

SPECIFICATIONS:

<u>DIVISION</u>	<u>SECTION</u>	<u>No. of Pages</u>
Division 01	GENERAL REQUIREMENTS	
	01 00 00 – Master General Requirements	12

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END OF MASTER TABLE OF CONTENTS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- .1 The work of this contract will take place in a historic building located in Ottawa, ON and consists of nine packages.
- .2 The work of this contract is described by drawings and specification sections as identified in the Index Sections. For additional details refer to the General Requirements specification section for each of the nine packages.
- .3 Site Supervisor: Provide competent site supervisor (minimum 10 years of experience), capable of managing the site operations of this Contract on a full-time basis during the duration of the implementation of the work of this Contract at the site.
- .4 Site Safety Officer: Appoint a Site Safety Officer responsible for health and site safety for activities and duration of the implementation of the work of this Contract.

1.2 TIME OF START AND COMPLETION

- .1 It is anticipated that preliminary site investigation, approval of shop drawing and ordering of long lead items, e.g. elevator, will begin early March 2015.
- .2 Construction for all nine packages shall begin on June 1st 2015.
- .3 Substantial Completion for all packages, except the Cafeteria Rehabilitation package, shall be September 4, 2015.
- .4 Final Completion for all packages, except the Cafeteria Rehabilitation package and the Basement Abatement package, shall be September 18, 2015.
- .5 Substantial Completion for the Cafeteria Rehabilitation package shall be November 4, 2015.
- .6 Final Completion for the Cafeteria Rehabilitation package shall be November 18, 2105.
- .7 Final Completion for the Basement Abatement package shall be August 26, 2015.

1.3 PRE-CONTRACT AWARD CONDITIONS

- .1 Prior to the award of Contract, the Contractor must submit within 10 days of receiving the letter of notification: a site specific health and safety plan, corporate health and safety policy, and all other documents required by the letter of notification (Performance and Labour & Material bonds, insurance certificate, WSIB certificate), and information required for security access application.
- .2 If the requested documentation is not received within 10 business days of receiving the letter of notification, the NCC reserves the right to proceed on to the next lowest compliant bidder.

1.4 ADDENDA

- .1 Answers to questions directed to the NCC Representative and all amendments to the drawings or specifications during the tender period shall be issued in the form of Addenda.
- .2 Addenda form part of the Contract Documents.

PART 2 ON-SITE ACTIVITIES

2.1 OCCUPANCY and USERS of the SITE

- .1 The site & building will remain occupied during implementation of the work of this contract.

- .2 The site also accommodates the following uses and services:
 - .1 Administration offices;
 - .2 NCC property management offices;
 - .3 Heating plant operations and maintenance;
 - .4 Security detachment;
 - .5 Events and functions;
 - .6 Public access to the grounds and gardens.
- .3 Coordinate and cooperate with NCC so as to minimize conflict and impacts to other activities in building.
- .4 Specific to the Work Area:
 - .1 Contractor access to the work area will be from the gate entrance.

2.2 BUILDING/SITE SERVICES

- .1 Services for this Contract: Existing and available services required for the work may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing loads. Connect, use and disconnect at own expense and responsibility. The following itemizes availability of site services:
 - .1 Water and electrical service are available.
 - .2 The Contractor is to arrange and supply required services above and beyond what is available, in order to carry out work of this contract within the time period specified. Any such arrangements shall be at no additional cost to the Contract.
 - .3 Provide 14 days' notice to and obtain requisite permissions from the NCC Representative and utility companies of any intended interruption of services. Keep duration of these interruptions to a minimum. These notifications shall be subject to review and acceptance by the NCC Representative.

2.3 USE OF SITE & FACILITIES

- .1 The Contractor shall arrange with the NCC Representative and site security, a work schedule and procedures for access, deliveries and transportation of materials to and from the work site.
- .2 Contractor Facilities: Contractor shall make provision for an administrative and lunch area with adequate lighting, heat, and ventilation for use by the Contractor and sub-contractors workforce.
- .3 Communication: Contractor shall ensure provision of telecommunication equipment (i.e. cellular phones, email, etc.) necessary to ensure continuous progress of operations of the work of this contract on site.
- .4 Protection and Hoarding, identification of the Designated Work Site Area: the Contractor shall clearly demarcate the work site area by erecting hoarding and/or fencing. Review proposed installations with NCC Representative.
- .5 Temporary Barriers and Enclosures for mandatory hoarding around the Work area.
 - .1 Erect hoarding indicated and as necessary to protect building occupants, the public, workers and property from injury or damage.
- .6 Weather Enclosures
 - .1 Provide weathertight closures at openings in floors and roofs where required to protect building components as the work proceeds.
 - .2 Design enclosures to withstand wind pressure.
- .7 Dust Tight Screens
 - .1 Provide dust tight screens or partitions to localize dust generating activities, and for protection of workers, building occupants and public.

- .2 Surround all construction zones with required tarps, add negative airs in construction zones, sticky mats at the entrance/exit of construction zones to minimize spread of dirt from contractor boots.
- .3 Maintain and relocate protection until such Work is complete.
- .8 Storage: NCC Representative will establish on-site areas for storage of material.
- .9 Waste bin shall be permitted in area designated and pre-approved by NCC Representative and shall be planned for minimal duration. Waste containers for potential designated substances shall be in accordance to applicable regulations.
- .10 Materials and equipment shall not be permitted to encumber any area outside of the designated work site area unless pre-authorized by NCC Representative.
- .11 Execute work with least possible interference or disturbance to the normal use of the building's operations. Confine the Work and operations of employees to limits indicated by Contract Documents and as directed by the NCC Representative. Make arrangements with NCC Representative to facilitate work as stated.
- .12 Ventilation
 - .1 Provide ventilation to prevent accumulation of dust, fumes, mists, vapours, or gases in areas of Work.
 - .2 Provide ventilation through portable fan(s) exhausted to the out of doors to prevent migration of dust and debris within the building.
 - .3 Dispose of exhaust materials in manner that does not contaminate adjacent areas.
 - .4 Continue operation of ventilation and exhaust systems for sufficient time after cessation of operations to ensure removal of pollutants.
- .13 Temporary Heating
 - .1 Provide temporary heating required during construction period, including attendance, maintenance and fuel.
 - .2 Building electrical supply may be used. Ensure capacity is adequate prior to imposing loads. Connect, use and disconnect at own expense and responsibility. Coordinate with NCC Representative. Owner will pay for Electrical Utility usage costs except for temporary electricity generator(s) that shall be provided by Contractor where required for the work.
- .14 Parking: Access and parking on site for contractor's work force and sub-trades shall be as approved by NCC Representative at the start of the work. Parking along the entrance lane is strictly forbidden.
- .15 Deliveries to the site shall be within pre-arranged and authorized time frames by NCC Representative and site security with a minimum 24 hours' notice.
- .16 Provide for personnel and vehicle access. Maintain safe exiting routes from the site and building at all times.
- .17 Waste Disposal: unloading and disposing of waste is only allowed after working hours: before 7:00am and after 6:00pm.
- .18 The use of a boom trucks or lifts is only allowed after working hours: before 7:00am and after 6:00pm.
- .19 Scaffolding may be erected to allow access to the roofs and upper floors. Scaffolding may not be erected along the entrance lane.
- .20 Smoking is prohibited within 50 feet of buildings. A designated smoking area shall be identified by the NCC Representative. The Contractor is to ensure adequate sealed cigarette butt disposal.
- .21 Washrooms: The Contractor shall provide his own washroom facilities. Use of water for the project and cleaning of equipment is strictly forbidden from any washrooms.

- .22 Location of Utilities: Ensure locates of site services and infrastructures, including security systems, prior to any work. Where unknown services are encountered, immediately advise the NCC Representative and confirm findings in writing. Stop work immediately upon encountering services suspect of being part of the security infrastructure.
- .23 Please follow the guidelines below, to respect adjacent users and functions within site:
 - .1 Language and behaviour deemed inappropriate will not be tolerated on site.
 - .2 Talk at sound level deemed reasonable.
 - .3 Ensure staff and sub-trades dress appropriately while on site. Abstain from wearing profane depiction or graphics on pieces of clothing, equipment or hardhat.

2.4 **SIGNAGE**

- .1 All signage for this project shall be bilingual in French and English.
- .2 Proposed wording and signage shall be submitted for review and approval by NCC Representative.
- .3 Contractor is to provide warning signage to clearly identify area under construction and access restrictions (protective gear, sign-in, etc.).
- .4 No promotion signage will be permitted.
- .5 No signage representing supply and installations companies and/or contractors and consultants shall be permitted.

2.5 **CO-OPERATION WITH OTHERS and PUBLIC RELATIONS**

- .1 At all times during the design and construction activities of the work of this contract, the Contractor shall permit and facilitate access to the work site to NCC construction services and to NCC contracted consultants for design and implementation phases of this work.
- .2 The Contractor may be in contact with users/visitors on site. If interacting with users/visitors to the site, the Contractor shall, at all times, be courteous, helpful and respectful to the users/visitors.
- .3 Behaviour, demeanor and conduct at the work site shall be in good practices. Profane language from the Contractor's workforce is not acceptable at the work site.
- .4 The Contractor shall at all times during work of this contract, respect traffic regulations of the site.
- .5 Co-operate with site operations and maintenance staff and services at all times.
- .6 Co-operate with Other Contractors retained for site operations and maintenance services.

2.6 **DAMAGES**

- .1 Restore or replace to their original condition existing public and/or privately owned property, structures, finishes, services and/or utilities damaged during the execution of the work of this contract, or make adequate compensation to affected parties.
- .2 The terms "restore" and "replace" include labour, equipment and material costs.

2.7 **FIRE SAFETY**

- .1 Provide fire extinguishers to protect the work in progress.
- .2 Advise NCC Representative of any work that would impede fire apparatus / personnel response.
- .3 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

- .4 Observe at all times smoking regulations. There is no smoking in or near the Work. The NCC Representative will designate a smoking area.

2.8 ENVIRONMENTAL PROTECTION

- .1 Fires
 - .1 Fires and burning of rubbish on site not permitted.
- .2 Disposal of Wastes
 - .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 Drainage
 - .1 Do not pump water containing suspended materials into waterways, sewer or drainage system.
- .4 Tree and Plant Protection
 - .1 Protect trees and plants on site.
- .5 Pollution Control
 - .1 Control emissions from equipment and plant to local authorities emission requirements.
 - .2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris.
- .6 Spills Reporting
 - .1 Prepare an environmental emergency measure plan and post at the place of work indicating:
 - .1 The site's refuelling area.
 - .2 The NCC Environmental Emergency Service telephone number (613) 239-5353. Call immediately in the event of accidental spill of fuel or other pollutant.
 - .2 Assume financial responsibility to clean up effects of spill.

2.9 WASTE DISPOSAL

- .1 Unless otherwise indicated or specified, materials indicated for removal become the Contractor's property and shall be taken from site.
- .2 Dispose of waste materials in accordance with requirements of authorities having jurisdiction and as described in the Contract Documents.

2.10 POWER/EXPLOSIVE ACTUATED FASTENING DEVICES

- .1 Do not employ power guns using explosives without prior written permission of NCC Representative.

2.11 PROTECTION OF WORK AND SITE

- .1 Protect finished work against damage until take-over.
- .2 Protect hard and soft landscaping adjacent to the work from damage unless indicated or described otherwise.
- .3 Protect adjacent building spaces and occupants against spread of dust, harmful vapours, hazardous materials and dirt. Use devices and methods that minimize inconvenience and risk to the occupants.

2.12 CUTTING AND PATCHING

- .1 Do cutting and patching as indicated and as specified.
- .2 In the absence of explicit indication or specification, and as directed by the NCC Representative, do cutting and patching as follows:
 - .1 Perform cutting, fitting, and patching to complete the Work.

- .2 Remove and replace defective and non-conforming work that is to form the base or substrate for new work.
- .3 Perform work to avoid damage to other work.
- .4 Prepare surfaces to receive patching and finishing.
- .5 Refinish surfaces to match adjacent finishes; for continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit, unless indicated otherwise.
- .6 Make cuts with clean, true, smooth edges.

2.13 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Location of equipment, fixtures, outlets and distribution systems indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures, outlets and distribution systems to minimize interference between systems, to allow access for maintenance and to maximize the usable space.
- .3 Inform the NCC Representative of a conflicting installation. Install as directed
- .4 Inform NCC Representative of impending installation and obtain approval for actual location

2.14 EXISTING SERVICES

- .1 Where work involves disruption of existing services:
 - .1 Execute work at times directed by NCC Representative,
 - .2 Submit schedule to and obtain approval from NCC Representative for any shutdown or closure of active services,
 - .3 Notify NCC Representative at least 14 days before service disruption,
 - .4 Adhere to approved schedule.

2.15 CLEAN-UP

- .1 Provide on-site waste containers for collection of waste materials and debris and locate as directed by NCC Representative. Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .2 At the end of each work period, and more often if directed by the NCC Representative, remove debris from site, neatly stack material for use, and clean up generally. Conduct disposal operations to comply with municipal and site ordinances, anti pollution laws and as required by the Contract Documents.
- .3 Upon completion, remove temporary protections installed under this contract and remove surplus materials. Make good defects noted at this stage.
- .4 Cleaning during construction
 - .1 Clean-up work area as the work progresses in order to prevent migration of dust and debris.
 - .2 Clean as directed by the NCC Representative.
- .5 Final clean-up
 - .1 For site, broom clean hard landscaped surfaces. Rake clean other landscaped areas. Hose down with water and wash hard landscaped surfaces as directed by NCC Representative.
 - .2 Broom clean all interiors before inspection process.
 - .3 Clean as directed by the NCC Representative.

2.16 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with NCC Representative to facilitate execution of work.

PART 3 CONTRACT ADMINISTRATION

3.1 CONTRACT DOCUMENTS

- .1 All contract documents are complementary. Items indicated in one and not in the other are deemed to be included in the contract work.
- .2 Drawings are intended to convey the scope of work and to indicate general arrangements. Obtain NCC Representative's approval of exact locations before installation.
- .3 Obtain direction from NCC Representative before proceeding if a possible obstacle or interference with an indicated installation is identified.
- .4 When the Contractor encounters an obstacle or interference that could have been reasonably foreseen and the Contractor failed to obtain direction from the NCC Representative in the matter, the NCC Representative may require that the work of the Contractor be modified in whole or part in response to the obstacle or interference. The Contractor shall assume the costs of additional work arising from such work.

3.2 CODES, STANDARDS AND CONTRACT DOCUMENT CONFLICTS

- .1 Unless otherwise specified or indicated, perform work in accordance with the National Building Code of Canada, current addition, and all applicable provincial or local building codes.
- .2 In the instance of a conflict among building codes, referenced standards and contract documents, the more stringent requirement shall apply.
- .3 In the instance of a conflict between the Master General Requirements Specification section, and the General Requirements Specification section part of each package, the more stringent requirement shall apply.

3.3 PERMIT, FEES & TAXES

- .1 Contractor to pay all permit, fees & taxes properly levied by law Federal, Provincial, Municipal and other regulatory bodies.
- .2 Obtain all permits required for the work of this contract. Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.
- .3 Occupancy permit: The Contractor shall be responsible for obtaining the occupancy permit confirming compliance of the completed Work.
- .4 Pay for and obtain certificates of verification from applicable municipal, provincial and federal authorities for Work of this Contract.
- .5 Pay for and obtain municipal building permit for all packages except the Basement Abatement package. The NCC shall pay to obtain the municipal building permit for the Basement Abatement package and shall supply a copy to the Contractor.

3.4 SUBMITTALS

- .1 Administrative
 - .1 Submit to NCC Representative submittals listed for review. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in the Work.
 - .2 Work affected by submittal shall not proceed until review is complete.
 - .3 Review submittals and stamp all submittals with Contractor's shop drawing stamp prior to submission to NCC Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of the Work and Contract Documents.
 - .4 Verify field measurements and affected adjacent Work are coordinated.

- .2 Shop drawings and product data
 - .1 "Shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data that are to be provided by Contractor to illustrate details of a portion of the Work.
 - .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connection, explanatory notes and other information necessary for completion of Work.
 - .3 Adjustments made on shop drawings by NCC Representative are not intended to change Contract Price.
 - .4 Make changes in shop drawings as NCC Representative may require.
 - .5 Submit one electronic copy in PDF format, unless indicated otherwise, of shop drawings for each requirement requested in specification Sections and as NCC Representative may reasonably request
 - .6 Submit one electronic copy in PDF format, unless indicated otherwise, of product data sheets or brochures for requirements requested in Specification Sections and as NCC Representative may reasonably request where shop drawings will not be prepared due to standardized manufacture of product.
- .3 Samples
 - .1 Submit for review, samples as requested in respective Specification Sections and as indicated on the drawings.
 - .2 Deliver samples prepaid to NCC Representative's business address.

3.5 CONTRACT PRICE BREAKDOWN

- .1 Within 10 working days following award of this contract, the Contractor shall submit a sample request for payment, identifying the contract price breakdown by activity and/or sub-trade for review and approval.
- .2 Approved cost breakdown will be used as basis for progress claim payments.

3.6 PROJECT MEETINGS

- .1 Administrative
 - .1 NCC Representative will schedule and administer regular progress meetings throughout the progress of work, at times, frequency and locations set by the NCC Representative.
 - .2 The NCC Representative will distribute written notice of each meeting in advance of meeting date to Contractor, Consultant, and all other affected parties.
 - .3 The Contractor shall attend.
 - .4 The Contractor shall ensure affected Subcontractors attend.
 - .5 The NCC Representative will record minutes and include significant proceedings and decisions and identify 'action by' parties.
 - .6 The NCC Representative will reproduce and distribute copies of minutes to meeting participants and affected parties not in attendance.

3.7 AS-BUILT DRAWINGS

- .1 NCC Representative will provide two sets of white prints for record drawing purposes.
- .2 Maintain project record drawings and record accurately all deviations from Contract documents as project progresses. Maintain on-going as-built records on site, ready for inspection during the course of the construction.
- .3 Update these drawings daily.
- .4 Record changes in red. Mark on one set of prints and at completion of project and prior to final inspection, neatly transfer notations to second set and submit both sets to NCC Representative.

- .5 Provide a cost for the As-Built Drawings in the Contractor cost breakdown.

3.8 DOCUMENTS REQUIRED ON-SITE

- .1 Maintain at job site, one copy each of following:
 - .1 Contract drawings,
 - .2 Specifications,
 - .3 Addenda,
 - .4 Change orders,
 - .5 Other modifications to Contract,
 - .6 Approved work schedule,
 - .7 Permits,
 - .8 Field test reports,
 - .9 Reviewed shop drawings,
 - .10 As-built drawings.

3.9 QUALITY OF EQUIPMENT, MATERIALS AND WORKMANSHIP

- .1 Use only new materials, unless indicated otherwise.
- .2 Exceed or meet the minimum requirements of standards referenced in the specifications, such as the Canadian Standards Association (CSA), and the National Building Code of Canada (current edition), and of all applicable federal, provincial, and municipal codes. In the case of conflict or discrepancy between these requirements, the most stringent applies.
- .3 Workmanship
 - .1 Workmanship shall be best quality, executed by workers experienced and skilled in respective duties for which they are employed.
 - .2 Employ persons fit for and skilled in their required duties.
 - .3 Assume the costs of redoing work that, in the NCC Representative's opinion, does not meet the specified quality of workmanship.
- .4 Alternatives
 - .1 The NCC Representative will only consider Alternatives
 - .1 for materials, products or processes specified with the term “and/or approved equivalent” applied and;
 - .2 submitted in accordance with the “General Instructions for Tendering”.
 - .2 The NCC Representative will approve alternatives that are in his opinion equal in material content, workmanship and quality to the materials, products or processes identified and at least conformant to the standards specified.
 - .3 Assume the cost of additional work or modifications to the design due to the use of NCC Representative approved alternatives.

3.10 SECURITY CLEARANCE

- .1 In accordance with the Security Policy of the Government of Canada, all persons undertaking work or services at the property covered by this contract shall be required to meet the requirements of a Site Access Reliability Check. The Site Access Security Assessment requires disclosure of information concerning:
 - .1 financial information (credit check),
 - .2 education,
 - .3 employment history,
 - .4 personal history and relatives, and
 - .5 criminal record (if any) for which a pardon has not been granted. (Fingerprint impressions may be necessary).
- .2 The NCC reserves the right to refuse access to personnel not passing a Site Access Reliability Check.

- .3 Unless otherwise indicated, access to the site (employees, deliveries, visitors and pick-ups of materials, etc.) must be coordinated with and approved by NCC Representative.
- .4 Reasonable care must be exercised to ensure the security of any material prepared or received in handling this project. No part of this project may be discussed, published, or displayed without the written permission of the NCC.

3.11 **SITE SECURITY**

- .1 Provide site security as Contractor deems necessary to ensure protection of Contractor's materials, equipment, and building.
- .2 Where security has been reduced by work of the Contract, provide temporary means to maintain security.
- .3 Cooperate with NCC and security staff in maintenance of site security.

3.12 **SECURITY AND CONFIDENTIALITY**

- .1 Exercise utmost care to ensure the security of any material prepared or received in handling this project.
- .2 Without the prior written permission of the NCC Representative, do not distribute, publish, display or reproduce any documents, photographs, site plans, maps or information related to the project (or collected during the project), in any medium, including the internet.
- .3 Without the prior written permission of the NCC Representative, do not disclose any documents, photographs, site plans, maps or information related to the project unless such disclosure:
 - .1 Is reasonably required to obtain necessary permits and approvals to perform the work;
 - .2 Is reasonably required to facilitate the contracting and performance of sub-contractors, consultants and other parties involved in completing the contracted work;
 - .3 Is required by law.
- .4 When requested by the NCC, return to the NCC all copies of all site photographs and construction documents, site plans and maps related to the project.
- .5 All the above restrictions apply to all sub-contracts for work and services related to the project.

3.13 **RELICS AND ANTIQUITIES**

- .1 Protect relics and antiquities, items of historical or scientific interest and similar objects found during the course of work.
- .2 Immediately notify NCC Representative of any findings and await NCC Representative's written instructions before proceeding with work adjacent to findings.
- .3 If any vestiges of early human occupancy of the land are uncovered during construction, suspend construction activity and notify the NCC Representative.
- .4 Relics, antiquities and items of historical or scientific interest shall remain the property of the Crown.

3.14 **SCHEDULING OF WORK and RESTRICTIONS**

- .1 The Contractor shall schedule work activities to prevent and minimize any disruption to the occupants and users of the site. Disruptive work activities and their scheduling shall be done in co-ordination with the NCC Representative and site security
- .2 Within 10 working days following notification of intent to award this contract, the Contractor shall submit and review with NCC Representative the sequencing of intended work and activity schedule for approval:

- .1 Shop drawings submittals.
 - .2 Work commencement.
 - .3 Contractor's on-site mobilization area.
 - .4 Protection, hoarding and temporary shoring structures.
 - .5 Installation and delivery of equipment and waste disposal bins.
 - .6 Deliveries of materials.
 - .7 Sequencing of and preparation measures for dis-assembly and selective demolition, assembly and construction activities.
 - .8 Identification of noisy and disruptive activities; identification of service interruptions.
 - .9 Connection to site infrastructures for water, power, fire and security systems.
 - .10 Testing and commissioning of components and systems.
 - .11 Exterior landscaping.
- .3 The Contractor shall submit to the NCC Representative for review the proposed implementation methodology for work of this Contract.
 - .4 Site Access Restriction: the site is secured and of restricted access. Individuals requiring access to the site will require pre-authorized site access security clearances.

3.15 SCHEDULE

- .1 Submit a schedule of work for approval, in a form acceptable to NCC Representative and within ten (10) days of award of contract. Show in schedule dates for:
 - .1 shop drawing, material lists and samples submissions;
 - .2 equipment and material delivery;
 - .3 work commencement and completion for each trade as corresponds to each trade section of the Specification;
 - .4 Substantial and final completion date within time period required by Contract Documents.
- .2 Submit updated schedules at each progress meeting and as reasonably requested by the NCC Representative.

3.16 HOURS OF WORK / WORK WEEK

- .1 Standard authorised hours of work are Monday to Friday, 07:00 hours to 18:00 hours.
- .2 Extended hours and weekend work shall be performed by Contractor to ensure work is completed on schedule. The Contract price will not be changed for this work.
- .3 Obtain prior permission through NCC Representative for work outside of 07:00h to 18:00h / Monday to Friday time frame. Assume any extra costs for labour, material or equipment associated with work performed outside of the standard authorised time frame unless specifically requested by Owner.

3.17 WORK STOPPAGES, RESTRICTIONS AND INTERRUPTIONS

- .1 Work stoppages constitute a request from the NCC Representative for on-site work to be stopped and the vacating of the site's by the Contractor's work forces for a determined period of time. The Contractor shall make provisions for the following work stoppages:
 - .1 Five (5) separate one (1) day work stoppages with a minimum of 24 hours' notice from June 1, 2015 to September 30, 2015.
 - .2 Five (5) separate half-day work stoppages with a minimum of 8 hours' notice from June 1, 2014 to September 30, 2014.
 - .3 Two (2) separate one (1) day work stoppages with a minimum of 24 hours' notice from October 1, 2015 to December 15, 2015.
 - .4 Two (2) separate half-day work stoppages with a minimum of 8 hours' notice from October 1 to December 15, 2015.

- .5 Include in the contract price for the cost of these work stoppages, restrictions and interruptions.
- .6 Substantial Performance and Total Completion dates will not be changed as a result of these work stoppages.
- .7 Include for and indicate all the work stoppages in the Contractor prepared schedule.

3.18 PROJECT COORDINATION

- .1 Coordinate progress of the Work, progress schedules, submittals, use of the site, temporary utilities and construction facilities and controls.

3.19 SETTING-OUT OF WORK

- .1 Provide devices needed to lay out and carry out the work. Supply such devices as required to facilitate NCC Representative's inspection of work.

3.20 CO-ORDINATION of the WORK and SUB-TRADES

- .1 Co-ordination of the work: It is the Contractors' responsibility to co-ordinate work to be carried out as identified in the contract documents between all trades.
- .2 Should there be discrepancies, conflicts in the instructions of the contract documents and/or conflicts with applicable regulations, the Contractor shall notify the NCC Representative prior to proceeding with implementation of the work and wait for instructions and directions on how to proceed.
- .3 Manage the sequencing of the work activities in consideration of health and safety of the work area and adjacent structures and site.
- .4 Ensure adequate access and equipment is supplied for work of the contract.
- .5 Cut surfaces as required to accommodate work.
- .6 Remove, dis-assemble all items so shown or specified. Identify, protect from damage components to be retained for re-installation.
- .7 Patch and make good surfaces cut, damaged or disturbed, to NCC Representative's approval. Match existing material, colour, finish and textures unless indicated otherwise.

PART 4 EXECUTION

4.1 NOT USED

- .1 Not used.

END OF SECTION