

**Part 1 General****1.1 RELATED SECTIONS**

- .1 Section 09 91 23 - Interior Painting.
- .2 Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.

**1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 00 10 – General Instructions.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for mechanical equipment, materials and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop drawings:
  - .1 Drawings to show:
    - .1 Mounting arrangements.
    - .2 Operating and maintenance clearances.
  - .2 Drawings and product data accompanied by:
    - .1 Detailed drawings of bases, supports, and anchor bolts.
    - .2 Acoustical sound power data, where applicable.
    - .3 Points of operation on performance curves.
    - .4 Manufacturer to certify current model production.
    - .5 Certification of compliance to applicable codes.
  - .3 In addition to transmittal letter referred to in Section 01 00 10 – General Instructions: use MCAC "Shop Drawing Submittal Title Sheet". Identify section and paragraph number.

**1.3 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 00 10 – General Instructions.
- .2 Operation and Maintenance Data: submit operation and maintenance data for all equipment for incorporation into manual.
  - .1 Operation and maintenance manual approved by, and final copies deposited with, Departmental Representative before final inspection.
  - .2 Operation data to include:
    - .1 Control schematics for systems including environmental controls.
    - .2 Description of systems and their controls.
    - .3 Description of operation of systems at various loads together with reset schedules and seasonal variances.
    - .4 Operation instruction for systems and component.
    - .5 Description of actions to be taken in event of equipment failure.
    - .6 Valves schedule and flow diagram.
    - .7 Colour coding chart.

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- .3 Maintenance data to include:
    - .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
    - .2 Data to include schedules of tasks, frequency, tools required and task time.
  - .4 Performance data to include:
    - .1 Equipment manufacturer's performance datasheets with point of operation as left after commissioning is complete.
    - .2 Equipment performance verification test results.
    - .3 Special performance data as specified.
    - .4 Testing, adjusting and balancing reports as specified in Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.
  - .5 Approvals:
    - .1 Submit 2 copies of draft Operation and Maintenance Manual to Departmental Representative for approval. Submission of individual data will not be accepted unless directed by Departmental Representative.
    - .2 Make changes as required and re-submit as directed by Departmental Representative.
  - .6 Additional data:
    - .1 Prepare and insert into operation and maintenance manual additional data when need for it becomes apparent during specified demonstrations and instructions.
  - .7 Site records:
    - .1 Departmental Representative will provide 1 set of reproducible mechanical drawings. Provide sets of white prints as required for each phase of work. Mark changes as work progresses and as changes occur. Include changes to existing mechanical systems, control systems and low voltage control wiring.
    - .2 Transfer information weekly to reproducibles, revising reproducibles to show work as actually installed.
    - .3 Use different colour waterproof ink for each service.
    - .4 Make available for reference purposes and inspection.
  - .8 As-Built drawings:
    - .1 Prior to start of Testing, Adjusting and Balancing for HVAC, finalize production of as-built drawings.
    - .2 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL SYSTEMS AS INSTALLED" (Signature of Contractor) (Date).
    - .3 Submit to Departmental Representative for approval and make corrections as directed.
    - .4 Perform testing, adjusting and balancing for HVAC using as-built drawings.
    - .5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
  - .9 Submit copies of as-built drawings for inclusion in final TAB report.

**1.4 MAINTENANCE MATERIAL SUBMITTALS**

- .1 Submit in accordance with Section 01 00 10 – General Instructions.
- .2 Furnish spare parts as follows:
  - .1 One set of packing for each pump.
  - .2 One casing joint gasket for each size pump.
  - .3 One head gasket set for each heat exchanger.
  - .4 One glass for each gauge glass.
  - .5 One filter cartridge or set of filter media for each filter or filter bank in addition to final operating set.
- .3 Provide one set of special tools required to service equipment as recommended by manufacturers.
- .4 Furnish one commercial quality grease gun, grease and adapters to suit different types of grease and grease fittings.

**1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 00 10 – General Instructions with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials off ground indoors in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect chiller, fan-coils, pumps, tanks, control devices and fluid coolers from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.
- .4 Packaging Waste Management: remove for reuse and recycling of pallets, crates, padding, and packaging materials as specified in Section 01 00 10 – General Instructions.

**Part 2 Products****2.1 MATERIALS**

- .1 Not Used.

**Part 3 Execution****3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.

- .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

### **3.2 PAINTING REPAIRS AND RESTORATION**

- .1 Do painting in accordance with Section 09 91 23 - Interior Painting.
- .2 Prime and touch up marred finished paintwork to match original.
- .3 Restore to new condition, finishes which have been damaged.

### **3.3 SYSTEM CLEANING**

- .1 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and fan-coil units.

### **3.4 FIELD QUALITY CONTROL**

- .1 Manufacturer's Field Services:
  - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
  - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.

### **3.5 DEMONSTRATION**

- .1 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
- .2 Use operation and maintenance manual, as-built drawings, and audio visual aids as part of instruction materials.
- .3 Instruction duration time requirements as specified in appropriate sections.
- .4 Departmental Representative will record these demonstrations on video tape for future reference.

### **3.6 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 00 10 – General Instructions.
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 00 10 – General Instructions.
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 00 10 – General Instructions.
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

**3.7**

**PROTECTION**

- .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.

**END OF SECTION**