

1 General

1.1 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00- Submittal Procedures.
- .2 Shop drawings to show:
 - .1 Mounting arrangements.
 - .2 Operating and maintenance clearances.
- .3 Shop drawings and product data accompanied by:
 - .1 Detailed drawings of bases, supports, and anchor bolts.
 - .2 Acoustical sound power data, where applicable.
 - .3 Points of operation on performance curves.
 - .4 Manufacturer to certify current model production.
 - .5 Certification of compliance to applicable codes.
- .4 In addition to transmittal letter referred to in Section 01 33 00 - Submittal Procedures: use MCAC "Shop Drawing Submittal Title Sheet". Identify section and paragraph number.
- .5 Closeout Submittals:
 - .1 Provide operation and maintenance data for incorporation into manual specified in Section 01 78 00 - Closeout Submittals.
 - .2 Operation and maintenance manual approved by, and final copies deposited with, Departmental Representative before final inspection.
 - .3 Operation data to include:
 - .1 Control schematics for systems including environmental controls.
 - .2 Description of systems and their controls.
 - .3 Description of operation of systems at various loads together with reset schedules and seasonal variances.
 - .4 Operation instruction for systems and component.
 - .5 Description of actions to be taken in event of equipment failure.
 - .6 Valves schedule and flow diagram.
 - .7 Colour coding chart.
 - .4 Maintenance data to include:
 - .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
 - .2 Data to include schedules of tasks, frequency, tools required and task time.
 - .5 Performance data to include:
 - .1 Equipment manufacturer's performance datasheets with point of operation as left after commissioning is complete.
 - .2 Equipment performance verification test results.
 - .3 Special performance data as specified.
 - .4 Testing, adjusting and balancing reports as specified in Section 23 05 93 Testing, Adjusting and Balancing for HVAC.
 - .6 Approvals:
 - .1 Submit 2 copies of draft Operation and Maintenance Manual to Departmental Representative for approval. Submission of individual data will not be accepted unless directed by Departmental Representative.
 - .2 Make changes as required and re-submit as directed by Departmental Representative.

- .7 Additional data:
 - .1 Prepare and insert into operation and maintenance manual additional data when need for it becomes apparent during specified demonstrations and instructions.
- .8 As Built Drawings:
 - .1 Departmental Representative will provide 1 set of reproducible mechanical drawings. Provide sets of white prints as required for each phase of work. Mark changes as work progresses and as changes occur. Include changes to existing mechanical systems, control systems and low voltage control wiring.
 - .2 Transfer information weekly to reproducibles, revising reproducibles to show work as actually installed.
 - .3 Use different colour waterproof ink for each service.
 - .4 Make available for reference purposes and inspection.
 - .5 Prior to start of Testing, Adjusting and Balancing for HVAC, finalize production of as-built drawings.
 - .6 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: - "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL SYSTEMS AS INSTALLED" (Signature of Contractor) (Date).
 - .7 Submit to Departmental Representative Consultant for approval and make corrections as directed.
 - .8 Perform testing, adjusting and balancing for HVAC using as-built drawings.
 - .9 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
 - .10 Submit copies of as-built drawings for inclusion in final TAB report.

1.2 QUALITY ASSURANCE

- .1 Quality Assurance: in accordance with Section 01 45 00 – Testing and Quality Control.
- .2 Health and Safety Requirements: do construction occupational health and safety in accordance with Section 01 35 29.06 - Health and Safety Requirements.

1.3 DELIVERY, STORAGE AND HANDLING

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

2 Products

2.1 MATERIALS

- .1 In accordance with Section 01 61 00 - Common Product Requirements.
- .2 In accordance with Section 01 35 43 - Environmental Procedures.

3 Execution

3.1 PAINTING REPAIRS AND RESTORATION

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

3.2 CLEANING

- .1 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and air handling units.

3.3 FIELD QUALITY CONTROL

- .1 Site Tests: conduct following tests in accordance with Section 01 45 00 – Testing and Quality Control and submit report as described in 01 33 00 – Submittal Procedures.
- .2 Manufacturer's Field Services:
 - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in 01 33 00 – Submittal Procedures.
 - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.
 - .3 Schedule site visits, to review Work, as directed in 01 45 00 – Testing and Quality Control.

3.4 DEMONSTRATION

- .1 Departmental Representative will use equipment and systems for test purposes prior to acceptance. Supply labour, material, and instruments required for testing.
- .2 Trial usage to apply to following equipment and systems:
 - .3 2 hours for air distribution and air conditioning
 - .4 2 hours for controls.
- .3 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
- .4 Use operation and maintenance manual, as-built drawings, and audio visual aids as part of instruction materials.
- .5 Instruction duration time requirements as specified in appropriate sections.
- .6 Departmental Representative will record these demonstrations on video tape for future reference.

3.5 PROTECTION

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