
- Input circuit trouble signal operation;
- Output circuit alarm operation;
- Output circuit trouble signal operation;
- Visual indicator test (lamp test);
- Coded signal sequences operate not less than the required number of times and the correct alarm signal operates thereafter;
- Coded signal sequences are not interrupted by subsequent alarm;
- Input circuit to output circuit operation, including auxiliary device circuits, for correct matrix operation, as per design and specifications;

Reset operation;  
Main power supply to emergency power supply transfer;  
Data communication link (DCL) supervision and operation; and  
Control unit interconnection to monitoring station.

- 2) Each control unit shall be inspected for the following as applicable:
  - Input circuit designations correctly identified in relation to connected field devices;
  - Output circuit designations correctly identified in relation to connected field devices;
  - Designations for common control functions and indicators;
  - Cabinets, plug-in components and modules securely in place;
  - Plug-in cables securely in place;
  - Record the date, revision and version of firmware or software;
  - Cleanliness;
  - Fuses in accordance with manufacturers' specifications;
  - Control unit lock; and
  - Termination points from wiring to field devices secure.
- 3) In order to confirm correct operation of output circuits, one conventional field device in each input circuit shall be operated to confirm appropriate output circuit operation. Other conventional field devices within the circuit may be tested with the output circuits inhibited.
- 4) One conventional field device in each input circuit monitored by a supporting field device shall be operated to sound applicable alarm signal appliances. Other conventional field devices within the circuit may be tested with the output circuits inhibited.
- 5) Where active field devices are employed, each device shall be operated to confirm appropriate output circuit operation.

### **Power Supply**

- 1) Each control unit main power supply shall be inspected for the following:
  - It is fused in accordance with manufacturer's marked rating of the system; and
  - It is adequate to meet the requirements of the system.
- 2) Each battery shall be inspected and tested to confirm operability, including the following functions as applicable:
  - Correct type as recommended by manufacturer;
  - Correct rating as determined by battery calculations based on full system load;
  - Voltage with main power supply 'on';
  - Voltage and current with main power supply 'off' and the fire alarm system in supervisory condition;
  - Voltage and current with main power supply 'off' and the fire alarm system in full load condition;
  - Charging current;
  - Inspected for physical damage;
  - Terminals cleaned and lubricated;
  - Terminals clamped tightly;
  - Correct electrolyte level;
  - Specific gravity of electrolyte within manufacturer's specifications;
  - Electrolyte leaks;
  - Adequate ventilation;
  - Within manufacturer's rated life date code;
  - Disconnection causes trouble signal; and
  - Perform battery tests demonstrating specified battery operation as follows:
    - Required supervisory power followed by the required full load operation; or

A silent test by using the load resistor method may be used for the full duration test; or  
Silent accelerated test.

- 3) Each emergency power generator shall be tested to confirm operability as applicable:  
Generator provides power to the AC circuit serving the fire alarm system; and  
Trouble condition at the emergency generator shall result in an audible common trouble signal  
and a visual indication at the required annunciator.

### **Annunciators**

- 1) Each annunciator shall be inspected and tested to confirm operability including the following functions  
as applicable:

- Power-on indicator;
- Individual alarm and supervisory zone indication;
- Individual alarm and supervisory zone designation labels are properly identified;
- Common trouble signal;
- Visual indicator test (lamp test);
- Input wiring from control unit is supervised;
- Alarm signal silence visual indicator;
- Switches for ancillary functions operate as intended;
- Ancillary function visual indicators; and
- Manual activation of alarm signal and indication.

- 2) Each sequential display shall be inspected and tested to confirm the operability of the following  
additional functions as applicable:

- Individual alarm, supervisory and trouble inputs are clearly indicated and separately designated;
- Alarm input overrides supervisory and trouble input;
- Supervisory input overrides trouble input;
- Display can be manually advanced;
- First alarm is continuously displayed until manually advanced;
- First alarm is clearly identified each time it is displayed; and
- Alarm and supervisory inputs can be retrieved until system is reset.

- 3) Each remote trouble unit shall be inspected and tested to confirm operability, including the following  
functions as applicable:

- Input wiring from control unit is supervised;
- Visual trouble signal;
- Audible trouble signal; and
- Audible trouble signal silence feature.

### **Printers**

- 1) Each printer shall be tested to establish the following:

- The operation is as intended;
- The zone of each alarm initiating device is correctly printed; and
- Rated voltage is present.

- 2) Where printers are located in proprietary control centres, each event and acknowledgment shall be  
inspected and tested as follows:

- Events and acknowledgments are automatically printed;
- The time and date of each event shall be recorded, including the hour and minute. Events shall  
include fire alarm, supervisory and trouble indications, and operation of manually activated  
controls;

Printers shall record each event as they occur irrespective of event acknowledgment on the system;  
The system shall record status changes without loss of any data;  
Paper shall advance automatically such that the printed record is visible for reference at all times;  
Printer operation confirmed upon loss of main power supply; and  
Printer shall be monitored to provide a system trouble indication for 'low paper' and 'paper out'.

### **Field Devices**

- 1) Each field device shall be inspected to confirm it is:
  - Free of damage;
  - Free of foreign substance (e.g. paint); and
  - Mechanically supported independent of wiring.
- 2) Each function/feature of the device shall be tested while connected to the control unit/transponder.

### **Manual Pull Stations**

- 1) Each manual pull station shall be tested according to the operating instructions for the station
- 2) Each two-stage manual pull station shall be tested accordingly to the operating instructions for the station so that the first stage functions are confirmed.

### **Heat Detectors**

- 1) Each heat detector shall be tested to confirm operability.
- 2) Each restorable heat detector shall be tested by using a heat source reproducible in its intensity, as recommended by the manufacturer of the device, to initiate an alarm.
- 3) Each non-restorable heat detector shall have the circuits tested by simulating its electrical operation at the wiring connection.

### **Smoke Detectors**

- 1) Each smoke detector shall be visually inspected for cleanliness. When required, cleaning shall be in accordance with the manufacturer's recommendations.
- 2) Each smoke detector sensitivity value shall be tested to confirm that it is within its rated operating range, using the manufacturer's recommended test equipment.
- 3) A smoke detector whose sensitivity is not within the required operating range shall be cleaned, retested, and if still not within its rated sensitive, replaced with a compatible smoke detector.
- 4) Smoke detector sensitivity measurements and/or cleaning date shall be recorded on individual device record sheets after the smoke detector has been reinstalled.
- 5) Each smoke detector shall be tested for operation by introducing smoke or simulated smoke to the detecting chamber.

### **Remote Indicator Units**

1) Each remote indicator unit providing visual indication from a smoke detector shall be inspected and tested to confirm that the visual indication is clearly visible from the direction of travel to the protected area.

#### **Status Change Confirmation (Alarm Verification Feature)**

1) Status change confirmation, where provided, shall be inspected and tested to confirm and record that only smoke detectors are affected by the operation of the status change confirmation circuitry.

#### **Air Duct Type Smoke Detectors**

1) The sampling tube differential pressure in air duct type smoke detectors shall be tested to confirm that it is within manufacturer's specified limits.

#### **Beam Type Smoke Detectors**

1) Each detector shall be inspected and tested to confirm operability, including the following functions/features as applicable:  
Actuation by the use of a manufacturer's recommended testing method for the device (e.g. screens, filters, etc.); and  
Sensitivity in accordance with the manufacturer's sensitivity limits. Record the sensitivity and device location (both physically and by address, where applicable).

#### **Flame Type Detectors**

1) Each flame detector shall be inspected and tested to confirm the operability as recommended by the manufacturer. All functions/features of the device shall be tested.

#### **Combination Type Detectors**

1) Each combination type detector, using a combination of detection principles shall be tested to the requirements appropriate to each principle of operation and as recommended by the manufacturer.

#### **Automatic Detectors - All Other Types**

1) Each detector shall be inspected and tested to confirm operability, including the following functions as applicable:  
Alarm initiation using alarm initiating source recommended by the manufacturer;  
Detector oriented so as to detect the hazard; and  
Test for sensitivity as per manufacturer's recommendations and record the device location address and sensitivity.

#### **Waterflow Detection Devices**

1) Each waterflow detecting devices shall be inspected and tested to confirm operability, including the following functions, as applicable:  
Waterflow detecting devices (paddle and pressure type) including associated input circuits, shall be tested by an appropriate water flow means; and  
Time delay setting shall be recorded in the individual device record.

#### **Supervisory Devices**

- 1) Each shut-off valve position supervisory switch shall be tested to determine that within two turns of the valve handle, or when the stem of the valve has moved 20% from its normal position, it shall result in an audible common trouble signal and a visual indication.
- 2) Each low pressure supervisory device shall be inspected and tested to confirm the operability of the following functions as applicable:
  - A decrease of pressure beyond the set limit results in an audible trouble signal and a visual indication; and
  - The low pressure (kPA) setting at which the device initiates a trouble signal and the upper pressure setting where the device is no longer activated shall be recorded.
- 3) Each low water level supervisory device shall be tested by lowering the water level sufficiently, or by simulating its electrical operation at the wiring points of the device to result in an audible trouble signal and a visual indication.
- 4) Each low temperature (air and water) supervisory device shall be tested by simulating its electrical operation at the wiring connection points of the device and record the low temperature setting.
- 5) Each power loss (e.g. fire pump and air compressor) supervisory device shall be tested by disconnecting the main power supply to the equipment, resulting in an audible trouble signal and a visual indication.

### **Special Extinguishing Systems**

- 1) Where a fixed type extinguishing system is connected to the fire alarm control unit, verify that operation of the output contacts of the extinguishing system panel initiates the specified system functions at the fire alarm control unit.

### **Supervisory Devices - Other Types**

- 1) Each supervisory device shall be inspected and tested in accordance with the manufacturer's requirements, or an appropriate test means to ensure that the correct operation will result in an audible trouble signal and a visual signal.

### **Signal Appliances**

- 1) Each audible signal appliance and visual signal appliance shall be inspected and tested for operability, including the following functions as applicable:
  - Proper installation and tightness of shell or housing and evidence of tampering, such as physical obstruction of moving mechanical parts;
  - The intelligibility of voice messages shall function as intended throughout the area serviced by the appliance;
  - The audibility of the alert signal and/or alarm signal and of voice messages shall function as intended throughout the area serviced by the appliance;
  - The visual signal appliance shall function as intended and shall be clearly visible from all points within the visual alarm area; and
  - Devices using a combination of signalling principles shall be tested to the requirements appropriate to each principle of operation.

### **Remote Monitoring Connections**

- 1) Test and verify receipt of the required signals at the remote monitoring company or agency.
- 2) Record the remote monitoring company or agency.

<b>Code</b>	<b>Description</b>
CAN/ULC-S536-04	Inspection and Testing of Fire Alarm Systems
NFPA 72 (2010)	National Fire Alarm and Signaling Code
NFC 6.3 (2010)	National Fire Code, Fire Alarm and Voice Communication Systems

Date of Completion	Signature

**Checklist Detail**

<b>Checklist Code</b>	300-000-1-012	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Fire Protection

**Description**                      Fire Dampers & Stop Flaps

**Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

**Safety**

Ensure that all safety practices are followed

**Narrative**

1. Defects that interfere with the operation of FIRE DAMPERS AND FIRE STOP FLAPS in fire separations shall be corrected, and shall be maintained to ensure that they are operable at all times by:
- a) keeping fusible links and other heat-sensitive devices undamaged and free of paint and dirt;
  - b) keeping guides, bearings and stay rolls clean and lubricated;
  - c) making necessary adjustments and repairs to hardware and accessories to ensure proper closing and latching; and
  - d) repairing or replacing inoperative parts of hold-open devices and automatic release devices.

All indicating devices shall be verified to work and report to the intended location (NFPA 80 - 19.3.1.6)

<b>Code</b>	<b>Description</b>
NFC 2.2.2.4 (2010)	National Fire Code, Fire Separations, Inspection and Maintenance
NFC 2.6 (2010)	National Fire Code, Service Equipment
NFPA 90A (2012)	Standard for the installation of A/C & Ventilation Systems
NFPA 80 (2013)	Standard for Fire Doors and Other Opening Protectives

Date of Completion	Signature

### Checklist Detail

<b>Checklist Code</b>	310-000-1-012	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Fire Protection

**Description** Fire Extinguishers, Portable

#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician – Fire Hydrant Inspector	Technician – Fire Hydrant Inspector	0.25	7.50

#### **Safety**

Ensure that all safety practices are followed.

#### **Narrative**

manufacturer's service manual and a thorough examination of the basic elements of the fire extinguisher, including the following:

- (1) Mechanical parts of all fire extinguishers
  - (2) Extinguishing agent
  - (3) Expelling means
  - (4) Physical condition
1. Stored Pressure and Cartridge Type Extinguishers
    - a. Send out for annual maintenance and recharging.
    - b. Record date of inspection/recharge and initial tag.
    - c. Perform an internal examination of the extinguisher (NFPA 10 - 7.3.3.1).
  2. Pump-Type Extinguishers (Water or Antifreeze)
    - a. Check pump operates properly, refill with clean water (or a non-freezing solution where applicable) to the correct level. Check for leaks.
    - b. Perform an internal examination of the extinguisher (NFPA 10 - 7.3.3.1).
    - c. Record date of inspection/recharge and initial tag.
    - d. Check pump-type extinguishers containing a non-freezing solution before the winter season with a hydrometer to ensure that the freezing point of the solution is below the minimum low temperature anticipated.
  3. Chemically Generated Expellant (Soda Acid and Foam)
    - a. Recharge units with new chemicals.
    - b. Record date of inspection/recharge and initial tag.
  4. Carbon Dioxide Extinguishers
    - a. Extinguisher hose assemblies to be subjected to an annual conductivity test. If hose is nonconductive, it shall be replaced.

b. Perform stored pressure and cartridge type extinguisher maintenance in paragraph 2 above.

**NOTE:** Fire extinguishers removed from service for maintenance or recharge shall be replaced by a fire extinguisher suitable for the type of hazard being protected and shall be of at least equal rating.

**Code**

NFC 6.2 - 2010  
NFPA 10 - 2013

**Description**

National Fire Code, Portable Extinguishers  
Standard for Portable Fire Extinguishers

<b>Date of Completion</b>	<b>Signature</b>

### Checklist Detail

**Checklist Code** 840-000-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description**      Flagpole

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	0.50	15.00

#### **Safety**

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#### **Narrative**

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1. Check support and/or foundation anchoring devices, etc.
2. Check pole for proper alignment.
3. Check all hardware for freedom of motion, corrosion, rust or other deterioration. Replace parts as required.
4. Inspect halyard and sheave. Replace as required.
5. Clean or report for repainting as required.

Date of Completion	Signature



### Checklist Detail

**Checklist Code** 339-002-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

**Description** Furnace, Gas or Oil, Warm Air

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician-Building Maintainer/Operator	0.80	24.00

#### Safety

#### Narrative

1. Fan & Motor
  - a) Remove dirt and rust from blower and casing.
  - b) Check for unusual noise or vibration.
  - c) Check bearings and lubricate sparingly as per manufacturer's specs.
2. Fan Drive
  - a) Check belts for wear. Replace or tighten as required.
  - b) Check alignment of motor and fan sheave.
  - c) If coupling drive, check coupling for wear and shaft tightness
  - d) Check pulleys for wear and tightness as required.
3. Plenum Casing and Ductwork
  - a) Inspect for rust, cracks, and holes.
  - b) Clean and remove dirt from plenum and casing
  - c) Check for leaks, proper support and vibration.
  - d) Replace filters as required.
4. Refractory, Flue, Chimney & Cleanout
  - a) Inspect fire box carefully for crack and signs of deterioration.
  - b) Clean flue and chimney. Remove soot from cleanout.
  - c) check atmospheric damper
5. Operation/controls
  - a) Check operation program sequence, electrical components, safety limit controls, check terminals are tight.
  - b) Check settings and proper operation of high limit control, temperature control and protection stat.
  - c) Ensure bi-metal elements are clean of soot buildup.
  - d) Check flue gas temperature and correct combustion setting as necessary.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 850-001-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

**Description** Grounds and Approaches (Spring Maintenance)

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	8.00	240.00

#### Safety

#### Narrative

##### Spring Clean-up & Inspection

1. General
  - a) Clean up shoulders and ditches of obstructive materials and debris.
  - b) Clean out culverts, catch basins, outlets and troughs.
  - c) Check ditches and natural water courses for good free flow.
  - d) Perform a general grounds inspection.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 850-001-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description**      Grounds and Approaches (Fall Maintenance)

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**Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	4.00	120.00

**Safety**

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**Narrative**

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**Winter Preparation**

1. General
  - a) Shut off and drain all outside water lines.
  - b) Clean out culverts, catch basins, outlets and troughs.
  - c) Check ditches and natural water courses for good free flow.
  - d) Walk the grounds with any new snow plow operator and point out all areas of concern.
  - e) Perform a general grounds inspection.

<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 340-004-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline** Electrical (Low Voltage)

**Description** Heater, Electric, Baseboard/Convactor

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Electrician	Technician – Electrician	0.10	3.00

#### Safety

#### Narrative

1. Check operation of unit and signs of overheating.
2. Vacuum clean or blow-out interior and wipe off surfaces.
3. Check and adjust heater deflector fins.
4. Check operation of thermostat to ensure that convactor starts at designated temperature, and calibrate as required.
5. Check unit supports, controls, and tighten all screws (if applicable).
6. Check continuity of electrical element, check terminals are tight, check contacts and clean or replace as required (if applicable).
7. Check condition of cables, junction box connections and/or power cord (if applicable).

**Date of Completion**

**Signature**

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### Checklist Detail

**Checklist Code** 370-010-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description**      Lighting Exterior – Wall Mounted

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Technician – Exterior Lighting Technician	Technician – Exterior Lighting Technician	0.50	20.00

#### Safety

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#### Narrative

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Ensure proper safety procedures are followed during inspection.

1. Check for water infiltration and sign.
2. Check for loose assemblies and damaged supports and safety cable (if applicable).
3. Check the lighting direction.
4. Check the solidity of the anchor

<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 370-000-1-012      **Revision** B  
**Active**       **Frequency** Yearly  
**Maintenance level** Mandated      **Discipline** Safety

**Description** Lighting, Emergency (Battery Powered)

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer Operator	0.10	3.00

#### Safety

Distilled water, hydrometer, and grease. Ensure that all safety practices are followed.

#### Narrative

**General Note:** The maintenance procedure below shall be followed in conjunction with the manufacturer's instruction manual and recommendations. Ensure all safety precautions are followed as directed by the manufacturer.

1. Test to ensure that unit will provide emergency lighting for a duration equal to the following:
  - a) two (2) hours for high buildings (as defined in National Building Code 3.2.6); and
  - b) one (1) hour for buildings where persons are detained or under special care (Group B classification); and
  - c) one-half (1/2) hour for all other buildings.
2. Testing is to ensure that the unit will provide emergency lighting for a duration equal to the above criterion under simulated power failure conditions.
3. After completion of the duration test, the charging conditions for voltage, current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer's specifications.
4. Record and maintain log entries. Records retained by Asset Manager and Building Property Manager.

<u>Code</u>	<u>Description</u>
NBC 3.2.7.4 (2010)	National Building Code, Emergency Power for Lighting
NFC 6.5 (2010)	National Fire Code, Emergency Power Systems and Unit Equipment for Emergency Lighting

**Date of Completion**

**Signature**

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## Checklist Detail

<b>Checklist Code</b>	814-000-1-012	<b>Revision</b>	B
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Architecture/Structure

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<b>Description</b>	Overhead Doors, Powered
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### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer Operator	1.30	39.00

### Narrative

**Requirements:** Ensure that all equipment lock-out and safety practices are followed.

**User Notes:** Inspection frequency may vary due to utilization factor or environmental conditions. Ensure that appropriate tag out, lockout and electrical safety practices are followed. (CLC Part II). Release all forms of energy before working on the doors hoisting, or travelling system. Maintenance tasks listed are suggested minimum guidelines, consult manufacturer's instruction manual for detailed information on adjustments, lubrication, tests, frequencies etc.;

1. Check operation of door from stop to stop and at intermediate positions, verify all electrical and mechanical safety components for proper operation; i.e. (electric eye, brake, limit switches, push buttons, guide track, etc.)
2. Check motor for overheating, vibration and excessive noise;
3. Check contacts clean or replace as required;
4. Check wiring and connections for solidity, clean as required;
5. Clean motor, gearbox and chain, lubricate as required;
6. Check signal and operational lights, if applicable;
7. Check manual operation for break release, motor disengagement, and proper operation of chain and sprockets.
8. Check condition of door;
9. Check operation of locking devices and limit stops;
10. Check condition of rails, lubricate as required;
11. Check lifting cables, for broken strands, wear, kinks;
12. Check lifting cable's anchor points for solidity, repair or replace as required;
13. Check rollers, roller brackets, hinges, and trusses for solidity, repair or replace as required;
14. Clean and lubricate all bearings and rollers as required;
15. Check guide assembly, fasteners and hangers, for solidity;
16. Check torsion springs for proper tension, adjustment and tightness;
17. Check condition of belt, adjust or repair if required;
18. Check condition chain drive, adjust, repair and lubricate as required if applicable;
19. Check all pulleys for alignment;
20. Check counter weights and pins for wear or damage;
21. Check dock seals, weather stripping;
22. Check safety bumper (pad) on door.

### Code Description

CLC/CCT Building Safety, Part 2, Division III (2000) HVAC Systems, Canada Occupational Health and Safety Regulations (SOR/86-304)

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 851-003-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Paved Parking Lots

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Technician – Building Maintainer/Operator	Technician – Building Maintainer/Operator	8.00	240.00

#### Safety

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#### Narrative

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2. Check condition of driveways, sidewalks & curbs. Check for cracks, spalled areas, potholes & ruts in concrete & blacktop areas. Report areas for repair, low spots, broken curbs or damaged catch basins or signage.
3. Check traffic & signage.
4. Check for damage caused by snow removal equipment.
5. Culverts
  - a) Inspect both ends of culvert, and record structural defects.
  - b) Inspect head-walls, end-walls, wing-walls, rip rap as required.
  - c) Look for any debris and sediment which obstructs culvert opening.
  - d) Assess work requirements.

Date of Completion	Signature

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## Checklist Detail

**Checklist Code** 814-004-2-012 **Revision** A  
**Active**  **Frequency** Yearly  
**Maintenance level** Life Cycle **Discipline**

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**Description** Power Door Operator

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### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer/Operator	Technician – Building Maintainer/Operator	0.20	6.00

### Safety

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### Narrative

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#### 1. General

- a) Check motor, starter, pushbuttons and wiring. Blow out or vacuum as necessary.
- b) Check terminals are tight, check contacts, clean or replace as necessary.
- c) Check operation with power from stop to stop and at intermediate positions. Note performance of operating devices and components such as electric eye, treadle, brake, limit switches, guide track, etc.
- d) Check manual operation for break releases, motor disengagements, and functioning of hand pulls, chains, sprockets.
- e) Clean and lubricate motor, gearbox and chain.
- f) Check signal light operation, if applicable.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 400-000-2-012 **Revision** A  
**Active**  **Frequency** Yearly  
**Maintenance level** Life Cycle **Discipline**

**Description** Pump, General

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.50	15.00

#### Safety

#### Narrative

##### 1. Motor

- a) Check motor for overheating, vibration or excessive noise.
- b) Check belt, tension alignment, condition.
- c) Oil bearings if applicable.
- d) Grease if applicable (continuous use - seasonal use).
- e) Check guards tight, clean unit, tighten all bolts.

##### 2. Pump

- a) Check suction / discharge pressures.
- b) Check system for leaks, replace / repack seals as required.
- c) Check pump and bearings for overheating, vibration, excessive noise.
- d) Check/top-up lubricant. Adjust drip rate of lubricant, if applicable.
- e) Grease if applicable.
  - i) Continuous use - every 6 months.
  - ii) Seasonal use - every year.
- f) Check pump turns freely by hand.

##### 3. Coupling

- a) Check for wear of parts.
- b) Check tightness of mounting on shaft.
- c) Check safety guard.

##### 4. Piping

- a) Check shut-off valves; operate over full stroke, leave closed or 1/4 turn less than fully open, as appropriate. Check valve packing.
- b) Clean strainer.
- c) Check corrosion; report for touch-up paint.
- d) Check insulation and supports.
- e) Clean pump assembly and immediate work area.

<b>Date of Completion</b>	<b>Signature</b>

## Checklist Detail

**Checklist Code** 870-002-2-006      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline** Architecture/Structure

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**Description** Roof – Asphalt Shingle

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### Estimates

Category	Description	Trade	Hours	Cost

### Safety

**CAUTION:** It is safer for two persons to work together. Exercise caution on icy or sloping surfaces and don't touch electrical cables. Always use a safety harness or life line if working near the roof's edge.

### Narrative

Before going onto a roof, it is worth taking the time to review previous reports and repair logs in conjunction with as-built drawings which display structural joints, surrounding walls and roofs which discharge onto lower roofs. Take note of changes in deck directions and the construction of the roof. A sketch or plan of the roof will be required during inspection in order to note deficiencies and codes that will identify material and construction types.

1. Walk around the outside of the building with a pair of binoculars, and note wet areas on walls and other signs of damage along the roof perimeter.
2. Inspect ceilings of rooms below the roof and note wet or damaged areas. If possible remove ceiling tiles to examine for corrosion of steel roof decks, rot in the case of wood decks and broken side welds between pre-cast concrete members.
3. Ensure that the roof area is clean, free of debris, nails, scraps of metal, etc.
4. Examine metal flashings, metal cappings and metal siding for wind damage, corrosion, loose or damaged joints or metal works, and missing or damaged caulking.
5. Check roof signs, antennas, guy wires, handrails, machinery bases, ladder supports, warning lights, lightning conductors and similar items for firmness of attachment, movement, damaged flashing, defective caulking and dried out pitch pockets.
6. Check skylights and mechanical ventilators for damaged or corroded metal work, broken glass, damaged glazing seals and defective caulking.
7. Examine roof area control joints and building expansion joints for integrity of metal flashings, bituminous flashings for signs of tearing, movement or lack of support at the cant strip.
8. Examine membrane flashings everywhere for tearing and slippage or migration. If mineral surface roofing or butyl rubber have been used instead of metal flashings, examine for cracking, open joints and lack of adhesion or curling.
9. Examine roof surface:
  - a) Shingled roof for loose, broken, cracked or missing shingles.
10. Examine membrane around roof drains, plumbing vents and gutters for signs of stress, and remove debris, clean screens and replace missing screens. Clean all drains and remove any accumulation of rubbish. Repair or replace baskets and screens where applicable.

11. Ensure that down spouts are securely anchored, that down spouts discharge over splash pads if discharging onto lower roofs, or that they throw water away from building walls if discharging at ground level.
12. Check catwalks and clean out debris that has accumulated underneath them and which block drainage flows; check to see if the roof is being damaged by the catwalk supports.
13. Check pipe walk for membrane damage at the pipe supports.
14. Check condition of fascia, soffit and trim.
15. Examine parapet walls, masonry and concrete walls caulking, mortar joints, cappings and flashings for signs of deterioration. These walls may permit water to enter the building. They are frequently overlooked as a source of roof leaks.
16. Check mechanical equipment seams, joints, etc., for possible water entry to building. Check flashings around all mechanical equipment. Check condensate drains discharging to roof surface.
17. Remove any moss or plant growth.
18. **Note:** If necessary, use commercially recommended environmentally safe products for removal."

<b>Date of Completion</b>	<b>Signature</b>
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## Checklist Detail

**Checklist Code** 450-001-1-012      **Revision** B  
**Active**       **Frequency** Yearly  
**Maintenance level** Mandated      **Discipline** Fire Protection

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**Description** Sprinkler, Wet Pipe

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### Estimates

Category	Description	Trade	Hours	Cost
Service Provider	General	-	0.00	100.00
Person	Technician – Mechanical Engineer	Technician – Mechanical Engineer	4.00	120.00

### Safety

Ensure that all safety practices are followed

### Narrative

Notify the Property Manager of the test.

**User Notes:** Maintenance and inspections shall only be performed by trained and qualified personnel. Inspection, testing and maintenance shall be performed by personnel who have developed competence through training and experience (NFPA 25 - 4.1.1.2). Operating tests and servicing of wet pipe valves are to be conducted by a sprinkler installing company or other fully qualified personnel.

1. Inspect sprinkler heads for any paint or residue deposits, corrosion, signs of damage or leakage and to ensure proper orientation. Replace defective sprinkler heads.
2. Ensure a minimum clearance of 460mm is provided between the sprinkler deflector and the top of stored material to ensure proper water distribution.
3. Check that the supports of piping are solid, that they are well fixed and to observe if piping is used for maintaining or hanging products, clothing or any other object (the piping is not designed to support anything other than the accessories which must be fixed there. The safety factor refers only to the piping and the weight of water). Sprinkler pipe hangers and seismic braces shall be inspected annually from the floor level (any in concealed spaces shall not require inspection. Any hangers or seismic braces that are damaged or loose shall be replaced or refastened.
4. Check sprinkler cabinets to ensure the correct number and type of extra sprinkler heads are present as well as the correct sprinkler wrench required for each sprinkler head type.
5. Check identification signs are installed at the main controlling gate valves, alarm test valves, and fire department exterior loops.
6. Check specific gravity of glycerine solution in antifreeze loops (where applicable).
7. Inspect fire department connection at exterior of building to ensure two female swivel connections and caps are intact. Remove the caps and check for water.
8. Conduct a water flow alarm test using the Inspector's test connection. It is usually located at the uppermost, furthest point in the system. Record the time lapse between opening of the test valve and the sounding of the water motor gong and electric alarm switch.
9. Conduct a main drain test through the 50mm main drain pipe as follows:
  - a) Record the pressure indicated on the riser gauge -- the 'static' pressure.

- b) Completely open the main control valve
  - c) Open the main drain valve wide. Wait until the flow stabilizes, then record the pressure reading. This is referred to as the 'flowing' or 'residual' pressure. Close the main drain valve slowly.
  - d) A difference between the static and flowing pressure is normal and represents the friction loss in the water supply pipe and varies with each piping arrangement. (The normal pressure drop for each riser should be recorded for reference whenever a subsequent drain test is performed.)
  - e) A loss of all pressure is an indication of a closed or dropped gate in the control valve or an obstruction in the water supply piping.
  - f) If the flowing pressure is materially less than normal and does not build up immediately after the drain valve is closed, a partially closed gate valve or other abnormal condition exists, which requires a full investigation of the supply piping.
  - g) Record all data on the sprinkler valve flow test and on the 50mm main drain test on the information sheet including the time taken for supply water pressure to return to original static pressure.
  - h) Provide the name(s) of the personnel conducting the test, date and sign the information sheet and provide a copy to the Asset Manager and Building Property Manager for examination.
10. Test drainage facilities to ensure that the drains are capable of taking the full flow from the main drain pipe without causing damage.
11. Sample sprinklers from all systems which have been in service for more than 50 years shall be sent to a recognized testing laboratory for testing, and this procedure shall be repeated every 10 years thereafter. Verify date of sprinkler installation to ensure that this requirement is met.
12. The building owner shall ensure that all areas of the building containing water-filled piping shall be maintained at a minimum temperature of 40°F (4.4°C) and not exposed to freezing conditions (NFPA 25 - 4.1.1.1).

<u>Code</u>	<u>Description</u>
NFPA 25 - 2011	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFC 6.4 (2010)	National Fire Code, Water Based Fire Protection Systems

<b>Date of Completion</b>	<b>Signature</b>
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### Checklist Detail

**Checklist Code** 223-000-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Sump Pit

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.20	6.00

#### **Safety**

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#### **Narrative**

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Checklist Instructions  
Clean out sump of dirt/debris; check for cracks, damage.

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 400-551-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Sump Pump, Float Type

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.60	18.00

#### Safety

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#### Narrative

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**NOTE:** Ensure that all safety procedures and equipment required for access to confined spaces are enforced.

1. Pump

- a) Check lubricant for water infiltration; top up (fill oilers where applicable).
- b) Open, inspect and clean.
- c) Check seals, change as required.
- d) Clean inlet screen.

2. Fittings

- a) Check shut-off valve; operate over full stroke, leave 1/4 turn less than fully open.
- b) Check non-return valve(s).
- c) Check discharge pressure gauge(s) where applicable.
- d) Clean and check probes and floats.
- e) Check for corrosion on supports.

3. Sump

- a) Clean out sump of dirt/debris; check for cracks, damage.

4. Operation

- a) Top up water level in sump; verify proper level of start/stop, discharge, alarm.
- b) Check for vibration/excessive noise.

5. Clean up work site.

**Date of Completion**

**Signature**

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### Checklist Detail

<b>Checklist Code</b>	483-001-1-012	<b>Revision</b>	A
<b>Active</b>	<input checked="" type="checkbox"/>	<b>Frequency</b>	Yearly
<b>Maintenance level</b>	Mandated	<b>Discipline</b>	Special Purpose

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<b>Description</b>	Tank, Aboveground, Outside, Fuel Storage
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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	1.50	45.00

#### Safety

Ensure that all safety practices are followed.

#### Narrative

1. Inspect sight gauge, whistle, vent connection (vents are not blocked) and fuel transfer pump operation and pressure (if applicable). This includes the verification that all seals and caps are in place to prevent leakage of rain water, snow etc. into the tank(s).
2. Verify any overfill protection systems/alarms that are installed on the tank; these would include electronic or mechanical. These would have to be verified as per manufacturer's recommendations or on-site procedures.
3. Verify supply and return piping and tubing where applicable for leaks. Apply corrosive protective coatings to piping as required.
4. Clean and inspect general condition. Clean external tank surfaces of corrosion if applicable and apply protective coatings as required to protect the surfaces.
5. Dip the tank with water indicator paste to determine the presence of condensation/water. Remove any water accumulation.
6. Check operation of level indicator.
7. Verify that all labeling is in place on the tank. These include but are not limited to: No Smoking, Identification of the petroleum product in the tank, Tank Capacity, Keep sources of ignition back from the tank. Re-label as required.
8. Operate all valves through full stroke; leave fully closed or 1/4 turn short of fully open, as appropriate. Repack or replace as required.
9. Clean and replace filter or strainer.
10. Check spill containment for spillage and integrity. Clean spill containment area.

11. Check fittings for corrosion, clean, and paint.
12. Check integrity of tank supports and base. Verify that the base is still adequate to support the weight
13. Perform pipe leak detection test.
14. API 653 or Tank floor inspection every 10 years
15. Inspection and performance testing in conformance with the manufacturer's requirements and procedures to ensure satisfactory equipment performance and operation of a storage tank facility shall be conducted annually and documented by a company or individual that is authorized by the authority having jurisdiction for:
  - (a) automatic tank gauges and monitoring systems;
  - (b) high-technology sensors;
  - (c) electronic or mechanical leak detection equipment;
  - (d) corrosion protection equipment;
  - (e) pressurized piping emergency valves;
  - (f) emergency shut-down devices;
  - (g) containment sumps including dispenser, turbine and transition containment devices; and
  - (h) overfill protection devices.
16. The bottom outlet tanks shall be checked for proper slope and, if necessary, the slope shall be corrected.

<b><u>Code</u></b>	<b><u>Description</u></b>
NFC 4.4 (2010)	National Fire Code, Leak Detection of Storage Tanks and Piping Systems
CCME/CCT (2003)	Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products
CSA B139-09 (2009)	Installation code for oil-burning equipment

Date of Completion	Signature

### Checklist Detail

**Checklist Code** 520-002-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

**Description** Unit Heater – Hot Water

#### Estimates

Category	Description	Trade	Hours	Cost
Person	Technician – Mechanical Engineer	Technician – Mechanical Engineer	1.00	30.00

#### Safety

#### Narrative

**Note:** Personnel performing work on the gas pilot light and safety controls should be in possession of a valid gas licence.

1. Check alignment of belt and pulley condition (where applicable); adjust or replace as required.
2. Check tightness of fan connection to motor shaft (where applicable).
3. Test operate and check thermostat operation
4. Check for excessive noise or vibration.
5. Clean coil and fan. Tighten supports.
6. Check motor rotates freely by hand.
7. Lubricate motor (3 drops SAE 10 ND oil)
8. Observe normal operation of unit.
9. Hot Water Unit Heaters
  - a) Clean strainers.
  - b) Check for leaks.
  - c) Operate all valves over full stroke.

<b>Date of Completion</b>	<b>Signature</b>

### Checklist Detail

**Checklist Code** 550-000-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Water Heater, Domestic Electric

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#### Estimates

Category	Description	Trade	Hours	Cost
Person	Building Maintainer Operator	Technician – Building Maintainer/Operator	0.10	3.00

#### Safety

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#### Narrative

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Please refer to, and apply as necessary, Standard MD-15161-2013 to this equipment.

Ensure proper safety procedures are followed during inspection.

1. Tank

- a) Test the safety (temperature/pressure) relief valve.
- b) Inspect piping and fittings for leakage and hangers for proper support.
- c) Check shut-off and other valves for proper functioning by operating through one full stroke (leave 1/4 turn less than fully open).
- d) Check water temperature; calibrate (43 C / 110 F).
- e) Flush tank (and coils).
- f) Check condition of thermal insulation and of outer jacket.

2. Electric Water Heater

- a) Clean and tighten contacts.
- b) Check for signs of electrical overheating.

**Date of Completion**

**Signature**

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### Checklist Detail

**Checklist Code** 545-001-2-012      **Revision** A  
**Active**       **Frequency** Yearly  
**Maintenance level** Life Cycle      **Discipline**

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**Description** Water Softener, Demineralizer

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#### **Estimates**

Category	Description	Trade	Hours	Cost
Person	Technician – Mechanical Engineer	Technician – Mechanical Engineer	3.00	90.00

#### **Safety**

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#### **Narrative**

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1. Check all connections and piping for leaks.
2. Operate gate valve fully, leave 1/4 turn less than fully open.
3. Open the manhole or the handhole.
4. Check interior surfaces for corrosion.
5. Replace fittings (fixtures).
6. Clean access panel.
7. Operate the injector adjusting screw.
8. Check the automatic vent.
9. Check and repair the insulation, so necessary.
10. Replacement of media/cartridges or UV bulbs

**Date of Completion**

**Signature**

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*Not Completed This Qtr.*

## **PDS Quality Monitoring Plan**

**Portfolio:**

**Stage of Delivery to be Evaluated:**

**Scheduled Date(s) for QM:**

**Estimated Duration:**

### **Purpose of QM Review**

To determine the service providers Project Delivery Services conform to Treasury Board requirements and generally align with the principals of the Project Management Institute Project Management Body of Knowledge Guide : ANSI/ PMI 99-001-2000 and to the requirements of the Contract Statement of Work Article 2.4

### **Scope**

The scope of work shall consist of a quality monitoring evaluation of project delivery services throughout various phases of the projects. The evaluation process is an assessment of the project done by the Quality Monitoring Project Evaluator (QMPE) and/or QMP team to verify compliance with Project Delivery Service processes and PWGSC requirements such as the validation of project invoices against the milestone billing process. In addition to confirming the accuracy of performance data and the effectiveness of the Service Provider's Quality Management (SPQM), on-site evaluations must confirm that project services were delivered in a safe manner that ensures supporting the building's life cycle objectives; physical evidence of completeness and quality of workmanship, commissioning, documentation such as manuals and drawings, etc. A QM report will follow which includes a summary of the overall findings and conclusions of the evaluation as well as a list of nonconforming and opportunities for improvement that were identified during the evaluation.

**Evaluation Scope and Schedule  
(Emergency or over \$5K)**

<b>Area/Process</b>	<b>Select = ' x '</b>	<b>Date</b>	<b>Time</b>	<b>Est. Duration</b>	<b>N/A</b>
<b>Opening Meeting- PWGSC / Contractor</b>					
<b>Project Delivery Services</b>					
<b>Evaluation of Planning and Design:</b> - Planning and Design. The process begins at the planning order and ends at Specifications /and drawings.					
<b>Evaluation of Implementation:</b> Following tendering documents including purchase order and changes related to the PO. The project file will be audited to ensure as a minimum, the file contains the information listed on PWGSC's evaluation guide.					
<b>Evaluation of Construction:</b> During the course of the project random evaluations of on-site project delivery will be conducted to assess the contractor's ability to manage project delivery services.					
On-site Verification					
<b>Evaluation of Commissioning/ Substantial completion:</b> At project completion evaluators will conduct a final on-site inspection of the work and a final audit of the project file. On-site Verification					
<b>Evaluation of Final Completion / Close out:</b> Inspection and acceptance to project quality checklist final.					
<b>KPI Verification:</b> Following On-site verification.					
Checklist take-away Documents required for all audits, as applicable. SP to provide payment of subcontractors invoices c/w financial statement. (Labour and Disbursements) Has service provider cooperated With PWGSC during evaluation and provided resources and information as requested?					
<b>Closing Meeting – PWGSC / Contractor</b>					

**Note:** PWGSC's Evaluation Guide will be used through all Stages of Project Delivery

### Special Instructions / Information Request

This evaluation will include an audit of the project file documentation, located at:

<b>Address:</b>	
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Contractor to provide an employee who is familiar with the project documentation and can find the information requested. Also an on-site walk through of the job site is requested.

**Schedule is as follows:**

**Site visit:**

**Note:** Schedule may change with short notice, depending on circumstances.

Name	Role

### Project(s) to be Evaluated

Building Name	Project Number	Project Name

**Note:** Changes to the scope and areas to be evaluated as documented in the Quality Monitoring Plan may occur as a result of on-site verification findings.

## Quality Monitoring Action Form

<b>Date:</b>			
<b>Building:</b>			
<b>Non-conformance Type</b>			
<p><b>Major Nonconformance:</b> A non-fulfillment of a requirement that;</p> <ol style="list-style-type: none"> <li>1. could either or has adversely affected tenants with respect to their health and safety , the level of service , tenant operations or asset integrity ;</li> <li>2. contravenes established legislation , mandatory requirements or environmental , health and safety procedures such as code directive violation ;</li> <li>3. is part of a recurring problem or part of an accumulation of observed non conformance's that collectively could indicate a systemic problem with the service providers QM System ;</li> <li>4. indicates that an established process or element has not been followed as documented , or has been inadequately documented to ensure control of the process ;</li> <li>5. indicates that performance results have not been accurately reported ;</li> <li>6. shows defects in workmen ship affecting asset integrity or compromises PWGSC's role in fulfilling its due diligence obligations ;</li> <li>7. was initially raised as a minor nonconformance by PWGSC that is not completed within the required time frame and then is declared a major nonconformance by PWGSC ;</li> <li>8. shows accurate data has not been provided in a timely manner ; and</li> <li>9. Indicates untimely payment to subcontractors.</li> </ol>			
<p><b>Minor Nonconformance:</b> A non-fulfillment of a requirement that could not or does not affect;</p> <ol style="list-style-type: none"> <li>1. tenants with respect to their health and safety ;</li> <li>2. the level of service ;</li> <li>3. tenant operations or asset integrity ;</li> <li>4. does not immediately affect or impair process of service delivery ;</li> <li>5. does not contravene mandatory requirements such as environmental , health or safety legislation or procedures</li> <li>6. is not part of a reoccurring problem ; and</li> <li>7. Is not part of an accumulation of observed minor quality non conformance's that collectively could indicate a systemic quality management system problem.</li> </ol>			
<p><b>Opportunity for Improvement</b> - A proactive suggestion identified by PWGSC during Quality Monitoring to potentially improve the contractors QMS, its processes and/ or client/ supplier relationship.</p>			
<b>Process / Services:</b>		<b>Evaluator:</b>	
<b>Major NC :</b>	<b>Minor NC:</b>	<b>OFI:</b>	<b>TBD:</b>
<b>Description of Findings:</b>			
<b>Statement of Work (SOW) References:</b>			
<b>Code and Regulations Reference:</b>			
<b>Contractor's Signature</b>		<b>Date</b>	<b>PWGSC's Signature</b>
			<b>Date</b>

## Quality Monitoring Audit Plan

Date Prepared:

**Portfolio:** RCMP NB - Atlantic  
Region

**Audit Location:**

**Audit Date:**

**Estimated Time & Duration:**

### **Purpose**

To determine the effectiveness of the service provider's Quality Management System (QMS) with respect to QMS process compliance, verifying the Quality Universe in compliance to the Statement of Work, the quality of workmanship and accuracy of performance data to meet PWGSC's due diligence requirements.

### **Scope**

The scope of the evaluation includes a review of the service provider's documented service delivery processes; 2.3.2 Service Calls, 2.3.4 Daily Operations, 2.3.5 Maintenance Management, 2.3.6 Building Cleaning, 2.3.7 Material Management, 2.3.8 Other Building Services, 2.3.9 Grounds Upkeep and Landscaping, 2.3.10 Physical Security Services, 2.3.11 Building Infrastructure Continuity Plans, 2.3.12 Building Emergency Plan, 2.3.13 Business Continuity Plan, 2.6.4 Subcontract Management, 2.6.7 Occupational Health and Safety, 2.6.8 Environmental Protection and Conservation, 2.6.10 Critical Incidents, as well as a review of the service provider's quality assurance and performance records. It also includes a verification of actual results against stated results.

To ensure consistency in measuring service delivery, the Quality Monitoring (QM) team, where applicable may use the service provider's quality management processes, checklists and templates as well as items listed in the service provider's Corporate Quality Assurance Quality Universe document to verify the quality of services and accuracy of performance data.

The QM team will also verify compliance to all applicable codes and regulations relating to property management services, project delivery services and other related services as stipulated in the contract and will verify various areas of the building to measure the output of the service provider's QMS. A review of the service provider's implementation of QMS related documentation will also be measured.

Please note that the evaluation is not limited to the above-mentioned activities. PWGSC may, at its discretion, verify other documents and areas of the building not related to the above.

<b>Audit Schedule</b>			
<b>Area/Process</b>	<b>Date</b>	<b>Time</b>	<b>Estimated Duration</b>
Opening Meeting			
Documentation Review			
Site Walk-Through			
QM Checklist Questions			
Pre-Closing Meeting (PWGSC)			
Closing Meeting			

<b>PWGSC QM Team</b>	
<b>Name</b>	<b>Role</b>
	Lead Auditor
	Auditor

<b>Documentation Required</b>	
<p><b>One Week Prior to the Audit as required</b>  (to be submitted to PWGSC)</p>	<ul style="list-style-type: none"> <li>• Equipment inventory list</li> <li>• Annual PM Plan</li> <li>• PM work order spreadsheets for the quarter under review</li> <li>• “Re-Schedule Report” for building under review</li> <li>• Proposed project plan for the current fiscal year</li> <li>• Approved project plan for the current fiscal year</li> <li>• Life Safety System Compliance Test (LSSCT) Report</li> <li>• Tool Box Talks training records</li> <li>• Training records for building staff</li> <li>• Warranty tracking information</li> <li>• Cleaning inspection reports for the quarter under review</li> <li>• Shut down notices to tenants</li> <li>• Guard post orders (applicable only where SNC hires Commissionaires)</li> <li>• Corrective Maintenance Log</li> <li>• Indoor Air Quality Test Report</li> <li>• Potable Water Test Report</li> </ul>
<p><b>On-Site</b></p>	<ul style="list-style-type: none"> <li>• Infrastructure Continuity Plan (ICP) , including activation reports</li> <li>• Business Continuity Plans (BCP)</li> <li>• Environmental Emergency Response Plan (EERP)</li> <li>• Pest Control Management Binder</li> <li>• Job Plan Binder</li> <li>• Building Specific SOP Binder</li> <li>• Fire alarm, sprinkler, elevator, back flow preventer, ODS, generator and boiler log books and inspection reports as applicable</li> <li>• Provincial elevator and boiler inspection reports</li> <li>• Safety booklets</li> <li>• Non-conformances that have been raised within the two week period before the audit</li> <li>• Critical incident reports for incidents that took place within the two week period before the audit</li> <li>• Lock-Out Tag-Out Master List and Registry</li> <li>• Hot Work Permits</li> <li>• HVAC SOP</li> </ul>

**Note # 1:** All information under review shall be limited to the selected building.

**Note # 2:** Audit date will be changed should poor weather conditions prevent safe travel.

**Note # 3:** Changes to the scope and areas to be evaluated as noted in the Quality Monitoring Audit Plan may occur as a result of on-site verification findings.

## Information Management and Reporting

1. PWGSC has diverse reporting requirements. Firstly, the Department requires information to carry out asset management functions related to all its facilities and to fulfill its strategic real property advisory role to RCMP and government. PWGSC will depend on information to verify that the Contractor has performed services outlined in this Statement of Work and to certify that services have been received prior to payments being made by the government.
  - .1 The information associated with the delivery of services in this Statement of Work is categorized in three groups as described below:
    - a) Building operational information is typically stored in and available at the buildings to which it pertains and consists of information needed by building operators and maintainers, inspectors or other authorities to demonstrate, among other things, regulatory compliance. This information includes Computer Aided Design and Drafting information, building-specific information and other printed or electronic information documenting operating procedures. Examples: Manuals, warranties, Standing Operating Procedures.
    - b) Real property management information includes financial and other information related to operation and maintenance, planning of project delivery for repairs over \$5K and Emergency repair projects for 29 RCMP facilities.
    - c) Strategic corporate information includes financial and other information that collectively provides PWGSC with a view of the performance of its RCMP Portfolio facilities managed through Contractors. This is the combined view of the Contractors' real property management information and the corresponding PWGSC data for internally managed RCMP facilities.
2. Information management refers to the creation, capture, storage and retrieval of all forms of information in electronic, printed or other formats, generated through the delivery of services identified in this Statement of Work. In the context of this section reporting generally refers to an analysis or summary of captured information as well as other events in order to clarify a specific situation and provide in-depth knowledge.
3. Systems in use by the Contractor may provide operational reporting which would be of value to PWGSC. The Contractor may propose access to these systems to facilitate the management of service delivery by PWGSC. In these cases, the Contractor should describe in detail the proposed systems, the access approach and the training required by PWGSC to access the systems. PWGSC will assess these proposals and may accept or reject them.
4. The Contractor will be required to use an electronic maintenance management system that will, as a minimum, meet the requirements described in this Statement of Work.
5. Most information required by RCMP will be transferred electronically by the Contractor, via the Internet, to a PWGSC data repository where it will be accessed by PWGSC systems.
  - .1 PWGSC will create reports from electronic data provided by the Contractor.  
Electronic data includes planning and operating information and operational results that are typically captured in leading property, maintenance, and project management information systems. PWGSC electronic data requirements may change from time to time.
6. Information and Internet technologies may continue to advance over the term of the Contract. As a result, the means of exchanging information between the Contractor and PWGSC may be adapted to take advantage of such advances.
7. The Contractor shall utilize an electronic maintenance management system to facilitate the delivery of maintenance management services and maintain and update maintenance

management data to ensure that the information on this system is current and complete.

8. The Contactor shall provide monthly quality reports to meet quality management requirements set out in the Statement of Work, including:
- a management summary indicating the total number of opened, closed and outstanding work-order each facility in the RCMP Portfolio for the preceding
    - month and the number of opened, closed and outstanding work order
    - trend for the number of opened, closed and outstanding non-conformances
  - a detailed listing of the status of opportunities for improvement, complaints and quality non-conformance's for the preceding month for each building in the Portfolio, organized according to the individual categories of services set out in the Statement of Work for property management services, project delivery services and optional services with the following,
    - a unique identifier for each quality non-conformance,
    - its status, i.e. active, outstanding, on-hold or closed,
    - the originator, together with contact information, i.e. the Contractor, external auditor, Quality Management System Registrar or PWGSC,
    - the root cause analyses of quality non-conformances, together with proposed preventive and cohesive actions to resolve them, scheduled completion dates, the name of the reviewer and space for PWGSC sign-off and date,
    - follow-up providing evidence that actions have eliminated the causes of quality non-conformance's, and
    - follow-up for quality non-conformance's raised by PWGSC and space for PWGSC sign-off and date
  - the findings of audit reports for audits completed during the preceding month.
9. .1 The Contractor shall provide, on an as and when requested basis, to PWGSC, operations and maintenance, project, health and safety, and environmental protection and conservation information and other information requested by PWGSC and the Contract Authority to manage the Contract, including custom or ad hoc reports, special reports, lists, justifications or other types of information and electronic data, in the format required by PWGSC and in the software to be mutually agreed upon with the Contractor, typically using either MS Word for textual reports, and MS Excel for numerical reports.
- .2 The contractor must attend monthly meetings scheduled by PWGSC with RCMP to provide Information and provide updates and resolve issues.
10. .1 Electronic, hardcopy and other information shall be provided by the Contractor in a timely fashion
- .2 The Contractor shall ensure the accuracy and completeness of all information and data through quality control and assurance of all data and shall ensure file formats and standards are consistent with PWGSC standards, where appropriate.
- .3 The Contractor shall store, backup, organize and protect all information with due regard to security and disaster recovery and shall apply and adhere at all times to PWGSC security procedures for the protection of sensitive information and assets under its control.

The Contractor shall use applicable identifier codes and standards provided by PWGSC for buildings and other assets for use in reporting performance to PWGSC.

**Operating, Maintenance & Minor Repairs Identifier Codes (PWGSC Qualifiers)**

<b>Qualifiers</b>		<b>General Description</b>
<b>2A</b>	<b>Payroll</b>	Maintenance and minor repair-related duties. Includes: Travel costs for employees taking courses, tuition fees and courses related to the operation of the building; labour; automotive gasoline.
<b>2B</b>	<b>Vertical/Horizontal Transportation</b>	Service contracts related to: elevators, escalators, dumbwaiters, special elevating devices for person with disabilities, dock levelers, cranes/hoists, etc. Also included licenses, safety inspection fees, materials, supplies and replacement parts.
<b>2C</b>	<b>Heating, Ventilation, Air Conditioning (HVAC)</b>	Service contracts related to heating, ventilation, air conditioning systems, including licences and safety inspection fees. Also includes materials, supplies and replacement parts. Includes: heating, ventilation, air conditioning service contracts, licences and inspection fees, chemicals and related products such as alcohol and antifreeze, hand and power tools valued at less than \$1,000.00, refrigeration, air conditioning, pumps, compressors, furnaces, steam plant, drying equipment and replacement parts including filters, gaskets, hardware and other parts.
<b>2D</b>	<b>Electrical</b>	Service contracts related to interior lighting, automatic doors and gates, clocks, uninterrupted power supply, lightning rods and other electrical systems including licences and safety inspection fees. Also includes materials, supplies and replacement parts. Includes: Electrical service contracts, licences and inspection fees, fluorescent tubes, light bulbs, starters, all electrical lighting, distribution and control equipment including fixtures and supplies valued at less than \$1,000.00, hand and power tools valued at less than \$1,000.00.
<b>2E</b>	<b>Structural and Roof</b>	Service contracts related to the building structure or roof. Also includes materials, supplies and replacement parts. Includes: Structure or roof related service contracts, structural or roof equipment and replacement parts.
<b>2F</b>	<b>Plumbing</b>	Service contracts related to domestic water and sewage services, and plumbing including licences and inspection fees. Also includes materials, supplies and replacement parts. Includes: Scientific services and plumbing service contracts including Licences and inspection fees, plumbing equipment and fittings, hand and power-tools valued at less than \$1,000.00. It excludes water testing which is covered under qualifier 2K.
<b>2G</b>	<b>Fire and Life Safety</b>	Service contracts related to fire alarms, emergency generators, voice communication systems, smoke detectors, monitoring of carbon monoxide, sprinkler supervisory and water flow alarms, dry chemical systems, testing or replacement of fire hoses and fire extinguishers, sprinkler suppliers and other related fire and life safety equipment including licenses and inspection fees. Also includes materials, supplies and replacement parts. It does not include service contracts related to security systems, which are covered under qualifier 4E. Includes: Fire protection, life support, alarm service contracts, first aid supplies, miscellaneous hardware, fire fighting, rescue, safety equipment and replacement parts

<b>2H</b>	<b>Other Building Maintenance and Supplies</b>	<p>Service contracts, materials, supplies and replacements parts not specified in the other qualifiers of category 2.</p> <p>Includes: Transportation, moving of equipment, laundry and dry cleaning services, business services not elsewhere specified, other building maintenance service contracts, temporary help services, non-professional personal service contracts, indoor horticultural services, pest control, rental of machinery, wood and lumber, chemicals and related products including paints and glues, basic metal products including hardware, nuts and bolts, clothing and uniforms, house furnishings including carpets, rugs, curtains and bedding, bottled drinking water, other miscellaneous products, other building maintenance supplies, hand and power tools valued at less than \$1,000.00, petty cash purchases, materials, supplies and signage acquired from private sector.</p>
<b>2I</b>	<b>Preventive Maintenance</b>	<p>Billable labour and related travel costs for in-house trades and technical specialists such as plumbers, electricians and technologists carrying out scheduled preventive maintenance inspections of buildings and equipment.</p> <p>Includes: preparation of inspection schedules and scopes; actual inspections, including the cost of minor tune-up and routine maintenance items; and the writing of reports identifying future work requirements. Any corrective work inclusive of labour and materials valued at less than \$5,000.00 per item, generated from preventive Maintenance inspections and performed by in-house trades and technical specialists, is to be charged against qualifier 2J. If the corrective work is over \$5,000.00 in value, the costs are to be coded to the appropriate P qualifier.</p>
<b>2J</b>	<b>Minor Repairs less than \$5,000.00</b>	<p>This qualifier includes all building Operation and Maintenance minor repairs of value less than \$5,000.00 each. These are usually unplanned repairs that do not carry an individual project number.</p>
<b>2K</b>	<b>Potable Water Testing</b>	<p>This qualifier includes the cost of scientific testing and sampling of potable water. Repairs or improvements related to potable water supply should be coded against qualifier 2J if less than \$5,000.00 in value or to the appropriate P qualifier if over \$5,000.00 in value.</p>
<b>2L</b>	<b>Masonry Inspections</b>	<p>Inspections and minor maintenance to masonry or building envelope components or what's more commonly known as screening of a building envelope. It includes an annual tactile examination of the envelope by conservation specialists and contractors to implement immediate repairs from a lift or crane basket.</p>

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Buyer ID - Id de l'acheteur  
pwb007

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R.072478.001

File No. - N° du dossier  
PWB-4-37097

CCC No./N° CCC - FMS No./N° VME

## ANNEX B FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

**Remark to Contracting Authority:** Insert for requirements made on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 **and above**, Applicable Taxes included: (consult Annex 5.1 of the Supply Manual)(See also Part 5 - Certifications and Part 7 - Resulting Contract Clauses)

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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## **ANNEX C**

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE  
CURRENTLY DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***