

**Part 1 General**

**1.1 RELATED SECTIONS**

- .1 Section 01 14 00 - Work Restrictions.
- .2 Section 01 32 16.07 - Construction Progress Schedule – Bar (GANTT) Chart
- .3 Section 01 33 00 - Submittal Procedures.
- .4 Section 01 41 00 - Regulatory Requirements.
- .5 Section 01 51 00 - Temporary Utilities.
- .6 Section 01 52 00 - Construction Facilities
- .7 Section 01 56 00 - Temporary Barriers and Enclosures.
- .8 Section 01 71 00 – Examination and Preparation.
- .9 Section 01 73 00 - Execution Requirements.
- .10 Section 01 74 11 - Cleaning.
- .11 Section 01 78 00 – Closeout Submittals

**1.2 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.3 WORK COVERED BY CONTRACT DOCUMENTS**

- 1.4 Work of this Contract comprises the furnishing of all labour, materials, equipment and supervision required for renovation and fit up of the fourth floor and seventh floor and related work as specified and/or indicated, at 269 Main Street, Winnipeg, Manitoba for Citizenship and Immigration Canada (CIC).

**1.5 CONTRACT METHOD**

- .1 Relations and responsibilities between Contractor and subcontractors and Owner are as defined in Conditions of Contract. Assigned Subcontractors must, in addition:
  - .1 Purchase and maintain liability insurance to protect Contractor from claims for not less than limits of liability which Contractor is required to provide.

**1.6 WORK BY OTHERS**

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from the Departmental Representative.

- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to the Departmental Representative, in writing, any defects which may interfere with proper execution of Work.

## **1.7 WORK SEQUENCE**

- .1 As required, the area under renovation must be isolated from adjacent occupied areas.
- .2 Maintain fire access/control.

## **1.8 CONTRACTOR USE OF PREMISES**

- .1 Limit use of premises for Work within the designate space. Access routes to this room for bringing materials and equipment shall be coordinated with the Departmental's Representative.
- .2 Co-ordinate use of premises under direction of the Departmental Representative.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .4 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by the Departmental Representative.
- .6 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

## **1.9 OWNER OCCUPANCY**

- .1 Co-operate with Departmental Representative in scheduling operations to minimize conflict and to facilitate Owner usage.

## **1.10 PRE-PURCHASED EQUIPMENT**

- .1 Certain items of equipment have been pre-purchased by the Owner.
- .2 Purpose for pre-purchasing this equipment is to ensure delivery to site within required project completion schedule. Obtain necessary shop drawings from Departmental Representative and proceed to co-ordinate details for installation, by Others.

## **1.11 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

- .1 Execute work with least possible interference or disturbance to building operations, occupants, and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
- .2 Use only elevators existing in building for moving workers and material.

- .1 Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
- .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

#### **1.12 EXISTING SERVICES**

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .4 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .5 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .7 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .8 Record locations of maintained, re-routed and abandoned service lines.
- .9 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

#### **1.13 SECURITY REQUIREMENTS**

- .1 On award of Contract the Departmental Representative will provide 'Personnel Screening Request and Authorization' form; 'Declaration Regarding Criminal Convictions' form and 'Security Screening Certificate and Briefing Form' to the Contractor.
- .2 These forms must be filled out for each person who will have access to the work area.
- .3 These forms will be processed by the RCMP and only persons passing this screening process will be allowed on site

**1.14 SERVICE PROVIDERS FACILITIES MANAGEMENT CONTROL PROCEDURES**

- .1 The Contractor's activities shall be controlled and monitored to mitigate impact on the normal operation of the building, its systems and occupants.
- .2 Comply with the following procedures specific to the location of the Work of this Contract.
  - .1 Building hours of operation:
    - .1 Normal staff working hours are between 07:00 and 17:00 Monday to Friday. The building is open to the public between 7:00 and 17:00 Monday to Friday.
    - .2 Dependent on the time of year, there will be periods when the office activity will take place on weekends and/or until 23:00 Monday to Friday.
  - .2 Work schedules and requests for building access:
    - .1 All contractors requesting access to the building are required to fill out a "Request For Building Access" form (RFBA) two (2) working days prior to being allowed to enter the facility. This form will be provided to the Contractor at the Start-up meeting.
    - .2 The RFBA form is to be filled out defining areas of request for access (Floor number, room name, electrical rooms, mechanical rooms, telephone rooms, etc), times and dates the access will be effective and submitted for signature by the Property Manager or their respective designate.
    - .3 Once the RFBA is signed and approved the Property Manager or their respective designate is to submit to the applicable affected tenant and Commissionaire representative for their information and record.
    - .4 Without the pre-approved RFBA form the contractor will not be permitted access.
    - .5 Contractors wishing to access any area other than what has been previously approved will be required to fill out another RFBA access form for approval through the same process as indicated above.
    - .6 No access will be provided to areas not designated on the RFBA.
    - .7 Contractors personnel may utilize main entrance for everyday use.
  - .3 Visitors tags:
    - .1 Prior to entry of the facility, all contractors and workers are to report direct to 303 Main Street entrance where the log will be located for contractor sign-in and where a visitor's tag for use when in the facility will be obtained.
    - .2 Visitors' Tags will be provided only after the RFBA form has been completed, submitted and approved, unless under special circumstances and separately approved by the Property Manager.
    - .3 It is important to note that the contractor must make the tag visible to eliminate any security concerns of tenants.
  - .4 Elevators

- .1 Contractors must utilise loading dock for bringing up construction material.
- .2 Access to the freight elevator, (situated in the loading dock area) for delivery of building materials or removal of construction debris is acceptable any time if a RFBA form has been filled out and submitted.
- .3 Access to the passenger elevators and other freight elevators situated inside the building for delivery of building materials or removal of construction debris will not be allowed unless special arrangements have been made through the Property Manager.
- .4 All hours of requested use to be documented and verified through the submission of the RFBA form.
- .5 Elevator curtains will be provided to the contractor for protection of the walls. Provide protection as required for the elevator floor.
- .6 Any damages to the elevator due to a contractor's negligence will be the contractor's responsibility to repair at no cost to the Departmental Representative.
- .5 Parking
  - .1 Parking is not available within the facility grounds.
  - .2 The contractor will be allowed access to the loading dock area for the unloading of materials and tools.
  - .3 It is deemed to be the contractor's responsibility for locating parking off site.
  - .4 Any vehicle parking without authorization will be towed at the contractor's expense.
- .6 Security
  - .1 All contractors carrying out work after business hours must have a security escort. Security escort shall be provided by the Departmental Representative.
  - .2 All contractors must be security cleared and attain an "Enhanced Security Clearance".
  - .3 Clearance documents are required to be filled out and submitted for processing.
  - .4 Any costs incurred to the project as a result of the contractor neglecting to fill out clearance documents will be the responsibility of the contractor.
- .7 Smoke Detectors
  - .1 Any contractor providing construction work within the range of smoke detectors, which could result in their being set off, are to ensure the Departmental Representative is notified to ensure deactivation of the applicable zones.
  - .2 Failure to follow the deactivation process and causing a building evacuation, will cause the contractor to be held responsible for any incurred cost passed on from the building tenants. Examples of work are such as sweeping, dusting, welding, spray painting, etc.
- .8 Work Procedure

- .1 The contractor shall complete and conform to the following appended forms for all electrical activities within the building:
  - .1 Hot work permit
  - .2 Electrical lockout tagout procedure.

**1.15 DOCUMENTS REQUIRED**

- .1 Maintain at job site, one copy each document as follows:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed Shop Drawings.
  - .5 List of Outstanding Shop Drawings.
  - .6 Change Orders.
  - .7 Other Modifications to Contract.
  - .8 Field Test Reports.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and Other Safety Related Documents.
  - .11 Other documents as specified.

**END OF SECTION**

**Part 1            General**

**1.1                RELATED REQUIREMENTS**

- .1        Section 01 11 00 – Summary of Work.
- .2        Section 01 32 16.07 - Construction Progress Schedules – Bar (GANTT) Chart.
- .3        Section 01 35 00 - Health and Safety Requirements.
- .4        Section 01 41 00 - Regulatory Requirements.
- .5        Section 01 51 00 - Temporary Utilities.
- .6        Section 01 52 00 - Construction Facilities.
- .7        Section 01 56 00 - Temporary Barriers and Enclosures.
- .8        Section 01 78 00 – Closeout Submittals

**1.2                PRECEDENCE**

- .1        For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.3                USE OF SITE AND FACILITIES**

- .1        Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2        Maintain existing services to building and provide for personnel and vehicle access.
- .3        Where security is reduced by work provide temporary means to maintain security.
- .4        Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5        Use only elevators existing in building for moving workers and material.
  - .1        Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
  - .2        Accept liability for damage, safety of equipment and overloading of existing equipment.
- .6        Closures: protect work temporarily until permanent enclosures are completed.

**1.4                ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

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

- .2 Confirm all dimensions on site. Assume all risks associated with scaling of drawings.
- .3 Maintain integrity of exits at all times.
- .4 Maintain fire access/control.
- .5 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .6 Make good any damage to existing finishes or furniture caused by work under the contract. Making good means restoration to at least original condition in terms of strength, workmanship and appearance. Protect all furniture and belongings of tenants. Move furniture as necessary and relocate in original location upon completion of each day's work.
- .7 Where elevators, dumbwaiters, conveyors or escalators exist in building, only those assigned for Contractor's use may be used for moving personnel and material within building. Protect walls of passenger elevators, to approval of Departmental Representative before use. Accept liability for damage, safety of equipment and overloading of existing equipment.
- .8 Existing operations must remain in service without interruption during construction period.
- .9 Provide tacky mats (soil walk off type temporary carpets) to prevent traffic from carrying construction debris into other parts of the building.
- .10 Bag or otherwise protect all smoke detectors in the construction area during activities which create dust. Vacuum or otherwise clean smoke detectors on completion of each construction activity.
- .11 Provide plywood cover on carpet floors to remain. Protect these floors from damage and clear on completion.

## **1.5 EXISTING SERVICES**

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

## **1.6 SPECIAL REQUIREMENTS**

- .1 Work may generally be performed during regular working hours.



- .2 Noise generating work which may be disruptive to existing building tenants shall be performed outside the hours of 08:00 to 16:00.
- .3 Submit schedule in accordance with Section 01 32 16.07 – Construction Progress Schedules – Bar (GANTT) Chart.
- .4 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .5 Keep within limits of work and avenues of ingress and egress.
- .6 Deliver materials between (08:00 to 16:00) only during regular work days and not on weekends or statutory holidays, unless otherwise approved by Departmental Representative.

**1.7 BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions. Smoking is not permitted.

**Part 2 Products**

- .1 Not used.

**Part 3 Execution**

- .1 Not used.

**END OF SECTION**

**Part 1            General**

**1.1            PRECEDENCE**

- .1       For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2            DEFINITIONS**

- .1       Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2       Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3       Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4       Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5       Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as workdays or workweeks.
- .6       Master Plan: summary-level schedule that identifies major activities and key milestones.
- .7       Milestone: significant event in project, usually completion of major deliverable.
- .8       Project Schedule: planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.
- .9       Project Planning, Monitoring and Control System: overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

**1.3            REQUIREMENTS**

- .1       Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2       Plan to complete Work in accordance with prescribed milestones and time frame.

- .3 Limit activity durations to maximum of approximately 5 working days, to allow for progress reporting.
- .4 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

#### **1.4 SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative 20 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Departmental Representative 5 working days of receipt of acceptance of Master Plan.

#### **1.5 MASTER PLAN**

- .1 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT).
- .2 Departmental Representative will review and return revised schedules within 5 working days.
- .3 Revise impractical schedule and resubmit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

#### **1.6 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Shop Drawings, Samples.
  - .3 Permits.
  - .4 Mobilization.
  - .5 Interior Architecture (Walls, Floors and Ceiling).
  - .6 Plumbing.
  - .7 Lighting.
  - .8 Electrical.
  - .9 Piping.
  - .10 Controls.
  - .11 Heating, Ventilating, and Air Conditioning.
  - .12 Fire Systems.

.13 Testing and Commissioning.

## **1.7 PROJECT SCHEDULE REPORTING**

- .1 Update Project Schedule on weekly basis reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

## **1.8 PROJECT MEETINGS**

- .1 Approximately one week prior to start-up of project a pre-installation conference will be held with Departmental Representative and Consultant.
- .2 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not used.

**END OF SECTION**

**Part 1 General**

**1.1 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2 REFERENCES**

- .1 Not Used.

**1.3 ADMINISTRATIVE**

- .1 Submit to Departmental Representative and Consultant submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission to Departmental Representative and Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Departmental Representative and Consultant, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's and Consultant's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative and Consultant review.
- .10 Keep one reviewed copy of each submission on site.

**1.4 SHOP DRAWINGS AND PRODUCT DATA**

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.

- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Manitoba, Canada.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 7 days for Departmental Representative and Consultant's review of each submission.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative and Consultant prior to proceeding with Work.
- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .8 Submissions include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.

- .8 Wiring diagrams.
- .9 Single line and schematic diagrams.
- .10 Relationship to adjacent work.
- .9 After Departmental Representative review, distribute copies.
- .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
  - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
  - .2 Testing must have been within 3 years of date of contract award for project.
- .13 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
  - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
  - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit electronic copies of manufacturers instructions for requirements requested in specification Sections and as requested by Departmental Representative.
  - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, electronic copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be

returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

## **1.5 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid Departmental Representative.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

## **1.6 MOCK-UPS**

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

## **1.7 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

**END OF SECTION**



**Part 1 General**

**1.1 SECTION INCLUDES**

- .1 Health and safety considerations required to ensure that the General Contractor shows due diligence towards health and safety on the construction site.

**1.2 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.3 RELATED SECTIONS**

- .1 Section 02 41 99 - Demolition for Minor Works.
- .2 Section 07 21 16 - Blanket Insulation.
- .3 Section 07 84 00 - Fire Stopping and Smoke Seals.
- .4 Section 07 92 00 - Joint Sealing.
- .5 Section 09 91 99 - Painting for Minor Works.

**1.4 REFERENCES**

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Manitoba
  - .1 The Workers Compensation Act RSM 1987 - Updated 2006.
  - .2 Health and Safety Act, R.S.O. [1990 Updated 2005].

**1.5 SUBMITTALS**

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1 Results of site specific safety hazard assessment.
  - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit electronic copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative and Consultant weekly.
- .4 Submit copies of reports or directions issued by Federal and Provincial health and safety inspectors.

- .5 Submit copies of incident and accident reports.
- .6 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 3 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 3 days after receipt of comments from Departmental Representative.
- .7 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .8 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

## **1.6 FILING OF NOTICE**

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.

## **1.7 SAFETY ASSESSMENT**

- .1 Perform site specific safety hazard assessment related to project.

## **1.8 MEETINGS**

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work.

## **1.9 REGULATORY REQUIREMENTS**

- .1 Do Work in accordance with Section 01 41 00 - Regulatory Requirements.

## **1.10 GENERAL REQUIREMENTS**

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

## **1.11 RESPONSIBILITY**

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

**1.12 COMPLIANCE REQUIREMENTS**

- .1 Comply with The Workers Compensation Act, Workplace Safety Regulation, Manitoba Regulations.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

**1.13 UNFORSEEN HAZARDS**

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

**1.14 HEALTH AND SAFETY CO-ORDINATOR**

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
  - .1 Have working knowledge of occupational safety and health regulations.
  - .2 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .3 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
  - .4 Be on site during execution of Work.

**1.15 POSTING OF DOCUMENTS**

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Departmental Representative.

**1.16 CORRECTION OF NON-COMPLIANCE**

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

**1.17 BLASTING**

- .1 Blasting or other use of explosives is not permitted.

**1.18 POWDER ACTUATED DEVICES**

- .1 Use powder actuated devices only after receipt of written permission from Departmental Representative.

**1.19 WORK STOPPAGE**

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not used.

**END OF SECTION**

**Part 1 General**

**1.1 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2 REFERENCES AND CODES**

- .1 Perform Work in accordance with current editions of National Building Code of Canada (NBC), National Fire Code of Canada (NFC) and Manitoba Building Code including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.

**1.3 HAZARDOUS MATERIAL DISCOVERY**

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify Departmental Representative immediately.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Departmental Representative immediately.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative immediately.

**1.4 BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions and municipal by-laws.
- .2 Smoking is not permitted anywhere in the building.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

Interior Lease Fit-Up  
CIC Relocation to Victory Building  
Project No. R.055488.00

## REGULATORY REQUIREMENTS

Section 01 41 00  
Page 2 of 1  
February 3, 2015

**END OF SECTION**

**Part 1            General**

**1.1               RELATED SECTIONS**

- .1       Section 07 21 16 - Blanket Insulation.
- .2       Section 07 84 00 - Fire Stopping.
- .3       Section 07 92 00 - Joint Sealing.
- .4       Section 08 11 00 - Metal Doors and Frames.
- .5       Section 08 14 16 - Flush Wood Doors.
- .6       Section 08 71 00 - Door Hardware.
- .7       Section 09 21 16 - Gypsum Board Assemblies.
- .8       Section 09 51 99 - Acoustical Ceilings for Minor Works.
- .9       Section 09 68 13 - Tile Carpeting.
- .10      Section 09 91 99 - Painting for Minor Works.

**1.2               PRECEDENCE**

- .1       For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.3               INSPECTION**

- .1       Allow Departmental Representative, Consultant and Engineering Consultants access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2       Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative, Consultant, Engineering Consultants, instructions, or law of Place of Work.
- .3       If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4       Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

#### **1.4 INDEPENDENT INSPECTION AGENCIES**

- .1 Independent Inspection/Testing Agencies may be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by the Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised at no cost to Departmental Representative. Pay costs for re-testing and re-inspection.

#### **1.5 ACCESS TO WORK**

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

#### **1.6 PROCEDURES**

- .1 Notify appropriate agency Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

#### **1.7 REJECTED WORK**

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Departmental Representative will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by the Departmental Representative.



**1.8 REPORTS**

- .1 Submit electronic copy of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested, manufacturer or fabricator of material being inspected or tested.

**1.9 MOCK-UPS**

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations acceptable to Departmental Representative as specified in specific Section.
- .3 Prepare mock-ups for Departmental Representative review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Departmental Representative will assist in preparing schedule fixing dates for preparation.
- .6 Remove mock-up at conclusion of Work or when acceptable to Departmental Representative.
- .7 Mock-ups may remain as part of Work.
- .8 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

**1.10 EQUIPMENT AND SYSTEMS**

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.
- .2 Refer to Divisions 21, 22, 23 for definitive requirements.

**END OF SECTION**

**Part 1            General**

**1.1            PRECEDENCE**

- .1        For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2            SUBMITTALS**

- .1        Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

**1.3            INSTALLATION AND REMOVAL**

- .1        Provide temporary utilities controls in order to execute work expeditiously.
- .2        Remove from site all such work after use.

**1.4            WATER SUPPLY**

- .1        Departmental Representative will provide continuous supply of potable water for construction use.
- .2        Departmental Representative will pay for utility charges at prevailing rates.

**1.5            TEMPORARY VENTILATION**

- .1        Ventilating:
  - .1        Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
  - .2        Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
  - .3        Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
  - .4        Ventilate storage spaces containing hazardous or volatile materials.
  - .5        Ventilate temporary sanitary facilities.
  - .6        Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .2        Maintain strict supervision of operation of ventilating equipment to:
  - .1        Conform with applicable codes and standards.
  - .2        Enforce safe practices.
  - .3        Prevent abuse of services.
  - .4        Prevent damage to finishes.

**1.6 TEMPORARY POWER AND LIGHT**

- .1 Departmental Representative will pay for temporary power during construction for temporary lighting and operating of power tools, to a maximum supply of 230 volts/15 amps.
- .2 Provide and maintain temporary lighting throughout project. Ensure level of illumination in affected area is not less than 162 lx.
- .3 Existing power supply is available and will be provided for construction use at no cost. Connect to existing power supply in accordance with Canadian Electrical Code.
- .4 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

**1.7 TEMPORARY COMMUNICATION FACILITIES**

- .1 If required, provide and pay for temporary telephone, fax, data hook up, lines and/or equipment necessary for own use.

**1.8 FIRE PROTECTION**

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

**END OF SECTION**

**Part 1 General**

**1.1 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2 REFERENCES**

- .1 Canadian General Standards Board (CGSB)
  - .1 CAN/CGSB-1.189M-2000, Primer, Alkyd, for Wood, Exterior.
  - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .2 Canadian Standards Association (CSA International)
  - .1 CAN3-A23.1-/A23.2-04, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete.
  - .2 CSA-0121-08(R2013), Douglas Fir Plywood.
  - .3 CAN/CSA-Z321-96(R2006), Signs and Symbols for the Occupational Environment.

**1.3 SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

**1.4 INSTALLATION AND REMOVAL**

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

**1.5 ELEVATORS**

- .1 Designated existing elevators to be used by construction personnel and transporting of materials. Co-ordinate use with Departmental Representative.
- .2 Provide protective coverings for finish surfaces of cars and entrances.

**1.6 SITE STORAGE/LOADING**

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

**1.7 CONSTRUCTION PARKING**

- .1 Parking will be permitted on site as directed by the Departmental Representative.
- .2 Provide and maintain adequate access to project site.

**1.8 SECURITY**

- .1 Refer to Section 01 14 00 Work Restrictions.

**1.9 EQUIPMENT, TOOL AND MATERIALS STORAGE**

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.

**1.10 SANITARY FACILITIES**

- .1 Sanitary facilities for work force shall be provided as directed by the Departmental Representative in accordance with governing regulations and ordinances.
- .2 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.

**1.11 CONSTRUCTION SIGNAGE**

- .1 No signs or advertisements, other than warning signs, are permitted on site.
- .2 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .3 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Departmental Representative.

**1.12 CLEAN-UP**

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Store materials resulting from demolition activities that are salvageable.
- .3 Stack stored new or salvaged material not in construction facilities.

**Part 2 Products**

- .1 Not used.

**Part 3 Execution**

- .1 Not used.

**END OF SECTION**

**Part 1            General**

**1.1                PRECEDENCE**

- .1        For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2                REFERENCES**

- .1        Not used.

**1.3                DUST TIGHT SCREENS**

- .1        Provide dust tight screens or insulated partitions to localize dust generating activities, and for protection of workers and finished areas of Work.
- .2        Maintain and relocate protection until such work is complete.

**1.4                ACCESS TO SITE**

- .1        Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to Work.

**1.5                FIRE ROUTES**

- .1        Maintain access to property for use by emergency response vehicles.

**1.6                PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY**

- .1        Protect surrounding private and public property from damage during performance of Work.
- .2        Be responsible for damage incurred.

**1.7                PROTECTION OF BUILDING FINISHES**

- .1        Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2        Provide necessary screens, covers, and hoardings.
- .3        Confirm with Departmental Representative locations and installation schedule 3 days prior to installation.
- .4        Be responsible for damage incurred due to lack of or improper protection.

**Part 2            Products**

**2.1                NOT USED**

.1            Not Used.

**Part 3            Execution**

**3.1                NOT USED**

.1            Not Used.

**END OF SECTION**

**Part 1            General**

**1.1            PRECEDENCE**

- .1        For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2            REFERENCES**

- .1        Within text of each specifications section, reference may be made to reference standards.
- .2        Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3        If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves the right to have such products or systems tested to prove or disprove conformance.
- .4        Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.

**1.3            QUALITY**

- .1        Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2        Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .3        Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .4        Should disputes arise as to quality or fitness of products, decision rests strictly with the Departmental Representative based upon requirements of Contract Documents.
- .5        Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6        Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.



**1.4 AVAILABILITY**

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

**1.5 STORAGE, HANDLING AND PROTECTION**

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials and lumber on flat, solid supports and keep clear of ground.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

**1.6 TRANSPORTATION**

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Departmental Representative. Unload, handle and store such products.

**1.7 MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.

- .2 Notify Departmental Representative in writing of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

## **1.8 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with the Departmental Representative, whose decision is final.

## **1.9 CO-ORDINATION**

- .1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

## **1.10 CONCEALMENT**

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation inform Departmental Representative if there is interference. Install as directed by Departmental Representative.

## **1.11 REMEDIAL WORK**

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

## **1.12 LOCATION OF FIXTURES**

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.

**1.13 FASTENINGS**

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

**1.14 FASTENINGS - EQUIPMENT**

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

**1.15 PROTECTION OF WORK IN PROGRESS**

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Departmental Representative.

**1.16 EXISTING UTILITIES**

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and/or building occupants.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Record location of capped service.

**Part 2            Products**

**2.1                NOT USED**

.1            Not Used.

**Part 3            Execution**

**3.1                NOT USED**

.1            Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                PRECEDENCE**

- .1        For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2                EXISTING SERVICES**

- .1        Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings incongruent with the construction documents.

**1.3                LOCATION OF EQUIPMENT AND FIXTURES**

- .1        Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2        Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3        Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

**Part 2            Products**

**2.1                NOT USED**

- .1        Not Used.

**Part 3            Execution**

**3.1                NOT USED**

- .1        Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2 SUBMITTALS**

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
  - .1 Structural integrity of elements of project.
  - .2 Integrity of weather-exposed or moisture-resistant elements.
  - .3 Efficiency, maintenance, or safety of operational elements.
  - .4 Visual qualities of sight-exposed elements.
  - .5 Work of Owner or separate contractor.
- .3 Include in request:
  - .1 Identification of project.
  - .2 Location and description of affected Work.
  - .3 Statement on necessity for cutting or alteration.
  - .4 Description of proposed Work, and products to be used.
  - .5 Alternatives to cutting and patching.
  - .6 Effect on Work of Owner or separate contractor.
  - .7 Written permission of affected separate contractor.
  - .8 Date and time work will be executed.

**1.3 MATERIALS**

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

**1.4 PREPARATION**

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of Work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.

- .5 Provide protection from elements for areas to be exposed by uncovering work; maintain excavations free of water.

## **1.5 EXECUTION**

- .1 Execute cutting, fitting, and patching to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .6 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .7 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .8 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .9 Restore work with new products in accordance with Contract Documents requirements.
- .10 Fit Work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .11 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with ULC rated firestopping material the full thickness of the construction element.
- .12 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .13 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1            PRECEDENCE**

- .1       For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2            PROJECT CLEANLINESS**

- .1       Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2       Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .3       Clear snow and ice from access to building, bank/pile snow in designated areas only or remove from site.
- .4       Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5       Provide on-site containers for collection of waste materials and debris.
- .6       Dispose of waste materials and debris off site.
- .7       Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .8       Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9       Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .10      Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .11      Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

**1.3            FINAL CLEANING**

- .1       When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2       Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.



- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regular intervals.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, floors and ceilings.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Remove debris and surplus materials from crawl areas, ceiling plenums and other accessible concealed spaces.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2 ADMINISTRATIVE REQUIREMENTS**

- .1 Acceptance of Work Procedures:
  - .1 Contractor's Inspection: Contractor and subcontractors: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
    - .2 Request Departmental Representative inspection.
  - .2 Departmental Representative Inspection:
    - .1 Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
    - .2 Contractor to correct Work as directed.
  - .3 Completion Tasks: submit written certificates that tasks have been performed as follows:
    - .1 Work: completed and inspected for compliance with Contract Documents.
    - .2 Defects: corrected and deficiencies completed.
    - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
    - .4 Certificates required by Manitoba Labour Board have been submitted.
    - .5 Operation of systems: demonstrated to Owner's personnel.
    - .6 Work: complete and ready for final inspection.
  - .4 Final Inspection:
    - .1 When items noted above are completed, request final inspection of Work by Departmental Representative. If Work is deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.
  - .5 Declaration of Substantial Performance: when Departmental Representative consider deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
  - .6 Final Payment:
    - .1 When Departmental Representative considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.

- .7 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 PRECEDENCE**

- .1 For Federal Government Projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

**1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3 Copy will be returned with Departmental Representative's comments.
- .4 Revise content of documents as required prior to final submittal
- .5 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative four final copies of operating and maintenance manuals.
- .6 Provide spare parts, maintenance materials and special tools that are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .7 Provide evidence, if requested, for type, source and quality of products supplied.
- .8 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .9 Pay costs of transportation.

**1.3 FORMAT**

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings.
  - .1 Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5 Arrange content by component under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.

- .8 Drawings: provide with reinforced punched binder tab.
  - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide scaled CAD drawing files of updated record drawings based on contractors red lines in dwg format (AutoCad current edition) on CD.

#### **1.4 CONTENTS - PROJECT RECORD DOCUMENTS**

- .1 Table of Contents for Each Volume: provide title of project;
  - .1 Date of submission; names.
  - .2 Addresses, and telephone numbers of Consultant and Contractor with name of responsible parties.
  - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
  - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.

#### **1.5 AS -BUILT DOCUMENTS AND SAMPLES**

- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative, one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction.
  - .1 Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
  - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition.

- .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

## **1.6 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS**

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress.
  - .1 Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
  - .1 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
  - .2 Field changes of dimension and detail.
  - .3 Changes made by change orders.
  - .4 Details not on original Contract Drawings.
  - .5 References to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
  - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
  - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

## **1.7 EQUIPMENT AND SYSTEMS**

- .1 For each item of equipment and each system include description of unit or system, and component parts.
  - .1 Give function, normal operation characteristics and limiting conditions.
  - .2 Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences.
  - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
  - .2 Include summer, winter, and any special operating instructions.

- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's co-ordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in Section 01 45 00 - Quality Control.
- .15 Additional requirements: as specified in individual specification sections.

## **1.8 MATERIALS AND FINISHES**

- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: as specified in individual specifications sections.

## **1.9 MAINTENANCE MATERIALS**

- .1 Spare Parts:
  - .1 Provide spare parts, in quantities specified in individual specification sections.
  - .2 Provide items of same manufacture and quality as items in Work.
  - .3 Deliver to location as directed; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.

- .2 Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.
- .2 Extra Stock Materials:
  - .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
  - .2 Provide items of same manufacture and quality as items in Work.
  - .3 Deliver to location as directed; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.
    - .2 Include approved listings in Maintenance Manual.
  - .5 Obtain receipt for delivered products and submit prior to final payment.
- .3 Special Tools:
  - .1 Provide special tools, in quantities specified in individual specification section.
  - .2 Provide items with tags identifying their associated function and equipment.
  - .3 Deliver to location as directed; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.
    - .2 Include approved listings in Maintenance Manual.

#### **1.10 DELIVERY, STORAGE AND HANDLING**

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store paints and freezable materials in a heated and ventilated room.
- .4 Remove and replace damaged products at own expense and for review by Departmental representative.

#### **1.11 WARRANTIES AND BONDS**

- .1 Submit Manufacturer's warranty certificate indicating warranty coverage for a period of 12 months following Substantial Completion as certified by Departmental Representative.
- .2 Verify that documents are in proper form, contain full information and are notarized.
- .3 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .4 Written verification to follow oral instructions.
  - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.



**1.12 WARRANTY TAGS**

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
  - .1 Type of product/material.
  - .2 Model number.
  - .3 Serial number.
  - .4 Contract number.
  - .5 Warranty period.
  - .6 Inspector's signature.
  - .7 Construction Contractor.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **Part 1 General**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 General requirements relating to commissioning of project's components and systems, specifying general requirements to PV of components, equipment, sub-systems, systems, and integrated systems.
- .2 Related Sections:
  - .1 All divisions
- .3 Acronyms:
  - .1 Cx - Commissioning.
  - .2 EMCS - Energy Monitoring and Control Systems.
  - .3 O&M - Operation and Maintenance.
  - .4 PI - Product Information.
  - .5 PV - Performance Verification.
  - .6 TAB - Testing, Adjusting and Balancing.

### **1.2 GENERAL**

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project. Cx is performed after systems and integrated systems are completely installed, functional and Contractor's Performance Verification responsibilities have been completed and approved. Objectives:
  - .1 Verify installed equipment, systems and integrated systems operate in accordance with contract documents and design criteria and intent.
  - .2 Ensure appropriate documentation is compiled into the BMM.
  - .3 Effectively train O&M staff.
- .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
  - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively with each other as intended in accordance with Contract Documents and design criteria.
  - .2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements.
- .3 Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements.

### **1.3 COMMISSIONING OVERVIEW**

- .1 Section 01 91 31 - Commissioning (Cx) Plan.

- .2 For Cx responsibilities refer to Section 01 91 31 - Commissioning (Cx) Plan.
- .3 Cx to be a line item of Contractor's cost breakdown.
- .4 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .5 Cx is conducted to ensure the built facility is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.
- .6 Departmental Representative will issue Interim Acceptance Certificate when:
  - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
  - .2 Equipment, components and systems have been commissioned.
  - .3 O&M training has been completed.

#### **1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS**

- .1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative to ensure effective performance.
- .2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. Above costs to be in form of progress payment reductions or hold-back assessments.

#### **1.5 PRE-CX REVIEW**

- .1 Before Construction:
  - .1 Review contract documents, confirm by writing to Departmental Representative.
    - .1 Adequacy of provisions for Cx.
    - .2 Aspects of design and installation pertinent to success of Cx.
- .2 During Construction:
  - .1 Co-ordinate provision, location and installation of provisions for Cx.
- .3 Before start of Cx:
  - .1 Have completed Cx Plan up-to-date.
  - .2 Ensure installation of related components, equipment, sub-systems, systems is complete.
  - .3 Fully understand Cx requirements and procedures.
  - .4 Have Cx documentation shelf-ready.
  - .5 Understand completely design criteria and intent and special features.
  - .6 Submit complete start-up documentation to Departmental Representative.

- .7 Have Cx schedules up-to-date.
- .8 Ensure systems have been cleaned thoroughly.
- .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
- .10 Ensure "As-Built" system schematics are available.
- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

## **1.6 CONFLICTS**

- .1 Report conflicts between requirements of this section and other sections to Departmental Representative before start-up and obtain clarification.
- .2 Failure to report conflict and obtain clarification will result in application of most stringent requirement.

## **1.7 SUBMITTALS**

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
  - .1 Submit no later than 4 weeks after award of Contract:
    - .1 Name of Contractor's Cx agent.
    - .2 Draft Cx documentation.
    - .3 Preliminary Cx schedule.
  - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval at least 8 weeks prior to start of Cx.
  - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 8 weeks prior to start of Cx.
  - .4 Provide additional documentation relating to Cx process required by Departmental Representative.

## **1.8 COMMISSIONING DOCUMENTATION**

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms for requirements and instructions for use.
- .2 Departmental Representative to review and approve Cx documentation.
- .3 Provide completed and approved Cx documentation to Departmental Representative.

## **1.9 COMMISSIONING SCHEDULE**

- .1 Provide detailed Cx schedule as part of construction schedule in accordance with Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
  - .1 Approval of Cx reports.

- .2 Verification of reported results.
- .3 Repairs, retesting, re-commissioning, re-verification.
- .4 Training.

#### **1.10 COMMISSIONING MEETINGS**

- .1 Convene Cx meetings following project meetings: Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart and as specified herein.
- .2 Purpose: to resolve issues, monitor progress, identify deficiencies, relating to Cx.
- .3 Continue Cx meetings on regular basis until commissioning deliverables have been addressed.
- .4 At 60% construction completion stage. Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart. Departmental Representative to call a separate Cx scope meeting to review progress, discuss schedule of equipment start-up activities and prepare for Cx. Issues at meeting to include:
  - .1 Review duties and responsibilities of Contractor and subcontractors, addressing delays and potential problems.
  - .2 Determine the degree of involvement of trades and manufacturer's representatives in the commissioning process.
- .5 Thereafter Cx meetings to be held until project completion and as required during equipment start-up and functional testing period.
- .6 Meeting will be chaired by Departmental Representative, who will record and distribute minutes.
- .7 Ensure subcontractors and relevant manufacturer representatives are present at 70% and subsequent Cx meetings and as required.

#### **1.11 STARTING AND TESTING**

- .1 Contractor assumes liabilities and costs for inspections. Including disassembly and re-assembly after approval, starting, testing and adjusting, including supply of testing equipment.

#### **1.12 WITNESSING OF STARTING AND TESTING**

- .1 Provide 14 days notice prior to commencement.
- .2 Departmental Representative to witness of start-up and testing.
- .3 Contractor's Cx Agent to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers.

#### **1.13 MANUFACTURER'S INVOLVEMENT**

- .1 Factory testing: manufacturer to:
  - .1 Coordinate time and location of testing.

- .2 Provide testing documentation for approval by Departmental Representative.
- .3 Arrange for Departmental Representative to witness tests.
- .4 Obtain written approval of test results and documentation from Departmental Representative before delivery to site.
- .2 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative.
  - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
  - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .3 Integrity of warranties:
  - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
  - .2 Verify with manufacturer that testing as specified will not void warranties.
- .4 Qualifications of manufacturer's personnel:
  - .1 Experienced in design, installation and operation of equipment and systems.
  - .2 Ability to interpret test results accurately.
  - .3 To report results in clear, concise, logical manner.

#### **1.14 PROCEDURES**

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
  - .1 Included in delivery and installation:
    - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
    - .2 Visual inspection of quality of installation.
  - .2 Start-up: follow accepted start-up procedures.
  - .3 Operational testing: document equipment performance.
  - .4 System PV: include repetition of tests after correcting deficiencies.
  - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Document require tests on approved PV forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
  - .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.

- .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
- .3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.
  - .1 Rejected equipment to be remove from site and replace with new.
  - .2 Subject new equipment/systems to specified start-up procedures.

#### **1.15 START-UP DOCUMENTATION**

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
  - .1 Factory and on-site test certificates for specified equipment.
  - .2 Pre-start-up inspection reports.
  - .3 Signed installation/start-up check lists.
  - .4 Start-up reports,
  - .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

#### **1.16 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS**

- .1 After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer.
- .2 With assistance of manufacturer develop written maintenance program and submit Departmental Representative for approval before implementation.
- .3 Operate and maintain systems for length of time required for commissioning to be completed.
- .4 After completion of commissioning, operate and maintain systems until issuance of certificate of interim acceptance.

#### **1.17 TEST RESULTS**

- .1 If start-up, testing and/or PV produce unacceptable results, repair, replace or repeat specified starting and/or PV procedures until acceptable results are achieved.
- .2 Provide manpower and materials, assume costs for re-commissioning.

#### **1.18 START OF COMMISSIONING**

- .1 Notify Departmental Representative at least 21 days prior to start of Cx.
- .2 Start Cx after elements of building affecting start-up and performance verification of systems have been completed.

#### **1.19 INSTRUMENTS / EQUIPMENT**

- .1 Submit to Departmental Representative for review and approval:

- .1 Complete list of instruments proposed to be used.
- .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.
- .2 Provide the following equipment as required:
  - .1 2-way radios.
  - .2 Ladders.
  - .3 Equipment as required to complete work.

#### **1.20 COMMISSIONING PERFORMANCE VERIFICATION**

- .1 Carry out Cx:
  - .1 Under actual operating conditions, over entire operating range, in all modes.
  - .2 On independent systems and interacting systems.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.
- .4 EMCS trending to be available as supporting documentation for performance verification.

#### **1.21 WITNESSING COMMISSIONING**

- .1 Departmental Representative to witness activities and verify results.

#### **1.22 AUTHORITIES HAVING JURISDICTION**

- .1 Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility.
- .2 Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction.
- .3 Provide copies to Departmental Representative within 5 days of test and with Cx report.

#### **1.23 COMMISSIONING CONSTRAINTS**

- .1 Since access into secure or sensitive areas will be very difficult after occupancy, it is necessary to complete Cx of occupancy, weather, and seasonal sensitive equipment and systems before issuance of the Interim Certificate, using, if necessary, simulated thermal loads.

#### **1.24 EXTENT OF VERIFICATION**

- .1 Elsewhere:
  - .1 Provide manpower and instrumentation to verify up to all reported results, unless specified otherwise in other sections.
- .2 Number and location to be at discretion of Departmental Representative.



- .3 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .4 Perform additional commissioning until results are acceptable to Departmental Representative.

#### **1.25 REPEAT VERIFICATIONS**

- .1 Assume costs incurred by Departmental Representative for third and subsequent verifications where:
  - .1 Verification of reported results fail to receive Departmental Representative's approval.
  - .2 Repetition of second verification again fails to receive approval.
  - .3 Departmental Representative deems Contractor's request for second verification was premature.

#### **1.26 SUNDRY CHECKS AND ADJUSTMENTS**

- .1 Make adjustments and changes which become apparent as Cx proceeds.
- .2 Perform static and operational checks as applicable and as required.

#### **1.27 DEFICIENCIES, FAULTS, DEFECTS**

- .1 Correct deficiencies found during start-up and Cx to satisfaction of Departmental Representative.
- .2 Report problems, faults or defects affecting Cx to Departmental Representative in writing. Stop Cx until problems are rectified. Proceed with written approval from Departmental Representative.

#### **1.28 COMPLETION OF COMMISSIONING**

- .1 Upon completion of Cx leave systems in normal operating mode.
- .2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to issuance of Interim Certificate of Completion.
- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

#### **1.29 ACTIVITIES UPON COMPLETION OF COMMISSIONING**

- .1 When changes are made to baseline components or system settings established during Cx process, provide updated Cx form for affected item.

#### **1.30 TRAINING**

- .1 In accordance with Section 01 91 41 - Commissioning (Cx) – Training.

**1.31 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS**

- .1 Supply, deliver, and document maintenance materials, spare parts, and special tools as specified in contract.

**1.32 OCCUPANCY**

- .1 Cooperate fully with Departmental Representative during stages of acceptance and occupancy of facility.

**1.33 INSTALLED INSTRUMENTATION**

- .1 Use instruments installed under Contract for TAB and PV if:
  - .1 Accuracy complies with these specifications.
  - .2 Calibration certificates have been deposited with Departmental Representative.
- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

**1.34 PERFORMANCE VERIFICATION TOLERANCES**

- .1 Application tolerances:
  - .1 Specified range of acceptable deviations of measured values from specified values or specified design criteria.
- .2 Instrument accuracy tolerances:
  - .1 To be of higher order of magnitude than equipment or system being tested.
- .3 Measurement tolerances during verification:
  - .1 Unless otherwise specified actual values to be within +/- 2 % of recorded values.

**1.35 DEPARTMENTAL REPRESENTATIVE'S PERFORMANCE TESTING**

- .1 Performance testing of equipment or system by Departmental Representative will not relieve Contractor from compliance with specified start-up and testing procedures.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes:
  - .1 Description of overall structure of Cx Plan and roles and responsibilities of Cx team.
- .2 Related Sections:
  - .1 Section 01 91 33 – Commissioning Forms

**1.2 REFERENCES**

- .1 National Fire Protection Association (NFPA)
  - .1 NFPA-13-02, Installation of Sprinkler Systems Handbook.
  - .2 NFPA-14-02, Automatic Sprinkler Systems Handbook.
- .2 Public Works and Government Services Canada (PWGSC)
  - .1 PWGSC - Commissioning Guidelines CP.4 -3rd edition-03.
- .3 Underwriters' Laboratories of Canada (ULC)

**1.3 GENERAL**

- .1 Provide a fully functional facility:
  - .1 Systems, equipment and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
  - .2 Facility user and O&M personnel have been fully trained in aspects of installed systems.
  - .3 Optimized life cycle costs.
  - .4 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
  - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
  - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
  - .3 Sets out deliverables relating to O&M, process and administration of Cx.
  - .4 Describes process of verification of how built works meet Departmental Representative's design requirements.
  - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.

- .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
  - .1 Overview of Cx.
  - .2 General description of elements that make up Cx Plan.
  - .3 Process and methodology for successful Cx.
- .4 Acronyms:
  - .1 Cx - Commissioning.
  - .2 BMM - Building Management Manual.
  - .3 EMCS - Energy Monitoring and Control Systems.
  - .4 MSDS - Material Safety Data Sheets.
  - .5 PI - Product Information.
  - .6 PV - Performance Verification.
  - .7 TAB - Testing, Adjusting and Balancing.
  - .8 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
  - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
  - .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

#### **1.4 DEVELOPMENT OF 100% CX PLAN**

- .1 Cx Plan to be 100% completed within 8 weeks of award of contract to take into account:
  - .1 Approved shop drawings and product data.
  - .2 Approved changes to contract.
  - .3 Contractor's project schedule.
  - .4 Cx schedule.
  - .5 Contractor's, sub-contractor's, suppliers' requirements.
  - .6 Project construction team's and Cx team's requirements.
- .2 Submit completed Cx Plan to Departmental Representative and obtain written approval.

#### **1.5 REFINEMENT OF CX PLAN**

- .1 During construction phase, revise, refine and update Cx Plan to include:
  - .1 Changes resulting from Client program modifications.
  - .2 Approved design and construction changes.
- .2 Revise, refine and update every 2 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.

- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

## **1.6 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM**

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Project Manager will select Cx Team consisting of following members:
  - .1 PWGSC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
  - .2 PWGSC Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:
    - .1 Review of Cx documentation from operational perspective.
    - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
    - .3 Protection of health, safety and comfort of occupants and O&M personnel.
    - .4 Monitoring of Cx activities, training, development of Cx documentation.
    - .5 Work closely with members of Cx Team.
  - .3 Consultant is responsible for:
    - .1 Organizing Cx.
    - .2 Monitoring operations Cx activities.
    - .3 Witnessing, certifying accuracy of reported results.
    - .4 Witnessing and certifying TAB and other tests.
    - .5 Developing BMM.
    - .6 Ensuring implementation of final Cx Plan.
    - .7 Performing verification of performance of installed systems and equipment.
    - .8 Implementation of Training Plan.
  - .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with contract documents, including:
    - .1 Testing.
    - .2 TAB.
    - .3 Performance of Cx activities.
    - .4 Delivery of training and Cx documentation.
    - .5 Assigning one person as point of contact with Consultant and PWGSC Cx Manager for administrative and coordination purposes.
  - .5 Contractor's Cx agent implements specified Cx activities including:
    - .1 Demonstrations.
    - .2 Training.
    - .3 Testing.
    - .4 Preparation, submission of test reports.

- .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
  - .1 Receiving facility.
  - .2 Day-To-Day operation and maintenance of facility.

## 1.7 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
  - .1 Installation contractor/subcontractor:
    - .1 Equipment and systems except as noted.
  - .2 Equipment manufacturer: equipment specified to be installed and started by manufacturer.
    - .1 To include performance verification.
  - .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
  - .4 Specialist Cx agency:
    - .1 Possessing specialist qualifications and installations providing environments essential to client's program but are outside scope or expertise of Cx specialists on this project.
  - .5 Client: responsible for intrusion and access security systems.
  - .6 Ensure that Cx participant:
    - .1 Could complete work within scheduled time frame.
    - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
      - .1 Modify ventilation rates to meet changes in off-gassing.
      - .2 Changes to heating or cooling loads beyond scope of EMCS.
      - .3 Changes to EMCS control strategies beyond level of training provided to O&M personnel.
      - .4 Redistribution of electrical services.
      - .5 Modifications of fire alarm systems.
      - .6 Modifications to voice communications systems.
  - .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3 months prior to starting date of Cx for review and approval.

## 1.8 EXTENT OF CX

- .1 Commission mechanical systems and associated equipment:
  - .1 HVAC, Exhaust systems and Plumbing:
    - .1 HVAC systems

- .2 General exhaust systems
    - .3 Plumbing Fixtures
  - .2 Fire and life safety systems:
    - .1 Special fire suppression systems identified herein:
    - .2 Wet pipe sprinkler systems.
    - .3 Standpipe and hose systems.
    - .4 Fire extinguishers.
  - .2 Commission electrical systems and equipment:
    - .1 Lighting systems:
      - .1 Lighting equipment.
      - .2 Distribution systems.
      - .3 Emergency lighting systems, including battery packs.
      - .4 Fire exit emergency signage.

## **1.9 DELIVERABLES RELATING TO O&M PERSPECTIVES**

- .1 General requirements:
  - .1 Compile English documentation.
  - .2 Documentation to be computer-compatible format ready for inputting for data management.
- .2 Provide deliverables:
  - .1 Warranties.
  - .2 Project record documentation.
  - .3 Inventory of spare parts, special tools and maintenance materials.
  - .4 Maintenance Management System (MMS) identification system used.
  - .5 WHMIS information.
  - .6 MSDS data sheets.
  - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

## **1.10 DELIVERABLES RELATING TO THE CX PROCESS**

- .1 General:
  - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
  - .1 Cx as used in this section includes:
    - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
    - .2 Factory inspections and performance verification tests.



- .3 Deliverables: provide:
  - .1 Cx Specifications.
  - .2 Startup, pre-Cx activities and documentation for systems, and equipment.
  - .3 Completed installation checklists (ICL).
  - .4 Completed product information (PI) report forms.
  - .5 Completed performance verification (PV) report forms.
  - .6 Results of Performance Verification Tests and Inspections.
  - .7 Description of Cx activities and documentation.
  - .8 Description of Cx of integrated systems and documentation.
  - .9 Training Plans.
  - .10 Cx Reports.
  - .11 Prescribed activities during warranty period.
- .4 Departmental Representative to witness and certify tests and reports of results provided to Departmental Representative.
- .5 Departmental Representative to participate.

#### **1.11 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION**

- .1 Items listed in this Cx Plan include the following:
  - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to Departmental Representative's satisfaction.
  - .2 Departmental Representative to use approved check lists.
  - .3 Departmental Representative will monitor some of these pre-start-up inspections.
  - .4 Include completed documentation with Cx report.
  - .5 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Departmental Representative and does not form part of Cx specifications.
  - .6 Departmental Representative will monitor some of these inspections and tests.
  - .7 Include completed documentation in Cx report.
- .2 Pre-Cx activities - MECHANICAL:
  - .1 HVAC equipment and systems:
    - .1 "Bump" each item of equipment in its "stand-alone" mode.
    - .2 At this time, complete pre-start-up checks and complete relevant documentation.
    - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
    - .4 Perform TAB on systems. TAB reports to be approved by Departmental Representative.

.3 Pre-Cx activities - LIFE SAFETY SYSTEMS

- .1 Include equipment and systems identified above.
  - .1 Fire Alarm
- .2 Reports of test results to be witnessed and certified by Departmental Representative before verification.

.4 Pre-Cx activities - ELECTRICAL:

- .1 Lighting systems:
  - .1 Emergency lighting systems:
    - .1 Tests to include verification of lighting levels and coverage, initially by disrupting normal power.
- .2 Fire alarm systems: test after other safety and security systems are completed. Testing to include a complete verification in accordance with ULC requirements. Departmental Representative has witnessed and certified report, demonstrate devices and zones to Departmental Representative.
- .3 Security, surveillance and intrusion alarm systems: to include verification by Departmental Representative.
- .4 Lightning protection systems.

**1.12 START-UP**

- .1 Start up components, equipment and systems.
- .2 Equipment manufacturer, supplier, installing specialist sub-contractor, as appropriate, to start-up, under Contractor's direction, following equipment, systems:
- .3 Departmental Representative to monitor some of these start-up activities.
  - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .4 Performance Verification (PV):
  - .1 Approved Cx Agent to perform.
    - .1 Repeat when necessary until results are acceptable to Departmental Representative.
  - .2 Use procedures modified generic procedures to suit project requirements.
  - .3 Departmental Representative to witness and certify reported results using approved PI and PV forms.
  - .4 Departmental Representative to approve completed PV reports and provide to Departmental Representative.
  - .5 Departmental Representative reserves right to verify up to 30% of reported results at random.
  - .6 Failure of randomly selected item shall result in rejection of PV report or report of system startup and testing.

**1.13 CX ACTIVITIES AND RELATED DOCUMENTATION**

- .1 Perform Cx by specified Cx agency using procedures developed by Departmental Representative.

- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.
- .4 Departmental Representative to witness, certify reported results of, Cx activities and forward to Departmental Representative.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

#### **1.14 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION**

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative and approved by Departmental Representative.
- .2 Tests to be witnessed by Departmental Representative and documented on approved report forms.
- .3 Upon satisfactory completion, Cx specialist to prepare Cx Report, to be certified by Departmental Representative and submitted to Departmental Representative for review.
- .4 Departmental Representative reserves right to verify percentage of reported results.
- .5 Integrated systems to include:
  - .1 HVAC and associated systems forming part of integrated HVAC systems.
  - .2 Fire alarm systems.
  - .3 Emergency lighting systems.
- .6 Identification:
  - .1 In later stages of Cx, before hand-over and acceptance Departmental Representative, Contractor, Property Manager and Cx Manager to co-operate to complete inventory data sheets and provide assistance to PWGSC in full implementation of MMS identification system of components, equipment, sub-systems, systems.

#### **1.15 INSTALLATION CHECK LISTS (ICL)**

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

#### **1.16 PRODUCT INFORMATION (PI) REPORT FORMS**

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

#### **1.17 PERFORMANCE VERIFICATION (PV) REPORT**

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

## **1.18 CX SCHEDULES**

- .1 Prepare detailed Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:
  - .1 Milestones, testing, documentation, training and Cx activities of components, equipment, subsystems, systems and integrated systems, including:
    - .1 Design criteria, design intents.
    - .2 Cx agents' credentials: 30 days before start of Cx.
    - .3 Cx procedures: 1 months after award of contract.
    - .4 Cx Report format: 1 months after contract award.
    - .5 Discussion of heating/cooling loads for Cx: 1 months before start-up.
    - .6 Submission of list of instrumentation with relevant certificates: 21 days before start of Cx.
    - .7 Notification of intention to start TAB: 21 days before start of TAB.
    - .8 TAB: after successful start-up, correction of deficiencies and verification of normal and safe operation.
    - .9 Notification of intention to start Cx: 14 days before start of Cx.
    - .10 Notification of intention to start Cx of integrated systems: after Cx of related systems is completed 14 days before start of integrated system Cx.
    - .11 Identification of deferred Cx.
    - .12 Implementation of training plans.
    - .13 Cx reports: immediately upon successful completion of Cx.
  - .2 Detailed training schedule to demonstrate no conflicts with testing, completion of project and hand-over to Property Manager.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Consultant, Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

## **1.19 CX REPORTS**

- .1 Submit reports of tests, witnessed and certified by Departmental Representative to Departmental Representative who will verify reported results.
- .2 Include completed and certified PV reports in properly formatted Cx Reports.
- .3 Before reports are accepted, reported results to be subject to verification by Departmental Representative.

## **1.20 ACTIVITIES DURING WARRANTY PERIOD**

- .1 Cx activities must be completed before issuance of Interim Certificate, it is anticipated that certain Cx activities may be necessary during Warranty Period, including:
  - .1 Fine tuning of HVAC systems.

- .2 Adjustment of ventilation rates to promote good indoor air quality and reduce deleterious effects of VOCs generated by off-gassing from construction materials and furnishings.
- .3 Full-scale emergency evacuation exercises.

**1.21 TESTS TO BE PERFORMED BY USER**

- .1 None is anticipated on this project.

**1.22 TRAINING PLANS**

- .1 Refer to Section 01 91 41 - Commissioning (Cx) – Training.

**1.23 FINAL SETTINGS**

- .1 Upon completion of Cx to satisfaction of Departmental Representative, lock control devices in their final positions, indelibly mark settings marked and include in Cx Reports.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1            SUMMARY**

- .1    Section Includes:
  - .1      Commissioning forms to be completed for equipment, system and integrated system.
- .2    Related Sections:
  - .1      All divisions

**1.2            INSTALLATION/START-UP CHECK LISTS**

- .1    Include the following data:
  - .1      Product manufacturer's installation instructions and recommended checks.
  - .2      Special procedures as specified in relevant technical sections.
  - .3      Items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- .2    Equipment manufacturer's installation/start-up check lists are acceptable for use. As deemed necessary by Departmental Representative supplemental additional data lists will be required for specific project conditions.
- .3    Use check lists for equipment installation. Document check list verifying checks have been made, indicate deficiencies and corrective action taken.
- .4    Installer to sign check lists upon completion, certifying stated checks and inspections have been performed. Return completed check lists to Departmental Representative. Check lists will be required during Commissioning and will be included in Operations and Maintenance Manual (OMM) at completion of project.
- .5    Use of check lists will not be considered part of commissioning process but will be stringently used for equipment pre-start and start-up procedures.

**1.3            PRODUCT INFORMATION (PI) REPORT FORMS**

- .1    Product Information (PI) forms compiles gathered data on items of equipment produced by equipment manufacturer, includes nameplate information, parts list, operating instructions, maintenance guidelines and pertinent technical data and recommended checks that is necessary to prepare for start-up and functional testing and used during operation and maintenance of equipment. This documentation is included in the BMM at completion of work.
- .2    Prior to Performance Verification (PV) of systems complete items on PI forms related to systems and obtain Departmental Representative's approval.

#### **1.4 PERFORMANCE VERIFICATION (PV) FORMS**

- .1 PV forms to be used for checks, running dynamic tests and adjustments carried out on equipment and systems to ensure correct operation, efficiently and function independently and interactively with other systems as intended with project requirements.
- .2 PV report forms include those developed by Contractor records measured data and readings taken during functional testing and Performance Verification procedures.
- .3 Prior to PV of integrated system, complete PV forms of related systems and obtain Departmental Representative's approval.

#### **1.5 COMMISSIONING FORMS**

- .1 Use Commissioning forms to verify installation and record performance when starting equipment and systems.
- .2 Strategy for Use:
  - .1 Departmental Representative provides Contractor project-specific Commissioning forms with Specification data included. Commissioning Forms are included at the end of this section.
  - .2 Contractor will provide required shop drawings information and verify correct installation and operation of items indicated on these forms.
  - .3 Confirm operation as per design criteria and intent.
  - .4 Identify variances between design and operation and reasons for variances.
  - .5 Verify operation in specified normal and emergency modes and under specified load conditions.
  - .6 Record analytical and substantiating data.
  - .7 Verify reported results.
  - .8 Form to bear signatures of recording technician and reviewed and signed off by Departmental Representative.
  - .9 Submit immediately after tests are performed.
  - .10 Reported results in true measured SI unit values.
  - .11 Provide Departmental Representative with originals of completed forms.
  - .12 Maintain copy on site during start-up, testing and commissioning period.

#### **Part 2 Products**

##### **2.1 NOT USED**

- .1 Not Used.

#### **Part 3 Execution**

##### **3.1 NOT USED**

- .1 Not Used.

Interior Lease Fit-Up  
CIC Relocation to Victory Building  
Project No. R.055488.00

COMMISSIONING FORMS

Section 01 91 33  
Page 3 of 3  
February 3, 2015



**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes:
  - .1 This Section specifies roles and responsibilities of Commissioning Training.
- .2 Related Sections:
  - .1 All divisions

**1.2 TRAINEES**

- .1 Trainees: personnel selected for operating and maintaining this facility. Includes Property Manager, building operators, maintenance staff, security staff, and technical specialists as required.
- .2 Trainees will be available for training during later stages of construction for purposes of familiarization with systems.

**1.3 INSTRUCTORS**

- .1 Engineer will provide:
  - .1 Descriptions of systems.
  - .2 Instruction on design philosophy, design criteria, and design intent.
- .2 Contractor and certified factory-trained manufacturers' personnel: to provide instruction on the following:
  - .1 Start-Up, operation, shut-down of equipment, components and systems.
  - .2 Control features, reasons for, results of, implications on associated systems of, adjustment of set points of control and safety devices.
  - .3 Instructions on servicing, maintenance and adjustment of systems, equipment and components.
- .3 Contractor and equipment manufacturer to provide instruction on:
  - .1 Start-up, operation, maintenance and shut-down of equipment they have certified installation, started up and carried out PV tests.

**1.4 TRAINING OBJECTIVES**

- .1 Training to be detailed and duration to ensure:
  - .1 Safe, reliable, cost-effective, energy-efficient operation of systems in normal and emergency modes under all conditions.
  - .2 Effective on-going inspection, measurements of system performance.
  - .3 Proper preventive maintenance, diagnosis and trouble-shooting.
  - .4 Ability to update documentation.

- .5 Ability to operate equipment and systems under emergency conditions until appropriate qualified assistance arrives.

## **1.5 TRAINING MATERIALS**

- .1 Instructors to be responsible for content and quality.
- .2 Training materials to include:
  - .1 "As-Built" Contract Documents.
  - .2 Operating Manual.
  - .3 Maintenance Manual.
  - .4 Management Manual.
  - .5 TAB and PV Reports.
- .3 Project Manager, Commissioning Manager and Facility Manager will review training manuals.
- .4 Training materials to be in a format that permits future training procedures to same degree of detail.
- .5 Supplement training materials:
  - .1 Transparencies for overhead projectors.
  - .2 Multimedia presentations.
  - .3 Manufacturer's training videos.
  - .4 Equipment models.

## **1.6 SCHEDULING**

- .1 Include in Commissioning Schedule time for training.
- .2 Deliver training during regular working hours, training sessions to be 1 hours in length.
- .3 Training to be completed prior to acceptance of facility.

## **1.7 RESPONSIBILITIES**

- .1 Be responsible for:
  - .1 Implementation of training activities,
  - .2 Coordination among instructors,
  - .3 Quality of training, training materials,
- .2 Departmental Representative will evaluate training and materials.
- .3 Upon completion of training, provide written report, signed by Instructors, witnessed by Departmental Representative.

**1.8 TRAINING CONTENT**

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
  - .1 Review of facility and occupancy profile.
  - .2 Functional requirements.
  - .3 System philosophy, limitations of systems and emergency procedures.
  - .4 Review of system layout, equipment, components and controls.
  - .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
  - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
  - .7 Maintenance and servicing.
  - .8 Trouble-shooting diagnosis.
  - .9 Inter-Action among systems during integrated operation.
  - .10 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**