

1.1 CODES

- .1 Perform work to CURRENT Codes, Construction Standards and Bylaws, including Amendments up to the TENDER closing date.

1.2 DESCRIPTION OF WORK

- .1 Work under this Contract covers replacement of the existing Port of Entry facility and related site works at Stewart, B.C.
- .2 Work to be performed under this Contract includes, but is not limited to, the following items covered further in the Contract documents.
 - .1 Supply and erect new Port of Entry building including all structural, electrical and mechanical components.
 - .2 Construct a rainwater collection, storage and treatment system.
 - .3 Construct a sewage treatment system.
 - .4 Road and lane construction.
 - .5 Permits and associated fees.
 - .6 Demolition and/or removal of existing structures, including but not limited to:
 - .1 Existing building and foundations, emergency power, generator, asphaltic pavement.
- .3 “Green Requirements”:
 - .1 Use only environmentally responsible green materials/products with no VOC emissions or minimum VOC emissions of indoor off-gassing contaminants for improved indoor air quality – subject of Departmental Representative’s approval of submitted MSDS Product Data.
 - .2 Use materials/products containing highest percentage of recycled and recovered materials practicable – consistent with maintaining cost effective satisfactory levels of competition.
 - .3 Adhere to waste reduction requirement for reuse or recycling of waste materials, thus diverting materials from landfill.
- .4 Work not included in Contract comprises such work and services specifically listed as:
Remove and replace existing utility poles and existing wiring.

1.3 CONTRACT DOCUMENTS

- .1 The Contract documents, drawings and specifications are intended to complement each other, and to provide for and include everything necessary for the completion of the work.
- .2 Drawings are, in general, diagrammatic and are intended to indicate the scope and general arrangement of the work.

1.4 DIVISION OF SPECIFICATIONS

- .1 The specifications are subdivided in accordance with the current 6-digit National Master Specifications System.
- .2 A division may consist of the work of more than 1 subcontractor. Responsibility for determining which subcontractor provides the labour, material, equipment and services required to complete the work rests solely with the Contractor.
- .3 In the event of discrepancies or conflicts when interpreting the drawings and specifications, the specifications govern.

1.5 TIME OF COMPLETION

- .1 Commence work upon notification of acceptance and complete work by December 15, 2015.

1.6 WORK SCHEDULE

- .1 Carry on work as per indicated "PHASES" and as follows:
 - .1 Within 10 working days after Contract award, provide a "phasing bar chart" and a schedule showing anticipated progress stages and final completion of the work within the time period required by the Contract documents. Indicate the following:
 - .1 Submission of shop drawings, product data, MSDS sheets and samples.
 - .2 Commencement and completion of work of each section of the specifications or trade for each phase as outlined.
 - .3 Final completion date within the time period required by the Contract documents.
 - .2 Do not change approved Schedule – without notifying Departmental Representative.
 - .3 Interim reviews of work progress based on work schedule will be conducted as decided by Departmental Representative and schedule updated by Contractor in conjunction with and to approval of Departmental Representative.

1.7 COST BREAKDOWN

- .1 Before submitting the first progress claim, submit a breakdown of the Contract lump sum prices in detail as directed by the Departmental Representative and aggregating Contract price.

1.8 TRAFFIC MANAGEMENT PLAN

- .1 The contractor is to provide a detailed Traffic Management and Safety Plan outlining the steps and procedures to control northbound and southbound vehicle and pedestrian traffic during the construction period, and is to be approved by the Department's Representative and MoTI.
- .2 Reference Document: BC Ministry of Transportation and Highways, Traffic Control Manual for Work on Roadways, 1999, or latest edition.

1.9 CODES, BYLAWS, STANDARDS

- .1 Perform work in accordance with the National Building Code of Canada (NBC) and other indicated Codes, Construction Standards and/or any other Code or Bylaw of local application.

- .2 Comply with applicable local bylaws, rules and regulations enforced at the location concerned.
- .3 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.
- .4 In any case of conflict or discrepancy, the most stringent requirements shall apply.

1.10 DOCUMENTS REQUIRED

- .1 Maintain 1 copy each of the following at the job site:
 - .1 Contract drawings.
 - .2 Contract specifications.
 - .3 Addenda to Contract documents.
 - .4 Copy of approved work schedule.
 - .5 Reviewed/approved shop drawings.
 - .6 Change orders.
 - .7 Other modifications to Contract.
 - .8 Field test reports.
 - .9 Reviewed/approved samples.
 - .10 Manufacturers' installation and application instructions.
 - .11 One set of record drawings and specifications for "as-built" purposes.
 - .12 National Building Code of Canada, most recent edition.
 - .13 Current construction standards of workmanship listed in technical Sections.
 - .14 Building Safety Plan.

1.11 REGULATORY REQUIREMENTS

- .1 Obtain and pay for – Building Permit, Certificates, Licenses and other permit required by regulatory municipal, provincial or federal authorities to complete the work.
- .2 Provide inspection authorities with plans and information required for issue of acceptance certificates.
- .3 Furnish inspection certificates in evidence that the work installed conforms with the requirements of the authority having jurisdiction.

1.12 CONTRACTOR'S USE OF SITE

- .1 Use of site:
 - .1 The Port of Entry will remain an active border crossing. Canada Border Services Agency (CBSA) has control over the site. All border activities and security controls must remain operational at all times unless otherwise indicated. Coordinate with the Departmental Representative for all activities that impact on-going operations.
 - .2 Work restrictions and security provisions will be enforced.
 - .3 Assume responsibility for assigned premises for laydown and storage areas and for performance of this work.
 - .4 Be responsible for coordination of all work activities on site, including the work of other contractors engaged by the Departmental Representative.

- .2 Perform work in accordance with Contract documents. Ensure work is carried out in accordance with indicated phasing.
- .3 Do not unreasonably encumber site with material or equipment.

1.13 EXAMINATION

- .1 Examine site and be familiar and conversant with existing conditions likely to affect work
- .2 Provide photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.

1.14 EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by the authorities having jurisdiction.

1.15 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 Inform Departmental Representative of impending installation and obtain his approval for actual locations.
- .4 Submit field drawings or shop drawings to indicate the relative position of various services and equipment when required by the Departmental Representative.

1.16 CUTTING AND PATCHING

- .1 Cut existing surfaces as required to accommodate new work.
- .2 Remove items so shown or specified.
- .3 Do not cut, bore, or sleeve load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit work airtight to pipes, sleeves ducts and conduits.
- .6 Conceal pipes, ducts and wiring in raised floors, wall and ceiling construction of finished areas except where indicated otherwise.
- .7 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .8 Install firestops and smoke seals in accordance with ULC-S115, around pipe, ductwork, cables and other objects penetrating fire separations to provide fire resistance not less than the fire resistance of surrounding floor, ceiling and wall assembly.
- .9 Making good is defined as matching construction and finishing materials and the adjacent surfaces such that there is no visible difference between existing and new surfaces when viewed from 1.5 metres in ambient light, and includes painting the whole surface to the next change in plane.

1.17 SETTING OUT OF WORK

- .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices needed to lay out and construct work.
- .3 Supply such devices as templates required to facilitate Departmental Representative's inspection of work.

1.18 ACCEPTANCE OF SUBSTRATES

- .1 Each trade shall examine surfaces prepared by others and job conditions which may affect his work, and shall report defects to the Departmental Representative. Commencement of work shall imply acceptance of prepared work or substrate surfaces.

1.19 QUALITY OF WORK

- .1 Ensure that quality workmanship is performed through use of skilled tradesmen, under supervision of qualified journeyman.
- .2 The workmanship, erection methods and procedures to meet minimum standards set out in the National Building Code of Canada.
- .3 In cases of dispute, decisions as to standard or quality of work rest solely with the Departmental Representative, whose decision is final.

1.20 WORKS COORDINATION

- .1 Coordinate work of subtrades.
 - .1 Designate one person to be responsible for review of contract documents and shop drawings and managing coordination of Work.
- .2 Convene meetings between subcontractors whose work interfaces and ensure awareness of areas and extent of interface required.
 - .1 Provide each subcontractor with complete plans and specifications for Contract, to assist them in planning and carrying out their respective work.
 - .2 Develop coordination drawings when required, illustrating potential interference between work of various trades and distribute to affected parties.
 - .1 Pay particular close attention to overhead work above ceilings and within or near to building structural elements.
 - .2 Identify on coordination drawings, building elements, service lines, rough-in points and indicate location services entrance to site.
 - .3 Facilitate meeting and review coordination drawings. Ensure subcontractors agree and sign off on drawings.
 - .4 Publish minutes of each meeting.
 - .5 Plan and coordinate work in such a way to minimize quantity of service line offsets.
 - .6 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Submit shop drawings and order of prefabricated equipment or rebuilt components only after coordination meeting for such items has taken place.
- .4 Work coordination:

- .1 Ensure cooperation between trades in order to facilitate general progress of Work and avoid situations of spatial interference.
- .2 Ensure that each trade provides all other trades reasonable opportunity for completion of Work and in such a way as to prevent unnecessary delays, cutting, patching and removal or replacement of completed work.
- .3 Ensure disputes between subcontractors are resolved.
- .5 Departmental Representative is not responsible for, or accountable for extra costs incurred as a result of Contractor's failure to coordinate Work.

1.21 APPROVAL OF SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

- .1 In accordance with Section 01 33 00 – Shop Drawings, Product Data and Samples, submit the requested shop drawings, product data, MSDS sheets and samples indicated in each of the technical Sections.
- .2 Allow sufficient time for the following:
 - .1 Review of product data.
 - .2 Approval of shop drawings.
 - .3 Review of re-submission.
 - .4 Ordering of approved material and/or products – refer to Sections of Division 02 to 35.

1.22 RELICS AND ANTIQUITIES

- .1 Relics and antiquities and items of historical or scientific interest shall remain property of Department. Protect such articles and request directives from Departmental Representative.
- .2 Give immediate notice to Departmental Representative if evidence of archeological finds are encountered during excavation/construction, and await Departmental Representative's written instructions before proceeding with work in this area.

1.23 PROJECT MEETINGS

- .1 Departmental Representative will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.

1.24 AS-BUILT DOCUMENTS

- .1 The Departmental Representative will provide 2 sets of drawings, 2 sets of specifications, and 2 copies of the original AutoCAD files for "as-built" purposes.
- .2 As work progresses, maintain accurate records to show all deviations from the Contract documents. Note on as-built specifications, drawings and shop drawings as changes occur.

1.25 DOCUMENT SUBMISSION PROCEDURES

- .1 Documents specified to be submitted to the Departmental Representative shall be transmitted through OPRONA, a web-based cloud storage system.
- .2 The Departmental Representative shall give folder access rights to the Contractor's authorized representatives on an as need basis. Submit to the Departmental Representative a list of names with their email addresses requiring such access.

- .3 Upload all submissions into electronic folder or folders as designated by the Departmental Representative. Notify the Departmental Representative of each upload.
- .4 Each submission together with its covering letter shall be contained in one pdf file unless otherwise directed.
- .5 Each file shall be named in accordance with format as directed by the Departmental Representative.
- .6 Files will reside in OPROMA for the duration of the project. Maintain files in assigned folders in an orderly fashion as directed by the Departmental Representative.
- .7 The Departmental Representative will post reviewed submissions on OPROMA for download and distribution.
- .8 When directed by the Departmental Representative, submit hard copies of drawings and documents whose original sheet size exceeds 280x432mm or the number of pages exceeds 100, in addition to transmitting through OPROMA.
- .9 Refer to other sections of these Specifications for further requirements of submissions.

1.26 CLEANING

- .1 Daily conduct cleaning and disposal operations. Comply with local ordinances and anti-pollution laws.
- .2 **Ensure cleanup of the work areas each day after completion of work.**
- .3 Clean interior building areas when ready to receive finish painting and continue cleaning on an as-needed basis until building is sufficiently completed or ready for occupancy.
- .4 In preparation for interim and final inspections:
 - .1 Examine all sight-exposed interior and exterior surfaced and concealed spaces.
 - .2 Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials from sight-exposed interior and exterior finished surfaces, including glass and other polished surfaces.
- .5 Use cleaning materials and methods in accordance with instructions of the manufacturer of the surface to be cleaned.

1.27 DUST CONTROL

- .1 Provide temporary dust tight screens or partitions to localize dust generating activities, and for protection of workers, finished areas of work and public.

1.28 ENVIRONMENTAL PROTECTION

- .1 Prevent extraneous materials from contaminating air beyond construction area, by providing temporary enclosures during work.
- .2 Do not dispose of waste or volatile materials into water courses, storm or sanitary sewers.
- .3 Ensure proper disposal procedures in accordance with all applicable territorial regulations.

1.29 MAINTENANCE MATERIALS, SPECIAL TOOLS AND SPARE PARTS

- .1 Specific requirements for maintenance materials, tools and spare parts are specified in individual sections of Divisions 02 to 35.

1.30 ADDITIONAL DRAWINGS

- .1 The Departmental Representative may furnish additional drawings for clarification. These additional drawings have the same meaning and intent as if they were included with plans referred to in the Contract documents.
- .2 Upon request, Departmental Representative may furnish up to a maximum of 5 sets of Contract documents for use by the Contractor at no additional cost. Should more than 5 sets of documents be required the Departmental Representative will provide them at additional cost.

1.31 BUILDING SMOKING ENVIRONMENT

- .1 Smoking within the building is not permitted.

1.32 SYSTEM OF MEASUREMENT

- .1 The metric system of measurement (SI) will be employed on this Contract.

1.33 FAMILIARIZATION WITH SITE

- .1 Before submitting tender, visit site – as indicated in tender documents and become familiar with all **conditions likely to affect the cost of the work.**

1.34 SUBMISSION OF TENDER

- .1 Submission of a tender is deemed to be confirmation of the fact that the Tenderer has analyzed the Contract documents and inspected the site, and is fully conversant with all conditions.

END OF SECTION

Part 1 General

1.1 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

1.2 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.

1.3 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Contractor to coordinate his activities so that there is minimal disruption during peak periods of port activity.

1.4 SPECIAL REQUIREMENTS

- .1 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.

1.5 BUILDING SMOKING ENVIRONMENT

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

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 RELATED REQUIREMENTS

- .1 Section 01 45 00 – Quality Control.
- .2 Particular requirements for inspection and testing to be carried out by an independent testing laboratory designated by Departmental Representative are specified under sections as follows:
 - .1 Hot mix asphaltic pavement:
 - .1 mix quality
 - .2 field density and thickness
 - .2 Concrete:
 - .1 compression strength
 - .2 air entrainment
 - .3 slump
 - .3 Road and foundation base and sub-base:
 - .1 gradation
 - .2 compaction
 - .4 Structural fill:
 - .1 gradation
 - .2 compaction
 - .5 Water samples:
 - .1 bacteriological tests

1.2 APPOINTMENT AND PAYMENT

- .1 Where tests or inspections by designated testing laboratory reveal Work not in accordance with contract requirements, pay costs for additional tests or inspections as required by Departmental Representative to verify acceptability of corrected 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 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.

1.2 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 10 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.

1.3 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Shop Drawings, Product Data and Samples.
- .2 Submit to Departmental Representative within 15 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 within 5 working days of receipt of acceptance of Master Plan.

1.4 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.

1.5 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 Excavation.
 - .6 Backfill.
 - .7 Building footings.
 - .8 Slab on grade.
 - .9 Structural Steel.
 - .10 Siding and Roofing.
 - .11 Interior Architecture (Walls, Floors and Ceiling).
 - .12 Plumbing.

- .13 Lighting.
- .14 Electrical.
- .15 Piping.
- .16 Controls.
- .17 Heating, Ventilating, and Air Conditioning.
- .18 Millwork.
- .19 Fire Systems.
- .20 Testing and Commissioning.
- .21 Supplied equipment long delivery items.
- .22 Engineer supplied equipment required dates.

1.6 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule on biweekly 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.

1.7 PROJECT MEETINGS

- .1 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.
- .2 Weather related delays with their remedial measures will be discussed and negotiated.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

Part 1 General

1.1 APPROVALS

- .1 Approval of shop drawings and samples: refer to Section 01 11 55, Clause 1.21.

1.2 GENERAL

- .1 This Section specifies general requirements and procedures for the Contractor's submissions of shop drawings, product data, samples and other requested submittals to Departmental Representative for review. Additional specific requirements for submissions are specified in individual technical sections.
- .2 Present shop drawings, product data and samples in SI Metric units.
- .3 Where items or information is not produced in SI Metric units, converted values are acceptable.
- .4 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submissions.
- .5 Notify Departmental Representative in writing at time of submission, identifying deviations from requirements of Contract documents and stating reasons for deviations.
- .6 Contractor's responsibility for deviations in submission from requirements of Contract documents is not relieved by Departmental Representative's review of submission unless Departmental Representative gives written acceptance of specific deviations.
- .7 Make any changes in submissions which Departmental Representative may require consistent with Contract documents and resubmit as directed by Departmental Representative.
- .8 Notify Departmental Representative in writing, when resubmitting, of any revisions other than those requested by Departmental Representative.
- .9 Do not proceed with work until relevant submissions are reviewed and approved by the Departmental Representative.

1.3 SUBMISSION REQUIREMENTS

- .1 Coordinate each submission with the requirements of the work and the Contract documents. Individual submissions will not be reviewed until all related information is available.
- .2 Allow (10) ten days for Departmental Representative's review of each submission, unless noted otherwise.
- .3 Accompany submissions with transmittal letter, in duplicate, 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.

- .4 Submissions shall 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.
 - .6 After Departmental Representative's review, distribute copies.

1.4 SHOP DRAWINGS

- .1 Shop drawings: original drawings or modified standard drawings provided by Contractor to illustrate details of portion of work which are specific to project requirements.
- .2 Maximum sheet size: 850 x 1050 mm.
- .3 Submit 6 prints of shop drawings for each requirement requested in the specification sections and/or as requested by the Departmental Representative.
- .4 Cross-reference shop drawing information to applicable portions of the Contract documents.

1.5 SHOP DRAWINGS REVIEW

- .1 Review of shop drawings by Public Works and Government Services Canada is for the sole purpose of ascertaining conformance with the general concept.
- .2 This review shall not mean that Public Works and Government Services Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same.
- .3 This review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and Contract documents.

- .4 Without restricting the generality of the foregoing, the Contractor is responsible for:
 - .1 Dimensions to be confirmed and correlated at the job site.
 - .2 Information that pertains solely to fabrication processes or to techniques of construction and installation.
 - .3 Coordination of the work of all sub-trades.

1.6 PRODUCT DATA

- .1 Product data: manufacturers' catalogue sheets, MSDS sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products or any other specified information.
- .2 Delete information not applicable to project.
- .3 Supplement standard information to provide details applicable to project.
- .4 Cross-reference product data information to applicable portions of Contract documents.
- .5 Submit 6 copies of product data.

1.7 SAMPLES

- .1 Samples: examples of materials, equipment, quality, finishes and workmanship.
- .2 Where colour, pattern or texture is a criterion, submit a full range of samples.
- .3 Reviewed and accepted samples will become the standard of workmanship and material against which installed work will be verified.

1.8 PROGRESS SCHEDULE

- .1 Submit work schedule and cost breakdown as required in Section 01 11 55.

1.9 TEST RESULTS AND INSPECTION REPORTS

- .1 Submit in duplicate test results and inspection reports required by following Sections:
 - .1 33 11 16 – Site Water Utility Distribution Piping.
 - .2 31 05 16 – Aggregate Materials.
 - .3 32 01 13.01 – Flexible Paving Surface Treatment – Single Application.
 - .4 32 01 13.02 – Flexible Paving Surface Treatment – Multiple Application.
 - .5 33 11 16 – Site Water Utility Distribution and Piping.

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 REFERENCES

- .1 Government of Canada:
 - .1 Canada Labour Code – Part II
 - .2 Canada Occupational Health and Safety Regulations.
- .2 National Building Code of Canada (NBC):
 - .1 Part 8, Safety Measures at Construction and Demolition Sites.
- .3 Canadian Standards Association (CSA): as amended:
 - .1 CSA Z797-2009 Code of Practice for Access Scaffold.
 - .2 CSA S269.1-1975 (R2003) Falsework for Construction Purposes.
 - .3 CSA-S350-M1980 (R2003), Code of Practice for Safety in Demolition of Structures.
- .4 Fire Protection Engineering Services, HRSDC:
 - .1 FCC No. 301, Standard for Construction Operations.
 - .2 FCC No. 302, Standard for Welding and Cutting.
- .5 American National Standards Institute (ANSI):
 - .1 ANSI A10.3, Operations – Safety Requirements for Powder-Actuated Fastening Systems.
- .6 Province of British Columbia:
 - .1 Workers Compensation Act Part 3 - Occupational Health and Safety.
 - .2 Occupational Health and Safety Regulation.

1.2 RELATED SECTIONS

- .1 Refer to the following current NMS sections as required:
 - .1 Shop Drawings, Product Data and Samples: Section 01 33 00
 - .2 Temporary facilities: Section 01 51 00
 - .3 Temporary barriers and enclosures: Section 01 56 00
 - .4 Structure demolition: Section 02 41 16
 - .5 Rock removal: Section 31 23 16.26

1.3 WORKERS' COMPENSATION BOARD COVERAGE

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

1.4 COMPLIANCE WITH REGULATIONS

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.
- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations

1.5 SUBMITTALS

- .1 Submit to Departmental Representative submittals listed for review in accordance with Section 01 33 00.
- .2 Work effected by submittal shall not proceed until review is complete.
- .3 Submit the following:
 - .1 Health and Safety Plan.
 - .2 Copies of reports or directions issued by Federal and Provincial health and safety inspectors.
 - .3 Copies of incident and accident reports.
 - .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.
 - .5 Emergency Procedures.
- .4 The Departmental Representative will review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor within ten (10) days after receipt of the plan. Revise the plan as appropriate and resubmit to Departmental Representative.
- .5 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Departmental Representative.
- .6 Submission of the Health and Safety Plan, and any revised version, to the Departmental Representative is for information and reference purposes only. It shall not:
 - .1 Be construed to imply approval by the Departmental Representative.
 - .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
 - .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

1.6 RESPONSIBILITY

- .1 Assume responsibility as the Prime Contractor for Work under this Contract.
- .2 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.

- .3 Comply with and enforce compliance by employees with safety requirements of Contract documents, applicable Federal, Provincial, Territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan

1.7 GENERAL CONDITIONS

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
 - .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
 - .2 Secure site at night time as deemed necessary to protect site against entry.

1.8 REGULATORY REQUIREMENTS

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Departmental Representative will advise on the course of action to be followed.

1.9 WORK PERMITS

- .1 Obtain specialty permit[s] related to project before start of work.

1.10 FILING OF NOTICE

- .1 The Departmental Representative is to complete and submit a Notice of Project as required by Provincial authorities.
- .2 Provide copies of all notices to the Departmental Representative.

1.11 HEALTH AND SAFETY PLAN

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
- .2 Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
 - .1 Primary requirements:
 - .1 Contractor's safety policy.
 - .2 Identification of applicable compliance obligations.
 - .3 Definition of responsibilities for project safety/organization chart for project.
 - .4 General safety rules for project.
 - .5 Job-specific safe work, procedures.
 - .6 Inspection policy and procedures.
 - .7 Incident reporting and investigation policy and procedures.

- .8 Occupational Health and Safety Committee/Representative procedures.
- .9 Occupational Health and Safety meetings.
- .10 Occupational Health and Safety communications and record keeping procedures.
- .2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
- .3 List hazardous materials to be brought on site as required by work.
- .4 Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
- .5 Identify personal protective equipment (PPE) to be used by workers.
- .6 Identify personnel and alternates responsible for site safety and health.
- .7 Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- .4 Revise and update Health and Safety Plan as required, and re-submit to the Departmental Representative.
- .5 Departmental Representative's review: the review of Health and Safety Plan by Public Works and Government Services Canada (PWGSC) shall not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

1.12 EMERGENCY PROCEDURES

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
 - .1 Designated personnel from own company.
 - .2 Regulatory agencies applicable to work and as per legislated regulations.
 - .3 Local emergency resources.
 - .4 Departmental Representative and site staff.
- .2 Include the following provisions in the emergency procedures:
 - .1 Notify workers and the first-aid attendant, of the nature and location of the emergency.
 - .2 Evacuate all workers safely.
 - .3 Check and confirm the safe evacuation of all workers.
 - .4 Notify the fire department or other emergency responders.
 - .5 Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace.
 - .6 Notify Departmental Representative and site staff.
- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
 - .1 Work at high angles.
 - .2 Work in confined spaces or where there is a risk of entrapment.
 - .3 Work with hazardous substances.

- .4 Underground work.
- .5 Work on, over, under and adjacent to water.
- .6 Workplaces where there are persons who require physical assistance to be moved.
- .4 Design and mark emergency exit routes to provide quick and unimpeded exit.
- .5 Revise and update emergency procedures as required, and re-submit to the Departmental Representative.

1.13 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Departmental Representative and in accordance with the Canada Labour Code.
- .2 Where use of hazardous and toxic products cannot be avoided:
 - .1 Advise Departmental Representative beforehand of the product(s) intended for use. Submit applicable MSDS and WHMIS documents as per Section 01 33 00.
 - .2 In conjunction with Departmental Representative, schedule to carry out work during "off hours" when tenants have left the building.
 - .3 Provide adequate means of ventilation in accordance with Section 01 51 00.

1.14 ELECTRICAL SAFETY REQUIREMENTS

- .1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.
 - .1 Before undertaking any work, coordinate required energizing and de-energizing of new and existing circuits with Departmental Representative.
 - .2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

1.15 ELECTRICAL LOCKOUT

- .1 Develop, implement and enforce use of established procedures to provide electrical lockout and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.
- .2 Prepare the lockout procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request / authorization form. Have procedures available for review upon request by the Departmental Representative.
- .3 Keep the documents and lockout tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by Departmental Representative or by any authorized safety representative.

1.16 OVERLOADING

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

1.17 FALSEWORK

- .1 Design and construct falsework in accordance with CSA S269.1-1975 (R2003).

1.18 SCAFFOLDING

- .1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CSA Z797-2009 and B.C. Occupational Health and Safety Regulations.

1.19 CONFINED SPACES

- .1 Carry out work in confined spaces in compliance with provincial regulations.

1.20 BLASTING

- .1 Perform blasting (rock removal) operations as specified in Section 31 23 16.26.

1.21 POWDER-ACTUATED DEVICES

- .1 Use powder-actuated devices in accordance with ANSI A10.3 only after receipt of written permission from the Departmental Representative.

1.22 FIRE SAFETY AND HOT WORK

- .1 Obtain Departmental Representative's authorization before any welding, cutting or any other hot work operations can be carried out on site.
- .2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

1.23 FIRE SAFETY REQUIREMENTS

- .1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
- .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

1.24 FIRE PROTECTION AND ALARM SYSTEM

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut off.
 - .3 Left inactive at the end of a working day or shift.
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
- .3 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

1.25 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Departmental Representative verbally and in writing.

1.26 POSTED DOCUMENTS

- .1 Post legible versions of the following documents on site:
 - .1 Health and Safety Plan.
 - .2 Sequence of work.
 - .3 Emergency procedures.
 - .4 Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions.
 - .5 Notice of Project.
 - .6 Floor plans or site plans.
 - .7 Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers.
 - .8 Workplace Hazardous Materials Information System (WHMIS) documents.
 - .9 Material Safety Data Sheets (MSDS).
 - .10 List of names of Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.
- .2 Post all Material Safety Data Sheets (MSDS) on site, in a common area, visible to all workers and in locations accessible to tenants when work of this Contract includes construction activities adjacent to occupied areas.
- .3 Postings should be protected from the weather, and visible from the street or the exterior of the principal construction site shelter provided for workers and equipment, or as approved by the Departmental Representative.

1.27 MEETINGS

- .1 Attend health and safety pre-construction meeting and all subsequent meetings called by the Departmental Representative.

1.28 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by the Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance with health and safety issues identified.
- .3 The Departmental Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

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 REFERENCES

- .1 Definitions:
 - .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
 - .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.
- .2 Reference Standards:
 - .1 Fisheries and Oceans Canada
 - .1 Canadian Development Guidelines for the Protection of Aquatic Habitat.
 - .2 U.S. Environmental Protection Agency (EPA)/Office of Water
 - .1 EPA 832/R-92-005-92, Storm Water Management for Construction Activities, Chapter 3.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

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

1.3 FIRES

- .1 Fires and burning of rubbish on site is not permitted Departmental Representative.

1.4 DRAINAGE

- .1 Develop and submit erosion and Sediment Control Plan (ESC) identifying type and location of erosion and sediment controls provided. Plan to include monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations, EPA 832/R-92-005, Chapter 3.
- .2 Provide temporary drainage and pumping required to keep excavations and site free from water.
- .3 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .4 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.5 SITE CLEARING AND PLANT PROTECTION

- .1 Minimize stripping of topsoil and vegetation.

1.6 WORK ADJACENT TO WATERWAYS

- .1 Construction equipment to be operated on land only.
- .2 Waterways to be kept free of excavated fill, waste material and debris.
- .3 Design and construct temporary crossings to minimize erosion to waterways.
- .4 Do not skid logs or construction materials across waterways.
- .5 Blasting is allowed only above water and 100 m minimum from indicated spawning beds.

1.7 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .3 Prevent extraneous materials from contaminating air and waterways beyond application area.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.8 HISTORICAL/ARCHAEOLOGICAL CONTROL

- .1 Provide historical, archaeological, cultural resources, biological resources, and wetlands plan that defines procedures for identifying and protecting historical, archaeological, cultural resources, biological resources and wetlands known to be on project site: and identifies procedures to be followed if historical archaeological, cultural resources, biological resources and wetlands not previously known to be onsite or in area are discovered during construction.
- .2 Plan: include methods to assure protection of known or discovered resources and identify lines of communication between Contractor personnel and Departmental Representative.

1.9 NOTIFICATION

- .1 Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.
- .2 Contractor: after receipt of such notice, inform Departmental Representative of proposed corrective action and take such action for approval by Departmental Representative.
 - .1 Take action only after receipt of written approval by Departmental Representative.
- .3 Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Bury rubbish and waste materials on site where directed after receipt of written approval from Departmental Representative.
- .3 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
- .4 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11 - Cleaning.
- .5 Waste Management: separate waste materials for reuse in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 REFERENCES AND CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) 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.

1.2 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.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Departmental Representative.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative.

1.3 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions and by-laws.

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 RELATED REQUIREMENTS

- .1 Section 01 29 83 – Payment Procedures for Testing Laboratory Services.
- .2 Section 03 30 00 – Cast-in-Place Concrete.
- .3 Section 31 24 13 – Roadway Embankments.
- .4 Section 32 01 13.01 – Flexible Paving Surface Treatment – Single Application.
- .5 Section 32 01 13.02 – Flexible Paving Surface Treatment – Multiple Application.
- .6 Section 32 11 16.01 – Granular Sub-Base.
- .7 Section 32 11 23 – Aggregate Base Courses.
- .8 Section 32 16 15 – Concrete Walks, Curbs and Gutters.
- .9 Section 33 11 16 – Site Water Utility Distribution and Piping.

1.2 CONSTRUCTION REVIEWS

- .1 Allow Departmental Representative 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 reviews if Work is designated for special tests, reviews or approvals by Departmental Representative instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, reviews or approvals before such is made, uncover such Work, have reviews 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.
- .5 The Departmental Representative will not be available full-time for on-site construction reviews except on specifically scheduled visits. As a result the Contractor is to be available as necessary to assist with remote reviews by the Departmental Representative. Such assistance will include, but not necessarily be limited to telephone discussions and provision of photographic or video evidence of construction activities.
 - .1 The Contractor is required to submit daily photographic or video records of work completed by the end of the same day. In addition, the Contractor shall submit photographic or video records of any detail or installation upon request from the Departmental Representative.
 - .2 Photographs or videos submitted to the Departmental Representative shall be in digital format and sent via email. These records shall be clear and without distortion, and shall plainly and rationally show the subject of the record.
 - .3 The Contractor shall be available during all regular work hours for telephone conversations with the Departmental Representative.

- .6 The Departmental Representative's schedule to be on site shall be wholly within their discretion and the amount of time allocated to site visits, or the methodology used by the Departmental Representative to undertake construction reviews, shall not absolve the Contractor's responsibilities for the terms of the contract.

1.3 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by the Contractor for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by the Contractor.
- .2 PWGSC may, at their discretion, independently engage a geotechnical materials testing company, the cost which will be borne by PWGSC.
- .3 Provide equipment required for executing inspection and testing.
- .4 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .5 If defects are revealed during inspection and/or testing, correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Contractor responsible to pay costs for retesting and reinspection.

1.4 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.

1.5 PROCEDURES

- .1 Hot Mix Asphaltic Concrete
 - .1 One test of three briquettes for each 300 tonnes of production, or a minimum of one test per day shall be performed to determine the following:
 - .1 Marshall stability
 - .2 Specific gravity
 - .3 Air voids and void in mineral aggregate (VMA)
 - .4 Flow index
 - .5 Asphalt content extraction
 - .6 Aggregate gradation
 - .2 Field Density and Thickness
 - .1 After asphaltic concrete has been laid and compacted, the testing firm shall obtain pavement cores for determining the compacted (in-place) density and thickness of the pavement. Three cores from each 300 tonnes of pavement shall be obtained at locations determined by the Engineer. Test holes shall be patched immediately.
 - .2 Final compaction results shall be expressed as a percentage compacted density which is defined as follows:
$$\text{Percentage Compacted} = \frac{\text{Density of Sample} \times 100}{\text{Laboratory Design Density}}$$

- .3 Test result data will be subjected to statistical analysis and the final compaction shall not be considered satisfactory unless the mean of the test result data is above an acceptable minimum and the standard deviation of the test result data is less than an acceptable maximum. The acceptable limits shall be as follows:

For all Classes of Pavement

Minimum Percentage Mean Compacted Density	Maximum Acceptable Standard Deviation of Test Data
98	1.25

- .2 Concrete
- .1 As specified on the contract drawings and documents.
- .3 Road and Foundation Base and Sub-Base
- .1 Gradation per contract documents
- .2 Compaction per contract documents
- .4 Structural fill
- .1 Gradation per contract documents
- .2 Compaction per contract documents
- .5 Water Samples
- .1 Water quality samples are to be taken from the source (underground storage tank prior to treatment) and from the sample point directly upstream of the Pressure Tank.
- .2 Samples are to be immediately delivered to an approved testing facility, using handling and transportation protocols as advised by the testing facility. The maximum allowable time from obtaining the water sample, and the test, is to be as advised by the testing facility.
- .3 Two sets of samples are to be tested and approved. Samples are to be tested 24 hours apart.
- .4 Sample are to be tested for:
- .1 Total coliform
- .2 Total non-coliform

1.6 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, Owner 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 .

1.7 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.

1.8 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Departmental Representative and may be authorized as recoverable.

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 STORAGE FACILITIES

- .1 Storage space will be limited to the area of construction.

1.2 POWER

- .1 The Contractor is to supply his own power source as needed to complete operation. Power from the existing facility will not be available for the Contractor's use.

1.3 WATER SUPPLY

- .1 The Contractor is to supply his own water as needed to complete operation. Water from the existing facility will not be available for the Contractor's use.

1.4 SANITARY FACILITIES

- .1 The Contractor is to supply his own sanitary facilities as needed to complete operation. Sanitary facilities from the existing facility will not be available for the Contractor's use.

1.5 SCAFFOLDING

- .1 Construct and maintain scaffolding in rigid, secure and safe manner.
- .2 Erect scaffolding independent of walls. Remove promptly when no longer required.

1.6 REMOVAL OF TEMPORARY FACILITIES

- .1 Remove temporary facilities from site when directed by the Departmental Representative.

1.7 SIGNS AND NOTICES

- .1 Signs and notices for safety and instruction shall be in both official languages or graphic symbols conforming to CAN/CSA-Z321.
- .2 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or when directed 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 REFERENCES

- .1 Canadian General Standards Board (CGSB)
 - .1 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
 - .2 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
- .2 Canadian Standards Association (CSA International)
 - .1 CSA-O121-M1978(R2003), Douglas Fir Plywood.

1.2 INSTALLATION AND REMOVAL

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

1.3 HOARDING

- .1 If required, erect temporary site enclosures using 38 x 89 mm construction grade lumber framing at 600 mm centres and 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121.

1.4 GUARD RAILS AND BARRICADES

- .1 Provide secure, rigid guard rails and barricades around deep excavations.

1.5 WEATHER ENCLOSURES

- .1 Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
- .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .3 Design enclosures to withstand wind pressure, rain and snow loading.

1.6 ACCESS TO SITE

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

1.7 PUBLIC TRAFFIC FLOW

- .1 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

1.8 FIRE ROUTES

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

1.9 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.

1.10 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 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 PRODUCTS/MATERIAL AND EQUIPMENT

- .1 Use NEW products/material and equipment unless otherwise specified. The term “products” is referred to throughout the specifications.
- .2 Use products of 1 manufacturer for material and equipment of the same type or classification unless otherwise specified.
- .3 Unless otherwise specified, comply with manufacturer’s latest printed instructions for materials and installation methods.
- .4 Notify Departmental Representative in writing of any conflict between these specifications and manufacturer’s instructions. Departmental Representative will designate which document is to be followed.
- .5 Provide metal fastenings and accessories in the same texture, colour and finish as base metal in which they occur.
 - .1 Prevent electrolytic action between dissimilar metals.
 - .2 Use non-corrosive fasteners, anchors and spacers for securing exterior work.
- .6 Fastenings which cause spalling or cracking are not acceptable.
- .7 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .8 Use heavy hexagon heads, semi-finished unless otherwise specified.
- .9 Bolts may not project more than 1 diameter beyond nuts.
- .10 Types of washers as follows:
 - .1 Plain type washers: use on equipment and sheet metal.
 - .2 Soft gasket lock type washers: use where vibrations occur.
 - .3 Resilient washers: use with stainless steel.
- .11 Deliver, store and maintain packaged material and equipment with manufacturer’s seals and labels intact.
- .12 Prevent damage, adulteration and soiling of products during delivery, handling and storage. Immediately remove rejected products from site.
- .13 Store products in accordance with suppliers’ instructions.
- .14 Touch up damaged factory finished surfaces to Departmental Representative’s satisfaction:
 - .1 Use primer or enamel to match original.
 - .2 Do not paint over nameplates.

1.2 QUALITY OF PRODUCTS

- .1 Products, materials and equipment (referred to as products) incorporated into work shall be new, not damaged or defective, and of the best quality (compatible with the specifications) for the purpose intended. If requested, furnish evidence as to type, source and quality of the products provided.

- .2 Defective products will be rejected regardless of previous inspections.
 - .1 Inspection does not relieve responsibility, but is precaution against oversight or error.
 - .2 Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Retain purchase orders, invoices and other documents to prove that all products utilized in this Contract meet the requirements of the specifications. Produce documents when requested by the Departmental Representative.
- .4 Should any dispute arise as to quality or fitness of products, the decision rests strictly with the Departmental Representative based upon the requirements of the Contract documents.
- .5 Unless otherwise indicated in the specifications, maintain uniformity of manufacture for any particular or like item throughout the 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.

1.3 AVAILABILITY OF PRODUCTS

- .1 Immediately upon signing the Contract, review product delivery requirements and anticipate foreseeable supply delays for any items.
- .2 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 the work.
- .3 In event of failure to notify Departmental Representative at the start of work and should it subsequently appear that the work may be delayed for such reason, the Departmental Representative reserves the right to substitute more readily available products of similar character, at no increase in either the Contract price or the Contract time.

1.4 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in the specifications, install or erect products in accordance with the manufacturer's instructions.
 - .1 Do not rely on labels or enclosures provided with products.
 - .2 Obtain written instructions directly from the manufacturer.
- .2 Notify Departmental Representative in writing of conflicts between the specifications and the manufacturer's instructions so that the Departmental Representative may establish the course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes the Departmental Representative to require removal and re-installation at no increase in either the Contract price or the Contract time.

1.5 CONTRACTOR'S OPTIONS FOR SELECTION OF PRODUCTS FOR TENDERING

- .1 Products specified by "**Prescriptive**" specifications: select any product meeting or exceeding specifications.

- .2 Products specified under “**Acceptable Products**” (used for complex Mechanical or Electrical Systems): select any one of the indicated manufacturers, or any other manufacturer meeting or exceeding the Prescriptive specifications and indicated Products.
- .3 Products specified by performance and referenced standard: select any product meeting or exceeding the referenced standard.
- .4 Products specified to meet particular design requirements or to match existing materials: use only material specified Approved Product. Alternative products may be considered provided full technical data is received in writing by Departmental Representative in accordance with “Special Instructions to Tenderers”.
- .5 When products are specified by a referenced standard or by Performance specifications, upon request of Departmental Representative obtain from manufacturer and independent laboratory report showing that the product meets or exceeds the specified requirements.

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 REFERENCES

- .1 Owner's identification of existing survey control points and property limits.

1.2 QUALIFICATIONS OF SURVEYOR

- .1 Qualified registered land surveyor, licensed to practice in Place of Work, acceptable to Departmental Representative.

1.3 SURVEY REFERENCE POINTS

- .1 Existing base horizontal and vertical control points are designated on drawings.
- .2 Locate, confirm and protect control points prior to starting site work. Preserve permanent reference points during construction.
- .3 Make no changes or relocations without prior written notice to Departmental Representative.
- .4 Report to Departmental Representative when reference point is lost or destroyed, or requires relocation because of necessary changes in grades or locations.
- .5 Require surveyor to replace control points in accordance with original survey control.

1.4 SURVEY REQUIREMENTS

- .1 Establish lines and levels, locate and lay out, by instrumentation.
- .2 Stake for grading, fill placement and landscaping features.
- .3 Stake slopes and berms.
- .4 Establish pipe invert elevations.
- .5 Stake batter boards for foundations.
- .6 Establish foundation column locations and floor elevations.
- .7 Establish lines and levels for mechanical and electrical work.

1.5 EXISTING SERVICES

- .1 Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings.
- .2 Remove abandoned service lines within 2m of structures. Cap or otherwise seal lines at cut-off points as directed by Departmental Representative.

1.6 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 Inform Departmental Representative of impending installation and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.7 RECORDS

- .1 Maintain a complete, accurate log of control and survey work as it progresses.
- .2 On completion of foundations and major site improvements, prepare a certified survey showing dimensions, locations, angles and elevations of Work.
- .3 Record locations of maintained, re-routed and abandoned service lines.

1.8 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit name and address of Surveyor to Departmental Representative.
- .2 On request of Departmental Representative submit documentation to verify accuracy of field engineering work.
- .3 Submit certificate signed by surveyor certifying those elevations and locations of completed Work that conform and do not conform with Contract Documents.

1.9 SUBSURFACE CONDITIONS

- .1 Promptly notify Consultant in writing if subsurface conditions at Place of Work differ materially from those indicated in Contract Documents, or a reasonable assumption of probable conditions based thereon.
- .2 After prompt investigation, should Consultant determine that conditions do differ materially, instructions will be issued for changes in Work as provided in Changes and Change Orders.

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 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 – Shop Drawings, Product data and Samples.
- .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.

1.2 MATERIALS

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 – Shop Drawings, Product Data and Samples.

1.3 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 which are to be exposed by uncovering work; maintain excavations free of water.

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching including excavation and fill, 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 requirements of Contract Documents.
- .10 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .11 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .12 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- .13 All pavement cuts to be saw-cut.

1.5 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse or recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

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 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including 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.
- .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, if required.
- .6 Provide and use marked separate bins for recycling. Refer to Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .7 Dispose of waste materials and debris.
- .8 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .9 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .10 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .11 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .12 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 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 including that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

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 REFERENCES

- .1 Definitions:
 - .1 Approved/Authorized recycling facility: waste recycler approved by applicable provincial authority or other users of material for recycling approved by the Departmental Representative.
 - .2 Class III: non-hazardous waste - construction renovation and demolition waste.
 - .3 Construction, Renovation and/or Demolition (CRD) Waste: Class III solid, non-hazardous waste materials generated during construction, demolition, and/or renovation activities
 - .4 Cost/Revenue Analysis Workplan (CRAW): based on information from Waste Reduction Workplan, and intended as financial tracking tool for determining economic status of waste management practices (Schedule E).
 - .5 Inert Fill: inert waste - exclusively asphalt and concrete.
 - .6 Waste Source Separation Program (WSSP): implementation and co-ordination of ongoing activities to ensure designated waste materials will be sorted into pre-defined categories and sent for recycling and reuse, maximizing diversion and potential to reduce disposal costs.
 - .7 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
 - .8 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
 - .9 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
 - .10 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
 - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
 - .2 Returning reusable items including pallets or unused products to vendors.
 - .11 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
 - .12 Separate Condition: refers to waste sorted into individual types.
 - .13 Source Separation: act of keeping different types of waste materials separate beginning from the point they became waste.
 - .14 Waste Audit (WA): detailed inventory of estimated quantities of waste materials that will be generated during construction, demolition, deconstruction and/or renovation. Involves quantifying by volume/weight amounts of materials and wastes that will be reused, recycled or landfilled. Refer to Schedule A.

- .15 Waste Diversion Report: detailed report of final results, quantifying cumulative weights and percentages of waste materials reused, recycled and landfilled over course of project. Measures success against Waste Reduction Workplan (WRW) goals and identifies lessons learned.
- .16 Waste Management Co-ordinator (WMC) : contractor representative responsible for supervising waste management activities as well as co-ordinating required submittal and reporting requirements.
- .17 Waste Reduction Workplan (WRW): written report which addresses opportunities for reduction, reuse, or recycling of materials generated by project. Specifies diversion goals, implementation and reporting procedures, anticipated results and responsibilities. Waste Reduction Workplan (Schedule B) information acquired from Waste Audit.

1.2 USE OF SITE AND FACILITIES

- .1 Execute Work with minimal interference and disturbance to normal use of premises.
- .2 Maintain security measures established by facility provide temporary security measures approved by Canada Border Services Agency.

1.3 WASTE PROCESSING SITES

- .1 Contractor is responsible to research and locate waste diversion resources and service providers. Salvaged materials are to be transported off site to approved and/or authorized recycling facilities or to users of material for recycling.

1.4 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in appropriate locations.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .4 Protect structural components not removed and salvaged materials from movement or damage.
- .5 Support affected structures. If safety of building is endangered, cease operations and immediately notify Departmental Representative.
- .6 Protect surface drainage, mechanical and electrical from damage and blockage.
- .7 Provide on-site facilities and containers for collection and storage of reusable and recyclable materials.
- .8 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated processing facilities.
 - .1 On-site source separation is recommended.

1.5 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.

- .2 Do not dispose of waste, volatile materials, mineral spirits, oil, paint thinner into waterways, storm, or sanitary sewers.
- .3 Remove materials on-site as Work progresses.

1.6 SCHEDULING

- .1 Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 APPLICATION

- .1 Do Work in compliance with all relevant regulations.
- .2 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.2 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .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 74 11 - Cleaning.

3.3 DIVERSION OF MATERIALS

- .1 On-site sale of salvaged material[s] is not permitted.

3.4 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT

- .1 Schedule G - Government Chief Responsibility for the Environment:

Province	Address	General Inquires	Fax
British Columbia	Ministry of Environment Lands and Parks 810 Blanshard Street, 4th Floor Victoria BC V8V 1X4	604-387-1161	604-356-6464
	Waste Reduction Commission Soils and Hazardous Waste 770 South Pacific Blvd, Suite 303 Vancouver BC V6B 5E7	604-660-9550	604-660-9596

END OF SECTION

Part 1 General

1.1 SUBMISSION

- .1 Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- .2 Revise content of documents as required before final submittal.
- .3 Phasing of submission:
 - .1 2 weeks before substantial performance of the work for Phase 1 construction, submit to Departmental Representative 4 final copies of operation and maintenance manuals.
 - .2 2 weeks before substantial performance of the work for Phase 2 construction, submit to Departmental Representative 4 final copies of Phase 2 supplements to operation and maintenance manuals.
- .4 Ensure spare parts, maintenance materials and special tools provided are new, neither damaged nor defective, and of same quality and manufacture as products provided in work.
- .5 If requested, furnish evidence as to type, source and quality of products provided.
- .6 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.

1.2 FORMAT

- .1 Organize data in the form of an instructional and electronic manual.
- .2 Binders: vinyl, hard covered, 3 "D" ring, loose leaf 219x279 mm with spine and face pockets.
- .3 Cover: identify each binder with typed or printed title "Project Record Documents"; list title of project and identify subject matter of contents.
- .4 Arrange content by systems under section numbers and sequence of Table of Contents.
- .5 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .6 Text: manufacturer's printed data, or typewritten data.
- .7 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.3 CONTENTS, EACH VOLUME

- .1 Table of contents – provide the following:
 - .1 Title of project.
Date of submission.
 - .2 Names, 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, 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 clearly identify 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.

1.4 AS-BUILT DOCUMENTS

- .1 **Contract drawings** and shop drawings: legibly 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.
- .2 **Contract Specifications:** legibly mark each item to record actual "Workmanship of Construction", including;
 - .1 Manufacturer, trade name, and catalogue number of each "Product/Material" actually installed, particularly optional items and substitute items.
 - .2 Changes made by addenda and change orders.
- .3 As-built information:
 - .1 Record changes in red ink.
 - .2 Mark on 1 set of drawings, specifications and shop drawings at completion of project and, before final inspection, neatly transfer notations to second set.
 - .3 Provide 1 set of CDs in AutoCAD, and PDF file format with all as-built information on the CDs.
 - .4 Submit all sets for the Departmental Representative.

1.5 EQUIPMENT AND SYSTEMS

- .1 Operating procedures – include the following:
 - .1 Start-up, break-in, and routine normal operating instructions and sequences.
 - .2 Regulation, control, stopping, shutdown, and emergency instructions.
 - .3 Summer, winter, and any special operating instructions.
- .2 Maintenance requirements – list routine procedures:
 - .1 Maintenance of water storage and treatment facility.
 - .2 Maintenance of rainwater collection filters and systems.
 - .3 Maintenance of rainwater storage systems.
 - .4 Maintenance of all pumping systems.
 - .5 Maintenance of sanitary sewage treatment systems.
- .3 Provide servicing and lubrication schedule, and list of lubricants required.

- .4 Include manufacturer's printed operation and maintenance instructions.
- .5 Include sequence of operation by controls manufacturer.
- .6 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .7 Provide installed control diagrams by controls manufacturer.
- .8 Provide Contractor's coordination drawings with installed colour coded piping diagrams.
- .9 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .10 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .11 Additional requirements: as specified in individual specification Sections.

1.6 MANUFACTURER'S DOCUMENTATION REPORTS

- .1 When specified in individual Sections, require manufacturer to provide authorized representative to demonstrate operation of equipment and system, instruct Departmental Representative's indicated facility's personnel, and provide detailed written report that demonstration and instructions have been completed.
- .2 Departmental Representative will provide list of personnel to receive instructions, and will coordinate their attendance at agreed-upon times.

1.7 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 on-site location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to the Departmental Representative. Include approved listings in maintenance manual.
- .5 Obtain receipt for delivered products and submit to Departmental Representative.

1.8 MAINTENANCE 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 on-site location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to the Departmental Representative. Include approved listings in maintenance manual.
- .5 Obtain receipt for delivered products and submit to Departmental Representative.

1.9 SPECIAL TOOLS

- .1 Provide special tools in quantities specified in individual specification Sections.
- .2 Provide items with tags identifying their associated function and equipment.

- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue all items:
 - .1 Submit inventory listing to the Departmental Representative.
 - .2 Include approved listings in maintenance manual.

1.10 WARRANTIES, BONDS, TEST REPORTS, INSPECTION REPORTS

- .1 Separate each Document with index tab sheets keyed to Table of Contents listing.
- .2 List subcontractor, supplier and manufacturer with name, address, and telephone number of responsible principal.
- .3 Obtain Warranties, Bonds, Test Results, Inspection Reports executed in duplicate by subcontractors, suppliers, manufacturers, and inspection agencies within 10 days after completion of the applicable item of work.
- .4 Except for items put into use with the Departmental Representative's permission, leave date of beginning of time of warranty until the date of substantial performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittal.

1.11 COMPLETION

- .1 Submit a written certificate that the following have been performed:
 - .1 Work has been completed and inspected for compliance with the Contract documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Equipment and systems have been tested, adjusted and balanced, and are fully operational.
 - .4 Certificates required by the Boiler Inspection Branch, Fire Commissioner of Canada, and utility companies have been submitted.
 - .5 Operation of systems has been demonstrated to the personnel indicated by the Departmental Representative.
 - .6 Work is complete and ready for final inspection.

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 Section 01 91 31 – Commissioning Plan
 - .2 Section 01 91 33 – Commissioning Forms
 - .3 Section 01 91 41 – Training
 - .4 Section 01 91 51 – Building Management Manual
- .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.
 - .7 MSDS - Material Safety Data Sheets.
 - .8 WHMIS - Workplace Hazardous Materials Information System.

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 The Contractor and Contractor's Design Consultant shall engage and pay for an independent 3rd party Commissioning Authority.
- .2 The Commissioning Authority shall be the same or independent from the Commissioning Agent, but shall be free from any affiliations with the Contractor or any of its subcontractors, or the Consultant team.
- .3 The Commissioning Authority represents interest of the Departmental Representative, and is responsible for overseeing all commissioning activities during the development, implementation, and post construction stages of the project.
- .4 The Commissioning Authority:
 - .1 Develops the Commissioning Plan within 6 weeks of Contract Award and make updates throughout the Cx process, to the satisfaction of the PWGSC Commissioning Manager.
Reviews and comments on design from an operational and maintenance perspective.
 - .2 Develops Cx forms and checklists.
 - .3 Prepares training plan.
 - .4 Develops Cx Schedule.
 - .5 Develops other Cx documentation as specified.
 - .6 Witnesses and certifies performance of all commissioning activities.
 - .7 Organizes and monitors all activities as per the contract document.
 - .8 Organizes and submits all Cx deliverables.
- .5 For Cx responsibilities refer to Section 01 91 31 - Commissioning (Cx) Plan.
- .6 Cx to be a line item of Contractor's cost breakdown.
- .7 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .8 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages 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.
- .9 Departmental Representative will not issue the Certificate of Substantial Performance until:
 - .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 Commissioning Authority, 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 Commissioning Authority.
 - .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 Commissioning Authority.
 - .7 Have Cx schedules up-to-date.
 - .8 Ensure systems have been cleaned thoroughly.
 - .9 Complete TAB procedures on systems, submit TAB reports to Commissioning Authority for review and approval.
 - .10 Ensure "As-Built" system schematics are available.
- .4 Inform Commissioning Authority in writing of discrepancies and deficiencies on finished works.

1.6 CONFLICTS

- .1 Report conflicts between requirements of this section and other sections to Commissioning Authority 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 Commissioning Authority for changes to submittals and obtain written approval at least 6 weeks prior to start of Cx.
 - .3 Submit proposed Cx procedures to Commissioning Authority where not specified and obtain written approval at least 6 weeks prior to start of Cx.
 - .4 Provide additional documentation relating to Cx process required by Commissioning Authority.

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 Commissioning Authority to review and approve Cx documentation.
- .3 Provide completed and approved Cx documentation to Commissioning Authority.

1.9 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction.
- .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.
- .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. Commissioning Authority 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 Commissioning Authority who will record and distribute minutes.
- .7 Ensure subcontractors and relevant manufacturer representatives are present at 60% 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 Commissioning Authority 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 Commissioning Authority.
 - .3 Arrange for Departmental Representative to witness tests.
 - .4 Obtain written approval of test results and documentation from Commissioning Authority 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 Commissioning Authority
 - .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 Commissioning Authority 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 Commissioning Authority. 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 Commissioning Authority.
 - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Commissioning Authority.
 - .3 If evaluation report concludes that major damage has occurred, Commissioning Authority 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 Commissioning Authority 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 Commissioning Authority 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 Commissioning Authority 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 Commissioning Authority at least 20 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 Commissioning Authority 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 Commissioning Authority 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 Commissioning Authority 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 in these areas before issuance of the Certificate of Substantial Performance, using, if necessary, simulated thermal loads.

1.24 EXTRAPOLATION OF RESULTS

- .1 Where Cx of weather, occupancy, or seasonal-sensitive equipment or systems cannot be conducted under near-rated or near-design conditions, extrapolate part-load results to design conditions when approved by Commissioning Authority in accordance with equipment manufacturer's instructions, using manufacturer's data, with manufacturer's assistance and using approved formulae.

1.25 EXTENT OF VERIFICATION

- .1 Provide manpower and instrumentation to verify up to 30 % of reported results, unless specified otherwise in other sections.
- .2 Number and location to be at discretion of Commissioning Authority.
- .3 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .4 Review and repeat commissioning of systems if inconsistencies found in more than 20% of reported results.
- .5 Perform additional commissioning until results are acceptable to Commissioning Authority.

1.26 REPEAT VERIFICATIONS

- .1 Assume costs incurred by Commissioning Authority for third and subsequent verifications where:

Verification of reported results fail to receive Commissioning Authority's approval.
Repetition of second verification again fails to receive approval.
Commissioning Authority deems Contractor's request for second verification was premature.

1.27 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.

1.28 DEFICIENCIES, FAULTS, DEFECTS

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

1.29 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 Commissioning Authority.

1.30 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.

1.31 TRAINING

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

1.32 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

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

1.33 OCCUPANCY

- .1 Cooperate fully with Commissioning Authority during stages of acceptance and occupancy of facility.

1.34 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 Commissioning Authority.
- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

1.35 PERFORMANCE VERIFICATION TOLERANCES

- .1 Application tolerances:
 - .1 Specified range of acceptable deviations of measured values from specified values or specified design criteria. Except for special areas, to be within +/- 10% of specified values.
 - .2 Instrument accuracy tolerances:
 - .1 To be of higher order of magnitude than equipment or system being tested.
- .2 Measurement tolerances during verification:
 - .1 Unless otherwise specified actual values to be within +/- 2 % of recorded values.

1.36 PERFORMANCE TESTING

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

1.37 DELIVERABLES

- .1 Deliverables required by the PWGSC Commissioning Manager from the Commissioning Authority:
 - .1 CX Plan and Schedule
 - .2 Accepted Shop Drawings
 - .3 Accepted PI Forms
 - .4 Accepted TAB Report
 - .5 Accepted PV Forms
 - .6 Accepted O&M Manual
 - .7 Accepted System and Integrated System Test Report
 - .8 Accepted Training and Attendance Form
 - .9 Accepted "As Built" Plans and Specifications.

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 Requirements
 - .1 Section 01 91 13 – General Commissioning (Cx) Requirements
 - .2 Section 01 91 33 – Commissioning Forms
 - .3 Section 01 91 41 – Training
 - .4 Section 01 91 51 – Building Management Manual

1.2 REFERENCES

- .1 American Water Works Association (AWWA)
- .2 National Fire Protection Association (NFPA)
 - .1 NFPA-13-2013, Installation of Sprinkler Systems Handbook.
 - .2 NFPA-14-2013, Automatic Sprinkler Systems Handbook.
 - .3 NFPA-20-2013, Standard for the Installation of Stationary Fire Pumps for Fire Protection.
- .3 Canadian Standards Association (CSA)
 - .1 CSA Z320-11: Building Commissioning Standard & Check Sheets
- .4 American Society of Heating and Air-Conditioning Engineers (ASHRAE)
 - .1 ASHRAE 202-2013: Commissioning Process for Buildings and Systems
- .5 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 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 design requirements.
- .5 Produces a complete functional system prior to issuance of Certificate of Substantial Performance.
- .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 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 Authority shall complete a Cx Plan to approximately 95% completion within 6 weeks of Contract Award.
- .2 Cx Plan to be 100% completed within 10 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.
- .3 Submit completed Cx Plan to Commissioning Authority 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 6 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Commissioning Authority 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 The commissioning (Cx) process is a team effort throughout the life cycle of a project. The team members include:
 - .1 PWGSC Project Manager – Has overall responsibility for managing the project and demonstrating to the client that the installed systems and overall facility meet the requirements of the TOR and the Technical Requirements.
 - .2 PWGSC Commissioning Manager – Undertakes a quality assurance role on behalf of the PWGSC project team and is responsible for fulfilling the PWGSC Commissioning Quality Management System requirements; provides technical advice on O&M matters; reviews commissioning documentation from the Commissioning Authority at all stages of the project delivery and provides support to the Project Manager in matters relating to commissioning.
 - .3 Contractor's Design Consultant – Develops the design solutions to meet client requirements and performance specification requirements. The Contractor and Contractor's Design Consultant shall engage the services of an independent qualified professional Commissioning Authority and shall engage the services of an independent Commissioning Agent.
 - .4 Commissioning Authority – Develops the commissioning plan, design intent, and system operating manual; prepares commissioning specifications and other commissioning documentation including the Product Information (PI) and Performance Verification (PV) report forms; develops the training plan; monitors, witnesses, and certifies the performance of all commissioning activities as per the contract agreement; and is responsible for design, construction, and warranty-related commitments for commissioning. The appointment of a commissioning Authority does not permit the Design Consultant to abrogate traditional design responsibilities such as carrying out site supervision and ensuring that construction conforms to the design intent.
 - .5 Commissioning Agent – Carries out start-up and performance verification activities and performs acceptance tests and related procedures for all equipment, systems and integrated systems under the guidance of the Commissioning Authority. This individual also coordinates commissioning activities, conducts commissioning meetings, refines the commissioning plan, refines commissioning schedule, assembles maintenance manuals, and organizes training.
 - .6 Property Manager – Is responsible for assigning operational personnel to witness systems and equipment testing and to participate in training. The property manager is also responsible for the day-to-day management and operation of the completed facility after it has been accepted from the project leader or project manager.

1.7 EXTENT OF CX

- .1 Cx Structural and Architectural Systems:
 - .1 Architectural and structural:
 - .1 Beam and slab deflection:
 - .2 Exterior systems:
 - .1 Exterior cladding and rainscreen systems.
 - .3 Accessibility and operational safety:

- .1 Automatic door operator.
 - .4 Equipment:
 - .1 Kitchen equipment installed under contract.
 - .5 Doors, windows, related hardware:
 - .1 Overhead doors
 - .2 Door and window hardware.
 - .3 Barrier arm gates and controls.
- .2 Commission mechanical systems and associated equipment:
 - .1 Plumbing systems:
 - .1 Domestic CWS and HWS.
 - .2 Regular sanitary waste systems.
 - .3 Sewage pumps.
 - .4 Waste treatment systems.
 - .5 Storm water systems.
 - .6 Sump pumps.
 - .7 Water storage, distribution and treatment system.
 - .2 HVAC and exhaust systems:
 - .1 HVAC systems.
 - .2 General exhaust systems.
 - .3 Heat recovery systems.
 - .4 Smoke control systems installed in contract.
 - .3 Fire and life safety systems:
 - .1 Fire extinguishers.
 - .4 Noise and vibration control systems for mechanical systems.
 - .5 Seismic restraint and control measures.
 - .6 EMCS
 - .7 Energy metering systems chilled water and electricity.
- .3 Commission electrical systems and equipment:
 - .1 Low voltage below 750 V:
 - .1 Low voltage equipment.
 - .2 Low voltage distribution systems.
 - .3 Electronic data and communications information systems.
 - .4 Voice communications systems.
 - .2 Emergency power generation systems:
 - .1 Generators.
 - .2 Fuel systems.
 - .3 Transfer switchgear and controllers.
 - .4 Uninterruptible power systems.
 - .5 Lighting systems:
 - .1 Lighting equipment.

- .2 Distribution systems.
- .3 Emergency lighting systems, including battery packs.
- .4 Fire exit emergency signage.
- .6 Fire alarm systems, equipment:
 - .1 Annunciators.
 - .2 Control panels.
 - .3 Fire alarm battery banks.

1.8 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.

1.9 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.

1.10 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.

1.11 CX SCHEDULES

- .1 Prepare detailed Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Departmental Representative will monitor progress of Cx against this schedule.

1.12 CX REPORTS

- .1 Submit reports of tests, witnessed and certified by Commissioning Authority 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.

1.13 ACTIVITIES DURING WARRANTY PERIOD

- .1 Cx activities must be completed before issuance of Substantial Performance. 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.

1.14 TRAINING PLANS

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

1.15 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 Requirements
 - .1 Section 01 91 31 – Commissioning Plan
 - .2 Section 01 91 41 – Training
 - .3 Section 01 91 51 – Building Management Manual

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.
- .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.
- .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 SAMPLES OF COMMISSIONING FORMS

- .1 Commissioning Authority shall develop and provide to Contractor required project-specific Commissioning forms in electronic format complete with specification data. Provide forms to the Departmental Representative for approval prior to use.
- .2 Revise items on Commissioning forms to suit project requirements.
- .3 Samples of Commissioning forms and a complete index of produced to date will be attached to this section.

1.6 COMMISSIONING FORMS

- .1 Use Commissioning forms to verify installation and record performance when starting equipment and systems.
- .2 Strategy for Use:
 - .1 Commissioning Authority provides Contractor project-specific Commissioning forms with Specification data included.
 - .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 Commissioning Authority.
 - .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.
 - .13 Forms to be both hard copy and electronic format with typed written results.

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 This Section specifies roles and responsibilities of Commissioning Training.

1.2 TRAINEES

- .1 Trainees: personnel selected for operating and maintaining this facility. Includes Facility 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 Departmental Representative 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 Multimedia presentations.
 - .2 Manufacturer's training videos.
 - .3 Equipment models.

1.6 SCHEDULING

- .1 Include in Commissioning Schedule time for training.
- .2 Deliver training during regular working hours.
- .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.

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.

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 This Section specifies roles and responsibilities of Commissioning Training.
- .2 Related Requirements

1.2 TRAINEES

- .1 Trainees: personnel selected for operating and maintaining this facility. Includes Facility 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 Departmental Representative 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 3 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.

1.9 VIDEO-BASED TRAINING

- .1 Manufacturer's videotapes to be used as training tool with Departmental Representative's review and written approval 3 months prior to commencement of scheduled training.
- .2 On-Site training videos:
 - .1 Videotape training sessions for use during future training.
 - .2 To be performed after systems are fully commissioned.
 - .3 Organize into several short modules to permit incorporation of changes.
- .3 Production methods to be professional quality.

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 This section is limited to portions of the Building Management Manual (BMM) provided to Departmental Representative by Contractor.
- .2 Related Requirements
- .3 Acronyms:
 - .1 BMM - Building Management Manual.
 - .2 Cx - Commissioning.
 - .3 HVAC - Heating, Ventilation and Air Conditioning.
 - .4 PI - Product Information.
 - .5 PV - Performance Verification.
 - .6 TAB - Testing, Adjusting and Balancing.
 - .7 WHMIS - Workplace Hazardous Materials Information System.

1.2 GENERAL REQUIREMENTS

- .1 Standard letter size paper [216] mm x [279] mm.
- .2 Methodology used to facilitate updating.
- .3 Drawings, diagrams and schematics to be professionally developed.
- .4 Electronic copy of data to be in a format accepted and approved by Departmental Representative.

1.3 APPROVALS

- .1 Prior to commencement, co-ordinate requirements for preparation, submission and approval with Departmental Representative.

1.4 GENERAL INFORMATION

- .1 Provide Departmental Representative the following for insertion into appropriate Part and Section of BMM:
 - .1 Complete list of names, addresses, telephone and fax numbers of contractor, sub-contractors that participated in delivery of project - as indicated in Section 1.2 of BMM.
 - .2 Summary of architectural, structural, fire protection, mechanical and electrical systems installed and commissioned - as indicated in Section 1.4 of BMM.
 - .1 Including sequence of operation as finalized after commissioning is complete as indicated in Section 2.0 of BMM.

- .3 Description of building operation under conditions of heightened security and emergencies as indicated in Section 2.0 of BMM.
- .4 System, equipment and components Maintenance Management System (MMS) identification - Section 2.1 of BMM..
- .5 Information on operation and maintenance of architectural systems and equipment installed and commissioned - Section 2.0 of BMM.
- .6 Information on operation and maintenance of fire protection and life safety systems and equipment installed and commissioned - Section 2.0 of BMM.
- .7 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
- .8 Operating and maintenance manual - Section 3.2 of BMM.
- .9 Final commissioning plan as actually implemented.
- .10 Completed commissioning checklists.
- .11 Commissioning test procedures employed.
- .12 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
- .13 Commissioning reports.

1.5 CONTENTS OF OPERATING AND MAINTENANCE MANUAL

- .1 For detailed requirements refer to Section 01 78 30 - Closeout Submittals.
- .2 Departmental Representative to review and approve format and organization within 12 weeks of award of contract.
- .3 Include original manufactures brochures and written information on products and equipment installed on this project.
- .4 Record and organize for easy access and retrieval of information contained in BMM.
- .5 Include completed PI report forms, data and information from other sources as required.
- .6 Inventory directory relating to information on installed systems, equipment and components.
- .7 Approved project shop-drawings, product and maintenance data.
- .8 Manufacturer's data and recommendations relating: manufacturing process, installation, commissioning, start-up, O&M, shutdown and training materials.
- .9 Inventory and location of spare parts, special tools and maintenance materials.
- .10 Warranty information.
- .11 Inspection certificates with expiration dates, which require on-going re-certification inspections.
- .12 Maintenance program supporting information including:
 - .1 Recommended maintenance procedures and schedule.

- .2 Information to removal and replacement of equipment including, required equipment, points of lift and means of entry and egress.

1.6 LIFE SAFETY COMPLIANCE (LSC) MANUAL

- .1 Samples of LSC Manual will be available from Departmental Representative.
- .2 Content of Manual:
 - .1 All possible Emergency situations modes including: presence of fire and smoke, power failure, lose of water or pressure, chemical spills and refrigerant release.
 - .2 Failure of elevators and escalators.
 - .3 HVAC emergencies and fuel supply failures.
 - .4 Intrusion and security breach.
 - .5 Emergency provisions for natural disasters, bomb threats and other disruptive situations.
 - .6 Dedicated emergency generators for high security projects, medical facilities and computer systems.
 - .7 Emergency control procedures for fire, power and major equipment failure.
 - .8 Emergency contacts and numbers.
 - .9 Manual to be readily available and comprehensible to non- technical readers.

1.7 SUPPORTING DOCUMENTATION FOR INSERTION INTO SUPPORTING APPENDICES

- .1 Provide Departmental Representative supporting documentation relating to installed equipment and system, including:
 - .1 General:
 - .1 Finalized commissioning plan.
 - .2 WHMIS information manual.
 - .3 Approved "as-built" drawings and specifications.
 - .4 Procedures used during commissioning.
 - .5 Cross-Reference to specification sections.
 - .2 Architectural and structural:
 - .1 Inspection certificates, construction permits.
 - .2 Roof anchor log books.
 - .3 PV reports.
 - .3 Fire prevention, suppression and protection:
 - .1 Test reports.
 - .2 Smoke test reports.
 - .3 PV reports.
 - .4 Mechanical:
 - .1 Installation permits, inspection certificates.
 - .2 Piping pressure test certificates.
 - .3 Ducting leakage test reports.
 - .4 TAB and PV reports.

- .5 Charts of valves and steam traps.
- .6 Copies of posted instructions.
- .5 Electrical:
 - .1 Installation permits, inspection certificates.
 - .2 Water quality laboratory test results.
 - .3 TAB and PV reports.
 - .4 Electrical work log book.
 - .5 Charts and schedules.
 - .6 Locations of cables and components.
 - .7 Copies of posted instructions.
- .2 Assist Departmental Representative with preparation of BMM.

1.8 LANGUAGE

- .1 English and French Language to be in separate binders.

1.9 IDENTIFICATION OF FACILITY

- .1 When submitting information to Departmental Representative for incorporation into BMM, use following system for identification of documentation:
 - .1 Stewart Port of Entry.

1.10 USE OF CURRENT TECHNOLOGY

- .1 Use current technology for production of documentation. Emphasis on ease of accessibility at all times, maintain in up-to-date state, compatibility with user's requirements.
- .2 Obtain Departmental Representative's approval before starting Work.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION