

1.1 SUBMITTALS

- .1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:
 - .1 Work Schedule as specified herein.
 - .2 Shop Drawing Submittal Schedule specified in section 01 33 00
 - .3 Waste Management Plan specified in section 01 74 21
 - .4 Environmental Procedures specified in section 01 35 43
 - .5 Site Specific Health and Safety Plan specified in section 01 35 29.06
 - .6 Hot Work Procedures specified in section 01 35 24
 - .7 Dust Control measures specified in section 01 50 00.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
 - .1 Work Schedule within 21 calendar days of contract award.
 - .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
 - .3 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
 - .4 Work schedule content to include as a minimum the following:
 - .1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
 - .2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
 - .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.
 - .4 Schedule work in cooperation with the Departmental Representative. Revise Work Schedule items identified by Departmental Representative during review of schedule.
 - .5 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
 - .6 Ensure that all subtrades and subcontractors are made aware of the work restraints and operational restrictions specified.

- .7 Schedule Updates:
 - .1 Submit when requested by Departmental Representative.
 - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
 - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
- .8 Departmental Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.
- .9 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

1.3 OPERATIONAL RESTRICTIONS

- .1 Be aware that the GOCB must be kept operational for the full duration of work of this contract. Building services to areas under use by Visitors and Staff must also be maintained at all times during the GOCB's operational hours and as specifically defined in operational restrictions specified in this section.
- .2 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .3 It is anticipated that the decommissioning of the disused elevator under this contract must be carried out during "Off-Hours", ie. outside the daily operational hours of the building. If it becomes apparent that 'Off Hours' working will be essential for the completion of any other part of the Work, the Departmental Representative must be notified at least 14 days prior to the expected Off Hours work.
- .4 Departmental Representative reserves the right to stop certain daytime work activities, if the nature of that activity generates excessive noise or dust and have Contractor re-schedule that particular work to be performed during the Off-Hour period.
- .5 See Section 01 35 39 in regards to:
 - .1 Special security requirements which must be observed in the course of work.
 - .2 Provision of commissionaires by Contractor as part of the Work.
 - .3 Hours of Work
- .6 Building circulation maintained:
 - .1 Ensure that entrances, roadways, fire exiting from the building and other circulation routes are maintained free and clear providing safe and uninterrupted passage for staff at all times during the entire work.
 - .2 Provide temporary walkways, and accesses when required due to nature of work. Such circulation routes must be constructed to barrier free requirements unless approved otherwise by Departmental Representative.

- .3 Maintain fire escape routes accessible and fire fighting access open all times for the duration of the project.
- .4 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, building entrances and exits.
- .7 Safety Signage:
 - .1 Provide on site, and erect as required during progress of work, proper signage in English and French, mounted on self-supporting stands, warning the building occupants of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.
 - .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
 - .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
 - .4 Include costs for the supply and installation of these signs in the bid price.
- .8 Dust and Dirt Control:
 - .1 See Section 01 50 00 and 01 74 11 for dust control and cleaning requirements.
 - .2 Contractor to ensure during the deconstruction and the construction of the roof, the existing office space, space directly below or adjacent do not experience dust or dirt cause by work of this contract.
 - .3 Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Review all measures with the Departmental Representative before undertaking work, especially for major dust generating activities.
 - .4 Do not allow demolition debris and construction waste to accumulate on site, remove from site immediately.
 - .5 As work progresses, maintain construction areas in a tidy condition at all times. Remove gross dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.
 - .6 Disconnect and seal-off ductwork of HVAC servicing the construction area to stop spread of dust into other areas of Facility.
 - .7 Stop workers with soiled footwear from entering building.
 - .8 Keep access doors to work areas closed at all times. Use only designated doors for entry or egress.
- .9 Work in Occupied Areas:
 - .1 Where work must be carried out in an occupied area beyond the boundaries of the enclosed construction site, perform such work at times to be agreed with the Departmental Representative.
 - .2 Ensure that all dust, dirt, debris, construction waste, materials, tools and equipment are completely removed at the end of each work shift. Clean and reinstate area ready for immediate use by tenant.
 - .3 Provide temporary dust barriers around immediate work areas and place fabric drop sheets over workstations, equipment and other furnishings located immediately adjacent to such work.
 - .4 Conduct work in such a way as to minimize the creation of dust and to avoid contaminating areas beyond the immediate location.

- .5 Discuss and obtain Departmental Representative's approval beforehand on the type and extent of dust barriers, protective devices and measures needed.
- .6 Clean such areas as well as those corridors and routes used to gain entry and access.
- .10 Cleaning of occupied areas used by Contractor:
 - .1 Clean lobbies, corridors and other circulation routes used by workers to gain access to work by conducting cleaning, vacuuming and washing of floors, walls and other soiled surfaces.
 - .2 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas and building circulation areas will result in the Departmental Representative obtaining the services of an independent building cleaning agency. Costs of such services will be charged against Contractor in the form of financial penalties or holdback assessments against the Contract.

1.4 PROJECT MEETINGS

- .1 Schedule and administer project meetings, held on a minimum bi-weekly basis, for entire duration of work and more often when directed by Departmental Representative as deemed necessary due to progress of work or particular situation.
- .2 Prepare agenda for meetings.
- .3 Notify participants in writing 4 days in advance of meeting date.
 - .1 Ensure attendance of all subcontractors.
 - .2 Departmental Representative will provide list of other attendees to be notified.
- .4 Hold meetings at project site or where approved by Departmental Representative.
- .5 Preside at meetings and record minutes.
 - .1 Indicate significant proceedings and decisions. Identify action items by parties.
 - .2 Distribute to participants by mail or by facsimile within 3 calendar days after each meeting.
 - .3 Make revisions as directed by Departmental Representative.
 - .4 Departmental Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.

1.5 WORK COORDINATION

- .1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
 - .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 The General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
 - .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.

- .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.
 - .1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.
 - .2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.
- .3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.
- .4 Plan and coordinate work in such a way to minimize quantity of service line offsets.
- .5 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Submission of shop drawings and ordering of prefabricated equipment or pre-built components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .4 Work Cooperation:
 - .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
 - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.
- .5 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

END OF SECTION