

1 Description of
Standing Offer Work

- .1 Scope of work under this Standing Offer includes but shall not be limited to, the provision of all labour, material, tools and equipment necessary to complete minor renovation projects to support the operations of the Government of Canada services in the province of New Brunswick on an "as and when requested basis" for a duration of two (2) years with the option for one (1) one-year extensions.
- .2 All work must be coordinated with the existing operations at each facility. All facilities may be operational.
- .3 For each call-up on this Standing Offer, a scope of work will be provided on an as required basis, when and where needed.

2 Documents Required

- .1 Maintain at job site, one copy each of following:
 - .1 Call-Ups and Contract drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed shop drawings and submissions.
 - .5 Change orders.
 - .6 Other modifications to Contract.
 - .7 Field test reports.
 - .8 Copy of approved work schedule.
 - .9 Manufacturer's installation and application instructions.
 - .10 Standards listed in Part 1 of the specification sections under Reference Standards.

3 Site Conditions

- .1 "As-Built" information of each facility may be available for inspection at the offices of Public Works And Government Services Canada. This material may not be current and will be made available for information purposes only.
- .2 Parties intending to tender for this work are advised to visit sample facilities within the Region and make their own assessment of the facilities and difficulties attending execution of the Work, actual site conditions,

-
- | | | |
|---------------------------------------|----|---|
| <u>3 Site Conditions
(Cont'd)</u> | .2 | (Cont'd)
and all other contingencies. PWGSC staff must coordinate such site visits. |
|
 | | |
| <u>4 Work Schedule</u> | .1 | The Contractor is advised that the locations of the work will be determined by the Departmental Representative on a priority basis within the boundaries of the Region as defined in Clause 1.1. |
| | .2 | The Contractor will be required to mobilize at the individual locations within 72 hours of notification from the Departmental Representative. |
|
 | | |
| <u>5 Contractor's Use
of Site</u> | .1 | Use of Site: partial, as coordinated with each Detachment for execution of the Work. |
| | .2 | Some facilities may require the Contractor to be accompanied by security approved Commissionaires. The cost of this security is the responsibility of the Contractor. Contractor to invoice PWGSC for these Commissionaires' charges - no markup. |
| | .3 | Do not unreasonably encumber site with materials or equipment. |
| | .4 | Move stored products or equipment supplied under this Contract at the Contractor's expense which interfere with operations of the Departmental Representative or other Contractors. |
| | .5 | Obtain and pay for use of additional storage or work areas needed to conduct work under this Contract. The Contractor will be solely responsible for arranging for the storage of materials on or off the site, and any materials stored at the site which interfere with any of the day-to-day activities at or near the site. |
| | .6 | Exercise care so as not to obstruct or damage public or private property in the area of the Work. Do not interfere with normal day-to-day operations of the Facility. |
-

-
- | | | |
|--|----|--|
| 5 Contractor's Use
of Site
(Cont'd) | .7 | At the completion of all work, restore the area of work to its original condition. Damage to grounds and property will be repaired at Contractor's expense. Remove all construction materials, residue, excess, etc., and leave the site in a condition acceptable to the Departmental Representative. |
| | .8 | Comply with all regulations and authorities having jurisdiction over the work. |
| | .9 | Provide temporary barriers and warning signs in locations where work is adjacent to areas used by the public and Government staff. |
|
 | | |
| 6 Codes and
Standards | .1 | Perform work in accordance with National Building Code of Canada (NBCC) 2010 and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will apply. |
| | .2 | Meet or exceed requirements of contract documents, specified standards, codes and referenced documents. |
|
 | | |
| 7 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 straight edges and templates required to facilitate Departmental Representative's inspection of work. |
|
 | | |
| 8 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 |
-

-
- | | | |
|--|----|---|
| <u>8 Location of
Equipment and
Fixtures
(Cont'd)</u> | .2 | (Cont'd)
manufacturer's recommendations for safety,
access and maintenance. |
| | .3 | Inform Departmental Representative of
impending installation and obtain his/her
approval for actual location. |
| | .4 | Submit field drawings to indicate relative
position of various services and equipment
when required by Departmental Representative. |
|
 | | |
| <u>9 Protection</u> | .1 | Store all materials and equipment to be
incorporated into work to prevent damage by
any means. |
| | .2 | Repair or replace all materials or equipment
damaged in transit or storage to the
satisfaction of and at no cost to the
Departmental Representative. |
|
 | | |
| <u>10 Concealment</u> | .1 | Conceal pipes, ducts and wiring in floor,
wall and ceiling construction of finished
areas except where indicated otherwise. |
|
 | | |
| <u>11 Cutting and
Patching</u> | .1 | Execute cutting (including excavation),
fitting and patching required to make work fit
properly. |
| | .2 | Where new work connects with existing and
where existing work is altered; cut, patch and
make good to match existing work. |
| | .3 | Obtain Departmental Representative's approval
before cutting, boring or sleeving
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. |
-

-
- | | | |
|-----------------------------------|----|---|
| <u>12 Asbestos
Discovery</u> | .1 | Demolition of spray or trowel applied asbestos can be hazardous to health. Should material resembling asbestos be encountered, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative. |
|
 | | |
| <u>13 Existing Services</u> | .1 | Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian, vehicular traffic and existing operations. |
| | .2 | Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings. |
| | .3 | Submit schedule to and obtain acceptance from Departmental Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties. |
| | .4 | Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing. |
| | .5 | Record locations of maintained, re-routed and abandoned service lines. |
|
 | | |
| <u>14 Additional
Drawings</u> | .1 | Departmental Representative may furnish additional drawings to assist proper execution of the work. These drawings will be issued for clarification and intent as if they were included with plans referred to in the Contract Documents. |
|
 | | |
| <u>15 Works
Coordination</u> | .1 | The Contractor is responsible for coordinating the work of the various trades, where the work of each trade interfaces with each other. |
-

15 Works
Coordination
(Cont'd)

- .2 The Contractor shall convene meetings between trades whose work interfaces, and ensure that they are fully aware of the areas and the extent of where the interfacing is required. Provide each trade with the plans and specifications of the interfacing trade as required, to assist them in planning and carrying out their respective work.
- .3 Shop drawing review and material ordering shall only commence after this coordination has taken place between trades and all conditions affecting the work of the interfacing trades has been made known.
- .4 Ensure coordination and cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
- .5 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.
- .6 Public Works and Government Services Canada will not be held responsible for any extra costs incurred as a result of the failure to carry out coordination 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 Contractor, and shall be resolved by him/her at no additional cost to the Contract.

16 Contract
Documents

- .1 Contract Drawings:
 - .1 The Departmental Representative will furnish drawings to assist in the proper execution of the work. These drawings will be issued for location and clarification only. Such drawings will have the same meaning and intent as if they were included in the Contract Documents.
 - .2 The drawings indicate the extent and general dimensions of the work. Make all necessary measurements to ensure that the

-
- | | | |
|-----------------------------------|----|--|
| 16 Contract Documents
(Cont'd) | .1 | (Cont'd) |
| | .2 | (Cont'd) |
| | | result of the work is in accordance with the intent. |
| | .3 | Verify all existing conditions in the field prior to proceeding with work. |
| | .2 | Contract Specifications: |
| | | .1 These specifications and those to be issued under this Standing Offer Contract are intended to describe and provide for a finished project. They are intended to be complementary, and what is called for by either will be as binding as if called for by both. The Contractor shall understand that the work herein described will be complete in every detail, notwithstanding that every item necessarily involved is not particularly mentioned, and the Contractor will be held to provide all labour, materials and equipment necessary for the entire completion of the work and will not avail himself of any errors or omissions. |
|
 | | |
| 17 Taxes, Permits and Regulations | .1 | Pay applicable federal, provincial and municipal taxes. |
| | .2 | Apply for, obtain, and pay for all necessary permits, approvals, and other authorizations required for the work. |
| | .3 | Comply with all by-laws, ordinances and regulations of all authorities having jurisdiction. |
|
 | | |
| 18 Worker's Compensation | .1 | The Contractor and all sub-contractors must be registered under the Workers' Compensation Act and provide evidence of good standing. |
|
 | | |
| 19 Laws, Standards Taxes and Fees | .1 | Comply with all laws and standards governing all or any part of the work, pay all applicable taxes and pay for all permits and certificates required in respect of the execution of the work. Where variances exist between the requirements of agencies governing |
-

-
- | | | |
|---|----|--|
| <u>19 Laws, Standards
Taxes and Fees
(Cont'd)</u> | .1 | (Cont'd)
all or any part of the work, the most
restrictive will govern, but in no instance
will the standards established by the drawings
and this Specification, which exceed such
requirements, be reduced. |
| | | |
| <u>20 Protection and
Repair</u> | .1 | Repair any damage resulting from operations
under this contract. |
| | | |
| <u>21 Inspection and
Testing</u> | .1 | The Departmental Representative may employ an
Inspector and/or Testing Company to ensure
work conforms with the Contract. |
| | | |
| <u>22 Disposal of
Debris</u> | .1 | Debris, including construction materials not
incorporated in the work and other materials
of this nature will be disposed of by the
Contractor in suitable locations off the site.
Disposal is the responsibility of the
Contractor. |
| | | |
| <u>23 Confined Spaces</u> | .1 | All work in confined spaces will be carried
out in compliance with the Canada Labour Code,
Part II, Section 11. |
| | .2 | Contractor to provide and maintain all
equipment as required by any person to enter
and/or perform work in a safe manner, in
compliance with the Canada Occupational,
Safety and Health Regulations, Part XI.
.1 At the Departmental Representative's
request, the Contractor agrees to provide to
PWGSC employees or its Consultants, all
necessary equipment as defined under Part XII,
to enter the confined space and the Contractor
acknowledges that he/she is responsible for
the safety and efficacy of this equipment. |
| | .3 | The Contractor shall provide and maintain
training, as required by the Canada Labour
Code, Part II, Section 11.
.1 The Contractor and/or his employees
shall provide proof of training and |
-

- 23 Confined Spaces .3 (Cont'd)
(Cont'd) .1 (Cont'd)
qualifications when requested by the
Departmental Representative.
- .4 The Contractor shall provide the Departmental
Representative with a copy of an "Entry
Permit" for each and every entry into the
confined space to ensure compliance with the
Canada Labour Code, Part II, Section 11.
- 24 Personnel .1 The Contractor will provide only journeymen
personnel with a valid New Brunswick
Department of Labour Licence to work on all
trades related projects under this Contract.
The Departmental Representative may at any
time during this Contract request to inspect a
worker's certification.
- 25 Invoicing .1 The Contractor is required to notify the
Departmental Representative upon completion of
the work at each facility before submitting an
invoice.
- .2 Each invoice must show:
.1 Contract number.
.2 Work location.
.3 Description of work.
.4 Project Number.
.5 Quantity broken down as per Unit Price
Table.
- .3 In the event of a dispute, the Contractor is
to make any and all records available to the
Department to substantiate the invoiced
amount.

1 General

- .1 This section specifies general requirements and procedures for Contractor submissions of shop drawings, product data, samples and mock-ups to Departmental Representative for review.
- .2 Do not proceed with work or with material deliveries until relevant submissions are reviewed by Departmental Representative.
- .3 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submissions.
- .4 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .5 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.
- .6 Make any changes in submissions which Departmental Representative may require consistent with Contract Documents and resubmit as directed by Departmental Representative.
- .7 Notify Departmental Representative, in writing, when resubmitting, of any revisions other than those requested by Departmental Representative.
- .8 If submission is rejected for failing to meet specification requirements, Contractor shall bear cost of re-review.

2 Submission Requirements

- .1 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .2 Allow five (5) business days for Departmental Representative's review of each submission.

2 Submission
Requirements
(Cont'd)

- .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 submitted.
 - .5 Other pertinent data.
- .4 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .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.
- .5 After Departmental Representative's review, distribute copies.

3 Shop Drawings

- .1 Shop drawings: original drawings, or modified standard drawings provided by Contractor, to illustrate details of portions of work, which are specific to project requirements.
- .2 Maximum sheet size 850 X 1050 mm.
- .3 Submit shop drawings as follows:
 - .1 One (1) reproducible transparency on plastic film and one opaque diazo print.
- .4 Cross-reference shop drawing information to applicable portions of Contract Documents.

- 3 Shop Drawings (Cont'd) .5 Departmental Representative shall retain two (2) copies of all shop drawings.
- 4 Product Data .1 Product data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Submit five (5) copies of product data.
- .3 Sheet size: 215 x 280 mm, maximum of three (3) modules.
- .4 Delete information not applicable to project.
- .5 Supplement standard information to provide details applicable to project.
- .6 Cross-reference product data information to applicable portions of Contract Documents.
- .7 Departmental Representative shall retain two (2) copies of all product data.
- 5 Samples .1 Samples: examples of materials, equipment, quality, finishes, workmanship.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.
- 6 Mock-ups .1 Mock-ups: field-erected example of work complete with specified materials and workmanship.
- .2 Erect mock-ups at locations acceptable to Departmental Representative.
- .3 Reviewed and accepted mock-ups will become standards of workmanship and material against which installed work will be verified.

PART 1 - GENERAL

- 1.1 Related Work .1 Section 01 35 29: Health and Safety
- 1.2 References .1 FCC No. 301-June 1982 Standard for Construction Operations.
- .2 FCC No. 302-June 1982 Standard for Welding and Cutting.
- .3 Above-noted FCC standards, may be viewed at the Regional Fire Protection Services' Office (previously known as the Fire Commissioner of Canada) located at 99 Wyse Road, 8th Floor, Dartmouth, NS; Tel: (902) 426-6053.
- 1.3 Definitions .1 Hot Work defined as:
- .1 Welding work.
- .2 Cutting of materials by use of torch or other open flame devices.
- .3 Grinding with equipment which produces sparks.
- .4 Torching operations.
- 1.4 Fire Safety Requirement .1 Implement and follow fire safety measures during Work. Comply with following:
- .1 National Fire Code, 1995.
- .2 Fire Protection Standards FCC 301 and FCC 302 as issued by the Fire Protection Services of Human Resources Development Canada.
- .3 Federal and Provincial Occupational Health and Safety Acts and Regulations as specified in Section 01 35 29.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.
-

1.5 Hot Work
Authorization

- .1 Obtain Departmental Representative's "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
 - .1 Contractor's Hot Work Procedures to be followed on site to ensure fire safety.
 - .2 Description of the type and frequency of Hot Work required.
 - .3 Completed Hot Work Permit.
- .3 Upon review and confirmation that effective fire safety measures will be implemented during performance of hot work, Departmental Representative will provide "Authorization to Proceed" as follows:
 - .1 Issue one (1) written Authorization to Proceed covering the entire project and duration of work or;
 - .2 Issue individual Authorization to Proceed for specific items of work by requiring Contractor to fill out individual Hot Work Permit for each hot work event as determined by Departmental Representative.
- .4 Frequency for Hot Work Permit based on:
 - .1 Nature of phasing of work;
 - .2 Risk to facility operations;
 - .3 Quantity of various trades needing to perform hot work on project or;
 - .4 Other situations deemed necessary by Departmental Representative to ensure fire safety on premises.
- .5 Do not perform any hot work until receipt of Departmental Representative's written Authorization to Proceed.
- .6 Hot work to be performed inside building can only be done during Facility non-operational periods. Coordinate with Facility Manager through the Departmental Representative in this regard.
- .7 Failure to comply with the established hot work procedures may result in the issuance of a Non-Compliance Notification at Departmental Representative's discretion with possible disciplinary measures imposed as specified in Section 01 35 29.

1.6 Hot Work
Procedures

- .1 Develop and implement safety procedures and work practices to be followed during the performance of hot work.
- .2 Procedures to include:
 - .1 Requirement to perform hazard assessment of site and immediate hot work area for each hot work event in accordance with Hazard Assessment and Safety Plan requirements of Section 01 35 29.
 - .2 Use of a Hot Work Permit system for each event when Hot Work event.
 - .3 Permit shall be issued by Contractor's Superintendent granting permission to worker or subcontractor to proceed with hot work.
 - .4 Provision of a designated person(s) to carryout a Fire Safety Watch for a minimum of 60 minutes immediately upon completion of the hot work.
 - .5 Compliance with fire safety codes and standards specified herein and occupational health and safety regulations specified in Section 01 35 29.
- .3 Generic procedures, if used, must be edited, supplemented with pertinent information and tailored to reflect specific project conditions. Clearly label as being the Hot Work Procedures applicable to this contract.
- .4 Hot Work Procedures to be in typewritten format, listing step by step procedures and worker instructions, clearly establishing and allocating responsibilities of:
 - .1 Worker(s),
 - .2 Designated person authorized to issue the Hot Work Permit,
 - .3 Fire Safety Watcher,
 - .4 Subcontractors and Contractor.
- .5 Brief all workers and subcontractors on Hot Work Procedures and Permit system.

1.7 Fire Protection.1
and Alarm Systems

- Fire protection and alarm systems shall not be:
- .1 Obstructed.
 - .2 Shut-off, unless approved by Departmental Representative.

1.7 Fire Protection.1
and Alarm Systems
(Cont'd)

(Cont'd)

- .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 fire fighting.
- .3 Costs incurred, from the fire department, building owner and tenants, resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract.

1.8 Documents
on Site

- .1 Keep Hot Work Permits and Hazard assessment documentation on site for duration of Work.
- .2 Upon request, make available to Departmental Representative or to authorized safety representative for inspection.

1.1 Section Includes .1 Procedures to isolate and lockout electrical facility and other equipment from energy sources.

1.2 Related Work .1 Section 01 35 29: Health and Safety

1.3 References .1 CSA C22.1-06 - Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.

.2 CAN/CSA C22.3 No.1-06 - Overhead Systems.

.3 CSA C22.3 No.7-06 - Underground Systems.

.4 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.

1.4 Definitions .1 Electrical Facility: means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons.

.2 Guarantee of Isolation: means a guarantee by a competent person in control or in charge that a particular facility or equipment has been isolated.

.3 De-energize: in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD).

.4 Guarded: means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any person who might touch or go near such item.

1.4 Definitions
(Cont'd)

- .5 Isolate: means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous.
- .6 Live/alive: means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons.

1.5 Compliance
Requirements

- .1 Comply with the following in regards to isolation and lockout of electrical facilities and equipment:
 - .1 Canadian Electrical Code
 - .2 Federal and Provincial Occupational Health and Safety Acts and Regulations.
 - .3 Regulations and code of practise as applicable to mechanical equipment or other machinery being de-energized.
 - .4 Procedures specified herein.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply.

1.6 Submittals

- .1 Submit copy of lockout procedures, sample of lockout permit and lockout tags proposed for use in accordance with Section 01 33 00. , Submit within 14 calendar days of acceptance of bid.

1.7 Isolation Of
Existing Services

- .1 Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.
-

- 1.7 Isolation Of Existing Services (Cont'd)
- .2 To obtain authorization, submit to Departmental Representative the following documentation:
 - .1 Written request to isolate the particular service or facility and;
 - .2 Copy of Contractor's Lockout Procedures.
 - .3 Make a Request for Isolation for each event, unless directed otherwise by Departmental Representative, as follows:
 - .1 Fill-out standard form in current use at the Facility as provided by Departmental Representative or;
 - .2 Where no form exist, make written request indicating:
 - .1 The equipment, system or service to be isolated and it's location;
 - .2 Duration of isolation period (ie: start time & date and completion time & date).
 - .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.
 - .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorizing to proceed with the work.
 - .1 Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
 - .5 Conduct safe, orderly shut down of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility.
 - .6 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.
 - .7 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.

- 1.7 Isolation Of Existing Services (Cont'd) .8 Conduct hazard assessment as part of the process in accordance with health and safety requirements specified Section 01 35 28.
- 1.8 Lockouts .1 De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
- .2 Develop and implement clear and specific lockout procedures to be followed as part of the Work.
- .3 Prepare type written Lockout Procedures describing safe work practices, procedures, worker responsibilities, and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tagout its sources of energy.
- .4 Include, as part of the Lockout Procedures, a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in-charge" at the site.
- .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
- .2 Duties of person managing the permit system to include:
- .1 Issuance of permits and lockout tags to workers.
- .2 Determining permit duration.
- .3 Maintaining record of permits and tags issued.
- .4 Making a Request for Isolation to Departmental Representative when required as specified above.
- .5 Designating a Safety Watcher, when one is required based on type of work.
- .6 Ensuring equipment or facility has been properly isolated.
- .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.

- 1.8 Lockouts
(Cont'd)
- .5 Clearly establish, describe, and allocate responsibilities of:
 - .1 Workers.
 - .2 Person managing the lockout permit system.
 - .3 Safety Watcher.
 - .4 Subcontractor(s) and General Contractor.
 - .6 Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
 - .1 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through the Departmental Representative.
 - .2 Clearly label the document as being the Lockout procedures applicable to work of this contract.
 - .7 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.
 - .8 Use industry standard lockout tags.
 - .9 Provide appropriate safety grounding and guards as required.
- 1.9 Conformance
- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.
- 1.10 Documents
On Site
- .1 Post Lockout Procedures on site in common location for viewing by workers.
 - .2 Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
 - .3 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

1.1 Related Work

- .1 Section 01 35 24: Special Procedures on Fire Safety Requirements.
- .2 Section 01 35 25: Special Procedures on Lockout Requirements.

1.2 Definitions

- .1 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.
- .2 Competent Person: means a person who is:
 - .1 Qualified by virtue of personal knowledge, training and experience to perform assigned work in a manner that will ensure the health and safety of persons in the workplace, and;
 - .2 Knowledgeable about the provisions of occupational health and safety statutes and regulations that apply to the Work and;
 - .3 Knowledgeable about potential or actual danger to health or safety associated with the Work.
- .3 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.
- .4 PPE: personal protective equipment
- .5 Work Site: where used in this section shall mean areas, located at the premises where Work is undertaken, used by Contractor to perform all of the activities associated with the performance of the Work.

1.3 Submittals

- .1 Make submittals in accordance with Section 01 33 00.
- .2 Submit site-specific Health and Safety Plan prior to commencement of Work.
 - .1 Submit within ten (10) work days of notification of Bid Acceptance. Provide three (3) copies.
 - .2 Departmental Representative will review Health and Safety Plan and provide comments.

1.3 Submittals
(Cont'd)

- .2 (Cont'd)
 - .3 Revise the Plan as appropriate and resubmit within five (5) work days after receipt of comments.
 - .4 Departmental Representative's review and comments made of the Plan shall not be construed as an endorsement, approval or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.
 - .5 Submit revisions and updates made to the Plan during the course of Work.
- .3 Submit name of designated Health & Safety Site Representative and support documentation specified in the Safety Plan.
- .4 Submit building permit, compliance certificates and other permits obtained.
- .5 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other department of labour organization.
 - .1 Submit update of Letter of Good Standing whenever expiration date occurs during the period of Work.
- .6 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .7 Submit copies of incident reports.
- .8 Submit WHMIS MSDS - Material Safety Data Sheets.

1.4 Compliance
Requirements

- .1 Comply with Occupational Health and Safety Act for Province of New Brunswick, and General Regulations made pursuant to the Act.
- .2 Comply with Canada Labour Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations (COSH) as well as any other regulations made pursuant to the Act.
 - .1 The Canada Labour Code can be viewed at:
[www.http://laws.justice.gc.ca/en/L-2/](http://laws.justice.gc.ca/en/L-2/)

1.4 Compliance
Requirements
(Cont'd)

- .2 (Cont'd)
 - .2 COSH can be viewed at:
[www.http://laws.justice.gc.ca/eng/SOR-86-304/n e .html](http://laws.justice.gc.ca/eng/SOR-86-304/n e .html)
 - .3 A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 Tel: (819) 956-4800 (1-800-635-7943) Publication No. L31-85/2000 E or F)
- .3 Observe construction safety measures of:
 - .1 Part 8 of National Building Code
 - .2 Municipal by-laws and ordinances.
- .4 In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.
- .5 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.

1.5 Responsibility

- .1 Be responsible for health and safety of persons on site, safety of property on site, and for protection of persons and environment adjacent to the site to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by all workers, sub-contractors and other persons granted access to Work Site with safety requirements of Contract Documents, applicable federal, provincial, and local by-laws, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.6 Site Control
and Access

- .1 Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons. Immediately stop and remove non-authorized persons.
 - .1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to

1.6 Site Control
and Access
(Cont'd)

- .1 (Cont'd)
 - .1 (Cont'd)

their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.
- .2 Isolate Work Site from other areas of the premises by use of appropriate means.
 - .1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment. See Section 01 50 00 for minimum acceptable requirements.
 - .2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.
 - .3 Use professionally made signs with bilingual message in the two (2) official languages or internationally known graphic symbols.
- .3 Provide safety orientation session to persons granted access to Work Site. Advise of hazards and safety rules to be observed while on site.
- .4 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.
- .5 Secure Work Site against entry when inactive or unoccupied and to protect persons against harm. Provide security guard where adequate protection cannot be achieved by other means.

1.7 Protection

- .1 Give precedence to safety and health of persons and protection of environment over cost and schedule considerations for Work.
- .2 Should unforeseen or peculiar safety related hazard or condition become evident during performance of Work, immediately take measures to rectify situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.

-
- | | |
|-------------------------------------|---|
| <u>1.8 Filing of Notice</u> | <ul style="list-style-type: none">.1 File Notice of Project with pertinent provincial health and safety authorities prior to beginning of Work.<ul style="list-style-type: none">.1 Departmental Representative will assist in locating address if needed. |
| | |
| <u>1.9 Permits</u> | <ul style="list-style-type: none">.1 Post permits, licenses and compliance certificates, specified in Section 01 10 10, at Work Site..2 Where a particular permit or compliance certificate cannot be obtained, notify Departmental Representative in writing and obtain approval to proceed before carrying out applicable portion of work. |
| | |
| <u>1.10 Hazard Assessments</u> | <ul style="list-style-type: none">.1 Perform site specific health and safety hazard assessment of the Work and its site..2 Carryout initial assessment prior to commencement of Work with further assessments as needed during progress of work, including when new trades and subcontractors arrive on site..3 Record results and address in Health and Safety Plan..4 Keep documentation on site for entire duration of the Work. |
| | |
| <u>1.11 Project/Site Conditions</u> | <ul style="list-style-type: none">.1 Following are potential health, environmental, and safety hazards at the site for which Work may involve contact with:<ul style="list-style-type: none">.1 Existing hazardous and controlled products stored on site..2 Existing hazardous substances or contaminated building materials..3 Known latent site and environmental conditions..4 Facility on-going operations..2 Contractor is responsible to ask for MSDS sheets and known hazards substance from each Facility Manager prior to work commencing. If |
-

-
- 1.11 Project/Site Conditions (Cont'd)
- .2 (Cont'd)
no data is available at a specific facility, the Contractor is to notify the Departmental Representative.
 - .3 Above items shall not be construed as being complete and inclusive of potential health and safety hazards encountered during Work.
 - .4 Include above items in the hazard assessment of the Work.
 - .5 MSDS Data sheets of pertinent hazardous and controlled products stored on site can be obtained from Departmental Representative.
- 1.12 Meetings
- .1 Attend pre-construction health and safety meeting, convened and chaired by Departmental Representative, prior to commencement of Work, at time, date and location determined by Departmental Representative. Ensure attendance of:
 - .1 Superintendent of Work
 - .2 Designated Health & Safety Site Representative
 - .3 Subcontractors
 - .2 Conduct regularly scheduled tool box and safety meetings during the Work in conformance with Occupational Health and Safety regulations.
 - .3 Keep documents on site.
- 1.13 Health and Safety Plan
- .1 Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
 - .2 Health and Safety Plan shall include the following components:
 - .1 List of health risks and safety hazards identified by hazard assessment.
 - .2 Control measures used to mitigate risks and hazards identified.
-

1.13 Health and
Safety Plan
(Cont'd)

- .2 (Cont'd)
 - .3 On-site Contingency and Emergency Response Plan as specified below.
 - .4 On-site Communication Plan as specified below.
 - .5 Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.
 - .6 Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.
- .3 On-site Contingency and Emergency Response Plan shall include:
 - .1 Operational procedures, evacuation measures, and communication process to be implemented in the event of an emergency.
 - .2 Evacuation Plan: site and floor plan layouts showing escape routes, marshalling areas. Details on alarm notification methods, fire drills, location of fire fighting equipment and other related data.
 - .3 Name, duties and responsibilities of persons designated as Emergency Warden(s) and deputies.
 - .4 Emergency Contacts: name and telephone number of officials from:
 - .1 General Contractor and subcontractors.
 - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - .3 Local emergency resource organizations.
 - .5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- .4 On-site Communication Plan:
 - .1 Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.
 - .2 List of critical work activities to be communicated with Facility Manager which have

1.13 Health and
Safety Plan
(Cont'd)

- .4 On-site Communication Plan: (Cont'd)
 - .2 (Cont'd)
a risk of endangering health and safety of Facility users.
- .5 Address all activities of the Work including those of subcontractors.
- .6 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or subcontractor arrive at Work Site.
- .7 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.
- .8 Post copy of the Plan, and updates, prominently on Work Site.

1.14 Safety
Supervision

- .1 Employ Health & Safety Site Representative responsible for daily supervision of health and safety of the Work.
- .2 Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and shall be assigned the responsibility and authority to:
 - .1 Implement, monitor and enforce daily compliance with health and safety requirements of the Work
 - .2 Monitor and enforce Contractor's site-specific Health and Safety Plan.
 - .3 Conduct site safety orientation session to persons granted access to Work Site.
 - .4 Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
 - .5 Stop the Work as deemed necessary for reasons of health and safety.
- .3 Health & Safety Site Representative must:
 - .1 Be qualified and competent person in occupational health and safety.

-
- 1.14 Safety Supervision (Cont'd)
- .3 (Cont'd)
 - .2 Have site-related working experience specific to activities of the Work.
 - .3 Be on Work Site at all times during execution of the Work.
 - .4 All supervisory personnel assigned to the Work shall also be competent persons.
 - .5 Inspections:
 - .1 Conduct regularly scheduled safety inspections of the Work on a minimum bi-weekly basis. Record deficiencies and remedial action taken.
 - .2 Conduct Formal Inspections on a minimum monthly basis. Use standardized safety inspection forms. Distribute to subcontractors.
 - .3 Follow-up and ensure corrective measures are taken.
 - .6 Cooperate with Facility's Occupational Health and Safety representative should one be designated by Departmental Representative.
 - .7 Keep inspection reports and supervision related documentation on site.
- 1.15 Training
- .1 Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
 - .2 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.
 - .3 When unforeseen or peculiar safety-related hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.
-

-
- 1.16 Minimum Site Safety Rules .1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:
- .1 Wear appropriate PPE pertinent to the Work or assigned task; minimum being hard hat, safety footwear, safety glasses and hearing protection.
 - .2 Immediately report unsafe condition at site, near-miss accident, injury and damage.
 - .3 Maintain site and storage areas in a tidy condition free of hazards causing injury.
 - .4 Obey warning signs and safety tags.
- .2 Brief persons of disciplinary protocols to be taken for non compliance. Post rules on site.
- 1.17 Correction of Non-Compliance .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative will stop Work if non-compliance of health and safety regulations is not corrected in a timely manner.
- 1.18 Incident Reporting .1 Investigate and report the following incidents to Departmental Representative:
- .1 Incidents requiring notification to Provincial Department of Occupational Safety and Health, Workers Compensation Board or to other regulatory Agency.
 - .2 Medical aid injuries.
 - .3 Property damage in excess of \$10,000.00,
 - .4 Interruptions to Facility operations resulting in an operational lost to a Federal department in excess of \$5000.00.
- .2 Submit report in writing.
-

-
- | | |
|--------------------------------|--|
| <u>1.19 Hazardous Products</u> | <ul style="list-style-type: none">.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS)..2 Keep MSDS data sheets for all products delivered to site.<ul style="list-style-type: none">.1 Post on site..2 Submit copy to Departmental Representative..3 For interior work in an occupied Facility, post additional copy in one or more publically accessible locations. |
| <u>1.20 Confined Spaces</u> | <ul style="list-style-type: none">.1 Abide by occupational health and safety regulations regarding work in confined spaces..2 Obtain an Entry Permit in accordance with Part XI of the Canada Occupational Health and Safety Regulations for entry into an existing identified confined space located at the Facility or premises of Work.<ul style="list-style-type: none">.1 Obtain permit from Facility Manager.2 Keep copy of permit issued..3 Safety for Inspectors:<ul style="list-style-type: none">.1 Provide PPE and training to Departmental Representative and other persons who require entry into confined space to perform inspections..2 Be responsible for efficacy of equipment and safety of persons during their entry and occupancy in the confined space. |
| <u>1.21 Site Records</u> | <ul style="list-style-type: none">.1 Maintain on Work Site copy of safety related documentation and reports stipulated to be produced in compliance with Acts and Regulations of authorities having jurisdiction and of those documents specified herein..2 Upon request, make available to Departmental Representative or authorized Safety Officer for inspection. |
-

1.22 Posting Of
Documents

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on Work Site in accordance with Acts and Regulations of Province having jurisdiction.
- .2 Post other documents as specified herein, including:
 - .1 Site specific Health and Safety Plan
 - .2 WHMIS data sheets

-
- | | |
|---|--|
| <u>1 Definitions</u> | .1 Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment. |
|
 | |
| <u>2 Fires</u> | .1 Fires and burning of rubbish on site not permitted. |
|
 | |
| <u>3 Disposal of Wastes and Hazardous Materials</u> | .1 Do not bury rubbish and waste materials on site.

.2 Do not dispose of hazardous waste including volatile materials, such as mineral spirits, paint thinner, oil or fuel into waterways, storm, sanitary sewers or municipal solid waste landfills.

.3 Store, handle and dispose of hazardous materials and hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.

.4 Perform work in such a way as to:
.1 Optimize use of materials and minimize waste.
.2 Dispose of leftover products, waste and demolition debris with maximum consideration on recycling and minimizing disposal at landfill sites.

.5 Dispose of waste and debris at approved landfill sites only and transfer stations. Stringently follow provincial, municipal and landfill operator rules and regulations. Separate out and prevent improper disposal of items banned from landfills.

.6 Deconstruct and separate at source demolition debris, construction material waste, product packaging and delivery containers into various waste categories in order to maximize recycling abilities of various items and to |
-

3 Disposal of
Wastes and
Hazardous Materials
(Cont'd)

- .6 (Cont'd)
divert as much waste as possible from
disposal at landfill sites in a "mixed state".
 - .1 Where specialized recycling firms exist,
transport waste and leftover materials to such
facility.
 - .2 Cooperate and follow landfill site
operator's recycling program and efforts on
landfill diversion.
- .7 Communicate with landfill operator prior to
commencement of work, to determine what
specific construction, demolition and waste
materials have been banned from disposal at
the landfill.

4 Carpet Recycling

- .1 Make arrangements and transport existing
carpet removed and new carpet remnants to
local carpet distributor for their shipment to
an approved carpet manufacturer's recycling
facility.
- .2 Be responsible for packaging carpet in
suitable containers or pallets as per shipping
requirements or Recycling Facility.
- .3 Pay all local and long distance
transportation costs, shipping charges and
disposal fees incurred by Contractor and
required by carpet distributor and Recycling
Facility.
- .4 Submit invoices and weigh bill to
Departmental Representative certifying
quantity of carpet sent to Recycling Facility
for recycling.

5 Paint Recycling

- .1 Send leftover paint, thinners and other paint
related products to a paint recycling
facility.

- 6 Pollution Control .1 Prevent contaminations of air beyond applicable work areas, by providing temporary enclosures.
- .2 Maintain inventory of hazardous materials used and hazardous wastes stored on site. List product name, quantity and date when storage began.
- .3 Have emergency spill response equipment and rapid clean-up kit, appropriate to work, at site. Locate adjacent to work and to storage areas of hazardous materials. Provide personal protective equipment as required for clean-up.
- .4 Report to Federal and Provincial Department of the Environment petroleum and other hazardous material spills as well as accidents having potential of polluting the environment. Also, notify Departmental Representative and submit a written spill report to Departmental Representative within 24 hours of occurrence.

1 General

- .1 Due to nature of the Facilities and client operations therein, security regulations pertaining to site entry and movement inside building will be in place during the work resulting in need for:
 - .1 Workers to be security cleared before being allowed on site as per clause 2.1 below;
 - .2 Escort of workers by Facility security personnel for access into certain designated areas of the facility;
 - .3 Specific rules and regulations as specified in this section and as directed by Departmental Representative to be stringently followed.
- .2 It is the Contractor's responsibility to:
 - .1 Submit necessary documentation as required to obtain required security clearances for workers;
 - .2 Become familiar with and abide by such rules and regulations;
 - .3 Brief all workers and sub-contractors in respect of the security regulations and ensure that they abide by all rules and directives.
- .3 The Departmental Representative will coordinate pre-construction meeting between Contractor, Building Management and Security Personnel who will provide details and directives on control and movement on site.
- .4 Any infraction of site security regulations on the part of the Contractor, members of work force or any sub-contractor in his employ, could result in:
 - .1 A fine, to a maximum of \$1,000.00, being levied against the General Contractor.
 - .2 Demand immediate removal of offending party from the site.

2 Security Clearance.1 Requirements

- All persons employed by Contractor or by subcontractors who will be working on site must undergo the following checks:
- .1 Apply for and obtain authorized site access;

- 2 Security Clearance.1 (Cont'd)
Requirements
(Cont'd)
- .2 Apply for PWGSC personnel security clearance screening and obtain a Reliability Status and;
 - .3 Be fingerprinted if construction contract is anticipated to be six (6) months or more in duration.
 - .2 No individual will be allowed access on site until all security clearances specified in clause 2.1 above have been obtained and permission to enter site has been given by Client. Departmental Representative will advise when this has been received.
 - .1 Site means inside building, roof areas and all exterior ground areas.
 - .3 Within one (1) week following notification of contract award, submit applications for authorized site access and PWGSC Reliability Status security clearance.
 - .1 Make application for all workers as one (1) submission to facilitate processing and minimize delays.
 - .4 To obtain the authorized site access and the PWGSC Reliability Status clearance, the following information is required for each applicant:
 - .1 "Personnel Screening, Consent and Authorization Form" (Form No. TBS/SCT #330-23E (Rev. 2002/07)) completed by each worker.
 - .2 Contractor Declaration to Public Works and Government Services Canada (PWGSC Security Form "A") completed by Contractor attesting to having conducted an assessment of reliability for each worker applicant verifying employment and other reference data.
 - .3 Proof of applicant's identity consisting of a picture ID such as a Canadian Motor Vehicle Driver's License or other similar official ID card.
 - .4 Proof of applicant's Canadian citizenship consisting of a provincial issued birth certificate, baptismal certificate, citizenship certificate or passport.
 - .5 Include both forms along with a clear legible photocopy of the citizenship and identity documents submitted as one complete package for each applicant.

2 Security Clearance.5
Requirements
(Cont'd)

A sample of the above-mentioned forms are included at the end of this specification section for reference purposes and marked Appendix "A" and "B" respectively.

.1 Information on filling out form TBS/SCT #330-23E are as follows:

- .1 Part A: by PWGSC Project Manager;
- .2 Part B: by applicant. Provide full name, including middle name (not simply initial). Ensure addresses listed represent last five (5) years of residence and each address is fully completed including postal code. Print data in clear, legible manner.
- .3 Part C: only boxes 1, 2 & 3 need to be completed, requiring applicant's initials. Name of official requested here can be PWGSC Project Manager or PWGSC Regional Security Agent provided that Contractor submits the PWGSC Security Form "A" identified in clause 2.4.2 above.

- .6 Fingerprinting will also be required if:
 - .1 Project construction duration is of six (6) months or more in duration where upon all workers must be fingerprinted, or;
 - .2 Applicant indicates that he/she has a previous criminal conviction on Form #330-23E;
 - .3 Security clearance search process results in two persons with same identity, such as having the same name.
- .7 Departmental Representative will provide details as to what procedures, location and time where workers must go should fingerprints be needed.
- .8 Processing Time:
 - .1 The PWGSC Departmental processing time to obtain all security clearances is estimated at three (3) months from date of receipt of required documentation.
 - .2 To avoid delays, submit all documentation for each applicant as one package. Ensure forms are fully completed, signed and that all information and photo identification is clear and legible.
 - .3 Be aware that processing time for applicants with criminal convictions may take

2 Security Clearance.8
Requirements
(Cont'd)

Processing Time: (Cont'd)

.3 (Cont'd)

longer than three (3) months and could extend to six (6) months' duration.

.1 An interview with such applicant may also be required as part of the security clearance process.

- .9 Facilitate process of having workers security cleared, including:
 - .1 Determine and prepare comprehensive list of workers who will require security clearance throughout project, including those of sub-contractors.
 - .2 Provide copy of list to Departmental Representative.
 - .3 Coordinate submission of various sub-contractors.
 - .4 Brief and assist applicants in preparing and submitting documentation.
 - .5 Review documentation of each applicant for completeness before submission.
 - .6 Have each worker keep a copy of their completed application form in case the initial submission gets lost.
 - .7 Submit documentation in an organized manner with transmittal letter clearly identifying project for which worker clearance is required.
- .10 Send submission(X2) directly to Departmental Representative or to the approved mailing address as directed by Departmental Representative.
- .11 Persons who have not been successful in obtaining required security clearance will not be allowed on site and work on project.

3 Security Escort .1

Security cleared workers will be authorized to circulate in designated construction areas as well as used designated corridors to gain access to work without need for security supervision or escort. However, there may be areas inside building where escort is required to gain entry. Should this condition occur, Departmental Representative will advise and acceptable escort will have to be arranged and paid for by the Contractor.

3 Security Escort
(Cont'd)

- .2 Short term visitors must report to Facility security personnel upon arrival on site and must be escorted while inside facility. Such visitors must be under continuous escort and surveillance by a Commissionaire while on site.
- .1 Be aware that Facility security may deny access inside building to a short term visitor subject to their own decision and discretion.

4 Security Passes

- .1 Contractor ID tags will be provided by Facility security to Contractor for distribution to security cleared workers.
- .2 All persons circulating inside building, including construction areas, must wear the ID tag while on premises.
- .3 The Contractor is responsible to obtain ID tags before work commences, including those required by his sub-contractors, and to continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work. Follow directives in regards to issue, distribution and control of such passes.
- .4 For the duration of this contract, anyone not in possession of the visitor tag will not be allowed access on site.
- .5 At end of project, return to Departmental Representative all tags issued to workers and to sub-contractors. Departmental Representative will deduct from final contract payment, \$100.00 for each pass not returned regardless of the reason the pass is not returned.
- .6 Immediately report any lost, stolen or destroyed passes to the PWGSC Project Manager.

5 Security
Control List

- .1 Provide a list of employee names from workforce and from sub-contractors who will be present at site during the course of work.

5 Security
Control List
(Cont'd)

- .2 List to include names, addresses and telephone number of all persons.
- .3 Submit copy to Departmental Representative and to site Security Commissionaire.
- .4 Update list as work progresses.
- .5 Ensure that each worker can provide proof of identity upon demand, when requested by security personnel, Departmental Representative.

6 Building Access

- .1 Keys and door security access cards necessary for access to restricted areas may be issued at the discretion of the Building Security and the Departmental Representative. Follow all instructions in regards to use, care and disposition of all keys and access cards so issued.
- .2 Keys and security access cards given to Security Commissionaire, Contractor's superintendent, or other supervisory staff, are for their sole possession and shall not under any circumstances be given or shared with any worker or sub-contractor.
- .3 Do not, under any circumstances make or allow workers to make duplicates of keys issued.
- .4 At end of project, return, to Departmental Representative, all keys and access cards issued. Departmental Representative will deduct from final contract payment, \$25.00 for each item not returned, regardless of the reason.
- .5 Immediately report to Departmental Representative any lost, stolen or destroyed keys and door security access cards.

7 Site Security

- .1 Where work of this contract requires use of a permanently locked door or gate, it is Contractor's responsibility to ensure that door or gate is unlocked and locked after each use or provide a competent security guard,

7 Site Security
(Cont'd)

- .1 (Cont'd)
posted at door, when entryway must remain open for an elongated period of time during a particular workshift.
 - .1 Notify Building Security when security doors will be used and stringently follow all directives to ensure building security is effectively maintained at all times.
- .2 When work of this Contract results in removal of doors or walls (providing security to the exterior or between spaces and suites), erect temporary security hoarding over openings constructed and fastened in such a way to provide the same degree as doors/walls removed.
- .3 When work must be carried out beyond the work hours previously agreed upon at start of work, notify Departmental Representative and Building Security a minimum of 48 hours in advance and follow all directives regarding access and circulation of workers.

1 General

- .1 Due to nature of the Facilities and client operations therein, security regulations pertaining to site entry and movement inside building will be in place during the work resulting in need for:
 - .1 Workers to be security cleared before being allowed on site as per clause 2.1 below;
 - .2 Escort of workers by Facility security personnel for access into certain designated areas of the facility;
 - .3 Specific rules and regulations as specified in this section and as directed by Departmental Representative to be stringently followed.
- .2 It is the Contractor's responsibility to:
 - .1 Submit necessary documentation as required to obtain required security clearances for workers;
 - .2 Become familiar with and abide by such rules and regulations;
 - .3 Brief all workers and sub-contractors in respect of the security regulations and ensure that they abide by all rules and directives.
- .3 The Departmental Representative will coordinate pre-construction meeting between Contractor, Building Management and Security Personnel who will provide details and directives on control and movement on site.
- .4 Any infraction of site security regulations on the part of the Contractor, members of work force or any sub-contractor in his employ, could result in:
 - .1 A fine, to a maximum of \$1,000.00, being levied against the General Contractor.
 - .2 Demand immediate removal of offending party from the site.

2 Security Clearance Requirements

- .1 All persons employed by Contractor or by subcontractors who will be working on site must undergo the following checks:
 - .1 Apply for and obtain authorized site access;

- 2 Security Clearance.1 (Cont'd)
Requirements
(Cont'd)
- .2 Apply for PWGSC personnel security clearance screening and obtain a Reliability Status and;
 - .3 Be fingerprinted if construction contract is anticipated to be six (6) months or more in duration.
- .2 No individual will be allowed access on site until all security clearances specified in clause 2.1 above have been obtained and permission to enter site has been given by Client. Departmental Representative will advise when this has been received.
- .1 Site means inside building, roof areas and all exterior ground areas.
- .3 Within one (1) week following notification of contract award, submit applications for authorized site access and PWGSC Reliability Status security clearance.
- .1 Make application for all workers as one (1) submission to facilitate processing and minimize delays.
- .4 To obtain the authorized site access and the PWGSC Reliability Status clearance, the following information is required for each applicant:
- .1 "Personnel Screening, Consent and Authorization Form" (Form No. TBS/SCT #330-23E (Rev. 2002/07)) completed by each worker.
 - .2 Contractor Declaration to Public Works and Government Services Canada (PWGSC Security Form "A") completed by Contractor attesting to having conducted an assessment of reliability for each worker applicant verifying employment and other reference data.
 - .3 Proof of applicant's identity consisting of a picture ID such as a Canadian Motor Vehicle Driver's License or other similar official ID card.
 - .4 Proof of applicant's Canadian citizenship consisting of a provincial issued birth certificate, baptismal certificate, citizenship certificate or passport.
 - .5 Include both forms along with a clear legible photocopy of the citizenship and identity documents submitted as one complete package for each applicant.

2 Security Clearance.5
Requirements
(Cont'd)

A sample of the above-mentioned forms are included at the end of this specification section for reference purposes and marked Appendix "A and "B" respectively.

.1 Information on filling out form TBS/SCT #330-23E are as follows:

- .1 Part A: by PWGSC Project Manager;
- .2 Part B: by applicant. Provide full name, including middle name (not simply initial). Ensure addresses listed represent last five (5) years of residence and each address is fully completed including postal code. Print data in clear, legible manner.
- .3 Part C: only boxes 1, 2 & 3 need to be completed, requiring applicant's initials. Name of official requested here can be PWGSC Project Manager or PWGSC Regional Security Agent provided that Contractor submits the PWGSC Security Form "A" identified in clause 2.4.2 above.

- .6 Fingerprinting will also be required if:
 - .1 Project construction duration is of six (6) months or more in duration where upon all workers must be fingerprinted, or;
 - .2 Applicant indicates that he/she has a previous criminal conviction on Form #330-23E;
 - .3 Security clearance search process results in two persons with same identity, such as having the same name.
- .7 Departmental Representative will provide details as to what procedures, location and time where workers must go should fingerprints be needed.
- .8 Processing Time:
 - .1 The PWGSC Departmental processing time to obtain all security clearances is estimated at three (3) months from date of receipt of required documentation.
 - .2 To avoid delays, submit all documentation for each applicant as one package. Ensure forms are fully completed, signed and that all information and photo identification is clear and legible.
 - .3 Be aware that processing time for applicants with criminal convictions may take

2 Security Clearance.8
Requirements
(Cont'd)

Processing Time: (Cont'd)

.3 (Cont'd)

longer than three (3) months and could extend to six (6) months' duration.

.1 An interview with such applicant may also be required as part of the security clearance process.

- .9 Facilitate process of having workers security cleared, including:
- .1 Determine and prepare comprehensive list of workers who will require security clearance throughout project, including those of sub-contractors.
- .2 Provide copy of list to Departmental Representative.
- .3 Coordinate submission of various sub-contractors.
- .4 Brief and assist applicants in preparing and submitting documentation.
- .5 Review documentation of each applicant for completeness before submission.
- .6 Have each worker keep a copy of their completed application form in case the initial submission gets lost.
- .7 Submit documentation in an organized manner with transmittal letter clearly identifying project for which worker clearance is required.
- .10 Send submission(X2) directly to Departmental Representative or to the approved mailing address as directed by Departmental Representative.
- .11 Persons who have not been successful in obtaining required security clearance will not be allowed on site and work on project.

3 Security Escort .1

Security cleared workers will be authorized to circulate in designated construction areas as well as used designated corridors to gain access to work without need for security supervision or escort. However, there may be areas inside building where escort is required to gain entry. Should this condition occur, Departmental Representative will advise and acceptable escort will have to be arranged and paid for by the Contractor.

-
- 3 Security Escort (Cont'd) .2 Short term visitors must report to Facility security personnel upon arrival on site and must be escorted while inside facility. Such visitors must be under continuous escort and surveillance by a Commissionaire while on site.
- .1 Be aware that Facility security may deny access inside building to a short term visitor subject to their own decision and discretion.
- 4 Security Passes .1 Contractor ID tags will be provided by Facility security to Contractor for distribution to security cleared workers.
- .2 All persons circulating inside building, including construction areas, must wear the ID tag while on premises.
- .3 The Contractor is responsible to obtain ID tags before work commences, including those required by his sub-contractors, and to continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work. Follow directives in regards to issue, distribution and control of such passes.
- .4 For the duration of this contract, anyone not in possession of the visitor tag will not be allowed access on site.
- .5 At end of project, return to Departmental Representative all tags issued to workers and to sub-contractors. Departmental Representative will deduct from final contract payment, \$100.00 for each pass not returned regardless of the reason the pass is not returned.
- .6 Immediately report any lost, stolen or destroyed passes to the PWGSC Project Manager.
- 5 Security Control List .1 Provide a list of employee names from workforce and from sub-contractors who will be present at site during the course of work.
-

5 Security
Control List
(Cont'd)

- .2 List to include names, addresses and telephone number of all persons.
- .3 Submit copy to Departmental Representative and to site Security Commissionaire.
- .4 Update list as work progresses.
- .5 Ensure that each worker can provide proof of identity upon demand, when requested by security personnel, Departmental Representative.

6 Building Access

- .1 Keys and door security access cards necessary for access to restricted areas may be issued at the discretion of the Building Security and the Departmental Representative. Follow all instructions in regards to use, care and disposition of all keys and access cards so issued.
- .2 Keys and security access cards given to Security Commissionaire, Contractor's superintendent, or other supervisory staff, are for their sole possession and shall not under any circumstances be given or shared with any worker or sub-contractor.
- .3 Do not, under any circumstances make or allow workers to make duplicates of keys issued.
- .4 At end of project, return, to Departmental Representative, all keys and access cards issued. Departmental Representative will deduct from final contract payment, \$25.00 for each item not returned, regardless of the reason.
- .5 Immediately report to Departmental Representative any lost, stolen or destroyed keys and door security access cards.

7 Site Security

- .1 Where work of this contract requires use of a permanently locked door or gate, it is Contractor's responsibility to ensure that door or gate is unlocked and locked after each use or provide a competent security guard,

7 Site Security
(Cont'd)

- .1 (Cont'd)
posted at door, when entryway must remain open for an elongated period of time during a particular workshift.
 - .1 Notify Building Security when security doors will be used and stringently follow all directives to ensure building security is effectively maintained at all times.
- .2 When work of this Contract results in removal of doors or walls (providing security to the exterior or between spaces and suites), erect temporary security hoarding over openings constructed and fastened in such a way to provide the same degree as doors/walls removed.
- .3 When work must be carried out beyond the work hours previously agreed upon at start of work, notify Departmental Representative and Building Security a minimum of 48 hours in advance and follow all directives regarding access and circulation of workers.

1 General

- .1 Include in the work construction and temporary facilities required as construction aids or by jurisdiction authorities, or as otherwise specified. Install to meet needs of construction as work progresses. Maintain construction and temporary facilities during use, relocate them as required by the work, remove them at completion of need and make good adjacent work and properly affected by their installation.
- .2 Include in the work construction and temporary facilities to provide for construction safety such as: barricades, storage, fire protection, construction equipment, and as otherwise required of the constructor by the Construction Safety Act, or the Province of Nova Scotia, as well as all other applicable regulations or authorities with jurisdiction.
- .3 Construct temporary work of new materials unless use of second-hand materials is approved.

2 Protection

- .1 Box with wood or otherwise protect from damage, by continuing construction, finished sills, jambs, corners and the like.
- .2 Provide protection for finished and partially finished building finishes and equipment during performance of work.
- .3 Provide necessary screens, covers and hoardings as required.
- .4 Be responsible for damage incurred due to lack of or improper protection.
- .5 Maintain project in clean condition.
- .6 All costs to repair building damage caused by Contractor or Sub-Contractors will be the responsibility of the Contractor.
- .7 Protect immediate and adjacent property against damage which might occur from falling debris or other cause; do not interfere with use of or safe passage to and from building.

2 Protection
(Cont'd)

- .8 Take precautions to guard against movement or settlement of adjacent portions of structure; design, provide and place bracing or shoring as required; be responsible for safety and support of such elements; be liable for any such movement or settlement, any damage or injury caused thereby or resulting therefrom. If at any time safety or any adjacent portion of building appears to be endangered, cease operations, notify Departmental Representative, take precautions to support structure; do not resume operations until permission has been granted. If such movement or settlement of adjacent portion of building is caused by negligence or default of Contractor, restore the structural integrity of the structure to the Departmental Representative's design at no extra cost. When Departmental Representative considers additional bracing or shoring necessary to safeguard or prevent such movement or settlement, install bracing and shoring upon order.
- .9 Should any demolition of building commence before any new construction work, provide and maintain legal and necessary guards, railings, lights, warning signs, morality lights, and watchmen during execution of work to fully protect all persons from loss, damage, death or injury through neglect, carelessness or incompetence of Contractor or his employees or condition or handling of materials.
- .10 All demolition work shall be scheduled outside of regular working hours and shall be coordinated with the local office supervisor.

3 Installation
and Removal

- .1 Pay all costs for installation of temporary utilities, facilities and controls in order to execute the work expeditiously..
- .2 Pay all costs for removal of work from building/site after use and restoration of building/site unless otherwise noted.

4 Temporary
Power and Light

- .1 Level of illumination shall be not less than 162 lx (15 foot candles) of fluorescent lighting.
- .2 Permanent power distribution system of building or parts thereof may be used for temporary power and lighting where approved by Departmental Representative. Be responsible for damage thereof.
- .3 In the event approval of use of permanent power distribution system is given, the Contractor accepts responsibility for that portion of the distribution system under his control and is required to ensure that his operations will in no way affect the normal operation of the building.

5 Temporary
Telephone

- .1 Provide and pay for temporary telephones and dedicated facsimile machines, necessary for own use.
- .2 Pay for all long distance charges.

6 Site Storage
and Over-Loading

- .1 The Contractor shall confine his apparatus, the storage of products, and the operations of his employees to limits indicated by the laws, ordinances, permits or Contract Documents, and shall not unreasonably encumber the premises with his products.
- .2 The Contractor shall not load or permit to be loaded any part of the work with a weight or force that will endanger the safety of the work.

7 Construction
Parking

- .1 Parking availability will be determined on a case by case basis.

8 Site Offices

- .1 Contractors may provide their own offices as necessary, provided they agree to the conditions imposed by the Departmental Representative.

- | | | |
|--|----|--|
| <u>8 Site Offices
(Cont'd)</u> | .2 | Locate all site offices as directed by the Departmental Representative. |
| | .3 | Strictly enforce no smoking and use of scent-free product policies. |
| | | |
| <u>9 Equipment,
Tool and Materials
Storage</u> | .1 | Provide and maintain, in a clean and orderly condition, lockable areas of tools, equipment and materials. |
| | .2 | Locate all site storage sheds as directed by the Departmental Representative. |
| | | |
| <u>10 Dust Tight
Screens/Partitions</u> | .1 | Provide dust tight partitions to localize dust generating activities, and for the protection of workers, finished areas of work and the public. This applies to both above and below ceilings. |
| | .2 | Maintain and relocate protection until such work is complete. |
| | | |
| <u>11 Pest Control</u> | .1 | Provide effective non-pesticide pest control to site offices; equipment, tools and materials storage areas; and areas under construction. |
| | .2 | All food stuffs and wrappers are to be kept in sealed containers and remove immediately at the end of each working day. |

-
- | | |
|--|--|
| <u>1 General</u> | <ul style="list-style-type: none">.1 Use new material and equipment unless otherwise specified..2 Within five (5) days of written request by Departmental Representative, submit following information for materials and equipment proposed for supply:<ul style="list-style-type: none">.1 name and address of manufacturer,.2 trade name, model and catalogue number,.3 performance, descriptive and test data,.4 manufacturer's installation or application instructions,.5 evidence of arrangements to procure..3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified. |
|
<u>2 Manufacturers Instructions</u> |
<ul style="list-style-type: none">.1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods..2 Notify Departmental Representative in writing of any conflict between these specifications and manufacturers instructions. Departmental Representative will designate which document is to be followed. |
|
<u>3 Fastenings - General</u> |
<ul style="list-style-type: none">.1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work..2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable..3 Conceal fasteners where indicated. Space evenly and lay out neatly..4 Fastenings which cause spalling or cracking are not acceptable. |
-

-
- | | | |
|--|----|--|
| <u>3 Fastenings -
General
(Cont'd)</u> | .5 | Obtain Departmental Representative's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166- 1975. |
|
 | | |
| <u>4 Fastenings -
Equipment</u> | .1 | Use fastenings of standard commercial sizes and patterns with material and finish suitable for service. |
| | .2 | Use heavy hexagon heads, semi-finished unless otherwise specified. <u>Use No. 304 stainless steel for exterior areas.</u> |
| | .3 | Bolts may not project more than one (1) diameter beyond nuts. |
| | .4 | Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel. |
|
 | | |
| <u>5 Delivery and
Storage</u> | .1 | Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact. |
| | .2 | Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site. |
| | .3 | Store material and equipment in accordance with suppliers instructions. |
| | .4 | Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use primer or enamel to match original. Do not paint over name plates. |
|
 | | |
| <u>6 Construction
Equipment and Plant</u> | .1 | On request, prove to the satisfaction of Departmental Representative that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed. |
-

6 Construction .2 Maintain construction equipment and plant in
Equipment and Plant good operating order.

(Cont'd)

-
- 1.1 General
- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
 - .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
 - .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- 1.2 Materials
- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 1.3 Cleaning During Construction
- .1 Maintain the work site and adjacent areas in a tidy condition, free from accumulations of waste material and debris. Clean areas on a daily basis.
 - .2 Provide on-site containers for collection of waste materials and debris.
 - .3 Use separate collection bins, clearly marked as to purpose, for the collection of waste and debris intended for source separation and recycling procedures specified in Section 01 35 43.
 - .4 Remove waste materials, and debris from site on a daily basis.
 - .5 No waste or waste dumpsters will be allowed to remain on site between workshifts, including at exterior of building.
 - .6 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
-

- 1.4 Cleaning Agency .1 Employ and use the services of a professional and recognized cleaning agency to provide personnel on site to perform cleaning at end of each workshift.
- .2 Personnel from cleaning agency shall :
- .1 Wash walls, floors and other surfaces dirtied or smeared by work.
 - .2 Vacuum carpets in immediate work areas as well as any corridors and stairs used by workers in the course of their work.
 - .3 Vacuum and dust employee workstations (ie: fabric partitions and work surfaces) located in vicinity of where work was performed during the given workshift.
 - .4 Arrive at an appropriate time near end of workshift to conduct all required cleaning before Facility employees arrive at building for their work.
 - .5 Stay on premises for one additional hour after Contractor's off-hour workshift has terminated to address any complaints and concerns from Facility tenants and their employees on degree of cleanliness required and perform additional cleaning as required.
- 1.5 Final Cleaning .1 In preparation for acceptance of the project on an interim or final certificate of completion perform final cleaning.
- .2 Remove grease, dust, dirt, stains, labels, fingerprints, marks and other foreign materials, from new and existing surfaces marred by work.
 - .3 Vacuum clean new carpets. Wash and wax new flooring.
 - .4 Broom clean and wash exterior paved surfaces and walks; rake clean other surfaces of ground.

- | | | |
|---------------------------------------|----|---|
| <u>1.1 Section Includes</u> | .1 | Administrative procedures preceding inspections and acceptance of work. |
| | | |
| <u>1.2 Inspection and Declaration</u> | .1 | Contractor's Inspection: Coordinate and perform, in concert with subcontractors, an inspection and check of all work. Identify and correct deficiencies, defects, repairs and perform outstanding items as required to complete work in conformance with Contract Documents.
.1 Notify Departmental Representative in writing when deficiencies from Contractor's inspection have been rectified and that work is deemed to be complete and ready for Departmental Representative's Inspection. |
| | .2 | Notwithstanding Clause CG44.2 of the General Conditions Document "C", the Contractor's attention is drawn to the fact that the Departmental Representative will not issue an Interim Certificate of Completion until such time that Contractor performs following work and/or turns over to Departmental Representative specified documents:
.1 Operations and Maintenance manuals;
.2 Maintenance materials;
.3 Certificates of test and test results;
.4 Manufacturer's Guarantee certificates. |
| | .3 | Correct all discrepancies before final inspection and acceptance of work will be issued by Departmental Representative. |

-
- 1.1 Section Includes
- .1 Requirements for submitting product maintenance literature and maintenance materials.
- 1.2 Operations & Maintenance Manual
- .1 Definition: an organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of the specifications.
- .2 Manual Language: final manuals to be in English language.
- .3 Number of copies required:
- .1 Submit one (1) interim copy of the manual for review and inspection by Departmental Representative. Make revisions and additions as directed and resubmit.
- .2 Upon review and acceptance by Departmental Representative, submit two (2) final copies. Initialed copies will not be considered as the final copies unless they have been fully revised and are identical to the final approved version.
- .4 Submission Date: submit complete operation and maintenance manual to Departmental Representative two (2) weeks prior to application for Interim Certificate of Completion of project.
- .5 Binding:
- .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
- .2 Use vinyl, hard covered, 3 "D" ring binder, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
- .3 Identify contents of binder spine.
- .4 Organize and divide data into sections same as 44 division numerical order of contract specifications.
- .5 Material: separate each section by use of cardboard dividers and labels. Provide tabbed fly leaf for each separate product or system within each section and with typed description of product and major component parts of equipment.
-

1.2 Operations &
Maintenance Manual
(Cont'd)

- .5 Binding: (Cont'd)
 - .6 Type lists and notes. Do not hand write.
 - .7 Drawings, diagrams and manufacturers' literature must be legible. Provide with reinforced, punched binder tab. Bind in with text; fold larger drawings to size to text pages.
- .6 Manual Contents:
 - .1 Cover sheet containing:
 - .1 Date submitted.
 - .2 Project title, location and project number.
 - .3 Names and addresses of Contractor, sub-contractors and suppliers.
 - .2 Table of Contents: indicate contents in each binder.
 - .3 List of maintenance materials.
 - .4 List of spare parts.
 - .5 Original or certified copy of Warranties and Guarantees.
 - .6 Copies of approvals, and certificates issued by Inspection Authorities.
 - .7 Copies of reports and results from tests designated as Contractor's responsibilities.
 - .8 Data on all products, equipment and systems as specified in individual sections of the specifications to include:
 - .1 Manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
 - .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts list.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.

1.3 Maintenance
Materials

- .1 Provide extra material for maintenance purposes in quantities specified in trade section.
- .2 Provide items of same manufacturer and quality as products incorporated into work.

1.3 Maintenance
Materials
(Cont'd)

- .3 Deliver to site in well packaged condition.
Store in location as directed by Departmental
Representative.
- .4 Clearly mark as to contents indicating:
 - .1 Product name and product number.
 - .2 Identification of where particular item
was installed or intended use in building.
 - .3 Installation instructions.
 - .4 Name, address and telephone number of
nearest supplier.
- .5 Prepare and submit complete inventory list of
items supplied. Include list within
Maintenance Manual.