



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Procurement Hub, Fredericton Office
301 Bishop Drive
Fredericton, NB
E3C 2M6

6 March 2015

Subject: **REQUEST FOR PROPOSALS: F5211-150010**

**INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL
FACILITIES**

Sir/Madam,

You are invited to submit one (1) signed copy of a proposal to provide services to Fisheries and Oceans Canada. Sealed proposals will be accepted until 2:00 PM (Atlantic Time), on 21 April 2015. Proposals must be signed and emailed to DFOtenders-soumissionsMPO@dfo-mpo.gc.ca and addressed:

TENDER SUBMISSION – F5211-150010

**INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL
FACILITIES**

Any bid received after that time will be considered late. Fax submissions will not be accepted. The onus is on the bidder to ensure that the bid is delivered on time to the location designated.

Tender documents **MUST** be downloaded from www.buyandsell.gc.ca. Those 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 any resulting contract.

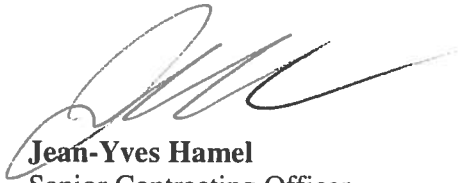
The successful bidder will be expected to enter into a Contract in accordance with the enclosed documents. Your proposal should be in sufficient detail to form the basis of a contractual agreement on an as and when required basis. It should permit technical evaluation based on the enclosed criteria. The period of the Contract will be from the date of contract award to 31 March 2016 with the possibility of up to two (2) additional one (1) year option periods, at the discretion of Fisheries and Oceans Canada. All cost proposals shall include prices for each year or it will be assumed the prices remain the same for the three years.

All questions regarding this request for proposals should be submitted in writing, no later than 07 April 2015. The department may not be able to respond to questions submitted after that date.

For further information, please contact the Contracting Authority, Jean-Yves Hamel, by email at DFOtenders-soumissionsMPO@dfo-mpo.gc.ca.

Fisheries and Oceans Canada will not necessarily accept the lowest or any proposal submitted.

Regards,



Jean-Yves Hamel

Senior Contracting Officer

Procurement Hub - Fredericton Office

Materiel and Procurement Services - Financial and Materiel Management Operations

301 Bishop Drive, Office # 105

Fredericton, NB, E3C 2M6

Fisheries and Oceans Canada

Government of Canada

Hub E-mail: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

Attach.

REQUEST FOR PROPOSALS

**INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL
FACILITIES**

- 1. Letter of Invitation**
- 2. OFFER OF SERVICES/CONTRACT FORM**
- 3. BIDDER INSTRUCTIONS**
- 4. TERMS OF PAYMENT**
- 5. STATEMENT OF WORK**
- 6. CERTIFICATIONS**
- 7. EVALUATION CRITERIA**
- 8. GENERAL CONDITIONS**
- 9. INSURANCE CONDITIONS**
- 10. PERSONNEL IDENTIFICATION FORM (PIF)**

Department of Fisheries and Oceans

Bid Closing Date: 21 April 2015
Bid Closing Time: 14:00 PM (Atlantic Time)
Financial Coding: 35D10-521-120-0647-L3380-6
Contract/File No: F5211-150010

OFFER OF SERVICES/CONTRACT FORM

REQUEST FOR PROPOSALS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

1. PROPOSAL SUBMITTED BY:

(Complete Name and Address)

2. PERFORMANCE OF WORK

The Undersigned (hereinafter referred to as "the Contractor") hereby offers to Her Majesty the Queen in Right of Canada, (hereinafter referred to as "Her Majesty") as represented herein by the Minister of Fisheries and Oceans (hereinafter referred to as "the Minister") to furnish all necessary labour, supplies, superintendence, plant, tools, appliances, equipment, supplies and other accessories, services and facilities necessary to assist in the performance of the following services:

3. CONTRACT DOCUMENTS

The Contractor hereby undertakes to perform and complete the work at the place and in the manner set out in accordance with the following documents which, upon acceptance of the **OFFER OF SERVICES/CONTRACT FORM**, will form part of the contract:

1. **OFFER OF SERVICES/CONTRACT FORM** duly completed and signed;
2. Document titled attached hereto or referenced entitled "**GENERAL CONDITIONS**";
3. Document titled attached hereto, or referenced entitled "**TERMS OF PAYMENT**";
4. Document titled attached hereto, or referenced entitled "**STATEMENT OF WORK**";
5. Document titled attached hereto or referenced entitled "**INSURANCE CONDITIONS**";
6. Document titled attached hereto or referenced entitled "**PERSONNEL IDENTIFICATION FORM**";

4. SECURITY

The Contractor working under this Contract must hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC) for access to DFO premises.

The Contractor's resources working on this contract must hold a valid reliability status or higher granted by the Canadian Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC) for access to DFO premises.

Compliance with the mandatory security requirements is the sole responsibility of the bidder.

To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Security and Contracting Unit at the Department of Fisheries and Oceans at security@dfo-mpo.gc.ca or at 418-648-5968.

In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the **PERSONNEL IDENTIFICATION FORM** attached hereto, providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

5. DISCREPANCIES

In the event of discrepancies, inconsistencies, or ambiguities of wording of these documents, the wording of the document that first appears on the above list shall prevail over the wording of a document subsequently appearing on the list.

6. CONTRACT PERIOD

The Department of Fisheries and Oceans (DFO) has a requirement for these services to be carried out in accordance with the **Statement of Work** attached hereto as. The services are to be provided from the date of contract award to 31 March 2016 as detailed in the Statement of Work.

Option to extend the Contract:

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year option periods 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 **TERMS OF PAYMENT**.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the Contract expiry date. The option can only be exercised by the Contracting Authority and will be confirmed, for administrative purposes only, through a contract amendment.

7. PROPOSED PRICES

SERVICES AND ASSOCIATED COSTS

7.1 Contract Period (Date of contract award to 31 March 2016)

For the provision of all services, including all associated costs necessary to carry out the required work:

Firm monthly price of \$ _____ (Applicable Taxes extra) for the inspections, tune-ups and maintenance of the mechanical facilities.

(For an extended yearly price of \$ _____ (Applicable Taxes extra))

Firm hourly rate of \$ _____ (Applicable Taxes extra) for the repair of the mechanical facilities (Monday to Friday between 07:30 and 16:00).

Firm hourly rate of \$ _____ (Applicable Taxes extra) for the repair of the mechanical facilities (At times other than Monday to Friday between 07:30 and 16:00).

7.2 Option Year 1 (01 April 2016 to 31 March 2017)

For the provision of all services, including all associated costs necessary to carry out the required work:

Firm monthly price of \$ _____ (Applicable Taxes extra) for the inspections, tune-ups and maintenance of the mechanical facilities.

(For an extended yearly price of \$ _____ (Applicable Taxes extra))

Firm hourly rate of \$ _____ (Applicable Taxes extra) for the repair of the mechanical facilities (Monday to Friday between 07:30 and 16:00).

Firm hourly rate of \$ _____ (Applicable Taxes extra) for the repair of the mechanical facilities (At times other than Monday to Friday between 07:30 and 16:00).

7.3 Option Year 2 (01 April 2017 to 31 March 2018)

For the provision of all services, including all associated costs necessary to carry out the required work:

Firm monthly price of \$ _____ (Applicable Taxes extra) for the inspections, tune-ups and maintenance of the mechanical facilities.

(For an extended yearly price of \$ _____ (Applicable Taxes extra))

Firm hourly rate of \$ _____ (Applicable Taxes extra) for the repair of the mechanical facilities (Monday to Friday between 07:30 and 16:00).

Firm hourly rate of \$ _____ (Applicable Taxes extra) for the repair of the mechanical facilities (At times other than Monday to Friday between 07:30 and 16:00).

Note: If prices/rates are not provided for the option years, they will be considered to be the same as for the initial contract period.

Contractor furnished parts for the repair of the mechanical facilities (When required and with pre-approval by the Technical Authority) will be paid at cost of the parts + 5%.

8. FEDERAL GOODS AND SERVICES/HARMONIZED SALES TAX

GST/HST is excluded from the prices(s)/rates quoted herein. Any amount to be levied against Her Majesty in respect of the GST/HST as is applicable is to be shown separately on all invoices for goods supplied or services provided and will be paid by the Government of Canada. The Contractor agrees to remit any GST/HST as is applicable, paid or due to Canada Customs and Revenue Agency.

9. SUBMISSION

The Contractor submits herewith the following:

- a) **OFFER OF SERVICES/CONTRACT FORM**, duly completed and signed;
- b) **PROPOSAL**; and
- c) **CERTIFICATIONS**, completed and signed.

10. IRREVOCABLE OFFER

- 10.1 The Contractor submits the tendered prices listed in Article 7 on the full understanding that these tendered prices represents an irrevocable offer by the Contractor. Furthermore, the Contractor hereby certifies that the tendered prices are based on the Contractor's most preferred rates.
- 10.2 The Contractor hereby agrees that this Request for Proposal shall remain open for acceptance by the Minister for a period of sixty (60) days from the proposal closing date (hereinafter referred to as the "Acceptance Period"). In the event the Minister deems it necessary to extend the Acceptance Period, he shall, prior to the expiration of such period, notify the Contractor by written notice to that effect, whereupon the Contractor shall have fifteen (15) days from the date of receipt of such written notice to, in writing, either accept the required extension as referred to in the Ministerial notice or withdraw its proposal.
- 10.3 In the event the Contractor accepts the requested extension, the Acceptance Period shall be extended as referred to in the Ministerial notice. In the event the Contractor does not respond to the Ministerial notice hereinabove referred to, the Contractor shall be conclusively deemed to have accepted the extension of the Acceptance Period to the date referred to in the Ministerial notice.

11. APPROPRIATE LAW

- 11.1 The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
- 11.2 The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.

12. NO EXPRESS COLLABORATION

The Contractor warrants that there has been no express or implied collaboration, action in concert, arrangement, agreement or exchange of preferred information, which would in any way defeat the objectives of the tendering process between the Contractor, its officers, employees or agents and any other person, in respect of the proposal hereby submitted or the preparation of such proposal and the calculations and considerations on which such proposal was prepared and submitted, and the Contractor hereby agrees that, for the purposes of this Article alone, the Contractor shall stand in a fiduciary relationship to Her Majesty.

13. CONTRACT

The Contractor agrees that, in the event of acceptance of this proposal by the Minister, such acceptance shall affect a contract between the Contractor and the Minister and this **OFFER OF SERVICES/CONTRACT FORM**, attachments and the Proposal shall collectively constitute the contract entered into between the Parties.

14. RIGHTS OF THE MINISTER

"Conditional" proposals will not be accepted. Any Contractor submitting alternate bids will be disqualified and proposals so submitted will be rejected. Notwithstanding anything contained in the Request for Proposals, the Minister shall have no obligation to accept the lowest cost proposal or any other proposal and reserves the right to consider matters which, although not set out herein, are, in the opinion of the Minister or his Departmental officials, relevant for their purposes, and the Minister and his officials shall be entitled to exercise discretion in the choice of a suitable contractor.

15. REPLACEMENT OF PERSONNEL

- 15.1 When specific persons have been named in the Contract as the persons who must perform the Work, the Contractor shall provide the services of the persons so named unless the Contractor is unable to do so for reasons beyond its control.
- 15.2 If, at any time, the Contractor is unable to provide the services of any specific person named in the Contract, it shall provide a replacement person who is of similar ability and attainment.
- 15.3 The Contractor shall, before replacing any specific person named in the Contract, provide notice in writing to the Minister containing:
 - a) The reason for the removal of the named person from the Work;
 - b) The name, qualifications and experience of the proposed replacement person;

- c) Proof that the person has the required security clearance granted by Canada, if applicable.
- 15.4 The Contractor shall not, in any event, allow performance of the Work by unauthorized replacement persons and acceptance of a replacement person by the Technical Authority and the Contracting Authority shall not relieve the Contractor from responsibility to meet the requirements of the Contract.
- 15.5 The Minister may order the removal from the Work of any such replacement person and the Contractor shall immediately remove the person from the Work and shall, in accordance with paragraph 2 and paragraph 3(b) and 3(c), secure a further replacement.
- 15.6 The fact that the Minister does not order the removal of a replacement person from the Work shall not relieve the Contractor from its responsibility to meet the requirements of the Contract.

16. ADDENDUM

The Contractor agrees that the following addenda(s) issued by the Department of Fisheries and Oceans, have been received by them and have been considered in their proposal.

ADDENDUM NO.	DATE
_____	_____
_____	_____
_____	_____

This _____ day of _____, 2014.

Contractor's signature _____

17. CONTRACTOR'S ADDRESS

For purposes of or Incidental to the contract, the Contractor's address shall be that which is indicated in Article 1 of the **OFFER OF SERVICES/CONTRACT FORM**.

18. AUTHORITIES

a) Contracting Authority:

The Contracting Authority for the contract is:

Jean-Yves Hamel
Senior Contracting Officer
Procurement Hub - Fredericton Office
Materiel and Procurement Services
Financial and Materiel Management Operations
Fisheries and Oceans Canada
301 Bishop Drive, Office # 105
Fredericton, NB, E3C 2M6

Telephone: _____ (Will be provided at
Facsimile: _____ time of Contract award)
E-mail: _____

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.

b) Technical Authority: (Will be provided at time of Contract award)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

The Technical Authority 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.

c) On-site Technical Maintenance Coordinator: (To be provided at time of Contract award)

The On-site Technical Maintenance Coordinator for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

The On-site Technical Maintenance Coordinator is the on-site representative of the Technical Authority of the department or agency for whom the Work is being carried out under the Contract and assists the Technical Authority with all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the On-site Technical Maintenance Coordinator; however, he 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.

d) Contractor's Representative (Please submit this information)

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

19. SUPPLEMENTARY CONTRACTOR INFORMATION

Pursuant to paragraph 221 (1) (d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- 19.1 The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- 19.2 The status of the contractor (individual, unincorporated business, corporation or partnership:

- 19.3 For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- 19.4 For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

20. SIGNATURE FOR OFFER OF SERVICES

This offer of service is executed on behalf of the Contractor or other person(s) legally authorized to bind the incorporated company, partnership or the sole proprietor/individual owner as is applicable.

SIGNED, SEALED AND DELIVERED THIS _____ DAY OF _____ 2015.

In the Presence of

For the Contractor

Signature of Witness

Incorporated Company OR

Signature of Witness

Partnership OR

Signature of Witness

Sole Proprietorship / Individual Owner

ACCEPTANCE UPON AWARD

This contract is executed on behalf of Her Majesty the Queen in Right of Canada by their duly authorized officers / agents.

Accepted on behalf of Her Majesty the Queen in right of Canada

this _____ day of _____, 2015.

Signature of Witness

For the Minister of Fisheries and Oceans

Jean-Yves Hamel
Senior Contracting Officer

BIDDER INSTRUCTIONS

1. DEFINITIONS

In the Request for Proposal

- 1.1. The terms Proposal, tender and proposal may be used interchangeably.
- 1.2. "Minister" includes a person acting for, or if the office is vacant, in place of the Minister of Fisheries and Oceans and the Minister's successors in the office, and the Minister's or their representatives appointed for the purpose of the Request for Proposal.
- 1.3. "Tender Closing Time" refers to the hour and minute expressed in the local time of the Tendering Office, after which no further tenders will be accepted.

2. MANDATORY SITE VISIT

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 15 Prince Street in Sorel, Québec on 24 March 2015. The site visit will begin at 11:00 PM EST, in the conference room of the administration building.

Bidders should communicate with the Contracting Authority no later than five (5) days prior to the mandatory site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Video recording devices are allowed during the visit

Late arrivals will be granted access to the site but will need to join the group and the visit in progress.

3. TENDER CLOSING

- 3.1. Sealed tenders will be received at the Tendering Office until the Tender Closing Time stipulated in the Request for Proposal. Tenders received after Closing Time will not be considered and will be returned unopened.
- 3.2. Notwithstanding the foregoing, the Department of Fisheries and Oceans reserves the right to postpone tender closing, at which time all tenderers will be advised formally of the new date and time.

4. TENDER OPENING

In the case of a Public Tender Opening:

- 4.1. Tenders are opened in public at a location specified in the Request for Proposal as soon as possible after closing time unless specific instructions to the contrary regarding tender opening are included in the Request for Proposal.
- 4.2. In the event only one tender is received, the Department reserves the right not to disclose the amount of the tender at the public opening. The amount of the tender will be made public if a contract is awarded

5. OFFICIAL TENDER FORMAT

- 5.1. Tenders must be submitted in the format provided and must be properly executed and submitted as instructed. Tenders not submitted in the format provided will not be considered.

6. REVISION OF TENDERS

- 6.1. Tenders may be revised by letter or printed telecommunication provided that revisions are received before the Tender Closing Time. Any change resulting in an increase in the tender price must be supported by a suitable increase in the tender security, if applicable.

7. TENDER SECURITY

- 7.1. If specified in the Request for Proposal, the tenderer will provide tender security, at the tenderer's own cost, in accordance with the document entitled Tender Security Requirements.
- 7.2. All tender securities will be returned except that of the successful tenderer, which will be retained until the successful tenderer has provided contract security in accordance with Article 8 below.

8. CONTRACT SECURITY

- 8.1. If specified in the Request for Proposal, the successful tenderer will provide contract security, at the tenderer's own cost, within fourteen (14) days of contract award in accordance with the Document entitled Contract Security Requirements.
- 8.2. Where contract security is a requirement, all tenders must be accompanied by evidence from a bank, financial institution or a surety company that the required contract security will be provided upon notification of contract award to the successful tenderer.

9. INSURANCE

- 9.1. If specified in the Request for Proposal, the successful tenderer will be required to provide contract insurance, at the tenderer's own cost, within fourteen (14) days of contract award in accordance with the document entitled Insurance Conditions.
- 9.2. Where insurance is a requirement, all tenders must be accompanied by confirmation from the tenderer's insurance company that the required insurance will be available upon contract award.

10. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

- 10.1. The Federal Contractors Program for Employment Equity applies to contracts for the provision of all goods and services, but not to the purchase or lease of real property or to construction contracts. Where a tender for the provision of goods or services is valued at \$200,000 or more and the tenderer's organization employs 100 or more permanent full-time or permanent part-time employees, it is mandatory that the requirements contained in the attached documentation on the Federal Contractors Program for Employment Equity be met or the tender will not be considered.

11. TENDER VALIDITY PERIOD

- 11.1. Unless otherwise specified in the Request for Proposal, tenders are to remain firm and in effect for a period of sixty (60) days following the Tender Closing Time.
- 11.2. Notwithstanding Article 10.1, in the event the Minister deems it necessary to extend the sixty (60) day period for acceptance of tenders for a further sixty (60) day period, the Minister shall, prior to the expiration of such period, notify the tenderer by written notice to that effect, whereupon the tenderer shall have fifteen (15) days from the date of receipt of such written notice to, in writing, either accept the requested extension as referred to in the Ministerial notice or withdraw its tender.
- 11.3. In the event tender security was provided and in the event of withdrawal of tender as herein provided, the Tender Security Deposit shall be reimbursed or returned without penalty or interest. In the event the tenderer accepts the requested extension, the acceptance period shall be extended as referred to in the Ministerial notice. In the event the tenderer does not respond to the Ministerial notice hereinabove referred to, the tenderer shall be conclusively deemed to have accepted the extension referred to in the Ministerial notice.

12. INCOMPLETE TENDERS

- 12.1. Incomplete or conditional tenders will be rejected.
- 12.2. Tenders that omit any mandatory requirements specified in the Request for Proposal will be rejected.
- 12.3. In the event that tender security is required and is not provided with the tender, the tender will be rejected.

13. REFERENCES

- 13.1. The Department of Fisheries and Oceans reserves the right, before awarding the contract, to require the successful tenderer to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the tenderer.

14. CONDITION OF AWARD

- 14.1 The lowest or any tender will not necessarily be accepted

15. RIGHTS OF CANADA

- 15.1 Canada reserves the right to:
 - (a) reject any or all bids received in response to the bid solicitation;
 - (b) enter into negotiations with bidders on any or all aspects of their bids;
 - (c) accept any bid in whole or in part without negotiations;
 - (d) cancel the bid solicitation at any time;
 - (e) reissue the bid solicitation;
 - (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
 - (g) negotiate with the sole responsive Bidder to ensure best value to Canada.

TERMS OF PAYMENT

1. DEFINITION

- 1.1 Progress payment is a payment made by or on behalf of Her Majesty after the performance of the part of the Contract in respect of which payment is made but before the performance of the whole contract.

2. BASIS OF PAYMENT

- 2.1 In consideration of the Contractor meeting all obligations under the terms and conditions of this Contract, the Contractor shall receive payment in accordance with **Article 7** of the **OFFER OF SERVICES/CONTRACT FORM**.

3. METHOD OF PAYMENT

- 3.1 Fixed monthly payments for the inspections, tune-ups and maintenance of the mechanical facilities and lump sum payments for the repair of the mechanical facilities upon completion of the work to the satisfaction of the Departmental Representative shall be made and upon receipt of a detailed invoice.
- 3.2 Neither a progress report nor a payment by Her Majesty shall be construed as evidence that the work or any part thereof is complete, is satisfactory or is in accordance with the Contract.
- 3.3 Delay by Her Majesty in making payment when it becomes due or payable pursuant to the Contract or Terms of Payment shall be deemed not to be a breach of the Contract.
- 3.4 In the event that the Contract is terminated pursuant to Section 9 of the General Conditions, the Contractor shall have no claim against Her Majesty except to be paid for services performed up to the date of the said termination, less any sums previously paid on account. In the event of termination, Her Majesty will as soon as practicable under the circumstances, pay to the Contractor the amount, if any, payable to the Contractor.

4. INVOICE ADDRESS

Except if otherwise specified in the Terms of Payment or in any other document that is part of this contract, payment will be made on presentation of one or more detailed invoice, depending on circumstances, after acceptance of the works by the Project Authority.

The invoice(s) shall be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA

Please indicate if you wish to be paid by cheque or MasterCard.

5. LIMITATION OF EXPENDITURE

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded, unless an increase is authorized by the Contracting Authority. The Contractor shall notify the Contracting Authority specified herein as to the adequacy of the amount when it is 75% committed; however, if at any other time, the Contractor considers that the Limitation of Expenditure may be exceeded, the Contractor shall promptly notify both the Departmental Representative and the Contracting Authority.

1. INVOICE SUBMISSION

- 6.1 Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
- 6.2 Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number and financial code(s);
 - b. details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);
 - c. deduction for holdback, if applicable;
 - d. the extension of the totals, if applicable; and
 - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
- 6.3 If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.
- 6.4 By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

FISHERIES AND OCEANS CANADA

**Canadian Coast Guard Sorel Base
15, rue du Prince
Sorel-Tracy, Quebec**

TECHNICAL SPECIFICATIONS

**INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF
MECHANICAL FACILITIES**

February 2014

SPECIFICATIONS INDEX
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

SECTIONS	HEADINGS	PAGE COUNT
-	Specifications index	4
-	1. General requirements	23
-	2. Scope of work	2
-	3. Fans	3
-	4. Cooling unit	3
-	5. Ventilation unit	10
-	6. Unit heaters and hot water fan heaters	4
-	7. Unit heater - gas	1
-	8. Unit heater - electric	1
-	9. Humidifier	1
-	10. Pumps	2
-	11. Gas boilers	1
-	12. Water heater - gas	1
-	13. Terminal boxes	1
-	14. Air compressor	2
-	15. Power factor correction system	1
-	16. Security barrier	1
-	17. CO and NO ₂ monitor	1
-	18. Garage doors and openers	3
-	19. Automated control systems	2
-	20. Paint hood filters	1

SPECIFICATIONS INDEX
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

TABLE OF CONTENTS

SECTION 1 - GENERAL REQUIREMENTS

PURPOSE OF THE WORK.....	2
SCOPE OF WORK.....	1
LOCATION OF WORK.....	1
ACCESS TO FACILITIES.....	1
1. CONDITIONS.....	2
2. REPAIRS, DEFECTS AND ABNORMAL CONDITIONS.....	2
3. MATERIALS AND EQUIPMENT.....	3
4. LABOUR.....	3
5. WORK SCHEDULE.....	4
6. INVENTORY.....	4
7. ADDITIONS-MODIFICATIONS.....	4
8. DRAWINGS AND DIAGRAMS.....	5
9. LIST OF MAIN PIECES OF EQUIPMENT.....	5
10. MANUFACTURER'S INSTRUCTIONS.....	5
11. PROTECTION OF PERSONS AND PROPERTY.....	5
12. SITE CLEANLINESS.....	6
13. DEPARTMENTAL REQUIREMENTS.....	6
14. INSTRUCTIONS.....	6
15. FIRE PROTECTION.....	7
16. COMMUNICATION.....	7
17. REPORTS, CERTIFICATES AND WORKSHEETS.....	7
18. GENERAL SAFETY.....	7

SPECIFICATIONS INDEX
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

SECTION 2 - SCOPE OF WORK

1. General – scope of work
2. General – periodic tests and checks
3. Planning
4. Reports
5. Inspection log

SECTION 3 - BLOWER UNITS

1. Quarterly maintenance
2. Annual maintenance
3. List of equipment

SECTION 4 - AIR CONDITIONING UNITS

1. Monthly maintenance
2. Annual maintenance
3. List of equipment

SECTION 5 - VENTILATION UNITS

1. Monthly maintenance
2. Quarterly maintenance
3. Annual maintenance
4. List of equipment

SECTION 6 - UNIT HEATERS AND HOT WATER FAN HEATERS

1. Unit heaters - annual maintenance
2. Fan heaters - monthly maintenance
3. Fan heaters - annual maintenance
4. List of equipment

SECTION 7 - GAS-FIRED UNIT HEATERS

1. Unit heaters - annual maintenance
2. List of equipment

SECTION 8 - ELECTRIC UNIT HEATERS

1. Unit heaters - annual maintenance
2. List of equipment

SECTION 9 - ELECTRIC HUMIDIFIERS

1. Unit heaters - monthly maintenance
2. List of equipment

SECTION 10 - PUMPS

1. Monthly maintenance
2. Annual maintenance
3. List of equipment

SPECIFICATIONS INDEX
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

SECTION 11 - GAS BOILERS

1. Monthly maintenance
2. Annual maintenance
3. List of equipment

SECTION 12 - GAS WATER HEATERS

1. Annual maintenance
2. List of equipment

SECTION 13 - TERMINAL BOXES

1. Annual maintenance
2. List of equipment

SECTION 14 - AIR COMPRESSOR

1. Annual maintenance
2. List of equipment

SECTION 15 - POWER FACTOR CORRECTION SYSTEM

1. Semiannual maintenance
2. Annual maintenance
3. Maintenance every three (3) years
4. List of equipment

SECTION 16 - SAFETY BARRIER

1. Annual maintenance
2. List of equipment

SECTION 17 - CO AND NO₂ MONITOR

1. Annual maintenance
2. Maintenance every two (2) years
3. List of equipment

SECTION 18 - GARAGE DOOR AND OPENER

1. Monthly maintenance
2. Quarterly maintenance
3. Semiannual maintenance
4. Annual maintenance
5. List of equipment

SECTION 19 - AUTOMATED CONTROL SYSTEMS

1. Annual maintenance
2. List of equipment

SECTION 20 - PAINT HOOD FILTERS

1. Quarterly maintenance
2. List of equipment

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

PURPOSE OF THE WORK

To ensure that mechanical and electrical equipment work well, extend their lifespan and maintain their reliability and performance, the Department of Fisheries and Oceans requires the services of a specialized firm for the inspection, tune-up, maintenance and repair of all systems of the various facilities on the Sorel base, located at 15 rue Prince, Sorel-Tracy.

SCOPE OF WORK

The work covered by these specifications includes, but is not limited to:

- periodic inspections and preventative maintenance at the intervals specified in the specifications or by the manufacturer;
- regular maintenance, performed monthly, quarterly, semi-annually, annually and seasonally (start-up and shutdown of equipment);
- tune-up of mechanical components, calibration of control systems and fine tuning of mechanical and electrical systems at the intervals specified in the specifications or by the manufacturer;
- product repair and replacement of all defective or worn parts in order to consistently maintain excellent working order.

LOCATION OF WORK

The work will be performed at the facilities of the Canadian Coast Guard, 15 rue Prince, Sorel-Tracy, which comprise the following buildings:

- Administrative building, workshops and storeroom;
- Armco building;
- Gate house;
- Marine emergencies building;

ACCESS TO FACILITIES

Entry to and exit from the work site will be limited by site operations and the current regulations of the Canadian Coast Guard.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

1. CONDITIONS

1. The Contractor shall provide all parts necessary for the execution of the maintenance or repair work for which the Contractor is responsible.

The Departmental Representative may, by means of a contract amendment issued by the contracting authority and with 30 days' notice, fully or partially modify the contract when all or part of a unit is or is to be decommissioned, replaced, modified or altered.

- 1.1. In the event that work is suspended by the Departmental Representative, the Contractor must not remove any part of the completed works, materials or equipment from the site without consent from the Departmental Representative.

2. REPAIRS, DEFECTS AND ABNORMAL CONDITIONS

1. Defects or abnormal conditions with the systems, instruments and equipment discovered during the inspection must be reported within eight (8) hours to the Departmental Representative, who will be responsible for remedying them. If the services of a licensed electrician are necessary for the installation of wires, wire conduits or electrical lines for example, the Departmental Representative may choose to hire the Contractor named in this contract or another contractor to perform such work. In both cases, the Contractor shall provide technical advice at no cost to the Departmental Representative or his delegate in order to help remedy these defects or abnormal conditions.
2. The Contractor is responsible for any checking, maintenance, tuning and repair of equipment or systems carried out by its subcontractor. However, the Contractor with the base contract shall not be liable for any work performed by another contractor chosen by the Departmental Representative, except with regard to the former performing a subsequent check of the equipment inspection or the repaired or adjusted systems.
3. When repairs authorized by the Departmental Representative are carried out by the Contractor, the Contractor must leave all defective parts that were replaced on site for verification purposes, and must include this in the report.
4. The Contractor agrees to comply with the manufacturer's warranty when it comes to the replacement of parts and units that the Contractor has installed. The Contractor is responsible for meeting deadlines and for installing parts or units at the Contractor's own expense.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

3. MATERIALS AND EQUIPMENT

1. The Contractor agrees to repair or, if necessary, replace with spare parts, parts that were broken during inspection and maintenance work.
2. The Contractor must provide the tools and equipment and all materials (or parts) required for the maintenance, repair or replacement of parts covered by the contract. The Contractor must also provide the scaffolding, lifting equipment, measuring instruments and specialized machinery required to perform the work properly.
3. Replacement parts must come from original equipment manufacturers (OEM). In the event that it is impossible to obtain parts and materials from OEMs, the Contractor must use equivalent parts and materials whose quality is at least equal to or better than the original; equivalent parts and materials must be approved by the Departmental Representative.
4. The Contractor must provide guidelines, notices and signs notifying the administrator and the building occupants of the work in progress.
5. The Departmental Representative is the only person authorized to approve equivalent spare parts; his decision shall be final and binding.
6. Any parts installed without approval, or found to be non-compliant by the Departmental Representative, must be replaced within eight (8) days; otherwise, the Contractor may be considered in breach of contract.
7. Any change of parts must be previously authorized by the Departmental Representative.

4. LABOUR

1. The Contractor must comply with all regulations, instructions and guidelines in force at the facility where the work is performed.
2. The Departmental Representative will put the Contractor in contact with the technical maintenance coordinator who will instruct the Contractor as necessary on the site and facilities.
3. The Contractor must guarantee the repair work and any additional work requested for a period of one year from their date of acceptance.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

5. WORK SCHEDULE

1. Under this contract, the Contractor must carry out the work stipulated in the scope of work at the intervals required in the established work schedule. The Contractor must notify the on-site technical maintenance coordinator forty-eight (48) hours in advance of inspections.
2. Service calls for repairs and urgent requests:
 1. Emergencies:
 - a. The Contractor must respond to all emergency service calls 24 hours a day, 7 days a week.
 - b. The Contractor shall respond to any emergency service call within three (3) hours after receiving the call from the DFO.
 2. Repair calls:
 - a. Unless otherwise indicated or unless the Departmental Representative deems it to be an emergency service, the Contractor must perform work between 7:30 am and 4:00 pm, Monday to Friday, and continue the work without interruption until it is completed, while respecting the hours indicated.
 - b. The Contractor must begin the repair work within a maximum of seven working days. However, the Departmental Representative may extend that period at his own discretion.

6. INVENTORY

1. The Contractor may keep in stock spare parts which are likely to be needed for replacement (belts, filters, fuses, etc.) in order to reduce the interruption of a mechanical system to a maximum of eight (8) hours after the call.

7. ADDITIONS-MODIFICATIONS

1. The Department reserves the right to move, modify or add units and equipment associated with existing equipment and systems. The Contractor will be required to perform maintenance at no additional cost, provided that the amount of equipment added does not exceed 10% of the existing quantities for each module.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

8. DRAWINGS AND DIAGRAMS

1. When execution of the maintenance contract begins, the Department shall provide, at the request of the Contractor and to the extent possible, a copy of the drawings and diagrams of the equipment subject to the contract as well as a copy of the maintenance report from the previous year, if applicable.

9. LIST OF MAIN PIECES OF EQUIPMENT

1. A non-exhaustive list of the main pieces of equipment used appears in each module. The quantities mentioned are as accurate as possible, but should be verified on site by the Contractor. Any corrections must be reported to the Departmental Representative within thirty (30) days of the award of the contract.
2. As the Contractor performs the work, the Contractor must keep this inventory list updated by adding missing systems and modifying or correcting the data to correspond with the equipment in operation. The Contractor must add any relevant information useful for proper inspection and maintenance. The corrected list must be submitted to the Departmental Representative.
3. Based on the equipment list supplied, a variation of 10% more or less of these quantities in relation to actual quantities will not affect the price.

10. MANUFACTURER'S INSTRUCTIONS

1. The Contractor must maintain the systems in service in accordance with the manufacturer's instructions and inform the Departmental Representative of abnormal conditions.

11. PROTECTION OF PERSONS AND PROPERTY

1. All safety measures and necessary precautions must be taken to protect persons and property against any any accidents or damages during the performance of maintenance or repair services.
2. The Contractor shall be explicitly and fully responsible for any accidents or damage caused to persons or property as a result of the Contractor's activities on site.
3. Special care must be taken to avoid soiling, scratching, damaging or denting facings or finished surfaces through contact with equipment, ladders, scaffolding or any other objects that may be used to perform the work. If necessary, cover finished surfaces with heavy canvas to protect them.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

4. The Contractor must manage operations in such a way that the health and safety of the public and site personnel as well as protection of the environment always take precedence over issues related to cost and schedule.
5. The Contractor must assume full responsibility for its own equipment and materials during and after working hours. The Department shall not be held responsible for vandalism, theft or loss.

12. SITE CLEANLINESS

1. The Contractor must keep the area clean; public property kept free of debris and waste. After each shift, the Contractor must remove from the site and dispose of all scraps and waste resulting from the execution of its work. The Contractor must leave the site in a state of cleanliness deemed satisfactory by the Departmental Representative or the technical maintenance coordinator.
2. Use of the premises is restricted to the work and storage areas identified. The work carried out must cause as little disturbance as possible to pedestrians and vehicle traffic. At the end of a shift, the Contractor shall leave the work site in an adequate state of cleanliness.
3. The Contractor's employees will have access to existing health care facilities on the Sorel base. The Contractor must leave these facilities in an adequate state of cleanliness before the end of its shift.

13. DEPARTMENTAL REQUIREMENTS

1. The Contractor must have sufficient personnel, with the exception of apprentices, who have a minimum of five (5) years of experience in their respective disciplines.
2. Only qualified personnel with the appropriate certificates will be authorized to perform work related to electrical, electronic and pneumatic disciplines, as applicable. Coordination with the technical maintenance coordinator of the Sorel base is required at all times to ensure that the work does not interfere with operations in the facilities and on the site.

14. INSTRUCTIONS

1. The Contractor must comply with the instructions or guidelines it receives from the Departmental Representative for the Sorel base. The Contractor must submit monthly and/or annual reports to the Departmental Representative, in French, **in paper and/or computer format, as well as any other pieces of communication relevant to the execution of the contract.**

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

15. FIRE PROTECTION

1. During all operations, the Contractor must comply with the National Fire Code.

16. COMMUNICATION

1. Contact information, including the addresses and telephone numbers where the Contractor and its superintendent or supervisor can be contacted or reached at all hours of the day and night, must be noted on a list that is prepared and updated as necessary by the Contractor and delivered to the Departmental Representative of the Sorel base and the technical maintenance coordinator before the work begins.

17. REPORTS, CERTIFICATES AND WORKSHEETS

1. After each repair or service, the Contractor must provide three (3) copies of a worksheet accompanied by detailed certificates for the spare parts. The worksheet must identify the task completed, the parts that were replaced and/or repaired and the number of hours allocated to each worker for the work. The Contractor must submit separate worksheets for maintenance work and repair work. In cases of emergency calls: in addition to the information indicated above, the worksheets must indicate the date and exact time of the call, the identity of the person who requested the service, the time the Contractor arrived on site and the time he left the site.
2. If no Departmental Representative is present on site, the Contractor must submit two (2) copies of the worksheet duly signed by the technical maintenance coordinator.
3. The technical maintenance coordinator for the Sorel base or his authorized representative shall keep a copy signed by the Contractor and shall immediately forward a copy to the Departmental Representative. The third copy shall remain the property of the Contractor.

18. GENERAL SAFETY**1. GENERAL PROVISIONS****NOTE:**

Some or all of the general and/or specific provisions below may not be applicable to the contract. Before undertaking any work whatsoever, the Contractor must check with the Departmental Representative whether the requirements below are relevant and comply with them if applicable.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- 1.1 By accepting the contract, the Contractor agrees to assume all responsibility normally assigned to the prime contractor and the employer under the Act respecting Occupational Health and Safety and to act as project supervisor.
- 1.2 The Contractor must manage its operations in such a way that the health and safety of its personnel, the public and building and facility occupants, as well as protection of the environment, always take precedence over issues related to cost and schedule. In addition, the Contractor must comply with all the requirements of this notice.
- 1.3 The Contractor must comply, at all times, with the provisions of the *Act respecting Occupational Health and Safety*, the *Safety Code for the construction industry* and the *Occupational Health and Safety Regulations*, where applicable.
- 1.4 The Contractor must perform all work according to the latest edition of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* as well as all other applicable codes or standards.
- 1.5 The Contractor must submit to the Departmental Representative a specific prevention program for all activities that he is likely to carry out in the building at least ten (10) days before the start of work. The Contractor must update the prevention program during the course of the project if any change occurs in his initial provisions. The Departmental Representative may, after receiving the program or at any time during the project, ask the Contractor to update or modify the program in order to better reflect the reality of the construction site/workplace. The Contractor must make the required changes before work begins.

The prevention program must focus on identifying risks and must take into account the information and requirements appearing in these specifications. The program must be implemented throughout the duration of the contract and must meet the following requirements:

- include the company safety and health policy;
- include the flow chart of health and safety responsibilities;
- identify the specific risks of each category of tasks that will be carried out under the contract and the corresponding preventive measures based on regulatory requirements;
- identify the person responsible for the implementation of preventive measures;
- take into account the risks that could affect the health and safety of workers as well as that of the building or facility occupants and the public;
- include first-aid and first-line treatment standards;
- include an accident procedure to be followed;
- include a workplace inspection grid based on the content of the risk identification;
- include any repair tasks that could fall under its responsibility within this contract;

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- include a written commitment from all parties to comply with the prevention program.
- 1.6 In addition to the program specified in the previous section, for all cases in which the work to be performed is carried out on a construction site as defined in the Act respecting Occupational Health and Safety (R.S.Q., c. S-2.1), the Contractor must prepare and submit to the Departmental Representative a specific prevention program for the work to be performed, which must also be sent to the CSST and the Association paritaire pour la santé et la sécurité du travail (Joint Association for Occupational Health and Safety), in accordance with Section 198 of this act. All requirements for this program are the same as those specified in the previous section.
- 1.7 For all cases in which the work to be performed is carried out on a construction site as defined in the Act respecting Occupational Health and Safety (R.S.Q., c. S-2.1), a notice of site opening must be sent to the CSST before work is begun, with one copy also submitted to the Departmental Representative. A copy of this notice must be prominently displayed on the site. During demobilization, a site closure notice must be sent to the CSST, with one copy also sent to the Departmental Representative.
- 1.8 The Contractor must submit the following documents to the Departmental Representative:
- a copy of the training certificates required for application of these specifications and the occupational safety plan (e.g., general health and safety for construction sites, asbestos, electrical isolation, hot work operations, first-aid);
 - a copy of all data sheets for controlled products to be used at the work site, at least three (3) days before these are to be used;
 - proof that its supervisory personnel and all employees have undergone medical examinations, if medical examinations are required by law, regulation, guidelines, specifications or a prevention program. As new employees arrive at the work site, it must also promptly submit proof that they have undergone medical examinations;;
 - a copy bearing the signature and seal of an engineer of all plans and compliance documents required by the Safety Code for the construction industry (S-2.1, r. 6), or by any other act or, regulation or by another provision of the specifications or contract. A copy of these documents must also be sent to the CSST and must be made available at all times on the work site;
 - a certificate of mechanical inspection for the machinery used to perform the work. (e.g., elevating platforms);

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- an investigation report within 24 hours of any accident resulting in injury and any incident that poses a potential risk;
 - a copy within 24 hours of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor must ensure the maintenance and good working order of the materials, equipment, tools and protective gear used to perform the work. Equipment, tools and protective gear that cannot be installed or used without compromising the health and safety of workers or the public is deemed unsuitable for the work to be performed. The Departmental Representative reserves the right to prevent the use of materials or tools that have been deemed dangerous, defective or unsuitable.
- 1.10 The Contractor must ensure that its employees have received the training and information necessary to perform the work safely, and that all required tools and protective gear are available and used, in compliance with applicable standards, laws and regulations.
- 1.11 The Contractor must take all necessary measures to ensure application of and compliance with the safety and health requirements of the contract documents and the applicable federal and provincial regulations and standards as well as the work-specific prevention program, and to comply without delay with any order or correction notice issued by the Commission de la santé et de la sécurité du travail (Occupational Health and Safety Commission).
- Regardless of the number of workers assigned to the job, the Contractor must designate a person to be responsible for occupational health and safety and shall grant him the authority necessary to order the shutdown and resumption of operations when deemed necessary for reasons of health and safety.
- 1.12 Without limiting the scope of the previous section, the Departmental Representative may, at any time, order the shutdown of operations if he deems that there is a danger or risk to the health or safety of the personnel assigned to the work site, or to the public or the environment.
- 1.13 The Contractor must make all necessary arrangements to ensure effective communication of safety and health information. Upon arrival at the work site, all workers must be informed of the specifics of the prevention program, and of their rights and obligations. The Contractor must keep and update a log of all information submitted with the signatures of all workers who have received this information.

The Contractor must inform its employees of their right to refuse to perform any work that is hazardous to their health or safety.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- 1.14 The Contractor must immediately take all necessary measures to correct any deviations from legislative or regulatory requirements and any hazards identified by a government inspector, the Departmental Representative, the Department's safety and health coordinator or during routine inspections. The Contractor must submit to the Departmental Representative written confirmation of all measures taken to correct deviations and hazardous situations.
- 1.15 The Contractor assumes all first-aid and first-line treatment standards in accordance with applicable policies and regulations as well as any other clause specified in these specifications.
- 1.16 The Contractor must familiarize himself with the evacuation procedure of the building and the facility and shall train and instruct his employees on the procedure so that they are able to apply it as needed.
- 1.17 For all cases in which the work to be performed is carried out on a construction site as defined in the Act respecting Occupational Health and Safety (R.S.Q., c. S-2.1), the decision-making representative of the Contractor must attend all meetings at which work site safety and health issues are to be discussed. The Contractor must establish a work site committee and hold meetings in accordance with the Safety Code for the construction industry (S-2.1, r. 6).
- 1.18 For all cases in which the work to be performed is carried out on a construction site as defined in the Act respecting Occupational Health and Safety (R.S.Q., c. S-2.1), the following information and documents must be displayed in an area that is easily accessible to the employees:
- Notice of site opening;
 - Identification of the prime contractor;
 - Company policy on OH&S;
 - Work site-specific prevention program;
 - Emergency plan;
 - Data sheets for all controlled products used at the work site;
 - Minutes of work site committee meetings;
 - Names of work site committee representatives;
 - Names of emergency responders;
 - Action and correction reports issued by the CSST.
- 1.19 The Contractor must delineate the work area, controlling access and barricading as necessary.
- 1.20 The Contractor must take all necessary steps to keep the work area clean and tidy throughout the course of the project, and to ensure that the work area does not contain any hazards at the end of each working day.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- 1.21 When a worker is working alone in an isolated area where he is unable to request assistance, the Contractor must identify the risks associated with the situation and provide the Departmental Representative with a procedure to prevent these risks and to quickly obtain help in an emergency.
- 1.22 In the event that a source of danger not defined in the specifications arises as a result of or in the course of the work, the Contractor must immediately suspend work, take appropriate temporary measures to protect the workers and the public and notify the Departmental Representative both verbally and in writing. The Contractor must then update the work site-specific prevention program in order to resume work in safe conditions.
- 1.23 In the event of an incident, the Contractor must take all necessary measures, including shutting down operations, to ensure the health and safety of the workers and the public, and shall immediately notify the designated Departmental Representative.
- 1.24 Nail guns or other cartridge devices can only be used with authorization from the Departmental Representative.

Notwithstanding the foregoing;

- Any person who uses a nail gun must possess a training certificate and must meet all the requirements of Section 7 of the Safety Code for the construction industry (S-2.1, r. 6);
 - Any other cartridge devices must be used in accordance with the manufacturer's instructions and pursuant to applicable standards and regulations.
- 1.25 At the work site, the Contractor must take into account the following details when establishing its occupational safety plan:

In certain areas, there is asbestos in the piping insulation. Although the handling of asbestos is not provided for in the specifications, the Contractor must immediately notify the Departmental Representative in the event of damage to the insulation during the work, or in the event that unforeseen work requires handling of the asbestos.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

If work liable to emit asbestos dust is requested from the Contractor, it must comply with the requirements of clause 3.23 of the Safety Code for the construction industry, Act respecting Occupational Health and Safety (R.S.Q., c. S-2.1).

Some work may be required on the roof: the Contractor must indicate fall prevention measures in its prevention program.

Some work near a body of water or retention pond may be required: the Contractor must indicate measures to prevent a risk of drowning and electrical shock or electrocution in its prevention program.

Some work at heights in the reception area, factories or other areas may be required: the Contractor must indicate measures for working at heights in its prevention program.

Certain inspections or checks in the electrical rooms may be required: the Contractor must indicate the measures it intends to take to protect the people present in these areas in its prevention program.

Work in confined spaces may be required: the Contractor must indicate measures it intends to take to perform work in these spaces in its prevention program and take into account the requirements of clause 2.4 of the Safety Code for the construction industry, Act respecting Occupational Health and Safety (R.S.Q., c. S-2.1).

Work in an "explosion proof" workshop may be required: The Contractor must take the necessary steps to uphold the integrity of these areas.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

2. **SPECIFIC PROVISIONS**

2.1 Electrical isolation

2.1.1 When working on equipment powered by electricity or capable of being turned on accidentally, the Contractor must provide and implement a written electrical isolation procedure and fill out the Request for Electrical Isolation (TPSGC-PWGSC 13 in Annex 1 below) provided by the Departmental Representative.

While the following list is not exhaustive, it includes several examples of cases in which use of the form is mandatory:

- The building's main feeder cables
- The panels and sub-panels of the feeder cables
- Busbars (shrouded)
- Control centres for motors
- Emergency power circuits
- Fire alarms and fire-protection equipment
- Mechanical protection equipment (sump pump, etc.)
- Alarm circuit for building services, including all heating, ventilation and air conditioning systems
- Circuits supplying several pieces of equipment
- Circuits supplying one (1) single piece of equipment used in a cooling or heating system

The Contractor, having duly completed the form, must have it countersigned by the Departmental Representative before performing any work.

2.1.2 Notwithstanding the preceding paragraphs, the Contractor must, in case of emergency, obtain a verbal statement from the Departmental Representative that the supply was cut and, immediately after doing so, submit a written request for electrical isolation or transfer.

2.1.3 The procedure required in paragraph 2.1.1 must comply with the principles contained in the "Electrical isolation" brochure published by the *Association paritaire en santé et sécurité du secteur de la construction* (Joint Association for Health and Safety in Construction; ASP Construction).

2.1.4 Supervisory personnel and all workers concerned must have completed the "Electrical isolation techniques" course offered by ASP Construction +1 (514) 355-6190 or +1 (800) 361-6190 or an equivalent course given by another organization.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

2.1.5 For any work done completely live-line, the Contractor must identify these situations in writing and provide the preventive measures to be applied, including the use of personal protective equipment.

2.2 Working at heights

2.2.1 The Contractor must provide the necessary equipment for work at heights (e.g., on ladders, step ladders, elevating platforms, scaffolding).

2.2.2 The Contractor must ensure that any person performing work that exposes them to the risk of falling more than 2.4 metres is protected against falls.

2.2.3 The Contractor must plan and organize work so as to eliminate hazards at the source or to foster collective protection so that reliance on individual protective gear can be kept to a minimum. When individual fall protection is required, workers shall use a safety harness that meets standard CAN-CSA-Z259.10-M90. Safety belts must not be used as fall protection.

2.2.4 Equipment, tools and protective gear that cannot be installed or used without compromising the health and safety of workers or the public is deemed unsuitable for the work to be performed.

2.2.5 The wearing of a safety harness is mandatory on all articulated or rotating telescopic mast elevating platforms.

2.2.6 Mark hazardous areas, in any area where equipment is used for work at heights.

2.3 Asbestos

Before beginning work that is likely to emit asbestos dust, the Contractor must:

2.3.1 Provide a written procedure taking into account all the items mentioned in Section 3.23 of the Safety Code for the construction industry, S-2.1, r. 6.

2.3.2 Demonstrate that all workers concerned have been trained on asbestos-related risks and the procedure described above (ASP Construction) (Art. 3.23.7).

2.3.3 Demonstrate that all materials and equipment required to comply with the procedure and to ensure that work is performed safely are on hand.

2.4 Confined spaces (if applicable)

PWGSC classifies and evaluates all confined spaces at the properties under its responsibility. Confined spaces are divided into three classes: 1 - low risk, 2 - medium risk, 3 - high risk. For each confined space, an assessment report is generated. This

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

report indicates all characteristics and entry requirements for the confined space. This report, among other things, serves as a basis for the issuance of permits and the development of work processes.

All confined spaces must be properly identified according to their classification. An approved signboard shall be placed at the entrance of confined spaces or installed as close as possible to such spaces.

2.4.1 Class 1:

For all Class 1 (low risk) confined spaces, all workers involved must have completed a basic training course. While it is not necessary to implement specific work practices for low-risk confined spaces, the Contractor must implement procedures to ensure the health and general safety of the persons working in these spaces.

Before having access to confined spaces, the Contractor must inform the Departmental Representative of the date and time set for entry and exit.

People who have access to low-risk confined spaces must indicate the relevant information in the Confined Space Entry Log (TPSGC-PWGSC 101 in Annex 4 below), i.e. all persons entering this class of confined space must log each entry and exit.

2.4.2 Classes 2 and 3:

For all Class 2 and 3 (medium and high risk) confined spaces, the following measures must be strictly applied.

2.4.2.1 The Contractor's prevention program must include a written procedure identifying:

- The tools required to do the work;
- The equipment installed or to be installed in the confined space and the measures to take for its installation, use, maintenance, protection or transfer;
- Pipes and conduits that run through the confined space;
- The risks and safety measures to be taken depending on the work to be performed;
- Contaminants that could be found in the confined space;
- The appropriate rescue methods and equipment as well as the measures to be taken in an emergency.

2.4.2.2 The Contractor must fill out the access permit (TPSGC-PWGSC 101 in Annex 2 below) provided by the Departmental Representative.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

The permit is valid for the duration of one shift and must take into account the information contained in the evaluation report and the specific conditions relating to the work to be performed. However, the Contractor may use his own form if it contains all the information on the form provided by the Departmental Representative.

2.4.2.3 The Contractor must fill out a *Hot Work Permit* if the work to be performed includes welding, cutting or other activities generating flames or sparks. (TPSGC-PWGSC 367-2 in Annex 3 below).

2.4.2.4 All persons having access to the confined space must have the following training certificates:

- Safety for work in PWGSC confined spaces (ASP Construction)
- Workplace First Aid and CPR (CSST-approved body)
- Use of ventilating equipment (ASP Construction)
- Use of safety harness (ASP Construction)
- Use and maintenance of respiratory protection equipment (ASP Construction)
- Gas detection equipment (ASP Construction)

If the use of air supply equipment or self-contained breathing apparatuses is planned, thorough training in the preparation, maintenance and use of this equipment (manufacturer, supplier or approved body) is required.

2.4.2.5 All persons having access to a confined space must present a medical certificate confirming that they are fit to work in a confined space. This certificate shall be valid for two years.

2.4.2.6 Employees who are required to work in sewage collection systems or other similar systems must be immunized against infectious diseases, in compliance with the immunization program prescribed by Health Canada, i.e. immunized against diphtheria and tetanus.

2.4.2.7 While it is only mandatory in the aforementioned cases, the diphtheria-tetanus vaccination is strongly recommended for all work carried out in confined spaces.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- 2.4.2.8 The Contractor must establish an emergency and rescue procedure in cooperation with municipal and ambulance services. This procedure, along with the relevant phone numbers and the location of the nearest telephone must be prominently displayed near the work station.
- 2.4.2.9 Before entering a confined space, and every 15 minutes thereafter, the Contractor must take readings on oxygen concentration, flammable gases and all toxic gases that may be present, including carbon monoxide and hydrogen sulfide. These readings must be recorded in a log, except in cases where the detection devices are equipped with an alarm and are in constant operation. Detection devices used must be calibrated and adjusted according to the manufacturer's guidelines, so that the alarms comply with the limits set out on the permit.
- 2.4.2.10 The Contractor must provide gas detecting devices and maintain them in good working order. The Departmental Representative may, at any time, require the Contractor's equipment to be checked for accuracy by a qualified company. In the event of failure of a detection device, work must be immediately suspended and all workers must leave the confined space. In this situation, no claim for time lost will be accepted.
- 2.4.2.11 If a detection device alarm is set off, all workers must leave the confined space immediately. The Contractor must then locate the source of contamination, neutralize it, ventilate the confined space to eliminate traces of contaminants and authorize access to the confined space only when concentrations of oxygen and gas have returned to normal.
- 2.4.2.12 The Contractor must not bring compressed gas cylinders or welding equipment into the confined spaces. This equipment must remain outside and cannot block entrances or exits; all cylinders must be properly secured.
- 2.4.2.13 Tools and electrical devices used to access confined spaces must be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor must, at his own cost, hire a qualified electrician to adapt power receptacles and/or circuit breakers that he intends to use that do not meet these criteria.
- 2.4.2.14 The Contractor must provide a ventilation system to keep concentrations of contaminants below admissible limits.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- 2.4.2.15 The Contractor must post signs to prevent unauthorized persons from entering the confined space.
- 2.4.2.16 When it is impossible to maintain the noise level under 85 dB, the Contractor must provide all workers with ear protection suited to the desired level of attenuation and the work to be carried out.
- 2.4.2.17 The Contractor must ensure that all workers wear the required personal protection equipment.
- 2.4.2.18 The Contractor must assign a competent person to assume the duty of security guard. The security guard shall:
- Be familiar with work procedures in a confined space.
 - Ensure constant communication with all workers present in the confined space. The instructions applied must be suitable for confined spaces. The Contractor must choose a means of communication according to the risks identified and other relevant factors, i.e. the protection equipment the workers have to wear, noise levels in confined spaces and surrounding areas, remoteness, lighting conditions, etc.
 - Be familiar with gas detecting devices and ensure they remain in good working order for the duration of the work.
 - Be familiar with auxiliary ventilation systems and ensure they remain in good working order for the duration of the work.
 - Be familiar with emergency procedures.
 - Ensure that:
 - ✓ All workers who enter the confined space follow the work procedure of the Contractor;
 - ✓ The working conditions and the environment inside the confined space are in no way detrimental to the health and safety of workers.
- 2.4.2.19 The security guard must remain at the entrance of the confined space all time and not leave his station as long as there is a worker inside the confined space.
- 2.4.2.20 The Contractor must designate a person to be in charge of the safety of the confined space. This person must be present at all times at the work site.
- 2.4.2.21 The security guard and the person in charge of safety of the confined space can be the same person, provided that all requirements of both jobs are fulfilled.

GENERAL REQUIREMENTS
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

2.5 Hot work

2.5.1 Hot work means any work in which a flame is used or work that can produce a source of ignition, such as riveting, welding, cutting, grinding, burning and heating.

2.5.2 Before beginning work, the Contractor must complete the "Hot Work Permit" (PWGSC-TPSGC 367-2 in Appendix 3 below), when the work to be performed includes hot work.

2.5.3 A functional, adequate, portable fire extinguisher must be available to deal with the risk and easily accessible within 5 m of any flames and sources of sparks or intense heat.

2.5.4 The Contractor must assign a person to go on (fire) rounds for a minimum period of 30 minutes after the end of the shift. This person countersigns the permit and gives it to the Departmental Representative of the building (or the person designated thereby) after the 30-minute period.

2.5.5 The storage of propane cylinders must comply with the CAN/CSA-B149.2-F00 Propane Storage and Handling Code and meet the specific conditions outlined in this document. The cylinders must be stored outdoors, in a safe place, away from any unauthorized handling, in a storage cabinet specially designed for this purpose. The cylinders must be securely kept upright and locked at all times in a place where no vehicles are allowed, unless the cylinders are protected by bars or the equivalent.

All cylinders used or stored on the work site must be equipped with a collar designed to protect the valve.

Filling the cylinders on the work site is forbidden.

2.5.6 Welding and cutting

Note: The Contractor must ensure that welding and cutting operations meet the following conditions in addition to those mentioned above.

2.5.6.1 Welding and cutting work must be performed in accordance with subsections "3.13. Compressed gas supply" and "3.14 Welding and cutting" of the Safety Code for the construction industry, S-2.1, r. 6.

2.5.6.2 Welding and cutting equipment is extremely hazardous with regard to the risk of fire. The following precautions must be taken when this type of work is performed:

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

- Store compressed gas cylinders on a fire retardant surface and make sure that the room is well ventilated.
- Store all oxygen cylinders at a minimum distance of 6 metres from cylinders of flammable gas (e.g. acetylene) or combustible materials such as oil or grease, unless the oxygen cylinders are separated by a partition made of non-combustible material as specified in subsection 3.13.4. of the *Safety Code for the construction industry, S-2.1, r.6*.
- Set up fire retardant tarps when welding work is performed overhead and there is risk of sparks falling.
- Store cylinders away from any heat sources.
- Do not store cylinders near stairs, exits, hallways and elevators.
- Do not allow acetylene to come in contact with metals such as silver, mercury, copper and brass alloys with more than 65% copper content, to avoid the risk of an explosive reaction.
- Check that electric arc welding equipment has the necessary voltage and that it is grounded.
- Check that the lead wires of the electric welding equipment are not damaged.
- Place welding equipment on level ground sheltered from the weather.
- Move or protect combustible materials that may be near the welding station.
- Welding or cutting any closed containers is prohibited.
- Provide protection when welding or cutting is performed near pipes, tanks or other containers with flammable materials.
- Do not perform any cutting, welding or open flame work on a container, tank, pipe or other recipient that may contain flammable or explosive substances unless air samples have been taken indicating that work can be done safely; or steps have been taken to ensure worker safety.

2.6 Scaffolding

2.6.1 Base:

- Scaffolding must be installed on a solid base so it cannot slide or tip over.
- Contractors wishing to install scaffolding on a roof, roof overhang, canopy or mansard must submit their calculations and loads to the Departmental Representative and obtain permission from the Departmental Representative before commencing installation.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

2.6.2 Assembly, bracing and anchoring:

- All scaffolding must be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the Safety Code for the construction industry.
- Whenever scaffolding components (e.g., cross braces) have to be removed, the Contractor must submit an installation procedure bearing the signature and seal of an engineer certifying that the scaffolding installed in that manner will permit work to be performed safely given the loads it will have to bear.
- For scaffolding for which the span between two supports is greater than 3 m, the Contractor must provide an assembly plan bearing the signature and seal of an engineer.

2.6.3 Fall protection during assembly:

- Employees performing assembly work at heights must be protected against falls at all times.
- Before starting work, the Contractor must submit a procedure to the Departmental Representative identifying the protective measures to be used and, if applicable, the anchor points for lifelines or lanyards. This procedure must be in accordance with subsections 3.9.4.5, 2.9.1 and 2.10.12 of the Safety Code for the construction industry (amended August 2, 2001).

2.6.4 Platforms:

- Scaffolding platforms must be designed and installed in accordance with the provisions of the Safety Code for the construction industry.
- If planks are used, they must be approved and stamped in accordance with subsection 3.9.8 of the Safety Code for the construction industry (effective January 1, 2002).
- The platforms must cover the entire area protected by railings.
- Notwithstanding the foregoing, scaffolding 4 sections high or more (6 metres) must have a full platform covering the entire surface of the putlogs every 3 metres or part thereof, and at no time must platform components be moved to create intermediate levels.

2.6.5 Railings:

- A railing must be installed on every work platform.
- Cross braces are not considered railings.
- Where scaffolding of 4 sections (or 6 metres) high or more requiring full platforms is used, railings must be installed on each work platform at the start of work and must remain in place until the work is completed.

GENERAL REQUIREMENTS

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

2.6.6 Access:

- The Contractor must ensure that access to scaffolding does not compromise worker safety.

2.6.7 Protection of the public and occupants:

- The Contractor must outline and close in its work area to limit access to authorized workers only.
- The Contractor must install covered walkways, nets or similar devices to protect the public or the occupants from falling objects.

2.6.8 Use of public thoroughfares:

- Where it is necessary to encroach on a public thoroughfare, the Contractor must obtain, at its expense, any authorizations and permits required by the competent authority.
- The Contractor must install at its own expense any signs, barricades or other devices needed to ensure that the public and its own facilities are safe. Ladders must be installed so that planks extending beyond the platform do not prevent users from climbing up or down.
- Notwithstanding the provisions of the Safety Code for the construction industry, stairs must be installed on all scaffolding 6 sections (9 metres) high or more.

SCOPE OF WORK
INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

1. GENERAL – SCOPE OF WORK

1. The Contractor must provide the labour, materials, tools and equipment needed to perform the maintenance work defined in this section as it relates to the mechanical equipment, including all components, and perform the checks as described in the checklists and registers. The Contractor must follow the description of work and omit irrelevant items.
2. The purpose of these specifications is to keep the equipment in excellent working order. These specifications must be considered minimum standards according to which the Contractor must work and are in no way intended to limit its responsibilities and duties.
3. All work must be performed in accordance with the standards of the various manufacturers and in compliance with the most recent versions of the National Building Code, the National Fire Code of Canada (NFC), and all other applicable standards. (ASHRAE, NFPA, ULC, CSA, etc.).
4. The Contractor must coordinate the work so that all mechanical equipment is maintained in accordance with the intervals and requirements established by standards and the manufacturers.

2. GENERAL – PERIODIC TESTS AND INSPECTIONS

1. All equipment tests and inspections must comply with ASHRAE standards and the recommendations of the manufacturer.
2. The Contractor must verify, and if necessary, correct the existing list (inventory) of equipment, along with their model numbers, serial numbers, and any other relevant information.

3. PLANNING

1. The Contractor must notify the technical maintenance coordinator of its arrival, according to the terms set out, each time the systems have to be serviced.

SCOPE OF WORK

INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

Page 2 of 2

4. REPORTS

1. At the end of the periodic tests and inspections, the Contractor must submit to the technical maintenance coordinator a complete report in French, **in paper and/or computer format**, of the audits, inspections and tests, including an equipment list that certifies the equipment is working properly.
2. The form and the information to be included in each report, where required, must be based on the models provided as examples under each of the standards governing the equipment in question and must be submitted to the Departmental Representative for approval prior to execution of the contract. The Departmental Representative reserves the right to amend these reports or require additional reports in printed and/or computer format.
3. Each report must be checked and countersigned by the technical maintenance coordinator for the Sorel base or another person designated by the Departmental Representative.

5. INSPECTION LOG

1. The Contractor must keep a log of all tests performed on the equipment and have it available for consultation by the Departmental Representative. These logs must be available for consultation for the required time between any two inspections, maintenance jobs or tests, but for no less than two years.
2. The date on which the inspection was performed and the initials of the inspector must be entered in the log on a monthly basis.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

1. THREE (3) MONTHS INSPECTIONS

1. General

- a. Check motor and fan for excessive noise, vibration and overheating;
- b. Ensure fan blades are clean;
- c. Check belt, condition, tension, alignment;
- d. Lubricate motor and fan as required.

2. ANNUAL MAINTENANCE

Requirements: Ensure that all equipment electrical isolation and safety practices (including confined space entry procedures where applicable) are followed.

Notes: This checklist applies to standalone devices only.

1. General

- a. Check motor and fan for excessive noise, vibration and overheating;
- b. Lubricate as required;
- c. Ensure fan blades are clean;
- d. Check belt, condition, tension, alignment;
- e. Clean entire unit inside and out.

2. Motor

- a. Clean unit;
- b. Check for solid mounting.

3. Fan

- a. Clean fan blades, check that fan rotates freely;
- b. Check for shaft play, bearing wear; replace as required;
- c. Check for solid mounting;
- d. Check integrity of safety guard, if fitted.

4. Dampers

- a. Operate dampers where applicable, check linkages; adjust, clean and lubricate.

5. Controls

- a. Check smooth functioning of damper actuator.

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.

3. EQUIPEMENT LIST

See attached list of equipment.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

LOCATION	PLAN ID #	MAKE	MODEL	MOTOR (HP)	OUTPUT (L/s)	STAT. P. (Pa)	POWER SUPPLY
Joinery shop roof	V-A30	ACME CENTRI-MASTER	PU 245B	1/2	945	90	600/3/60
Joinery shop roof	V-A31	ACME CENTRI-MASTER	PU 135E3	1/4	283	90	120/1/60
SAR roof	V-A32	ACME CENTRI-MASTER	PU 245H	3/4	1345	90	600/3/60
SAR roof	V-A33	ACME CENTRI-MASTER	PU 171F	1/3	545	90	120/1/60
Ext. Axes 6-12	V-A34	TORIT	30-50	1/5	1885	N/A	575/3/60
Paint roof	V-A40	ACME CENTRI-MASTER	PU 171F	1/3	470	90	120/1/60
Paint roof	V-A41	ACME CENTRI-MASTER	PU 245B	1/2	1180	90	600/3/60
Paint roof	V-A42	ACME CENTRI-MASTER	PU 245B	1/2	1180	90	600/3/60
Paint roof	V-A43	ACME CENTRI-MASTER	PU 135E3	1/4	210	90	120/1/60
Paint hood	V-A44	Barry Blower	Mx-365	5	6935		550/3/60
Paint hood	V-A45	Barry Blower	MX-365	5	6935		550/3/60
Machining mezz.	V-A50	ACME CENTRI-MASTER	PX 100-3	(20 watts)	235	60	120/1/60
Machining roof	V-A51	ACME CENTRI-MASTER	PU 245B	1/2	1180	90	600/3/60
Machining roof	V-A52	ACME CENTRI-MASTER	PU 245B	1/2	1180	90	600/3/60
Testing roof	V-A53	ACME CENTRI-MASTER	PU 135E3	1/4	285	90	120/1/60
Batteries roof	V-A54	ACME CENTRI-MASTER	PU 135E3	1/4	235	90	120/1/60
Gasoline entr. roof	V-A55	ACME CENTRI-MASTER	PU 135E3	1/4	235	90	120/1/60
Basin roof	V-A56	ACME CENTRI-MASTER	PU 145E2	1/4	285	125	120/1/60
Tools roof	V-A60	ACME CENTRI-MASTER	PU 245G	1/2	945	90	600/3/60
Boiler roof	V-A61	ACME CENTRI-MASTER	PU 245H	3/4	1415	90	600/3/60
Boiler roof	V-A62	ACME CENTRI-MASTER	PU 245H	3/4	1415	90	600/3/60
Boiler roof	V-A68	STROBIC AIR	HW18E2H53ZY		705	125	600/3/60
Bathroom roof	V-A80	ACME CENTRI-MASTER	PU 171E	1/4	585	125	120/1/60
Elect. room roof	V-A81	ACME CENTRI-MASTER	PU 145E2	1/4	315	125	120/1/60
Public corridor roof	V-A82	ACME CENTRI-MASTER	PU 245G	1/2	1180	90	600/3/60
Public corridor roof	V-A83	ACME CENTRI-MASTER	PU 245G	1/2	1180	90	600/3/60
Bathroom roof	V-B90	ACME CENTRI-MASTER	PU 135E4	1/4	385	90	120/1/60
Roof Axes 7B-9/L	V-B91	ACME CENTRI-MASTER	PU 245G	1/2	1120	90	600/3/60

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

LOCATION	PLAN ID #	MAKE	MODEL	MOTOR (HP)	OUTPUT (L/s)	STAT. P. (Pa)	POWER SUPPLY
Roof Axes J/5A	V-B92	ACME CENTRI-MASTER	PUB 163F	1/3	470	125	120/1/60
Roof Axes J/6A	V-B93	ACME CENTRI-MASTER	PUB 163F	1/3	470	125	120/1/60
Roof Axes J/6A	V-B94	ACME CENTRI-MASTER	PU 145E2	1/4	285	90	120/1/60
Roof Axes M/6A	V-B95	ACME CENTRE-MASTER	PUB 163F	1/3	470	125	120/1/60
Roof Axes M 1/3	V-B100	ACME DYNAMASTER	FN-14-E4	1/4	735	95	120/1/60
Wall Axes M 4/4A	V-B101	ACME DYNAMASTER	FQ-18-G6	1/2	1275	95	120/1/60
Kitchen hood	V-B160	NUTONE	VP 400C	N/A	190	N/A	N/A
Welding shop	N/D	NEW YORK BLOWER	GP-152	7 1/2	1500	1740	600/3/60
LEAN-TO*	Intake fan	TJERNLUND	D-3	N/D	123	18,65	120/1/60
LEAN-TO*	Intake fan	TJERNLUND	D-3	N/D	123	18,65	120/1/60

AMCO BUILDING

ITEMS	LOCATION	MAKE	MODEL	POWER SUPPLY	MOTOR H.P.	COMMENTS
Blower unit	Bathroom	NUTONE	N/D	120/1/60	N/d	
Fan heater	Entrance	CHROMALOX	N/D	240/1/60	N/D	
Wall	fan	N/D	14"	120/1/60	2	
Wall	fan	JOY	DC-20S	120/1/60	1/2	
Wall	fan	ASTON	5612-EXP	120/1/60	1/4	
Ceiling	fan	BROAN	N/D	120/1/60	N/D	
Exhaust		P.V.C.	Domex	115	1/4	

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

1. MONTHLY INSPECTION**1. Motors**

- a. Check motor bearings for noise and running temperature. If excessively warm investigate cause and report if unable to rectify.

2. Fans

- a. Check bearing running temperature and unusual noise; if excessively warm or noisy check bearing condition.
- b. Check fan for excessive noise and vibration; report defective blades.

3. Drives

- a. Check for unusual noise and vibrations - correct as required.
- b. Check temperature rise of bearings - lubricate as required.

4. Compressor

- a. Check unusual noise and vibration.
- b. Check overheating.

5. Condensing coil

- a. Clean condenser coil (low pressure air/vacuum).
- b. If water cooled, check operation of water regulation valve.

6. Cooling coil

- a. Clean evaporator coil.

7. Refrigerant circuit

- a. Check sight glass for bubbles.

2. ANNUAL INSPECTION**1. Electric Motor**

- 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.

2. Compressor

- a. Check hold down bolts and tighten as required.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

3. Fans

- a. Check, clean and correct as required.
- b. Oil lubricate fan bearing (as required).
- c. Check fan in place and secure ie. shaft, keys and set screws.

4. Filters

- a. Replace air filter, ensure passages are clear.

5. 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.

6. Controls

- a. Check safety switches and controls.
- b. Check overall unit operation.

7. Disconnect

NOTE: 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.

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

Checklist
 Inspection, tune-up, maintenance and repair of mechanical facilities

3. EQUIPMENT LIST

ID NUMBER	LOCATION	MAKE	MODEL	CAPACITY (KW)			Power supply (600/3/60)	FILTERS
				HEATER IN	HEATER OUT	CHILLER Total		
N/A	Search and Rescue 4.128	YORK	STELLAR 2000 DPA024A06	NIL	NIL		VENT.1/3 H.P. COND.1/5 H.P.	1" THICK 20X25X1
N/A	Server Room	Haier	HSU12XC7-W	NIL	NIL	12 000BTU	115V	Cleanable (evaporator inside)
N/A	Guard house	Fujitsu (mini-split)	N/D	24 000BTU/hre		24 000BTU		Washable

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 1 of 10

1. MONTHLY MAINTENANCE

1. Blower unit and motor
 - a. Remove dirt and rust from blower and housing.
 - a. Check for wear or loose pulleys, if applicable.
2. Blender unit and conduits.
 - a. Check whether housing panels and braces are secure and free of rust. Paint and repair as required.
 - b. Check the loose-fill insulation and repair as required.
 - c. Check that there are no leaks, the support is adequate and that there is no vibration.
 - d. Make sure all fasteners and anchors are in place and repair or replace as required.
3. Drive mechanisms – General
 - a. Check belt wear and tension.
 - b. Check tightening and protection devices, mounting bolts, etc.
4. Heat exchanger
 - a. Check operation of ventilation grills, if any.
5. Air filters
 - a. Check whether frames or supports, gaskets and filters are in good condition and properly installed (direction of air flow).
 - b. Check filters and replace if necessary with filters of appropriate size and type.
6. Gas burner
 - a. Visually inspect the flame.
 - b. Check ignition, pilot and flame stability at minimum power usage.
 - c. Make sure the combustion air vents are not blocked. Clean or clear if necessary.
7. Cooling system
 - a. Check humidity indicators and replace the dryer, if required.
 - b. Make sure all mounting screws are tight.
 - c. Check condenser and evaporator fan operation.
 - d. Check operation of compressor crankcase oil heater.
8. Check for bacterial buildup.

Reduce bacterial buildup by checking the following items as required:

 - a. Angle of drain pans, piping, exhaust tubes, etc., to boost water flow.
 - b. Accumulation of stagnant water.
 - c. Accumulation of rust and debris.
 - d. Cleanliness and discharge capacity of drains.
 - e. Leaks.
 - f. Make sure insulation is protected against water.
 - g. Make sure the equipment is operating properly to reduce condensation.
 - h. Drain pans with a porous lining. (See note below.)
 - i. Cleanliness of cooling coils.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 2 of 10

-
- j. Condition of air filters.
 - k. Signs of mould or bacterial buildup on sound-absorbing coatings.
9. Log books
- a. Make sure cooling system logs are accessible and up to date.
 - b. Make sure leak testing log and service log are on the unit or nearby.
- 2. QUARTERLY MAINTENANCE**
1. Blower unit and motor
- a. Remove dirt and rust from blower and housing.
 - b. Check pulleys and lubricate the motor as required.
 - c. If there is a transmission coupling, check for signs of wear on the coupling and whether the shaft is tight.
 - d. Check for worn or loose pulleys, if applicable.
2. Plenum housing and ducts.
- a. Remove the panels and clean the unit – wash, vacuum or blow off dirt, as appropriate.
 - b. Check whether housing panels and braces are secure and free of rust. Paint and repair as required.
 - c. Check the loose-fill insulation and repair as required.
 - d. Inspect for rust, cracks and holes.
 - e. Check that there are no leaks, the support is adequate and that there is no vibration.
 - f. Check the condition of the insulation and prepare a report on the repairs to be performed, if required.
 - g. Inspect the area around the unit to make sure the roof flashing is in good condition.
 - h. Make sure all fasteners and anchors are in place and repair or replace as required.
3. Drive mechanisms – General
- a. Check belt wear and tension.
 - b. Check tightening and protection devices, mounting bolts, etc.
 - c. Adjust the screws and pins.
 - d. Make sure the mounting bolts are tight. Tighten as required.
4. Belt drive (if applicable).
- a. Clean belts and adjust tension (replace set of belts, as required).
 - b. Check for pulley wear and alignment – correct, if required.
5. Direct drive (if applicable)
- a. Check and clean mechanical drives and seals, and check and correct alignment, if necessary.
6. Heat exchanger
- a. Check operation of ventilation grills, if any.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 3 of 10

-
7. Air filters
 - a. Check whether frames or supports, gaskets and filters are in good condition and properly installed (direction of air flow).
 - b. Check filters and replace if necessary with filters of appropriate size and type.
 8. Gas burner
 - a. Check burner for carbon deposits.
 - b. Check ignition, pilot and flame stability at minimum power usage.
 - c. Make sure the combustion air vents are not blocked. Clean or clear if necessary.
 9. Cooling system.
 - a. Clean the condenser coils and evaporator.
 - b. Check the temperature differences.
 - c. Check the suction pressure.
 - d. Check the discharge pressure.
 - e. Check humidity indicators and replace the dryer.
 - f. Check the refrigerant level and leaks.
 - g. Make sure all mounting screws are tight.
 - h. Check the compressor voltage and current.
 - i. Check condenser and evaporator fan operation.
 - j. Check operation of compressor crankcase oil heater.
 10. Controls
 - a. Check operation of all safety locking systems.
 - b. Check operation of controls, including thermostat circuits.
 11. Check for bacterial buildup.

NOTE: Reduce bacterial buildup by checking the following items as required:

 - a. Angle of drain pans, piping, exhaust tubes, etc., to boost water flow.
 - b. No accumulation of stagnant water.
 - c. No accumulation of rust and debris.
 - d. Cleanliness and discharge capacity of drains.
 - e. Leaks.
 - f. Make sure insulation is protected against water.
 - g. Make sure the equipment is operating properly to reduce condensation.
 - h. Drain pans with a porous lining. (See note below.)
 - i. Cleanliness of cooling coils.
 - j. Condition of air filters.
 - k. No signs of mould or bacterial buildup on sound-absorbing coatings.
 12. Log books
 - a. Make sure cooling system logs are accessible and up to date.
 - b. Make sure leak testing log and service log are on the unit or nearby.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

3. ANNUAL MAINTENANCE

1. Blower unit and motor
 - a. Remove dirt and rust from blower and housing.
 - b. Check pulleys and lubricate the motor as required.
 - c. Check motor and fan pulley alignment.
 - d. If there is a transmission coupling, check for signs of wear on the coupling and whether the shaft is tight.
 - e. Check for worn or loose pulleys, if applicable.
2. Plenum housing and ducts.
 - a. Remove the panels and clean the unit – wash, vacuum or blow off dirt, as appropriate.
 - b. Check whether housing panels and braces are secure and free of rust. Paint and repair as required.
 - c. Check the loose-fill insulation and repair as required.
 - d. Inspect for rust, cracks and holes.
 - e. Remove dirt from the plenum and housing.
 - f. Check that there are no leaks, the support is adequate and that there is no vibration.
 - g. Check the condition of the insulation and prepare a report on the repairs to be performed, if required.
 - h. Inspect the area around the unit to make sure the roof flashing is in good condition.
 - i. Make sure all fasteners and anchors are in place and repair or replace as required.
3. Drive mechanisms – General
 - a. Check belt wear and tension.
 - b. Check tightening and protection devices, mounting bolts, etc.
 - c. Adjust the screws and pins.
 - d. Make sure the mounting bolts are tight. Tighten as required.
4. Belt drive (if applicable)
 - a. Clean belts and adjust tension (replace set of belts, as required).
 - b. Check for pulley wear and alignment – correct, if required.
5. Direct drive (if applicable)
 - a. Check and clean mechanical drives and seals, and correct alignment, if necessary.
6. Heat exchanger
 - a. Inspect the heat exchanger and check for any cracks or signs of wear.
 - b. Clean the duct and the ventilation grill.
7. Air filters
 - a. Check whether frames or supports, gaskets and filters are in good condition and properly installed (direction of air flow).
 - b. Check filters and replace if necessary with filters of appropriate size and type.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

-
8. Gas burner
 - a. Check burner for carbon deposits.
 - b. Check the high-low pressure switch for the gas supply.
 - c. Clean and check the flame detector, e.g., electrode or photocell.
 - d. Check ignition, pilot and flame stability at minimum power usage.
 - e. Perform a leak test on the pipes, valves and fittings. Repair leaks as required.
 - f. Check operation of gas pressure regulator; pilot shut-off valve, safety shutoff valve and modulating valve.
 - g. Make sure the combustion air vents are not blocked. Clean or clear if necessary.
 - h. Perform a combustion test to ensure the unit is operating efficiently.
 - i. Check the intake pressure and compare it with the nominal pressure data.
 9. Cooling system
 - a. Clean the condenser coils and evaporator.
 - b. Check the temperature differences.
 - c. Check the suction pressure.
 - d. Check the discharge pressure.
 - e. Check humidity indicators and replace the dryer.
 - f. Check the refrigerant level and leaks.
 - g. Check compressor superheat.
 - h. Perform cooling system leak tests.
 - i. Make sure all mounting screws are tight.
 - j. Check the compressor voltage and current.
 - k. Check condenser and evaporator fan operation.
 - l. Check operation of compressor crankcase oil heater.
 10. Controls
 - a. Check operation of all safety locking systems.
 - b. Check operation of controls, including thermostat circuits.
 - c. Check programmed sequence of operations, the electrical components and limit switches, and ensure the terminals are tight.
 - d. Check settings and operation of high-limit, temperature and thermostatic protection controls.
 - e. Ensure that components in contact with combustion gases are free of soot.
 11. Check for bacterial buildup.
 - a. Reduce bacterial buildup by checking the following items as required:
 - b. Angle of drain pans, piping, exhaust tubes, etc., to boost water flow.
 - c. No accumulation of stagnant water.
 - d. No accumulation of rust and debris.
 - e. Cleanliness and discharge capacity of drains.
 - f. Leaks.
 - g. Make sure insulation is protected against water.
 - h. Make sure the equipment is operating properly to reduce condensation.
 - i. Drain pans with a porous lining. (See note below.)
 - j. Cleanliness of cooling coils.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

-
- k. Condition of air filters.
 - l. No signs of mould or bacterial buildup on sound-absorbing coatings.
12. Log books
- a. Make sure cooling system logs are accessible and up to date.
 - b. Make sure leak testing log and service log are on the unit or nearby.

13. Disconnecter

NOTE: This inspection applies to air conditioning units and mechanical ventilation systems only.

NOTE: Follow the procedures of the Canada Labour Code, Part II on insulating electrical equipment.

- a. Check whether the unit is operating properly, runs smoothly, and doesn't freeze up. Adjust as required.
- b. Open the unit and remove dust and dirt with a vacuum cleaner.
- c. Look for any sign of damage, overheating or misuse. Make sure all bolts and terminal connections are tight.
- d. Clean the ends of the fuses and the fuse holders (if applicable).
- e. Clean the cover and the surrounding area.
- f. Test disconnectors to ensure the system can be shut down in an emergency.

Note 1: The cooling system must be inspected by qualified personnel with a valid certificate of qualification for handling ozone depleting substances. Employees working on the natural gas system or safety controls must hold a valid permit for gas installations with a power rating comparable to that of the unit to be inspected.

Note 2: Ensure compliance with all applicable health and safety measures. These measures include locking out and tagging electrical equipment and any other procedures deemed necessary, given the location and protocols in force on site. (A qualified electrician may be required to perform the work mentioned in this checklist.)

Note 3: All refrigerant leaks must be reported according to the protocol described in the Federal Halocarbon Regulations.

Note 4: All information on cooling system maintenance must be recorded in accordance with Schedule 2 of the Federal Halocarbon Regulations.

Note 5: The components of any cooling system over 19 kW (5.4 tonnes) (ratings provided by the manufacturer) must undergo a leak test at least once a year.

Note 6: Service protocols must be established and followed in accordance with the Federal Halocarbon Regulations.

4. **EQUIPMENT LIST**

See attached list of equipment.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

ID NUMBER	LOCATION	MAKE	MODEL	HEATING IN (kW)	HEATING OUT (kW)	TOTAL REFRIGERATION (kW)	POWER SUPPLY	FILTERS
VAC-B100 Supplies the second floor and one room on the main floor	Shop-storage roof Axes 6A-M	Carrier	48DJD-012-1 (1690 L/S) (350 Pa)	52,7 10-tonne unit	41,7	36,2	A) 3/4 HP condenser (1100 RPM) (DD) B) 1 1/2 HP evaporator (700-950 RPM) (BD) C) 3 HP Compressor (type 2-W61)	2" thick 4X(20X20X2)
N/A Supplies administrative office on second floor	Shop roof - store	Rheem	RSND 042C	3-tonne unit	9,0	12,1	Power supply: 208/3/60	1X(20X25X1)

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

LOCATION	PLAN ID NUMBER	MAKE	MODEL	600/3/60 MOTOR	HEATING OUTPUT CAPACITY (KW)	FILTER: TYPE FARP 44 (50 MM) DIMENSIONS	QUANTITY	SPEED (M/S)
Joinery shop roof	UCV-A30	REZNOR	RXE 250	1 1/2	56,4	510 X 510 510 X 635	2 2	0,809
Joinery shop roof	UCV-A31	REZNOR	RXE 300	1 1/2	67,7	510 X 510 510 X 635	2 2	1,092
SAR roof	UCV-A32	REZNOR	RXE 300	1 1/2	67,5	510 X 510 510 X 635	2 2	1,152
Paint shop roof	UCV-A40	REZNOR	RPAK-1	3	90,5	405 X 405 405 X 510 510 X 510	2 5 2	1,255
Paint shop roof	UCV-A41	REZNOR	RXE 300	1 1/2	67,7	510 X 510 510 X 635	2 2	1,092
Paint shop roof	UCV-A43	TEMPRITE	TDM 150	10	440,0	510 X 510	15	1,778

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

LOCATION	PLAN ID NUMBER	MAKE	MODEL	600/3/60 MOTOR	HEATING OUTPUT CAPACITY (KW)	FILTER: TYPE FARP 44 (50 MM) DIMENSIONS	QUANTITY	SPEED (M/S)
Machining shop roof	UCV-A50	REZNOR	RPAK-1	3	90,5	405 X 405 405 X 510 510 X 510	2 5 2	1,255
Machining shop roof	UCV-A51	REZNOR	RXE 300	3	67,7	510 X 510 510 X 635	2 2	1,092
Boiler room roof	UCV-A60	REZNOR	RPAK-1	3	90,5	405 X 405 405 X 510 510 X 510	2 5 2	1,505
Boiler room roof	UCV-A61	REZNOR	RXE 300	1 1/2	67,7	510 x 510 510 x 635	2 2	1,092
Public corridor roof	UCV-A80	REZNOR	HRXE 150	1	33,85	510 X 635	2	1,351
Public corridor 4-101	UCV-A81	REZNOR	XE 300	1 1/2	67,7	510 X 510 510 X 635	2 2	1,010
Public corridor 4-101	UCV-A82	REZNOR	XE 300	1 1/2	67,7	510 X 510 510 X 635	2 2	1,010
Welding-roof	N/D	REZNOR	RPG-400	2	90,3	510 X 510 510 X 635	2+2 2	
Welding-roof	N/D	Bousquet	SDM-75	5	193,4	406 X 510 406 X 635	1+4 1	N/D

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

HOT WATER UNIT HEATER**1. YEARLY INSPECTION**

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.

HOT WATER AERO-CONVECTOR**2. MONTHLY INSPECTION**

1. Motor and Fan
 - a. Clean fan and motor; check for noise, vibration or overheating.
 - b. Lubricate as required.
 - c. Check drive for alignment, wear, tightness, condition (where applicable).
2. Coil, Valve and Piping
 - a. Inspect for leaks.
 - b. Vacuum clean or blow out interior and wipe off surfaces.
 - c. Check operation of traps and clean strainers on steam systems if applicable.
 - d. Check expansion valve and super heat setting on direct expansion system if applicable.
 - e. Check and clean strainers on chilled water or hot water systems if applicable.
 - f. Check continuity of electrical element, check terminals are tight, check contacts and clean or replace as required (if applicable).
3. Filter Air Flow
 - a. Remove and ensure that air passages are free and clear.
 - b. Clean or replace filter media.
4. General
 - a. Check start switch and operation of unit.
 - b. Check control system if applicable.
 - c. Check damper motor for proper opening and closing if applicable.
 - d. Check and adjust deflector fins.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 2 of 4

5. Microbial Growth Control (Cooling Coils)

Minimize microbials by checking for the following, where applicable:

- a. Proper slope of drain pans, piping, drains, etc. to allow for adequate water runoff.
- 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 cleanness.
- j. Filter condition.
- k. Signs of fungi and other growth on acoustic linings.

NOTE: Some drip pans have porous interior liner. If encountered, the liners are to be encapsulated and removed. The pan may be insulated on the underside or replaced altogether. This must be reported immediately to the Property Manager.

3. YEARLY INSPECTION**1. Motor and Fan**

- 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.
- i. Clean fan and motor; check for noise, vibration or overheating.
- j. Lubricate as required.
- k. Check drive for alignment, wear, tightness, condition (where applicable).

2. Coil, Valve and Piping

- a. Inspect for leaks.
- b. Vacuum clean or blow out interior and wipe off surfaces.
- c. Check operation of traps and clean strainers on steam systems if applicable.
- d. Check expansion valve and super heat setting on direct expansion system if applicable.
- e. Check and clean strainers on chilled water or hot water systems if applicable.
- f. Check continuity of electrical element, check terminals are tight, check contacts and clean or replace as required (if applicable).

3. Filter Air Flow

- a. Remove and ensure that air passages are free and clear.
- b. Clean or replace filter media.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

4. General

- a. Check start switch and operation of unit.
- b. Check control system if applicable.
- c. Check damper motor for proper opening and closing if applicable.
- d. Check and adjust deflector fins.

5. Microbial Growth Control (Cooling Coils)

Minimize microbials by checking for the following, where applicable:

- a. Proper slope of drain pans, piping, drains, etc. to allow for adequate water runoff.
- 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 cleanness.
- j. Filter condition.
- k. Signs of fungi and other growth on acoustic linings.

NOTE: Some drip pans have porous interior liner. If encountered, the liners are to be encapsulated and removed. The pan may be insulated on the underside or replaced altogether. This must be reported immediately to the Property Manager.

Checklist
 Inspection, tune-up, maintenance and repair of mechanical facilities

4. EQUIPMENT LIST

ELECTRIC UNIT HEATERS AND FAN HEATERS: SHOP & STORE (hot water)

LOCATION	PLAN ID NO.	MAKE	MODEL	MOTOR (HP)	HEATING POWER (kW)
Warehouse (room 3.102)	AEC-B101	MARK-HOT	V-124	1/4	29,0
Warehouse vestibules	AEC-B102	MARK-HOT	MF-18	1/25	4,5
General warehouse (3.103)	AEC-B103	MARK-HOT	V-124	1/4	29,0
Room 4.137	AEC-B104	MARK-HOT	MF-18	1/25	4,5
General warehouse (3.103)	AEC-B105	MARK-HOT	V-16	1/30	3,7
Warehouse hallway entrance	AEC-B106	MARK-HOT	MF-18	1/25	4,5
Lean-to	AEC-B301	MARK-HOT	H-18	1/20	4,5

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

GAS UNIT HEATER**1. YEARLY INSPECTION**

Note: Personnel performing work on the gas pilot light and safety controls must 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. Gas-Fired Unit Heaters
 - a. Check pilot light and gas controls.
 - b. Check safety devices.

1. EQUIPMENT LIST**GAS-FIRED UNIT HEATERS: (SHOP - STORE - GARAGE)**

PLAN NUMBER	LOCATION	MAKE	MODEL	MOTOR (HP)	POWER SUPPLY	HEATING OUTPUT (kW)
AG-30	2nd floor/mezz. B-11	REZNOR	BE-300	1	600V/3/60	70,3
AG-31	2nd floor/mezz. B-13	REZNOR	BE-300	1	600V/3/60	70,3
AG-A80	Public corridor Axes F-6	REZNOR	BE-165	1/2	600V/3/60	38,6
AG-A81	Public corridor Axes F-8	REZNOR	BE-165	1/2	600V/3/60	38,6
AG-A82	Public corridor Axes F-10	REZNOR	BE-165	1/2	600V/3/60	38,6
AG-A83	Public corridor Axes F-12	REZNOR	BE-165	1/2	600V/3/60	38,6

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

ELECTRIC UNIT HEATER

1. YEARLY INSPECTION

Ensure proper safety procedures are followed during inspection.

1. De-energize equipment and clean.
2. Check all element insulators are intact.
3. Check elements are not sagging and are free from ground; clean as required.
4. Check for indication of overheating on duct heater chassis (hot spots).
5. Check connections and mounting screws are tight.
6. Check the following duct heater control parts to ensure that connections and mounting screws are tight:
 - a. Disconnect
 - b. Relays
 - c. Contacts
 - d. Control Transformers
 - e. Fuses
 - f. Step Controllers
 - g. Thermostats
 - h. Indicating Lights
 - i. SCR's
 - j. Any other special feature
7. Carry out functional test. Check operating voltages and currents for acceptable levels
8. Test operate and check thermostat operation
9. Check for excessive noise, vibration or leaks.
10. Clean coil and fan. Tighten supports.
11. Check motor rotates freely by hand.
12. Lubricate motor (3 drops SAE 10 ND oil)
13. Observe normal operation of unit.
14. Check safety cut-out.
15. Check for signs of overheating.

2. EQUIPMENT LIST

UNIT HEATERS: MARINE EMERGENCIES

LOCATION	PLAN ID NO.	MAKE	MODEL	MOTOR (HP) 120/1/60
Warehouse	None Quantity: 6	CHROMALOX	H and V	N/A

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

ELECTRIC HUMIDIFIER

1. MONTHLY INSPECTION

1. Check unit operation.
2. Check drain pan and steam piping for leaks.
3. Check for signs of poor humidity distribution and be sure unit is draining freely.
4. Check if the steam generator needs to be cleaned, repaired or replaced. This includes cleaning or replacing the tank or the electrodes.
5. Check if tank replacement is required. Replacement is needed when the tank body has become deformed and cause leakage around the o-ring. To replace the tank, see the manufacturer's manual.
6. Check if the tank has to be cleaned. Cleaning is needed when:
 - a. The tank walls are coated with a mineral deposit.
 - b. The water level in the tank has risen.
 - c. The tank-cleaning message is displayed.

Deposits on the tank walls or on the electrodes can be cleaned based on tools recommended in the manufacturer's manual. The tank must be disassembled for cleaning.
7. Prepare a chemical solution as per manufacturer's recommendations when a chemical cleaning of the tank or the electrodes is required. Rinse them with a clean water spray.
8. Check the drain valve, the drain adaptor and the hose from adaptor to drain valve to ensure that they are free of deposits.
9. Check condition of steam generator o-ring. Replaced when needed.
 1. Reassemble and test the unit to normal operation mode.

2. EQUIPMENT LIST

HEATING-VENTILATION UNIT GARAGE (GAS-FIRED)

HUMIDIFIERS

PLAN ID NO.	LOCATION	MAKE	MODEL	CAPACITY (KG/HR)	POWER SUPPLY
H-A130	Office garage	ARMSTRONG	EHU 501 D1 CCM13	7,71	208/1/60
H-B100	Room 3.212 second floor	ARMSTRONG	EHU 501 D CCM11	10,20	208/1/6
N/A	Shop maintenance supervisor	ARMSTRONG	EHU-600	7,7	208/1/60

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

PUMPS**1. MONTHLY INSPECTION**

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

2. YEARLY INSPECTION

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.
 - 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.
 - i. Clean fan and motor
 - j. Lubricate as required.
 - k. Check drive for alignment, wear, tightness, condition (where applicable).
 - l. Oil bearings if applicable.
 - m. Grease if applicable (continuous use only).
 - n. 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.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 2 of 2

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.

5. Perform a vibration analysis on pumps and motors.

3. EQUIPMENT LIST

LOCATION	PLAN ID NO.	MAKE	MODEL	MOTOR	POWER SUPPLY	OUTPUT (L/s)	HEAD (kPa)
Lean-to/Shop	P-B100	PLAD	VL 1270-5	1 hp	600/3/60	2,840	118,0
Lean-to/Shop	P-B101	PLAD	VL 1270-5	1 hp	600/3/60	2,840	118,0
Lean-to/Shop	P-B102	GRUNDFOS	VP 15-42 F	1/25 hp	115/1/60	0,065	24,0
Mezzanine	P-A60	GRUNDFOS	VP 15-42 F	1/25 hp	115/1/60	0,065	24,0

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

BOILER, HOT WATER, SMALL PACKAGE TYPE

1. MENSUAL INSPECTION

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.

2. YEARLY INSPECTION

1. Check combustion chamber for air and gas leaks.
2. Inspect and clean burner gun and ignition assembly where applicable.
3. Inspect fuel system for leaks and change fuel filter element, where applicable.
4. Check for proper operational response of burner to thermostat controls.
5. Check and lubricate burner and blower motors.
6. Check electrical wiring to burner controls and blower.
7. Clean firebox (sweep and vacuum).
8. Check hot water pressure gauges.
9. Check condition of flue pipe, damper and exhaust stack.
10. Check boiler operation through complete cycle, up to 30 minutes.
11. Clean area around boiler.
12. Open chimney and stack, clean out and remove debris.
 - a. Inspect stack, spark arrester and flashing. Soot or creosote deposits thicker than 3mm require immediate cleaning, possible modification of burning procedures and more frequent inspections.
 - b. Inspect chimney for crumbling mortar, distortion of stack, advanced corrosion, separation of sections of factory-built liner, cracking, settling, and loose or broken supports.

3. EQUIPMENT LIST

HOT WATER BOILER (GAS-FIRED)

LOCATION	MAKE	MODEL	HEATING CAPACITY (kW) OUTPUT	PLAN ID NUMBER
Shop (lean-to)	RHEEM	CBX 480	108,0	CECG-B100
Shop (lean-to)	RHEEM	CBX 480	108,0	CECG-B101

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 1 of 1

WATER HEATER DOMESTIC, GAS**1. YEARLY INSPECTION**

NOTE: If the mineral concentration deposited requires, we will have to more often undertake this task.

1. Tank

- a. Operate the safety-valve (overpressure/high temperature).
- b. Check the piping and the leaks to connections and if the hooks are adequate.
- c. Check the gates by operating them through their whole running; leave in ¼ turn less complete open.
- d. Check the temperature of water; calibrate (43°C/110°F).
- e. Open the basic valve to evacuate the deposits until flow clear water.
- f. Rinse the tank and the coils.
- g. Check the condition of the thermal insulation and the protective jacket.

2. Gas System

- a. Clean the burner with a soft brush; adjust to have a blue flame.
- b. Check the reliability of the thermal convertor and the command of night light.
- c. Check with soapy water the sealing of the valves and piping.
- d. Make sure of the cleanliness and the integrity of the flue.

3. Cleaning

- a. Clean the electrical contacts with an abrasive.
- b. Clean the outside of the device.
- c. Note the need for painting or other maintenance.

2. EQUIPMENT LIST

LOCATION	MAKE	MODEL	HEATING (kW)	POWER SUPPLY	GAS FLOW (M ³ /HR)	PLAN ID NO.
Bathrooms - Shop Welding Axes 7-E	GIANT	UG-65-360N	105,5	120/1/60	10,2	CEG-A60
Shop (lean-to) 2nd Floor	RUUD	GL 50-60	17,5	120/1/60	1,7	CEG-B100
Marine emergencies	GIANT	10 gal. élect.	----	240/1/60	---	AUCUN

Checklist
 Inspection, tune-up, maintenance and repair of mechanical facilities

VARIABLE AIR VOLUME BOX

1. YEARLY INSPECTION

1. Open unit; vacuum casing and damper.
2. Check damper for binding; lubricate and adjust.
3. Test and calibrate controls (including thermostat, damper, valve, temperature probe, etc.).
4. Check operation of unit in response to controller.

2. EQUIPMENT LIST

VENTILATION - TERMINAL BOXES: SHOP & STORE

ID NO.	PARTS	TYPE LAYOUT	MODEL	LISI TEMPMASTER
BCD-A30	4,134	MSR	150	A
BCD-A31	4,135	MSR	150	A
BCD-A50	4,123	MSR	150	B
BCD-B1	3,114	S-7	F	B
BCD-B2	3,111	S-7	B	G
BCD-B3	3,11	S-7	A	B
BCD-B4	3,105	S-7	B	B
BCD-B100	3,207	S-7	C	G
BCD-B101	3,21	S-7	A	B
BCD-B102	3,202	S-7	D	G
BCD-B103	3,202	S-7	D	G
BCD-B104	VAC-B100	CARRIER	ZD-12	DERIV., volet by-pass
N/A	Supervisor's office		HEATER/LISI	

TERMINAL BOXES: SHOP & STORE

(hot water heating)

PART IDENTIFICATION	NO.	TYPE LISI TEMPMASTER	MODEL	LAYOUT
NIL	4,133	BD-30	BD	DERIV.
NIL	4,134	BD-15	BD	DERIV.
NIL	4,135	BD-15	BD	DERIV.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

AIR COMPRESSOR**1. MONTHLY INSPECTION**

Notes: Inspection frequency may vary due to load factor or environmental conditions. Ensure that appropriate tag out, electrical isolation and electrical safety practices are followed. (CLC Part II).

Maintenance tasks listed are suggested minimum guidelines, consult manufacturer's instruction manual for detailed information on adjustments, lubrication, tests, frequencies etc.

1. Compressor
 - a. Check pressure in tank and after the pressure reducing station.
 - b. Blow down air receiving tank and after cooler (air dryer). If fitted, ensure proper operation of automatic drainer.
 - c. Check oil level in compressor and air intake filter, if required add oil;
 - d. Check trouble lights and indicators.
 - e. Check compressor for overheating, vibration and excessive noise.
 - f. Ensure that air filter is tight, free of dirt, chips scale, clean as required;
2. Motor
 - a. Check motor for overheating, vibration and excessive noise.
 - b. Check belt, condition, tension, alignment, or coupling condition.
3. Intercooler, After cooler
 - a. Check proper operation of instruments and automatic controls.
 - b. Check coolant temperature, inspect for leaks.
 - c. If not equipped with automatic drain traps, drain condensates;
4. Piping
 - a. Check for leaks.
5. Pressure Relief Station
 - a. Check pressure.
 - b. Blow down filter.

2. THREE (3) MONTHS INSPECTION

1. Compressor
 - a. Check for oil leaks; replace compressor oil; check for metal chips filings.
2. Motor
 - a. Lubricate as required.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 2 of 2

3. YEARLY INSPECTION

Notes: Inspection frequency may vary due to load factor or environmental conditions. Ensure that appropriate tag out, electrical isolation and electrical safety practices are followed. (CLC Part II) Maintenance tasks listed are suggested minimum guidelines, consult manufacturer's instruction manual for detailed information on adjustments, lubrication, tests, frequencies etc.;

1. Compressor

- a. Check pressure in tank and after the pressure reducing station;
- b. Blow down air receiving tank and after cooler (air dryer). If fitted, ensure proper operation of automatic drainer;
- c. Check oil level in compressor and air intake filter, top-up as required;
- d. Ensure that air filter is tight, free of dirt, chips, scale, if equipped gauge verify differential pressure, and replace filter if required;
- e. Check trouble lights and indicators;
- f. Check compressor for overheating, vibration and excessive noise;
- g. Inspect all hoses for signs of deterioration, hardening and hairline cracking;
- h. Replace cooling water filter and oil filter where applicable;
- i. Check for oil leaks; replace compressor oil; check for metal chips, filings;
- j. Clean/replace air intake filter or replace filter bath oil if applicable;
- k. Clean base, piping and immediate area;
- l. Check air-oil separator;
- m. Operate pressure relief valve(s)
- n. Test operate all safety shutdown devices;
- o. Check cut-in and cut-out pressure; record pump-up time; overhaul once efficiency has dropped to 50%;
- p. Check cylinder head bolts for tightness;
- q. Inspect silencers inside and outside for corrosion and dirt; replace damaged gaskets;
- r. Check all gauges and control settings, blower speed and discharge pressure;
- s. Clean, lubricate all levers and linkages;

2. Motor

- a. Check motor for overheating, vibration and excessive noise;
- b. Check belt, condition, tension, alignment or condition of coupling;
- c. Lubricate as required;
- d. Verify tightness of all bolts;
- e. Ensure correct mounting of safety guards.

Checklist
Inspection, tune-up, maintenance and repair of mechanical facilities

4. EQUIPMENT LIST**AIR COMPRESSORS**

LOCATION	MAKE	MODEL	QTY	SUPPLY	MOTOR	TANKS	COMMENTS
Boiler shop	DEVILBISS	NO. 445	2	600/3/60	15 hp	VAS-5061	DEVILBISS air dryer No. 0855

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

CAPACITOR

1. SIX (6) MONTHS INSPECTION

NOTE: Follow procedures as described by Canadian Labour Code Part II, Treasury Board manuals and PWGSC to isolate electrical equipment.

1. Check for dirt, rust or corrosion - clean as required.
2. Check fan.
3. Record voltage and current.
4. Verify if alarm system is on.
5. Check pilot lamps.

2. YEARLY INSPECTION

1. Disconnect capacitors from their power source and allow the capacitors to drain their stored energy. Ground capacitor terminals before starting any inspection or work on the capacitors.
2. Check porcelain or epoxy insulators for chipping, cracks and cleanliness.
3. Check all line connections for tightness.
4. Check ground connections.
5. Check fuse ratings and conditions. Replace as required with those recommended by the manufacturer.
6. Clean the capacitor case, the insulating bushings, and any connections that are dirty or corroded. Inspect each capacitor case for leaks, bulges, or discoloration, and replace as required.
7. Handle with care ruptured or faulty capacitors.
8. Check the ventilation openings in the casing for obstruction.

3. THREE (3) YEARS INSPECTION

NOTE: Follow procedures as described by Canadian Labour Code - Part II, Treasury Board manuals and PWGSC to isolate electrical equipment.

1. Torque electrical connectors.
2. Check mechanical connectors.
3. Change filter.
4. Check discharge resistor.
5. Tighten nuts and screws.

4. EQUIPMENT LIST

GUARD HOUSE

ITEM	MAKE	MODEL	MOTOR H.P.	POWER SUPPLY	COMMENTS
P. F. correction system	CONSULAB	704-Y		600/3/60	100% = 1200 amp.

Checklist
 Inspection, tune-up, maintenance and repair of mechanical facilities

SECURITY BARRIER**1. YEARLY MAINTENANCE**

1. Electricity

- a. Check electrical operation of door or barrier to full up/down or open/close position.
- b. Check and test emergency release, if applicable.
- c. Check motor for signs of overheating, check terminals are tight and fasteners and clean, if applicable.
- d. Check electric cables for wear and tightness when fully extended.
- e. Check switches, stops and other control devices for proper operation, and clean and adjust/calibrate as required.
- f. Check motorized or electrical locks for smooth operation.
- g. Check lights, heat lamps or other types for proper operation, if applicable.

2. Mechanical

- a. Check for solid mounting of all components.
- b. Visually check and test operate the emergency release.
- c. Test operate control switches.
- d. Inspect, clean, lubricate mechanical moving parts.
- e. Check motor for signs of overheating, labouring; tighten electrical connections and mountings.
- f. Check, adjust clutch pressure.
- g. Test operate the manual opening of gate; adjust.
- h. Repack bearings.
- i. Check gears, sprockets and chains; tighten, adjust.
- j. Check emergency stop mechanisms and security overrides.
- k. Check reducer for leaks; adjust/replace seals.
- l. Check oil level; top up.
- m. Clean away excess lubricant throughout.
- n. Visually check all security lighting on gate.

2. EQUIPMENT LIST

ITEM	MAKE	MODEL	MOTOR H.P.	POWER SUPPLY	COMMENTS
Lift gate	CPE LTD	SG 78	1/2	120/1/60	Control: 24V
Sliding gate	Pivin Drapeau	BCSI	xxx	208/600	

Checklist
 Inspection, tune-up, maintenance and repair of mechanical facilities

CO & NO₂ MONITOR

1. YEARLY INSPECTION

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.

1. Make sure that indicator lights are working.
2. Check to ensure that exhaust fan is properly controlled by monitor (where applicable).
3. Test and inspect all alarm and display functions as per manufacturer's instructions or established employer developed instructions specific to all applicable systems and components.
4. Calibrate device following manufacturer's recommendations.

2. TWO (2) YEARS INSPECTION

1. Replace monitor filter.
2. Perform test using manufacturer's test kit and testing instructions (arrange for contractor inspection if test kit unavailable).

3. EQUIPMENT LIST

CO and NO₂ MONITOR

LOCATION	QTY	MAKE	MODEL	SUPPLY	ROOM SENSOR	ACCESSORIES
Public corridor	4	Honeywell analytic	E3SA	24/1/60	E3SRMN02 E3SARSCO	Relay, transformer

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

GARAGE DOOR

Requirements: Ensure that all equipment electrical isolation and safety practices are followed.

Notes: Inspection frequency may vary due to utilization factor or environmental conditions. Ensure that appropriate tag out, electrical isolation 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. MONTHLY

1. Inspect General Condition of unit.
2. Inspect operation, up, down and stop.
3. Check Safeties.

2. THREE (3) MONTHS INSPECTION

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.

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 2 of 3

3. SIX (6) MONTHS INSPECTION

1. Check door for proper operation;
2. Check condition of door;
3. Check condition of tracks;
4. Check operation of locking devices and limit stops;
5. Check operation of lights & switches;
6. Check electric motor and all electrical, mechanical and pneumatic controls for proper operation and damage, repair, adjust or replace as required;
7. Check lifting cables, for broken strands, wear, kinks, rouge;
8. Check lifting cable's anchor points for solidity, repair or replace as required;
9. Check rollers, roller brackets, hinges, and trusses for solidity, repair or replace as required;
10. Clean and lubricate all bearings and rollers as required;
11. Check guide assembly, fasteners and hangers, for solidity;
12. Check torsion springs for proper tension, adjustment and tightness;
13. Check condition of belt, adjust or repair as required, if applicable;
14. Check condition chain drive, adjust, repair and lubricate as required, if applicable;
15. Check all electrical, mechanical and pneumatic controls for proper operation and damage, repair, adjust or replace as required
16. Check all pulleys for alignment;
17. Check counter weights and pins for wear or damage;
18. Check manual operation;
19. Check dock seals, weather stripping;
20. Check safety bumper (pad) on door.

4. YEARLY INSPECTION

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;

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

- 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.

5. EQUIPMENT LIST

GARAGE DOORS AND ELECTRIC DOOR OPENERS

LOCATION	MAKE	MODEL	QUANTITY	POWER SUPPLY	COMMENT
Paint shop	MANARAS	MSJ	2	600/3/60	Explosion-proof
Boiler shop	MANARAS	MSJ	2	600/3/60	
Mechanical shop	MANARAS	MSJ	1	600/3/60	
Search and Rescue	MANARAS	MSJ	2	600/3/60	
Joinery shop	MANARAS	MSJW	1	600/3/60	Dust-proof
Store	MANARAS	MJH	3	600/3/60	
Public corridor	MANARAS	MSJ	2	600/3/60	
Marine emergency building	MANARAS	MSJ	2	600/3/60	
Armco building (hydraulics)			1		
Armco building (vessels)			1		
Armco building (yard)			1		
Armco building (yard)			1		

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

CONTROL PANEL**1. YEARLY INSPECTION:**

1. Clean cabinets and devices
2. Perform visual inspection
3. Check reference voltages
4. System audit: The Contractor must ensure that all control system panels are in communication and operating properly. The results of this inspection are included in an operating report.
5. Operator station checks: The Contractor performs a cursory check of the operation of all equipment at the workstation(s).
6. Alarm check: The Contractor must ensure that there are no active alarms, and correct any alarm issues. In addition, the Contractor must demonstrate that the remote alarms transmit properly.
7. Backup: The Contractor is responsible for making backup copies of control system information. The Contractor must ensure these copies are stored safely at its place of business.
8. During minor inspections, the Contractor must answer questions from operations personnel.
9. The Contractor must repair, calibrate or correct any failures or problems it detects during the inspection and/or reported to it by the Technical Authority.
10. The Contractor must record all corrections or modifications it has performed in a report.
11. At the end of each minor inspection, the Contractor must issue a report to the Technical Authority commenting on control system management, and make recommendations if applicable (to the Technical Authority). The format of this report may need to be modified to meet the Technical Authority's requirements.
12. All control system items associated with major HVAC equipment, including but not limited to: air conditioning systems, boilers, chillers, outside air temperature and humidity sensors, pneumatic control equipment, etc., must be inspected annually.
13. In the case of control items associated with terminal equipment, including, but not limited to: thermostats, room temperature sensors, HAV box controls, perimeter electric heater control valves, verification/correction of flow meters, etc., **20%** of the items must be inspected annually to ensure that all of these items are inspected over a five-year period.
14. Heating control system items must be checked at the beginning of the heating season (fall).
15. Air conditioning control items must be checked at the beginning of the cooling season (spring).

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

2. EQUIPMENT LIST**AUTOMATED CONTROL SYSTEM (HEATING / VENTILATION / AIR CONDITIONING)**

LOCATION	MAKE	MODEL	LCMA-105 COMPUTERIZED PANEL
Boiler room	Delta	DSC-1212E	Relays, probes, louvre motor, current switch
Boiler room	Delta	DAC-1146	Relays, probes, louvre motor, current switch
Small craft shop	Delta	DAC-1147	Relays, probes, louvre motor, current switch
Large wharf corridor	Delta	DAC-1148	Relays, probes, louvre motor, current switch
Room thermostat	Delta	DNT-T103	Relays, probes, louvre motor

Checklist

Inspection, tune-up, maintenance and repair of mechanical facilities

Page 1 of 1

EVACUATION HOOD FILTERS**1. THREE (3) MONTHS INSPECTION**

1. Check the pressure loss, it (differential) should not be more of the double of the initial pressure of the new filters [ie: new = 0.2 (50Pa) thus to 0.4 (100Pa) to replace them]. To take into account the manufacturer's recommendations on the acceptable maximal loss of pressure.
2. Replace filters, if required.
3. Check to ensure that filters are installed in the proper direction.
4. Check the seating of filters to ensure that no air flows freely around them.
5. If possible carry out the inspection on a rainy or snowy day:
 - a. In summer, check if filters are dry and free from molds, if filters are wet to replace them and determine cause of moisture.
 - b. In winter, check if filters have snow on them, if yes replace them and look for the cause (s) of the snow.

2. EQUIPMENT LIST**FILTERS: SHOP AND STORE**

LOCATION	TYPE/MODEL	DIMENSIONS (mm)	COMMENTS
Paint room exhaust hood (2 fans)	FGY-2025	610X610X50	15 filters in unit V-A44 15 filters in unit V-A45



REQUEST FOR ELECTRICAL ISOLATION AND RE-ENERGIZATION DEMANDE DE COUPURE À LA SOURCE ET RÉ-ALIMENTATION

A. Building Name and Address - Nom et adresse de l'immeuble		Isolation/Re-Energization Request No. N° de la demande de coupure à la source et ré-alimentation	
Specific Location of Installation or Equipment to be Isolated/Re-Energization (indicate floor, wing, room no., cabinet no., etc.) Endroit précis de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté. (indiquer l'étage, l'aile, le n° de la pièce, le n° du panneau, etc.)		Project Number - Numéro de projet	
		Date and Time of Request - Date et heure de la demande (Y-A MM D-J) Hour HH MM Date Heure :	
Description of Installation or Equipment to be Isolated/Re-Energization Description de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté		Isolation to Start On - Coupure à la source devant débiter le (Y-A MM D-J) Hour HH MM Date Heure :	
		Isolation to End On - Coupure à la source se termine le (Y-A MM D-J) Hour HH MM Date Heure :	
Isolating and Re-Energization Procedures - Procédures de coupure et de ré-alimentation (NOTE: When procedures involve more than one operation an Isolation Procedure (PWGSC-TPSGC 12) and a Re-Energizing Procedure (PWGSC-TPSGC 12-1) must be completed and attached.) (NOTA : Lorsqu'une procédure comporte plus d'une opération, vous devez remplir les formulaires Procédures de coupure à la source (PWGSC-TPSGC 12) et Procédures de ré-alimentation (PWGSC-TPSGC 12-1) et les annexer au présent formulaire.)			
Voltage Tension ▶	<input style="width: 50px; height: 20px;" type="text"/>	When high voltage equipment is to be Isolated, a Procedures for Isolation and Re-Energizing form must be completed and attached. (see form numbers above) Pour la coupure à la source d'appareillage à haute tension, vous devez remplir les formulaires Procédures de coupure à la source et Procédures de ré-alimentation et les annexer au présent formulaire. (voir les numéros de formulaires ci-haut)	
Update of Line Drawings Required Upon Completion Nécessité de mettre à jour les schémas électriques une fois les travaux terminés ▶		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
Requested By - Demandé par Name of Manager/Supervisor or the Departmental Representative Nom du gestionnaire/superviseur ou du représentant ministériel		Signature	Date Hour - Heure (Y-A MM D-J) HH MM
			:
B. Request Approved - Demande autorisée			
Name of Guarantor - Nom du garant		Signature	Date Hour - Heure (Y-A MM D-J) HH MM
			:
C. Isolation Confirmed - TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK Coupure à la source confirmée - À REMPLIR AVANT DE COMMENCER LES TRAVAUX			
Isolation has been tested for potential and its determined safe for workers to perform the work. Le procédé de coupure à la source a été vérifié pour potentiel et les travaux peuvent être exécutés en sécurité.			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date Hour - Heure (Y-A MM D-J) HH MM
			:
D. Completion of Requested Isolation Time and Completion of Work Confirmed Achèvement de la période demandée pour la coupure à la source et confirmation de l'exécution des travaux			
Line Drawings Updated as Required Les schémas électriques ont été mis à jour tel que demandé ▶		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date Hour - Heure (Y-A MM D-J) HH MM
			:
E. Approval of Completion of Work and Confirmation that Equipment or Installation has been Re-energized Approbation d'achèvement des travaux et confirmation de la remise sous tension de l'appareil ou de l'installation			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date Hour - Heure (Y-A MM D-J) HH MM
			:

INSTRUCTIONS

Section A

To be completed by the manager/supervisor or the Department Representative and submitted to the Guarantor for approval, prior to the commencement of work.

Date and Time of Request

Enter the date (year, month, day) when the manager/supervisor or the Departmental Representative makes the request to the Guarantor, using the numeric format YYYY-MM-DD. You do not need to enter the dashes.

Enter the time (hours, minutes) when the manager/supervisor or the Departmental Representative makes the request to the Guarantor, using the 24 hour system in the numeric format HH:MM. You do not need to add the colon.

Requested By

Name of manager/supervisor or the Departmental Representative

Section C - Date

Enter the date (year, month, day) when the manager/supervisor or the Contractors qualified person has ensured that the isolation has been tested and it is safe for the work to be performed, using the numeric format YYYY-MM-DD. You do not need to enter the dashes.

Section D

To be completed by the manager/supervisor or the Contractors qualified person upon completion of the work.

Section D - Date

Enter the date (year, month, day) when the manager/supervisor or the Contractors qualified person confirms that the requirement for isolation is over, the work has been completed, and the equipment or installation has been re-energized, and line-drawings have been updated as required.

Section E - Date

Enter the date (year, month, day) when the manager/supervisor of the Worksite or the Contractors qualified person who provides approval of the completion of the work and confirms that the equipment or installation has been returned to its previous state before the isolation.

Section A

Cette section doit être remplie par le gestionnaire/superviseur ou le représentant ministériel et remise au garant pour approbation avant le début des travaux.

Date et heure de la demande

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire, le superviseur ou le représentant ministériel présente la demande au garant, en utilisant le format numérique AAAA-MM-JJ. Vous n'avez pas à entrer les traits d'union.

Inscrivez l'heure (heures et minutes) à laquelle le gestionnaire, le superviseur ou le représentant ministériel présente la demande au garant, selon le système de 24 heures, en utilisant le format numérique HH:MM. Vous n'avez pas à entrer les deux points.

Demandé par

Nom du gestionnaire/superviseur ou du représentant ministériel.

Section C - Date

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur s'est assuré qu'un essai de coupure à la source a été effectué et que les travaux peuvent être réalisés en toute sécurité, en utilisant le format numérique AAAA-MM-JJ. Vous n'avez pas à entrer les traits d'union.

Section D

Cette section doit être remplie par le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur à la fin des travaux.

Section D - Date

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur confirme que la coupure à la source n'est plus nécessaire, que les travaux sont terminés et que l'appareillage ou l'installation a été remis sous tension, et que les schémas électriques ont été modifiés au besoin.

Section E - Date

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur du lieu de travail ou la personne qualifiés de l'entrepreneur donne son approbation relative à l'achèvement des travaux et confirme que l'installation ou l'appareillage a été remis dans l'état où il était avant la coupure.



Valid for eight (8) hours only.
Ce permis est valable pendant huit (8) heures seulement.

CONFINED SPACE ENTRY PERMIT PERMIS D'ACCÈS AUX ESPACES CLOS

Permit no.
N° du permis

Issue date and time Date et heure d'émission	: : : :	Expiry date and time Date et heure d'expiration	: : : :
<input type="checkbox"/> Contractor Entrepreneur <input type="checkbox"/> PWGSC Personnel Personnel de TPSGC			
Location - Lieu	Dept. - Min.	Confined space no. N° de l'espace clos	Confined space class Catégorie d'espace clos
Description of work to be completed - Description du travail à effectuer			

Yes Oui	N/A S.O.	HAZARDS OF THE CONFINED SPACE RISQUES PRÉSENTÉS PAR L'ESPACE CLOS
<input type="checkbox"/>	<input type="checkbox"/>	Oxygen Hazard: < 19.5% or > 23.0% Manque d'oxygène : < 19.5% ou > 23.0%
<input type="checkbox"/>	<input type="checkbox"/>	Flammables: > 10% of LEL - Specify Produits inflammables : 10% de la limite explosive inférieure - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Toxic Chemicals: > TLV-TWA - Specify Produits chimiques toxiques : > valeur TLV-TWA - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Hazards: - Specify Risques mécaniques : - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Hazards: - Specify Chocs électriques : - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Physical Hazards: noise; vibration, light, laser, x-ray, heat, cold, surfaces; engulfment - Specify Risques physiques : bruits; vibrations; lumière, laser; rayons X, chaleur; froid, surfaces; engouffrement - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Others: - Specify Autres : - Précisez

Equipment required for CS Entry - Équipement requis pour entrer dans l'espace clos			
<input type="checkbox"/> Respiratory/Air purifying protection Dispositif de protection des voies respiratoires et de purification de l'air	<input type="checkbox"/> Lifelines and Safety harnesses Câble de sauvetage et harnais de sécurité	<input type="checkbox"/> Lockouts Mécanismes de verrouillage	<input type="checkbox"/> Hearing protection Protecteurs auditifs
<input type="checkbox"/> _____	<input type="checkbox"/> Tripod Trépied	<input type="checkbox"/> Lighting units Dispositifs d'éclairage	<input type="checkbox"/> Head protection Casque protecteur
<input type="checkbox"/> _____	<input type="checkbox"/> Personal lift Dispositif de levage personnel	<input type="checkbox"/> Ventilation Équipement d'aération	<input type="checkbox"/> Hand protection Gants
<input type="checkbox"/> _____	<input type="checkbox"/> Tool box Coffre à outils	<input type="checkbox"/> Secure area (post and flag) Zone protégée (affichage et signalisation)	<input type="checkbox"/> Eye protection Protecteurs oculaires
<input type="checkbox"/> _____	<input type="checkbox"/> Rescue equipment Équipement de secours	<input type="checkbox"/> Fire extinguishers Extincteurs d'incendie	<input type="checkbox"/> Face protection Visière
<input type="checkbox"/> _____	<input type="checkbox"/> Ground force circuit interrupters Disjoncteur de fuite à la terre et interrupteur de circuit de fuite	<input type="checkbox"/> _____	

Person in charge - Personne responsable	Signature
Safety Watcher - Gardien	Signature
Entrants - Personnes qui entrent dans l'espace clos	

Local emergency/medical response teams - Équipes locales d'intervention médicale et d'urgence	Telephone nos. - N°s de () -

Authorization - Autorisation	
The above information is complete and accurate. Information pertaining to hazards and equipment requirements has been extracted from the latest Hazard Assessment, dated _____	
Tous les renseignements fournis ci-dessus sont complets et exacts. L'information relative aux risques et à l'équipement requis est fondée sur la dernière évaluation des risques en date du _____	
Manager in Charge of Worksite or Supervisor Gestionnaire responsable du lieu de travail ou le superviseur	Signature



CONFINED SPACE ENTRY PERMIT PERMIS D'ACCÈS AUX ESPACES CLOS

Permit no.
N° du permis

Valid for eight (8) hours only.
Ce permis est valable pendant huit (8) heures seulement.

Issue date Date	Time - Heure : : : :	Expiry date Date	Time - Heure : : : :
Entry date Date d'entrée	▶	Time Heure	▶
Anticipated exit - Sortie de prévue Date	▶	Time Heure	▶

Location - Lieu	Dept. - Min.	Confined space no. N° de l'espace clos	Confined space class Catégorie d'espace clos
-----------------	--------------	---	---

Description of work to be completed - Description du travail à effectuer

Yes Oui	N/A S.O.	HAZARDS OF THE CONFINED SPACE RISQUES PRÉSENTÉS PAR L'ESPACE CLOS
<input type="checkbox"/>	<input type="checkbox"/>	Oxygen Hazard: < 19.5% or > 23.0% Manque d'oxygène : < 19.5% ou > 23.0%
<input type="checkbox"/>	<input type="checkbox"/>	Flammables: > 10% of LEL - Specify Produits inflammables : 10% de la limite explosive inférieure - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Toxic Chemicals: > TLV-TWA - Specify Produits chimiques toxiques : > valeur TLV-TWA - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Hazards: - Specify Risques mécaniques : - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Hazards: - Specify Chocs électriques : - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Physical Hazards: noise; vibration, light, lazer, x-ray; heat; cold; surfaces; engulfment - Specify Risques physiques : bruits; vibrations; lumière; laser; rayons X; chaleur; froid; surfaces; engouffrement - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Others: - Specify Autres : - Précisez

Equipment required for CS Entry - Équipement requis pour entrer dans l'espace clos

<input type="checkbox"/> Respiratory/Air purifying protection Dispositif de protection des voies respiratoires et de purification de l'air <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Lifelines and Safety harnesses Câble de sauvetage et harnais de sécurité <input type="checkbox"/> Tripod Trépied <input type="checkbox"/> Personal lift Dispositif de levage personnel <input type="checkbox"/> Tool box Coffre à outils <input type="checkbox"/> Rescue equipment Équipement de secours <input type="checkbox"/> Ground force circuit interrupters Disjoncteur de fuite à la terre et interrupteur de circuit de fuite	<input type="checkbox"/> Lockouts Mécanismes de verrouillage <input type="checkbox"/> Lighting units Dispositifs d'éclairage <input type="checkbox"/> Ventilation Équipement d'aération <input type="checkbox"/> Secure area (post and flag) Zone protégée (affichage et signalisation) <input type="checkbox"/> Fire extinguishers Extincteurs d'incendie <input type="checkbox"/> _____	<input type="checkbox"/> Hearing protection Protecteurs auditifs <input type="checkbox"/> Head protection Casque protecteur <input type="checkbox"/> Hand protection Gants <input type="checkbox"/> Eye protection Protecteurs oculaires <input type="checkbox"/> Face protection Visière
---	---	---	--

Person in charge - Personne responsable	Signature
Safety Watcher - Gardien	Signature
Entrants - Personnes qui entrent dans l'espace clos	
Local emergency/medical response teams - Équipes locales d'intervention médicale et d'urgence	Telephone nos. - N°s de téléphone () - -

Authorization - Autorisation

I certify that all of the above information is complete and accurate and that all participants have been briefed on the work to be completed.
Je certifie que tous les renseignements susmentionnés sont complets et exacts et que tous les participants ont reçu les instructions relatives au travail à effectuer.

Person in Charge - Personne responsable

Signature

Contractor
Entrepreneur

PWGSC Personnel
Personnel de TPSGC

CONFINED SPACE ENTRY PERMIT - PERMIS D'ACCÈS À UN ESPACE CLOS

Yes Oui	N/A S.O.	CONFINED SPACE ENTRY CHECKLIST LISTE DE CONTRÔLE POUR EN ESPACE CLOS
<input type="checkbox"/>	<input type="checkbox"/>	All participants have valid certification for this Confined Space Entry. Participants formés pour entrer dans un espace clos.
<input type="checkbox"/>	<input type="checkbox"/>	All participants have been briefed on all potential hazards. Participants au courant des risques potentiels.
<input type="checkbox"/>	<input type="checkbox"/>	All departments have been informed of potential service interruption. Tous les ministères ont été informés de la possibilité d'une interruption de service.
<input type="checkbox"/>	<input type="checkbox"/>	All hazard sources have been isolated, blanked or blocked with locks and tags. Sources de danger isolées, obturées ou verrouillées et étiquetées.
<input type="checkbox"/>	<input type="checkbox"/>	All energy sources have been locked out and tagged. Sources d'alimentation verrouillées et étiquetées.
<input type="checkbox"/>	<input type="checkbox"/>	All potential ignition sources have been eliminated. Sources d'inflammation potentielles éliminées.
<input type="checkbox"/>	<input type="checkbox"/>	All tools and equipment have been checked and found to be in good repair. Outils et équipement vérifiés et jugés en bon état.
<input type="checkbox"/>	<input type="checkbox"/>	The opening for entry into and exit from the Confined Space is sufficient to allow safe passage of a person using protection equipment. L'ouverture prévue pour entrer dans l'espace clos ou pour en sortir est assez grande pour laisser passer une personne munie d'un équipement de protection.
<input type="checkbox"/>	<input type="checkbox"/>	Confined Space has been drained, washed and purged of all potential hazards. Espace clos vidé, lavé et ne présentant plus aucun danger potentiel.
<input type="checkbox"/>	<input type="checkbox"/>	Ventilation provides for a good fresh air supply. L'aération permet un bon approvisionnement en air frais.
<input type="checkbox"/>	<input type="checkbox"/>	All appropriate emergency equipment is readily available. (First Aid Kit, Extinguisher, etc.) Équipement d'urgence facilement accessible (trousse de premiers soins, extincteurs, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	All required atmospheric testing has been completed and recorded. Qualité de l'air évaluée et résultats enregistrés.
<input type="checkbox"/>	<input type="checkbox"/>	All additional permits have been acquired. (Hot Work, etc.) Permis additionnels (pour travail à chaud, par ex.) délivrés.
<input type="checkbox"/>	<input type="checkbox"/>	Area has been secured for entrants and public. Secteur surveillé et isolé.
<input type="checkbox"/>	<input type="checkbox"/>	The Emergency Response Team have been alerted to the CS Entry. Équipe des mesures d'urgence avisée d'une entrée dans un espace clos.
<input type="checkbox"/>	<input type="checkbox"/>	Safety Watcher has been briefed. Gardien mis au courant et posté.

Person in Charge - Personne responsable

Signature



CONFINED SPACE ENTRY PERMIT PERMIS D'ACCÈS AUX ESPACES CLOS

Permit no.
N° du permis

Valid for eight (8) hours only.
Ce permis est valable pendant huit (8) heures seulement.

Issue date Date	Time - Heure : : :	Expiry date Date	Time - Heure : : :
Entry date Date d'entrée	▶	Time Heure	▶
Anticipated exit - Sortie de prévue Date	▶	Time Heure	▶

Location - Lieu	Dept. - Min.	Confined space no. N° de l'espace clos	Confined space class Catégorie d'espace clos
-----------------	--------------	---	---

Description of work to be completed - Description du travail à effectuer

Yes Oui	N/A S.O.	HAZARDS OF THE CONFINED SPACE RISQUES PRÉSENTÉS PAR L'ESPACE CLOS
<input type="checkbox"/>	<input type="checkbox"/>	Oxygen Hazard: < 19.5% or > 23.0% Manque d'oxygène : < 19.5% ou > 23.0%
<input type="checkbox"/>	<input type="checkbox"/>	Flammables: > 10% of LEL - Specify Produits inflammables : > 10% de la limite explosive inférieure - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Toxic Chemicals: > TLV-TWA - Specify Produits chimiques toxiques : > valeur TLV-TWA - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Hazards: - Specify Risques mécaniques : - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Hazards: - Specify Chocs électriques : - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Physical Hazards: noise, vibration, light, lazer, x-ray; heat; cold; surfaces; engulfment - Specify Risques physiques : bruits; vibrations; lumière; laser; rayons X; chaleur; froid; surfaces; engouffrement - Précisez
<input type="checkbox"/>	<input type="checkbox"/>	Others: - Specify Autres : - Précisez

Equipment required for CS Entry - Équipement requis pour entrer dans l'espace clos

<input type="checkbox"/> Respiratory/Air purifying protection Dispositif de protection des voies respiratoires et de purification de l'air <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Lifelines and Safety harnesses Câble de sauvetage et harnais de sécurité <input type="checkbox"/> Tripod Trépied <input type="checkbox"/> Personal lift Dispositif de levage personnel <input type="checkbox"/> Tool box Coffre à outils <input type="checkbox"/> Rescue equipment Équipement de secours <input type="checkbox"/> Ground force circuit interrupters Disjoncteur de fuite à la terre et interrupteur de circuit de fuite	<input type="checkbox"/> Lockouts Mécanismes de verrouillage <input type="checkbox"/> Lighting units Dispositifs d'éclairage <input type="checkbox"/> Ventilation Équipement d'aération <input type="checkbox"/> Secure area (post and flag) Zone protégée (affichage et signalisation) <input type="checkbox"/> Fire extinguishers Extincteurs d'incendie <input type="checkbox"/> _____	<input type="checkbox"/> Hearing protection Protecteurs auditifs <input type="checkbox"/> Head protection Casque protecteur <input type="checkbox"/> Hand protection Gants <input type="checkbox"/> Eye protection Protecteurs oculaires <input type="checkbox"/> Face protection Visière
---	---	---	--

Person in charge - Personne responsable	Signature
Safety Watcher - Gardien	Signature
Entrants - Personnes qui entrent dans l'espace clos	

Local emergency/medical response teams - Équipes locales d'intervention médicale et d'urgence	Telephone nos. - N°s de () - []

Authorization - Autorisation

I certify that all of the above information is complete and accurate and that all participants have been briefed on the work to be completed.
Je certifie que tous les renseignements susmentionnés sont complets et exacts et que tous les participants ont reçu les instructions relatives au travail à effectuer.

Person in Charge - Personne responsable	Signature
---	-----------

Contractor
Entrepreneur

PWGSC Personnel
Personnel de TPSGC

ATMOSPHERIC MONITORING - ÉVALUATION DE L'AIR

Test	Allowable limits Limites permises	Initial results Résultats préliminaires	Results - Résultats		Results - Résultats		Final results Résultats définitifs
			AM PM	Matin Après-midi	AM PM	Matin Après-midi	
Oxygen Oxygène	> 19.5% < 23%						
Flammability Inflammation	10% LEL						
H ₂ S	10 ppm						
CO	25 ppm						
Temperature Température	°C						

Entry date Date d'entrée	▶	Time Heure	▶	__ : __
Exit date Date de sortie	▶	Time Heure	▶	__ : __
Area secured - Secteur surveillé Date	▶	Time Heure	▶	__ : __
Person in Charge - Personne responsable		Signature		

Atmospheric Monitoring conducted by - Évaluation de l'air menée par

Device - Appareil	Calibration date - Date d'étalonnage	Calibrated by - Étalonner par
Name - Nom		Title - Titre
Signature		Telephone number - Numéro de téléphone () - - - -

PWGSC-TPSGC 101 (9/96)

NOTE: A hard copy, or machine readable version, of this permit must be maintained for a period of two (2) years after the date initializing the permit or for ten (10) years if any portion of the verification procedures were not complied with.

NOTA : Une copie à lire, ou une version lisible par machine, de ce permis doit être conservée pendant deux (2) ans après la date d'émission ou pendant dix (10) ans si les procédures de vérification n'ont pas été suivies.



HOT WORK PERMIT

BUILDING:

**BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: welding, brazing, cutting, grinding, soldering.

<p>1. Company doing Hot Work: Post the permit at the Hot Work Location. After Hot Work, indicate time completed and leave permit posted for Fire Watch.</p> <p>2. Fire Watch: Prior to leaving area, do final inspection and sign the permit at the security office.</p>	<p style="text-align: center;">Required Precautions Checklist</p> <p><input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot Work equipment in good repair (PWGSC equipment ONLY).</p>
<p><input type="checkbox"/> Employee <input type="checkbox"/> Contractor</p> <p>Hot Work Done by (Company)</p>	<p style="text-align: center;">Requirement within 35 ft. (11M) of Work</p> <p><input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floors wet down, covered with fire resistive sheets.</p> <p><input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire resistive tarpaulins or metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> Fire resistive tarpaulins suspended beneath work.</p>
<p>Date _____ Job Number _____</p> <p>Location/Building and Floor _____</p> <p>Nature of Job _____</p> <p>Person In Charge _____ Signature _____</p>	<p style="text-align: center;">Work on Walls or Ceilings</p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation.</p> <p><input type="checkbox"/> Combustibles on other side of walls moved away.</p>
<p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>PFM Authorization _____ Signature _____</p>	<p style="text-align: center;">Work on Equipment</p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustibles.</p> <p><input type="checkbox"/> Containers purged of flammable liquids/vapours.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.</p>
<p>Date Permit Issued _____ Time Permit Issued _____</p> <p>Date Permit Expires _____ Time Permit Expires _____</p>	<p style="text-align: center;">Fire Watch/Hot Work Area Monitoring</p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 minutes after work, including any break activity.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguisher(s).</p> <p><input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required for adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor hot work area for an additional three (3) hours after the 60 minutes.</p>
<p>Fire Watch Signoff</p> <p>Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.</p> <p>Signed: _____</p>	<p style="text-align: center;">Other Precautions Taken</p> <p><input type="checkbox"/> Confined space entry permit required.</p> <p><input type="checkbox"/> Area is protected with heat detector.</p> <p><input type="checkbox"/> Ample ventilation to remove smoke/vapour from work area.</p> <p><input type="checkbox"/> Additional ventilation required.</p> <p><input type="checkbox"/> Welding screen required.</p> <p><input type="checkbox"/> Special Procedures required.</p> <p><input type="checkbox"/> Lockout/tagout required.</p> <p><input type="checkbox"/> Fire extinguisher required.</p> <p><input type="checkbox"/> Welding Procedure required.</p> <p><input type="checkbox"/> Welding Procedure attached.</p> <p><input type="checkbox"/> Level 1 Confined Space Entry Procedures</p> <p><input type="checkbox"/> Other (specify): _____</p>
<p>Fire Watch Signoff</p> <p>Work area was monitored for 1 hour following Hot Work and found fire safe.</p> <p>Signed: _____</p>	
<p>NOTE:</p> <p>All fire incidents are to be reported immediately by using one of the following methods:</p> <ol style="list-style-type: none"> Activating the nearest fire alarm station. Calling the fire department (or 911 where applicable). Notifying the immediate supervisor or the security. 	



HOT WORK PERMIT

BUILDING:

**BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: welding, brazing, cutting, grinding, soldering.

<p>1. Company doing Hot Work: Post the permit at the Hot Work Location. After Hot Work, indicate time completed and leave permit posted for Fire Watch.</p> <p>2. Fire Watch: Prior to leaving area, do final inspection and sign the permit at the security office.</p>	<p style="text-align: center;">Required Precautions Checklist</p> <p><input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot Work equipment in good repair (PWGSC equipment ONLY).</p>
<p><input type="checkbox"/> Employee <input type="checkbox"/> Contractor</p> <p>Hot Work Done by (Company)</p>	<p style="text-align: center;">Requirement within 35 ft. (11M) of Work</p> <p><input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floors wet down, covered with fire resistive sheets.</p> <p><input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire resistive tarpaulins or metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> Fire resistive tarpaulins suspended beneath work.</p>
<p>Date _____ Job Number _____</p> <p>Location/Building and Floor _____</p>	<p style="text-align: center;">Work on Walls or Ceilings</p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation.</p> <p><input type="checkbox"/> Combustibles on other side of walls moved away.</p>
<p>Nature of Job _____</p> <p>Person in Charge _____ Signature _____</p>	<p style="text-align: center;">Work on Equipment</p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustibles.</p> <p><input type="checkbox"/> Containers purged of flammable liquids/vapours.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.</p>
<p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>PFM Authorization _____ Signature _____</p>	<p style="text-align: center;">Fire Watch/Hot Work Area Monitoring</p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 minutes after work, including any break activity.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguisher(s).</p> <p><input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required for adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor Hot Work Area for an additional three (3) hours after the 60 minutes.</p>
<p>Date Permit Issued _____ Time Permit Issued _____</p> <p>Date Permit Expires _____ Time Permit Expires _____</p>	<p style="text-align: center;">Other Precautions Taken</p> <p><input type="checkbox"/> Confined space entry permit required.</p> <p><input type="checkbox"/> Area is protected with heat detector.</p> <p><input type="checkbox"/> Ample ventilation to remove smoke/vapour from work area.</p> <p><input type="checkbox"/> Additional ventilation required.</p> <p><input type="checkbox"/> Welding screen required.</p> <p><input type="checkbox"/> Special Procedures required.</p> <p><input type="checkbox"/> Lockout/tagout required.</p> <p><input type="checkbox"/> Fire extinguisher required.</p> <p><input type="checkbox"/> Welding Procedure required.</p> <p><input type="checkbox"/> Welding Procedure attached.</p> <p><input type="checkbox"/> Level 1 Confined Space Entry Procedures</p> <p><input type="checkbox"/> Other (specify): _____</p>
<p>Fire Watch Signoff</p> <p>Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.</p> <p>Signed: _____</p>	
<p>Fire Watch Signoff</p> <p>Work area was monitored for 1 hour following Hot Work and found fire safe.</p> <p>Signed: _____</p>	
<p>NOTE:</p> <p>All fire incidents are to be reported immediately by using one of the following methods:</p> <ol style="list-style-type: none"> 1. Activating the nearest fire alarm station. 2. Calling the fire department (or 911 where applicable). 3. Notifying the immediate supervisor or the security. 	



HOT WORK PERMIT

BUILDING:

**BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: welding, brazing, cutting, grinding, soldering.

<p>1. Company doing Hot Work: Post the permit at the Hot Work Location. After Hot Work, indicate time completed and leave permit posted for Fire Watch.</p> <p>2. Fire Watch: Prior to leaving area, do final inspection and sign the permit at the security office.</p>	<p style="text-align: center;">Required Precautions Checklist</p> <p><input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot Work equipment in good repair (PWGSC equipment ONLY).</p>
<p><input type="checkbox"/> Employee <input type="checkbox"/> Contractor</p> <p>Hot Work Done by (Company)</p>	<p style="text-align: center;">Requirement within 35 ft. (11M) of Work</p> <p><input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floors wet down, covered with fire resistive sheets.</p> <p><input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire resistive tarpaulins or metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> Fire resistive tarpaulins suspended beneath work.</p>
<p>Date _____ Job Number _____</p> <p>Location/Building and Floor _____</p>	<p style="text-align: center;">Work on Walls or Ceilings</p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation.</p> <p><input type="checkbox"/> Combustibles on other side of walls moved away.</p>
<p>Nature of Job _____</p> <p>Person in Charge _____ Signature _____</p>	<p style="text-align: center;">Work on Equipment</p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustibles.</p> <p><input type="checkbox"/> Containers purged of flammable liquids/vapours.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.</p>
<p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>PFM Authorization _____ Signature _____</p>	<p style="text-align: center;">Fire Watch/Hot Work Area Monitoring</p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 minutes after work, including any break activity.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguisher(s).</p> <p><input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required for adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor Hot Work Area for an additional three (3) hours after the 60 minutes.</p>
<p>Date Permit Issued _____ Time Permit Issued _____</p> <p>Date Permit Expires _____ Time Permit Expires _____</p>	<p style="text-align: center;">Other Precautions Taken</p> <p><input type="checkbox"/> Confined space entry permit required.</p> <p><input type="checkbox"/> Area is protected with heat detector.</p> <p><input type="checkbox"/> Ample ventilation to remove smoke/vapour from work area.</p> <p><input type="checkbox"/> Additional ventilation required.</p> <p><input type="checkbox"/> Welding screen required.</p> <p><input type="checkbox"/> Special Procedures required.</p> <p><input type="checkbox"/> Lockout/tagout required.</p> <p><input type="checkbox"/> Fire extinguisher required.</p> <p><input type="checkbox"/> Welding Procedure required.</p> <p><input type="checkbox"/> Welding Procedure attached.</p> <p><input type="checkbox"/> Level 1 Confined Space Entry Procedures</p> <p><input type="checkbox"/> Other (specify): _____</p>
<p>Fire Watch Signoff</p> <p>Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.</p> <p>Signed: _____</p>	
<p>Fire Watch Signoff</p> <p>Work area was monitored for 1 hour following Hot Work and found fire safe.</p> <p>Signed: _____</p>	
<p>NOTE:</p> <p>All fire incidents are to be reported immediately by using one of the following methods:</p> <ol style="list-style-type: none"> 1. Activating the nearest fire alarm station. 2. Calling the fire department (or 911 where applicable). 3. Notifying the immediate supervisor or the security. 	

CERTIFICATIONS

1. CERTIFICATION OF 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 FPSs, 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 FPSs 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.

EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

Bidders should include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

The following mandatory criteria will be evaluated:

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The bidder must have five (5) years of experience in the mechanical maintenance of public buildings within the last ten (10) years.		
M2	The bidder's employees must have a minimum of five (5) years of experience within the last ten (10) years in the maintenance and repair of mechanical and electrical controls for industrial and commercial HVAC systems.		
M3	The bidder must be able to install, program and repair industrial and commercial HVAC control systems.		
M4	The bidder must have skilled labour, or a qualified subcontractor if necessary, in each of the trades required for the maintenance and repair of the equipment listed in the mechanical equipment inventory.		

NOTE: In their bids, bidders must submit proof and demonstrate that they meet each mandatory criterion stated above.

FINANCIAL EVALUATION: (An example of 2 compliant bidder's financial proposals is provided below)

The financial proposal is on an aggregate (Firm and option years) weighted basis: (80% for the firm monthly price, 15% for the firm hourly rate Monday to Friday between 07:30 and 16:00 rate and 5% for the firm hourly rate at times other than Monday to Friday between 07:30 and 16:00).

For Financial Evaluation purposes - The total bid price is calculated as follows:

$$\begin{aligned}
 & \text{(Firm Unit Price) x (12 months) x (Weight ratio)} \\
 & \quad + \\
 & \text{(Firm Hourly Rate) x (200 estimated hours per year) x (Weight ratio)} \\
 & \quad = \\
 & \text{(Initial Year + Option Year) = Total bid price}
 \end{aligned}$$

BASIS OF SELECTION:

The compliant bid with the lowest weighted price which meets the mandatory evaluation criteria will be recommended for the award of a contract.

Financial Evaluation example of 2 bidders' compliant proposals:

Bidder A proposed the same prices/rates for all 3 years

Firm monthly price of \$ 5,000.00 (Applicable Taxes extra) for the inspections, tune-ups and maintenance of the mechanical facilities.

(For an extended yearly price of \$ 60,000.00 (Applicable Taxes extra))

Firm hourly rate of \$ 300.00 (Applicable Taxes extra) for the repair of the mechanical facilities (Monday to Friday between 07:30 and 16:00).

Firm hourly rate of \$ 450.00 (Applicable Taxes extra) for the repair of the mechanical facilities (At times other than Monday to Friday between 07:30 and 16:00).

SAMPLE FINANCIAL EVALUATION GRID – BIDDER A

Financial evaluation		
Inspections, tune-ups and maintenance of the mechanical facilities	Firm monthly Price \$ 5,000.00	Extended Price (\$5,000.00 x 12 x 0.80) \$48,000.00
Repair of the mechanical facilities (For financial evaluation, 150 hours estimated)	Firm Hourly Rate \$ 300.00	Extended Price (\$300.00 x 150 x 0.15) \$6,750.00
Repair of the mechanical facilities (For financial evaluation, 50 hours estimated)	Firm Hourly Rate \$ 450.00	Extended Price (\$450.00 x 50 x 0.05) \$1,125.00
Total		55,875.00\$

Price for the Firm Year = \$55,875.00

Total bid price = \$167,625.00

Bidder B proposed the same prices/rates for all 3 years

Firm monthly price of \$ 6,000.00 (Applicable Taxes extra) for the inspections, tune-ups and maintenance of the mechanical facilities.

(For an extended yearly price of \$ 72,000.00 (Applicable Taxes extra))

Firm hourly rate of \$ 100.00 (Applicable Taxes extra) for the repair of the mechanical facilities (Monday to Friday between 07:30 and 16:00).

Firm hourly rate of \$ 150.00 (Applicable Taxes extra) for the repair of the mechanical facilities (At times other than Monday to Friday between 07:30 and 16:00).

SAMPLE FINANCIAL EVALUATION GRID – BIDDER A

Financial evaluation		
Inspections, tune-ups and maintenance of the mechanical facilities	Firm monthly Price \$ 6,000.00	Extended Price (\$6,000.00 x 12 x 0.80) \$57,600.00
Repair of the mechanical facilities (For financial evaluation, 150 hours estimated)	Firm Hourly Rate \$ 100.00	Extended Price (\$100.00 x 150 x 0.15) \$2,250.00
Repair of the mechanical facilities (For financial evaluation, 50 hours estimated)	Firm Hourly Rate \$ 150.00	Extended Price (\$150.00 x 50 x 0.05) \$375.00
Total		60,225.00\$

Price for the Firm Year = \$60,225.00

Total bid price = \$180,675.00

Overall evaluation – Bidder A is awarded the contract.

GENERAL CONDITIONS (PROFESSIONAL SERVICES)

1. THE FOLLOWING DEFINITIONS APPLY TO THIS CONTRACT.

- 1.1 "Award Date" means the date of the award of the Contract by the Department to the Contractor.
- 1.2 "Contract" means the written agreement between the parties which incorporates these general conditions and every other document specified or referred to in the Contract, as such may be amended by the parties from time to time.
- 1.3 "Contractor" means the vendor and any other party to the Contract other than Her Majesty.
- 1.4 "General Conditions" means this document as amended from time to time.
- 1.5 "Intellectual Property" means any intellectual property right recognized by the law, including any intellectual property through legislation (such as that governing patents, copyright, industrial design, integrated circuit topography, or plant breeders' rights) or arising from protection of information as a trade secret or as confidential information.
- 1.6 "Invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof.
- 1.7 "Minister" means the Minister of Fisheries and Oceans and any other person authorized to act on his or her behalf.
- 1.8 "Per Diem" means a period of 7.5 hours of actual work per day. Where actual hours worked are less than 7.5 hours per day, the amount to be paid will be pro-rated accordingly.
- 1.9 "Person" includes, without limiting the generality of the foregoing, any individual, partnership, firm, company, corporation, joint venture, syndicate, organization or any other form of entity howsoever designated or constituted, or any group, combination or aggregation of any of them.
- 1.10 "Prototypes" includes models, patterns and samples.
- 1.11 "Technical Documentation" includes designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer printouts.
- 1.12 "Work", unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.
- 1.13 The headings introducing sections are inserted for convenience of reference only and in no way define, limit, construe or describe the scope or intent of such sections.
- 1.14 A cross reference to a section number is a reference to all its sub-sections.

- 1.15 Words in the singular include the plural and words in the plural include the singular.
- 1.16 Words imparting a gender include any other gender.

2. PRIORITY OF DOCUMENTS

- 2.1 In the event of discrepancies or conflicts between these General Conditions and anything in the other documents that together form the Contract, these General Conditions govern except that if there is a conflict between these General Conditions and the Articles of Agreement, the Offer of Services, or such similar document, then the Articles of Agreement, the Offer of Services, or such similar document, whichever may be the case, shall govern.

3. SUCCESSORS AND ASSIGNS

- 3.1 The Contract shall ensure the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and permitted assigns.

4. ASSIGNMENT, NOVATION AND SUBCONTRACTING

- 4.1 The Contract shall not be assigned without the prior written consent of the Minister. Any assignment made without that consent is void and of no effect.
- 4.2 No assignment shall relieve the Contractor of any obligation under the Contract or impose any liability upon Her Majesty or the Minister.
- 4.3 Any assignment by the Minister of Her Majesty's interest in the Contract shall include the novation of the Minister's assignee as a party to the Contract. The Contractor shall be obliged to accept the novation. The parties shall promptly execute and deliver all documents as are reasonably required to give effect to any novation.
- 4.4 Neither the whole nor any part of the Work may be subcontracted by the Contractor without the prior written consent of the Minister. Every subcontract shall incorporate such terms and conditions of the Contract as may be reasonably applied thereto.

5. TIME OF THE ESSENCE

- 5.1 Time is of the essence of the Contract and every part thereof, except as may be otherwise provided.

6. FORCE MAJEURE

6.1 A delay in the performance by the Contractor of any obligation under the Contract which is caused solely by an event that:

- 6.1.1 was beyond the reasonable control of the Contractor;
- 6.1.2 could not have reasonably been foreseen;
- 6.1.3 could not have reasonably been prevented by means reasonably available to the Contractor; and
- 6.1.4 occurred without the fault or neglect of the Contractor,

may, subject to subsections 6.2, 6.3 and 6.4 constitute an “excusable delay” provided that the Contractor invokes this subsection by giving notice pursuant to subsection 6.4.

6.2 If any delay in the Contractor’s performance of any obligation under the Contract is caused by delay of a subcontractor, such a delay may constitute an “excusable delay” by the Contractor, only if the delay of the subcontractor meets the criteria for an “excusable delay” by the Contractor pursuant to this section and only to the extent that the Contractor has not contributed to the delay.

6.3 Notwithstanding subsection 6.1 any delay caused by the Contractor’s lack of financial resources or an event that is a ground for termination pursuant to section 9 or any delay by the Contractor in fulfilling an obligation to deliver a bond, guarantee, letter of credit or other security relating to performance or payment of money shall not qualify as an “excusable delay.”

6.4 The Contractor shall not benefit from an “excusable delay” unless the Contractor has:

- 6.4.1 used its best efforts to minimize the delay and recover lost time;
- 6.4.2 advised the Minister of the occurrence of the delay, or of the likelihood of a delay occurring, as soon as the Contractor has knowledge of the occurrence of or likelihood of the delay;
- 6.4.3 within fifteen (15) working days of the beginning of the delay or of the likelihood of a delay coming to the attention of the Contractor, advised the Minister of the full facts or matters giving rise to the delay and provided to the Minister for approval, which shall not be unreasonably withheld, a clear work-around-plan that details the steps the Contractor proposes to take in order to minimize the impact of the event causing the delay or the likely delay. The work-around-plan shall include alternative sources of materials and labour, if the event causing the delay or likely delay involves the supply of them; and
- 6.4.4 carried out the work-around-plan approved by the Minister.

6.5 In the event of an “excusable delay”, any delivery date or other date that is directly affected shall be postponed for a reasonable time not to exceed the duration of the “excusable delay.” The parties shall amend the Contract, as appropriate, to reflect any such change in the dates.

6.6 Notwithstanding subsection 6.7, if an “excusable delay” has continued for fifteen (15) working days or more, the Minister may, in his sole discretion, terminate the Contract. In that event, the parties agree that neither of them will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that gave rise to the “excusable delay.” The Contractor agrees to immediately repay to Her Majesty, the portion of any advance payment that is unliquidated at the date of the termination. Subsections 9.4, 9.5 and 9.6 apply in the event of termination under this subsection.

6.7 Except to the extent that Her Majesty is responsible for the delay for reasons of failure to meet an obligation under the Contract, Her Majesty shall not be liable for any costs or charges of any nature incurred by the Contractor or any of its subcontractors or agents as a result of an “excusable delay.”

7. INDEMNIFICATION

7.1 The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, demands, losses, damages, costs, expenses, actions and other proceedings, by whomsoever made, sustained, brought, prosecuted, or threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to:

7.1.1 any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor’s employees or agents in performing the Work or as a result of the Work;

7.1.2 any lien, attachment, charge, encumbrance or similar claim upon any property vested in Her Majesty under the Contract; and

7.1.3 the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor’s obligations under the contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the contract.

7.2 The Contractor’s liability to indemnify or reimburse Her Majesty under the Contract shall not affect or prejudice Her Majesty from exercising any of Her Majesty’s other rights.

8. NOTICES

8.1 Any notice, request, direction or other communication required to be given under the Contract shall be in writing and is effective if delivered by registered mail, facsimile or other electronic means that provides a paper record of the text of the notice and confirmation of its receipt by the person at the address stipulated in the Contract. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail, on the date upon which the postal receipt is signed by the recipient; if by facsimile or other electronic means, on the date on which it was successfully transmitted, and if in person, on the date of delivery.

9. TERMINATION FOR CONVENIENCE

- 9.1 Notwithstanding anything contained in the Contract, the Minister may, at any time prior to the completion of the Work, by giving notice to the Contractor (termination notice), terminate the Contract as regards all or any part of the Work not completed. Upon a termination notice being given, the Contractor shall cease work in accordance with and to the extent specified in the notice, but shall proceed to complete such part or parts of the Work as are not affected by the termination notice. The Minister may, at any time or from time to time, give one or more additional termination notices with respect to any or all parts of the Work not terminated by any previous termination notice.
- 9.2 In the event of a termination notice being given pursuant to subsection 9.1, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the Contract and to the extent that the Contractor has not already been so paid or reimbursed by Canada:
- 9.2.1 on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after and in compliance with the instructions contained in the termination notice;
 - 9.2.2 the Cost to the Contractor plus a fair and reasonable profit thereon, for all work terminated by the termination notice before completion, the Cost to the Contractor being determined in accordance with the terms of the Contract; and
 - 9.2.3 all costs of and incidental to the termination of the Work or part thereof, but not including the cost of severance payments or damages to employees whose services are no longer required by reason of the termination except wages that the Contractor is obligated by statute to pay them and except for reasonable severance payments or damages paid to employees hired to perform the Contract whose hiring was expressly required by the Contract or approved in writing by the Minister for the purpose of the Contract.
- 9.3 The Minister may reduce the payment in respect of any of the Work to the extent that, upon inspection, it is deficient in meeting the requirements of the Contract.
- 9.4 Notwithstanding anything in subsection 9.2, the total of the amounts to which the Contractor is entitled under paragraphs 9.2.1 and 9.2.2, together with any amounts paid or due or becoming due to the Contractor under other provisions of the Contract, shall not exceed the Contract Price or the portion thereof that is applicable to the part of the Work that is terminated.
- 9.5 In the procuring of materials and parts required for the performance of the Contract and in the subcontracting of any of the Work, the Contractor shall, unless otherwise authorized by the Minister, place purchase orders and subcontracts on terms that will enable the Contractor to terminate the same upon terms and conditions similar in effect to those provided in this section, and generally, the Contractor shall co-operate with the Minister and do everything reasonably within its power at all times to minimize the amount of Canada's obligations in the event of a termination under this section.

9.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by the Minister under this section, except to the extent that this section expressly provides.

10. TERMINATION DUE TO DEFAULT OF CONTRACTOR

10.1 The Minister may, by notice to the Contractor, terminate the whole or any part of the Work if:

10.1.1 the Contractor becomes bankrupt, or insolvent or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors; or

10.1.2 the Contractor fails to perform any of its obligations under the Contract, or in the Minister's view, so fails to make progress as to endanger performance of the Contract in accordance with its terms.

10.2 If the Minister terminates the Work in whole or in part under this section, the Minister may arrange, upon such terms and conditions and in such manner as the Minister deems appropriate, for the Work to be completed that was so terminated, and the Contractor shall be liable to the Minister for any excess costs including additional costs relating to the completion of the Work.

10.3 Upon termination of the Work under subsection 10.1 the Minister may require the Contractor to deliver and transfer title to the Minister, in the manner and to the extent directed by the Minister, in any finished Work which has not been delivered and accepted prior to such termination and in any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfilment of the Contract. The Minister shall pay the Contractor for all such finished Work delivered pursuant to such direction and accepted by the Minister, the cost to the Contractor of such finished Work plus the proportionate part of any fee fixed by the Contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to the Minister pursuant to such direction. The Minister may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect the Minister against excess costs for the completion of the Work.

10.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the Contract, exceeds the Contract price applicable to the Work or the particular part thereof.

10.5 If after the Minister issues a notice of termination under 10.1, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to 9.1 and the rights and obligations of the parties hereto shall be governed by section 9.

11. RECORDS TO BE KEPT BY CONTRACTOR

- 11.1 The Contractor shall keep accounts, invoices, receipts, vouchers, records and all other documents of the cost of the Work and of all expenditures or commitments in a manner and to the extent sufficient for audit purposes to the satisfaction of the Minister. Such accounts, invoices, receipts, vouchers and all other documents shall be open to audit and inspection by the Minister who may make copies and take extracts there from.
- 11.2 The Contractor shall provide facilities for audit and inspection purposes and shall provide the Minister with such information as requested by the Minister for those purposes.
- 11.3 The Contractor shall not dispose of any such accounts, invoices, receipts, vouchers, records or other documents without the prior written consent of the Minister and shall preserve and keep them available for audit and inspection by the Minister to his satisfaction, for a six (6) year period plus current year, following completion, termination or suspension of the Work.
- 11.4 The awarding of this contract does not include the authority to safeguard sensitive information on the Contractor's premises. Such information shall be retained upon the premises of the Department's facility unless otherwise authorized to be removed.

12. CONFLICT OF INTEREST AND POST-EMPLOYMENT CODE

- 12.1 It is a term of this contract that no individual, for whom the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) or the Values and Ethics Codes for the Public Services (2003) apply, shall derive a direct benefit from this contract unless that individual is in compliance with the applicable post-employment provisions.
- 12.2 It is a term of this contract that during the term of the contract any persons engaged in carrying out this contract shall conduct themselves in compliance with the principles in the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) which are the same as those in the Conflict of Interest and Post-Employment Code for the Public Service (1985), with the addition that decisions shall be made in the public interest and with regard to the merits of each case. Should an interest be acquired during the life of the contract that would cause a conflict of interest or seem to cause a departure from the principles, the Contractor shall declare it immediately to the Minister.
- 12.3 It is a term of this contract that any persons engaged in the course of this contract and subsequent to it shall conduct themselves in manner such that there is not and will not be any conflict arising from competing or opposing interests of other clients of the Contractor. Should an interest be acquired during the life of the contract that would cause a conflict of interest, the Contractor shall declare it immediately to the Minister.

13. CONTRACTOR STATUS

- 13.1 This is a Contract for services and the Contractor is an independent contractor for the sole purpose of providing services under the Contract. Neither the Contractor nor any of its personnel, including but not limited to its officers, agents, employees or sub-contractors is engaged under the Contract as an employee, servant or agent of Her Majesty and entry into the Contract does not result in the appointment or employment of the Contractor or its personnel as an officer, agent or employee of Her Majesty.
- 13.2 The Contractor shall be entitled only to those benefits and payments specified in the Contract.
- 13.3 The Contractor shall comply with all federal, provincial and municipal legislation applicable to the Work.
- 13.4 The Contractor shall be wholly responsible for any payments and/or deductions and the submission of any applications, reports, payments or contributions required by law to be made or deducted by the Contractor, including but not limited to those under the Canada or Quebec Pension Plans, Employment Insurance, Workman's Compensation, Income Tax, Goods and Services Tax, and the Harmonized Sales Tax. The Minister shall not be charged for any costs of the Contractor for the Contractor's doing anything required under this section; such costs having been taken into consideration and included in the Contractor's rates of payment specified in the Contract.
- 13.5 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.1(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

14. WARRANTY BY CONTRACTOR

- 14.1 The Contractor warrants that it is competent to perform the Work and has the required qualifications knowledge, skill and ability to perform the Work.
- 14.2 The Contractor warrants that it shall provide a quality of service at least equal to generally accepted industry standards for a competent contractor in a like situation.

15. MEMBER OF HOUSE OF COMMONS

- 15.1 No member of the House of Commons shall be admitted to any share or part of the Contract or to any benefit to arise there from.

16. AMENDMENTS AND WAIVER

- 16.1 No amendment to the Contract or waiver of any of the terms shall be valid unless effected in writing and signed by all of the parties.
- 16.2 No increase in the total liability of the Minister or in the price of the Work resulting from any change, modification or interpretation of the Contract shall be authorized or paid to the Contractor unless such change, modification or interpretation has received the prior written approval of the Minister.

17. HARASSMENT IN THE WORKPLACE

- 17.1 The Contractor acknowledges the responsibility of the Minister to ensure, for its employees, a healthy work environment, free of harassment. A copy of the Treasury Board policy named "Policy on the Prevention and Resolution of Harassment in the Workplace" is available at the following address:
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/hw-hmt/hara_e.asp.
- 17.2 The Contractor shall not, either as an individual, or as a corporate or unincorporated entity, through its employees or sub-contractors, harass, abuse, threaten, abuse their authority towards, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with, the Department of Fisheries and Oceans or appointed by the Minister.
- 17.3 The Contractor accepts, by signing this contract, that every person described in section 17.2 has a right to be treated with respect and dignity and a responsibility to treat others the same way.
- 17.4 The Contractor shall comply with all requests by the Department of Fisheries and Oceans to participate in an internal complaint process, including dispute resolution. If one is initiated to resolve any complaints, informal or formal, arising out of matters described in section 17.2.
- 17.5 The Contractor shall be advised in writing of any complaint referred to in section 17.2 and shall have a right to respond in writing.
- 17.6 Once a complaint is made against a Contractor, the Project Authority shall provide information to the Contractor on the process to be followed by the Department.
- 17.7 If the complaint is found to be well founded against a Contractor as described in section 17.2, this is sufficient to be a default for purposes of termination of the contract in section 9.
- 17.8 If dispute resolution or an investigation is undertaken, the Department may decide to suspend the operation of the contract and reimburse the Contractor, in accordance with section 9.
- 17.9 The Contractor's obligation, as described in section 17.2 is deemed to be part of the performance of the Contractor in carrying out the Statement of Work described in the contract.
- 17.10 The Contractor shall comply with all laws applicable to the performance of the Work, or any part thereof, as described in section 17.2.

18. INTELLECTUAL PROPERTY

- 18.1 Technical Documentation and Prototypes produced by the Contractor in the performance of the work under the Contract shall vest in and remain the property of Her Majesty, and the Contractor shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct.
- 18.2 Unless instructed otherwise under the supplementary conditions, all right, title and interest relating to Intellectual Property conceived or developed in performing the work under the Contract shall vest in and remain the property of the Contractor except that if the Contractor independently declares that it has no intention or capability of commercially exploiting the said Intellectual Property, the ownership of such Intellectual Property shall vest in Canada.
- 18.3 The Contractor hereby grants, to Canada, in relation to all Intellectual Property, referred to in subsection 18.2, a non-exclusive, irrevocable, world-wide, fully paid and royalty-free licence to use, have used, make or have made, copy, translate, practice or produce the said Intellectual Property, for any government purpose except commercial sale in competition with the Contractor. Canada's licence to the use of Intellectual Property includes the right to sub-license the use of that property to any other Contractor engaged by Canada for work under this Contract or in any other Contract subsequent to this one. Any such sub-licence shall authorize use of the Intellectual Property solely for the purpose of performing contracts for Canada and require the other contractor to maintain the confidentiality of the Intellectual Property.

19. PAYMENT BY THE MINISTER

- 19.1 Applicable when the Terms of Payment specify PROGRESS Payments.
- 19.1.1 Payment by the Minister to the Contractor for the Work shall be made:
- i) in the case of a progress payment other than the final payment, within thirty (30) calendar days following the date of receipt of a duly completed progress claim, or
 - ii) in the case of a final payment, within thirty (30) calendar days following the date of receipt of a duly completed final progress claim, or within thirty (30) calendar days following the date on which the Work is completed,
- Whichever is later.
- 19.1.2 The Minister shall notify the Contractor of any objections to the form of the progress claim within fifteen (15) calendar days of its receipt. "Form of the claim" means a claim that contains or is accompanied by such substantiating documentation as requested by the Minister. Failure by the Minister to notify the Contractor of the objection within the fifteen calendar (15) days period will only result in the date specified in subsection 19.1.1 to apply for the sole purpose of calculating interest on overdue accounts.

19.2 Applicable when the Terms of Payment specify payment on COMPLETION.

19.2.1 Payment by the Minister to the Contractor for the Work shall be made within:

- i) thirty (30) calendar days following the date on which all of the Work has been completed and delivered in accordance with the Contract, or
- ii) thirty (30) calendar days following the date on which an invoice and substantiating documentation are received by the Minister in accordance with the Contract,

Whichever is later.

19.2.2 The Minister shall notify the Contractor of any objections to the form of the invoice within fifteen (15) calendar days of its receipt. "Form of the invoice" means an invoice, which contains or is accompanied by such substantiating documentation as requested by the Minister. Failure by the Minister to notify the Contractor within the fifteen (15) calendar day period will only result in the date specified in subsection 19.2.1 to apply for the sole purpose of calculating interest on overdue accounts.

20. PAYMENT OF INTEREST ON OVERDUE ACCOUNTS

20.1 For the purposes of this Section:

"Average Rate" means the single arithmetic mean of the Bank Rates in effect at 4:00 p.m. (Eastern Standard Time) each day during the calendar month that immediately precedes the calendar month in which payment is made;

"Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"Date of Payment" means the date of the negotiable instrument drawn by the Receiver General of Canada and given for payment of an amount due and payable;

"Due and payable" means an amount due and payable in accordance with the Contract; and

"Overdue" means an amount that is unpaid on the first day following the day upon which it is due and payable.

20.2 The Minister shall be liable to pay the Contractor simple interest at the average rate plus 3 per cent per annum on any amount that is overdue from the date that such amount becomes overdue until the day prior to the date of payment, inclusive. Interest on an overdue amount will not be payable or paid if the payment is overdue less than fifteen (15) calendar days unless the Contractor requests payment of interest.

- 20.3 The Minister shall not be liable to pay interest if the Minister is not responsible for the delay in payment.
- 20.4 The Minister shall not be liable to pay interest on overdue advance payments.

21. SCHEDULE AND LOCATION OF WORK

- 21.1 If the Work is performed in the offices of the Department of Fisheries and Oceans (DFO), the Contractor will, for better co-ordination with DFO operational needs, follow the same time schedule as employees of DFO.
- 21.2 If the Work is performed at locations other than DFO's offices, the time schedule and location of Work shall be in accordance with the Contract.

22. MINISTER'S RESPONSIBILITIES

- 22.1 The Minister will provide support, guidance, direction, instruction, acceptances, decisions and information as required under the Contract.

23. CERTIFICATION - CONTINGENCY FEES

- 23.1 The Contractor certifies that it has not directly or indirectly paid, and covenants that it will not, directly or indirectly pay, a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person other than a person acting in the normal course of the person's duties for which a contingency fee is paid.
- 23.2 All accounts and records pertaining to payments of such contingency fees shall be subject to this section.
- 23.3 If the Contractor's certification under this section is false or otherwise erroneous, or if the Contractor does not comply with its covenants under this section, the Minister may, at his sole option, either terminate the Contract for default in accordance with section 9 or recover the full amount of the contingency fee from the Contractor by way of reduction to the Contract price or otherwise or by set off against any monies owing by Her Majesty to the Contractor under the Contract.
- 23.4 In this section:
 - 23.4.1 "contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a federal government contract or negotiating the whole or any part of its terms;
 - 23.4.2 "person" includes, but is not limited to an employee, agent or assign of the Contractor, an individual or group of individuals, a corporation, a partnership, an organization or an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act* R.S. 1985 c. 44 (4th Supplement) or as may be amended.

24. PRICE CERTIFICATION

- 24.1 The Contractor certifies that the price/rate shown in the Contract has been computed in accordance with generally accepted accounting principles applicable to all like products/services sold by the Contractor, that such price/rate is not in excess of the lowest price/rate charged anyone else including their most favoured customer for like quality and quantity of the service, and does not include any provision for discounts or commissions to selling agents.

Section 24 is applicable only in sole source contracting situations.

25. LUMP SUM PAYMENT – WORK FORCE REDUCTION PROGRAMS

- 25.1 It is a term of the Contract that:

25.1.1 The Contractor has declared to the Minister any lump sum payment he received pursuant to any work force reduction program, including but not limited to the Executive Employment Transition Policy, which have been implemented to reduce the public service;

25.1.2 the Contractor has informed the Minister of the terms and conditions of such work force reduction program pursuant to which the Contractor was made a lump sum payment and the rate of pay on which the lump sum payment was based.

26. INTERNATIONAL SANCTIONS

- 26.1 Persons and companies in Canada are bound by economic sanctions imposed by Canada by regulations passed pursuant to the United Nations Act, R.S.C. 1985, c. U-2, the Special Economic Measures Act, S.C. 1992, c. 17, or the Export and Import Permits Act, R.S.C. 1985, c. E-19. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries subject to economic sanctions. At the time of contract award, the following regulations implement economic sanctions can be found at:

<http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>.

- 26.2 It is a condition of the Contract that the Contractor shall not supply any goods or services to the Government of Canada that are subject to economic sanctions as described in subsection 26.1.

- 26.3 If, during the performance of the Contract, the addition of a country to the list of sanctioned countries or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance of the Contract by the Contractor, the situation will be treated by the parties as an excusable delay. The Contractor shall forthwith inform the Minister of the situation and the procedures applicable to section 6 shall then apply.

27. OFFICIAL LANGUAGES

- 27.1 Services and communications provided by the Contractor in performance of the Work shall be provided in both Official Languages as required by Part IV of the Official Languages Act as amended from time to time.

28. ENTIRE AGREEMENT

- 28.1 This Contract constitutes the entire agreement between the parties respecting the subject matter of the Contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are expressly incorporated by reference into the Contract.

29. ENVIRONMENTAL CONSIDERATIONS

- 29.1 Whenever practical and economically feasible, submissions, contract reports or written communication will be made on recycled, double-sided paper or on disk where appropriate.
- 29.2 Preference will be given to goods and services considered to be environmentally superior within the bounds of established technology and economic capability. Selection of goods and services will be based on their efficient use of energy and natural resources, potential to re-use or recycle, and safe means of disposal.
- 29.3 Every effort should be made to purchase products that bear other environmental certification, or use their best judgment to obtain products with the least harmful impact on the environment.
- 29.4 Contractors performing work under this contract must comply fully with the Canadian Environmental Protection Act, 1999, the Canadian Environmental Assessment Act, the Fisheries Act and regulations such as the Arctic Waters Pollution Prevention Regulations and with all Department of Fisheries and Ocean's Standing Orders, Policies and Procedures relating to environmental protection.
- 29.5 Contractors will be fully aware of their obligations as defined under the Act "Canadian Environment Protection Act, 1999" which requires that "A person must take practicable and reasonable steps to prevent or minimize environmental harm or environmental nuisance caused, or likely to be caused, by their activities".
- 29.6 Anything done or omitted to be done by the Contractor or its employees which compromises the Department of Fisheries and Oceans in relation to environmental legislation may result in immediate termination of the Contract. Any fines, costs or expenses imposed on the Minister as a result of breaches of the "Canadian Environment Protection Act, 1999" caused by the Contractor or his employees will be fully recovered from the Contractor.

30. HEALTH AND SAFETY

- 30.1 The Contractor shall be responsible for the health and safety of all persons involved in the performance of the Work and shall comply with all federal, provincial and municipal legislation, policies and procedures respecting health and safety, whichever may be the more stringent, applicable to the performance of the Work.

31. CONFIDENTIALITY - SECURITY AND PROTECTION OF THE WORK

- 31.1 The Contractor shall keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work where the Intellectual Property in such information (except a license) vests in Canada under the Contract. The Contractor shall not disclose any such information to any person without the written permission of the Minister, except that the Contractor may disclose to a subcontractor authorized in accordance with section 4 information necessary for the performance of the subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such subcontract. Information provided to the Contractor by or on behalf of Canada shall be used solely for the purpose of the Contract and shall remain the property of Canada or the third party, as the case may be. Unless the Contract otherwise expressly provides, the Contractor shall deliver to Canada all such information, together with every copy, draft, working paper and note thereof that contains such information, upon completion or termination of the Contract or at such earlier time as the Minister may require.
- 31.2 Subject to the Access to Information Act, and to any right of Canada under this Contract to release or disclose, Canada shall not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a Subcontractor.
- 31.3 The obligations of the Parties set out in this section do not apply to any information where the same information: (a) is publicly available from a source other than the other Party; or (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information, or (c) is developed by a Party without use of the information of the other Party.
- 31.4 Wherever practical, the Contractor shall mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined under Department of Fisheries and Oceans (DFO) Contract No. **F5211-150010** and Canada shall not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.
- 31.5 When the Contract, the Work, or any information referred to in subsection 31.1 is identified as **TOP SECRET**, **SECRET**, **CONFIDENTIAL**, or **PROTECTED** by Canada, the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in any PWGSC policy respecting security and any other instructions issued by the Minister.

- 31.6 Without limiting the generality of subsections 31.1 and 31.2, when the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Minister shall be entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract, and the Contractor shall comply with, and ensure that any such subcontractor complies with, all written instructions issued by the Minister dealing with the material so identified, including any requirement that employees of the Contractor or of any such subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.
- 31.7 Any proposed change in the security requirements after the effective date of the Contract that would involve a significant increase in cost to the Contractor shall require an amendment to the Contract under the provisions of section 16.

32. THE CODE OF CONDUCT FOR PROCUREMENT

- 32.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.
- 32.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it. With the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.
- 32.3 For further information, the Contractor may refer to the following PWGSC site: <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>.

INSURANCE CONDITIONS

1. 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. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- 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.

**PERSONNEL IDENTIFICATION FORM (PIF)
FISHERIES AND OCEANS CANADA**

Contract / file number:	F5211-150010
--------------------------------	---------------------

PROJECT TITLE: INSPECTION, TUNE-UP, MAINTENANCE AND REPAIR OF MECHANICAL FACILITIES

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYY/MM/DD	PWGSC file or certificate #	Security Level	Expiry Date	Meet / Does not met	Comments

Supervisor's/Manager's signature: _____ **Date:** _____
(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

For Use at Fisheries and Oceans Canada / Authorization of Contracting Security Authority

I approve. I do not approve based on:

Organization Security Authority:

Print name: _____ **Signature:** _____

Date: _____