

Revised: 2015-03-17

Part 1 General

1.1 TAXES

- .1 Pay all taxes properly levied by law (including Federal, Provincial and Municipal).

1.2 FEES, PERMITS and CERTIFICATES

- .1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.

1.3 CONSTRUCTION PROGRESS SCHEDULE

- .1 Schedule and execute work with least possible interference or disturbance to the normal use of premises and as follows:
 - .1 See Attached Schedule
- .2 On award of contract submit bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When the Departmental Representative has reviewed schedule, take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.
- .3 Carry out work during "regular hour", Monday to Friday from 07:00 to 18:00 hours.

1.4 REGULATORY REQUIREMENTS

- .1 References and Codes:
 - .1 Materials shall be new and work shall conform to the minimum applicable standards of the "References" indicated in the specification sections, the National Building Code of Canada 2010 (NBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.
- .2 Building Smoking Environment:
 - .1 Smoking is not permitted in the Building. Obey smoking restrictions on building property.
- .3 Hazardous Material Discovery:
 - .1 Stop work immediately when material resembling spray or trowel-applied asbestos, Polychlorinated Biphenyl (PCB), mould or other designated substance, is encountered during demolition work.
 - .1 Take preventative measure and promptly notify Departmental Representative.
 - .2 Do not proceed until written instructions have been received from Departmental Representative.

1.5 FIRE SAFETY REQUIREMENTS

- .1 Comply with both the National Building Code of Canada 2010 and the National Fire Code of Canada 2010 for safety of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows;
 - .1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.
 - .2 The National Fire Code (NFC):
 - .1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
 - .2 The conduct of activities that might cause fire hazards in and around buildings.
 - .3 Limitations on hazardous contents in and around buildings.
 - .4 The establishment of fire safety plans.
 - .5 Fire safety at construction and demolition sites.
- .2 Welding and cutting:
 - .1 Before welding, soldering, grinding and/or cutting work, obtain a permit as directed by the Departmental Representative. Store flammable liquids in approved CSA containers.
 - .2 At least one week prior to commencing cutting, welding or soldering procedure, provide to Departmental Representative:
 - .1 Notice of intent, indicating devices affected, time and duration of isolation or bypass.
 - .2 Completed welding permit as defined in NFC.
 - .3 Return welding permit to Departmental Representative immediately upon completion of procedures for which permit was issued.
 - .3 “Fire Watchers” as described in NFC shall be assigned when welding or cutting operations are carried out in areas where combustible materials within 15m may be ignited by conduction or radiation.
- .3 Where work requires interruption or cause activation of fire alarms or fire suppression, extinguishing or protection systems:
 - .1 Provide “Watchman Service” as described in NFC; In general, watchman service is defined as an individual conversant with “Fire Emergency Procedures”, performing fire picket duty within an unprotected and unoccupied (no workers) area once per hour.
 - .2 Retain services of manufacturer for fire protection systems on daily basis or as approved by Departmental Representative, to isolate and protect all devices relating to:
 - .1 modification of fire alarms, fire suppression, extinguishing or protection systems; and/or
 - .2 cutting, welding, soldering or other construction activities that might activate fire protection systems.
 - .3 Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.

1.6 QUALITY CONTROL

- .1 Testing Laboratory Services:

- .1 Departmental Representative will appoint and pay for costs of inspection and testing services, unless indicated otherwise.
- .2 Provide safe working areas and assist with testing procedures, including provisions for materials or services and co-ordination, as required by testing agency and as authorized by Departmental Representative.
- .3 Where tests indicate non-compliance with specifications, contractor to pay for initial test and all subsequent testing of work to verify acceptability of corrected work.

1.7 TEMPORARY UTILITIES

- .1 Existing services required for work, may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .2 Contractor is responsible to determine capacities and voltages of existing electrical power supply. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Notify the Departmental Representative and utility companies of intended interruption of services and obtain requisite permission.
- .4 Give the Departmental Representative one week notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum.

1.8 CONSTRUCTION FACILITIES

.1 Swing Stage

- .1 Prior to commencement of the work, the Contractor will be required to submit a detailed plan drawing clearly indicating the proposed rigging for the swing stage and safety line tiebacks. All rigging work is to be done in conformance with the current Province of Quebec regulations. The drawing is to be stamped by a professional engineer licensed to practice in the Province of Quebec.
- .2 Prior to the first usage of the swing stage equipment, the Contractor is to submit an inspection report stamped by the professional engineer, certifying that all swing stage rigging has been installed in accordance with the drawings. Following each major change in the swing stage rigging layout, an additional stamped inspection report will be required.
- .2 Access Scaffold:
 - .1 Scaffolding: in accordance with CSA Z797[-09] – Code of Practice for Access Scaffold.
 - .2 Provide design drawings, signed and sealed by qualified Professional Engineer licensed in the province of Ontario or Quebec, where prescribed.
 - .3 Additions or modifications to scaffolding must be approved by Professional Engineer in writing.
- .2 Designated elevators: to be used by construction personnel and transporting of reasonable amounts of materials.
 - .1 Co-ordinate with Departmental Representative.

- .2 Protect from damage, safety hazards and overloading of existing equipment.
- .3 Site Storage:
 - .1 The Departmental Representative will assign storage space that shall be equipped and maintained by the Contractor.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment that interfere with operations of Departmental Representative or other contractors.
 - .4 Obtain and pay for use of additional storage or work areas needed for operations.
 - .5 Do not load or permit to load any part of work with weight or force that will endanger work.
- .4 Where security is reduced by work provide temporary means to maintain security.
- .5 Sanitary facilities: will be assigned for Contractor's personnel. Others shall not be used. Keep facilities clean.
- .6 Signage:
 - .1 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety devices, in both official languages or by the use of commonly understood graphic symbols and to approval of the Departmental Representative.
 - .2 No advertising will be permitted on this project.
 - .3 The Departmental Representative will provide a sign describing the project for the information of building users. Locate sign as directed by Departmental Representative.
 - .4 Maintain approved signs and notices in good condition for duration of project and dispose of off site, on completion of project or earlier, as directed by Departmental Representative.

1.9 COMMON PRODUCT REQUIREMENTS

- .1 Quality of Work:
 - .1 Carry out work using qualified licenced workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
 - .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licenced workers.
 - .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.
- .2 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.
 - .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove packaging or bundling until required in work.
- .3 Manufacturer's Instructions: 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

1.10 EXAMINATION and PREPARATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Before commencing work, establish location and extent of services lines in area of work and notify Departmental Representative of findings.

1.11 EXECUTION

- .1 Cut, Patch and Make Good:
 - .1 Cut existing surfaces as required to accommodate new work.
 - .2 Remove all items so shown or specified.
 - .3 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .2 Sleeves, Hangers and Inserts: co-ordinate setting and packing of sleeves and supply and installation of hangers and inserts.
- .3 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from site.

1.12 SECURITY CHECK

- .1 All personnel employed on this project will be subject to security check.

1.13 PRECEDENCE

- .1 For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of this Project Manual

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION