
Part 1 General**1.1 TAXES**

- .1 Pay all taxes properly levied by law (including Federal, Provincial and Municipal).

1.2 FEES, PERMITS and CERTIFICATES

- .1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.

1.3 CONSTRUCTION PROGRESS SCHEDULE

- .1 Schedule and execute work with least possible interference or disturbance to the normal use of premises
- .2 On award of contract submit bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When the Departmental Representative has reviewed schedule, take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.
- .3 Carry out work during "regular hour", Monday to Friday from 07:00 to 18:00 hours and on Saturdays, Sundays and statutory holidays.
- .4 Carry out work in occupied areas during "off hours", Monday to Friday from 18:00 to 07:00 hours and on Saturdays, Sundays, and statutory holidays. Thoroughly ventilate areas painted during "off hours".
- .5 Carry out the following noise generating work during "off hours" Monday to Friday from 18:00 to 07:00 hours and on Saturdays, Sundays, and statutory holidays:
 - .1 Core drilling.
- .6 Give the Departmental Representative 48 hours notice for work to be carried out during "off hours".

1.4 SUBMITTAL PROCEDURES

- .1 Submit promptly to Departmental Representative submittals listed for review, in orderly sequence to not cause delay in work.
- .2 Do not proceed with work affected by submittals until review is complete.
- .3 Shop Drawings:
 - .1 Submit five (5) copies of shop drawings: bearing stamp and signature of qualified Professional Engineer registered or licensed in Province of Ontario.
 - .2 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of the design details inherent in the shop drawings, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents.
- .4 Product Data:

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- .1 Submit five (5) copies of product data: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
 - .2 Cross reference product data information to applicable portions on Contract Documents.
 - .5 Samples:
 - .1 Submit samples: examples of materials, equipment, quality, finishes and workmanship.
 - .2 Where colour, pattern or texture is criterion, submit full range of samples.
 - .3 Reviewed and accepted samples will become standard of material and workmanship, against which installed work will be verified.
 - .6 Submit photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.

1.5 REGULATORY REQUIREMENTS

- .1 References and Codes:
 - .1 Materials shall be new and work shall conform to the minimum applicable standards of the "References" indicated in the specification sections, the National Building Code of Canada 2010 (NBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.
- .2 Building Smoking Environment:
 - .1 Smoking is not permitted in the Building. Obey smoking restrictions on building property.
- .3 Hazardous Material Discovery:
 - .1 Stop work immediately when material resembling spray or trowel-applied asbestos, Polychlorinated Biphenyl (PCB), mould or other designated substance is encountered during demolition work.
 - .1 Take preventative measure and promptly notify Departmental Representative.
 - .2 Do not proceed until written instructions have been received from Departmental Representative.

1.6 FIRE SAFETY REQUIREMENTS

- .1 Comply with both the National Building Code of Canada 2010 and the National Fire Code of Canada 2010 for safety of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows;
 - .1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.
 - .2 The National Fire Code (NFC):
 - .1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
 - .2 The conduct of activities that might cause fire hazards in and around buildings.
 - .3 Limitations on hazardous contents in and around buildings.

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- .4 The establishment of fire safety plans.
 - .5 Fire safety at construction and demolition sites.
 - .2 Welding and cutting:
 - .1 Before welding, soldering, grinding and/or cutting work, obtain a permit as directed by the Departmental Representative. Store flammable liquids in approved CSA containers.
 - .2 At least one week prior to commencing cutting, welding or soldering procedure, provide to Departmental Representative:
 - .1 Notice of intent, indicating devices affected, time and duration of isolation or bypass.
 - .2 Completed welding permit as defined in NFC.
 - .3 Return welding permit to Departmental Representative immediately upon completion of procedures for which permit was issued.
 - .3 "Fire Watchers" as described in NFC shall be assigned when welding or cutting operations are carried out in areas where combustible materials within 15m may be ignited by conduction or radiation.
 - .3 Where work requires interruption or cause activation of fire alarms or fire suppression, extinguishing or protection systems:
 - .1 Provide "Watchman Service" as described in NFC; In general, watchman service is defined as an individual conversant with "Fire Emergency Procedures", performing fire picket duty within an unprotected and unoccupied (no workers) area once per hour.
 - .2 Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.
 - .3 Inform fire alarm system monitoring agency and local Fire Department immediately prior to isolation and immediately upon restoration of normal operation.

1.7 QUALITY CONTROL

- .1 Testing Laboratory Services:
 - .1 Departmental Representative will appoint and pay for costs of inspection and testing services, unless indicated otherwise.
 - .2 Provide safe working areas and assist with testing procedures, including provisions for materials or services and co-ordination, as required by testing agency and as authorized by Departmental Representative.
 - .3 Where tests indicate non-compliance with specifications, contractor to pay for initial test and all subsequent testing of work to verify acceptability of corrected work.

1.8 TEMPORARY UTILITIES

- .1 Existing services required for work, excluding power required for space temporary heating, may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .2 Notify the Departmental Representative and utility companies of intended interruption of services and obtain requisite permission.

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- .3 Give the Departmental Representative one week notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum. Carry out all interruptions after normal working hours of the occupants, preferably on weekends.

1.9 CONSTRUCTION FACILITIES

- .1 Access Scaffold:
 - .1 Scaffolding: in accordance with CSA Z797-09 – Code of Practice for Access Scaffold.
 - .2 Provide design drawings, signed and sealed by qualified Professional Engineer licensed in the province of Ontario, where prescribed.
 - .3 Additions or modifications to scaffolding must be approved by Professional Engineer in writing.
- .2 Designated elevators: to be used by construction personnel and transporting of materials.
 - .1 Co-ordinate with Departmental Representative.
 - .2 Protect from damage, safety hazards and overloading of existing equipment.
- .3 Site Storage:
 - .1 The Departmental Representative will assign storage space that shall be equipped and maintained by the Contractor.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment that interfere with operations of Departmental Representative or other contractors.
 - .4 Obtain and pay for use of additional storage or work areas needed for operations.
 - .5 Do not load or permit to load any part of work with weight or force that will endanger work.
- .4 Where security is reduced by work provide temporary means to maintain security.
- .5 Sanitary facilities: will be assigned for Contractor's personnel. Others shall not be used. Keep facilities clean.
- .6 Signage:
 - .1 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety devices, etcetera, in both official languages or by the use of commonly understood graphic symbols and to approval of the Departmental Representative.
 - .2 No advertising will be permitted on this project.
 - .3 The Departmental Representative will provide a sign describing the project for the information of building users. Locate sign as directed by Departmental Representative.
 - .4 Maintain approved signs and notices in good condition for duration of project and dispose of off site, on completion of project or earlier, as directed by Departmental Representative.

1.10 TEMPORARY BARRIERS AND ENCLOSURES

- .1 Maintain existing services to building and provide for personnel and vehicle access.
- .2 Hoarding:

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- .1 Design, erect and maintain temporary site enclosure and provide protection, complete with signs and electrical lighting as required by authority having jurisdiction.
 - .2 Provide one lockable truck entrance gate and one pedestrian door as directed and conforming to applicable traffic restrictions on adjacent streets. Equip gates with locks and keys. Paint public side of site enclosure in colour selected by Departmental Representative.
 - .3 Weather Enclosures: protect work temporarily until permanent enclosures completed.
 - .4 Dust Control:
 - .1 Provide dust tight screens or partitions to localize dust-generating activities, and for protection of workers, finished areas of work and public.
 - .2 Maintain and relocate protection until such work is complete.
 - .3 Protect all furnishings within work area with 0.102mm thick polyethylene film during construction. Remove film during non-construction hours and leave premises in clean, unencumbered and safe manner for normal daytime function.
 - .5 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.
 - .6 Protection:
 - .1 Protect work against damage until take-over.
 - .2 Protect adjacent work against the spread of dust and dirt beyond the work areas.
 - .3 Protect operatives and other users of site from all hazards.
 - .7 Work zones:
 - .1 Work zone locations include: all exterior roof areas and attic spaces.
 - .2 The contractor shall agree to install proper site separation and identification in order to maintain "Time and Space" at all times throughout the life of the project. When Building Operations staff requires access to equipment in order to operate the building, proper coordination and communication must exist between all parties involved."

1.11 COMMON PRODUCT REQUIREMENTS

- .1 Quality of Work:
 - .1 Carry out work using qualified licenced workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
 - .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licenced workers.
 - .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.
- .2 Storage, Handling and Protection:
 - .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions.
 - .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove packaging or bundling until required in work.

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- .3 Manufacturer's Instructions: unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers

1.12 EXAMINATION and PREPARATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Before commencing work, establish location and extent of services lines in area of work and notify Departmental Representative of findings.

1.13 EXECUTION

- .1 Cut, Patch and Make Good:
 - .1 Cut existing surfaces as required to accommodate new work.
 - .2 Remove all items so shown or specified.
 - .3 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .2 Firestop and smoke seal systems: in accordance with CAN-ULC-S115-05 – Standard Method of Fire Test of Firestop Systems. Install around pipe, ductwork, cables, and other objects penetrating fire separations to provide fire resistance not less than the fire resistance rating of surrounding floor, ceiling, and wall assembly.
- .3 Sleeves, Hangers and Inserts: co-ordinate setting and packing of sleeves and supply and installation of hangers and inserts. Obtain Departmental Representative's approval before cutting into structure.
- .4 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from site.

1.14 SECURITY CHECK

- .1 All personnel employed on this project will be subject to security check. Obtain requisite clearance, as instructed, for each individual required to enter the premises.
- .2 Personnel will be checked daily at start of work shift and given a pass, which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.

1.15 SECURITY ESCORT

- .1 All personnel employed on this project shall be escorted when executing work in non-public areas during normal working hours. Personnel shall be escorted in all areas after normal working hours.
- .2 Submit an escort request to Departmental Representative at least 14 days before the service is needed. For requests submitted within the time mentioned above, the Departmental Representative will pay for the costs of the security escort. The cost incurred by a late request will be charged to the Contractor.
- .3 Any escort request may be cancelled free of charge if notification of cancellation is given at least 4 hours before the scheduled time of the escort. The cost incurred by a late cancellation will be charged to the Contractor.
- .4 The calculation of costs will be based on the average hourly rate of a security officer for a minimum of 8 hours per day for a late service request and 4 hours for late cancellations.

1.16 COST BREAKDOWN

- .1 Before submitting first progress claim, submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative cost breakdown will be used as the basis of progress payments.

1.17 PRECEDENCE

- .1 For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of this Project Manual

Part 2 Products**2.1 NOT USED**

- .1 Not used.

Part 3 Execution**3.1 NOT USED**

- .1 Not used.

END OF SECTION