

Part 1 General

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises of Sallyport Gate and Fence Repairs at the Saskatchewan Penitentiary in Prince Albert, Saskatchewan; and further identified as Project No. R.058018.001.

1.2 CONTRACT METHOD

- .1 Construct Work under single stipulated price contract.

1.3 WORK SEQUENCE

- .1 Construct Work in stages to accommodate User's continued use of premises during construction.
- .2 Co-ordinate Progress Schedule and co-ordinate with User Occupancy during construction.
- .3 Construct Work in stages to provide for continuous public usage. Do not close off public usage of facilities until use of one stage of Work will provide alternate usage.
- .4 Maintain fire access/control.

1.4 CONTRACTOR USE OF PREMISES

- .1 Limit use of premises for Work, for storage and for access, to allow:
 - .1 User occupancy.
- .2 Co-ordinate use of premises under direction of Departmental Representative.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .4 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .6 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.5 USER OCCUPANCY

- .1 User will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with User in scheduling operations to minimize conflict and to facilitate User usage.

1.6 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.7 EXISTING SERVICES

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and vehicular traffic.
- .3 Provide alternative routes for pedestrian and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .7 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .8 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .9 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .10 Record locations of maintained, re-routed and abandoned service lines.
- .11 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.8 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each document as follows:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed Shop Drawings.
 - .5 List of Outstanding Shop Drawings.
 - .6 Change Orders.
 - .7 Other Modifications to Contract.
 - .8 Field Test Reports.

- .9 Copy of Approved Work Schedule.
- .10 Health and Safety Plan and Other Safety Related Documents.
- .11 Other documents as specified.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 ACCESS AND EGRESS

- .1 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.

1.2 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 Closures: protect work temporarily until permanent enclosures are completed.

1.3 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.4 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Provide for personnel and vehicular traffic.
- .4 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.5 SPECIAL REQUIREMENTS

- .1 Refer to Section 01 35 13 – Security Requirements.

1.6 SMOKING RESTRICTIONS

- .1 Refer to Section 01 35 13 – Security Requirements and Section 01 41 00 – Regulatory Requirements.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 APPOINTMENT AND PAYMENT

- .1 Departmental Representative will appoint and pay for services of testing laboratory except follows:
 - .1 Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
 - .2 Inspection and testing performed exclusively for Contractor's convenience.
 - .3 Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems.
 - .4 Mill tests and certificates of compliance.
 - .5 Tests specified to be carried out by Contractor under supervision of Departmental Representative.
- .2 Where tests or inspections by designated testing laboratory reveal Work not in accordance with contract requirements, pay costs for additional tests or inspections as required by Departmental Representative to verify acceptability of corrected work.

1.2 CONTRACTOR'S RESPONSIBILITIES

- .1 Provide labour, equipment and facilities to:
 - .1 Provide access to Work for inspection and testing.
 - .2 Facilitate inspections and tests.
 - .3 Make good Work disturbed by inspection and test.
 - .4 Provide storage on site for laboratory's exclusive use to store equipment and cure test samples.
- .2 Notify Departmental Representative 48 hours minimum sufficiently in advance of operations to allow for assignment of laboratory personnel and scheduling of test.
- .3 Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.
- .4 Pay costs for uncovering and making good Work that is covered before required inspection or testing is completed and approved by Departmental Representative.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting seven days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and affected parties not in attendance.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

1.2 PRECONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 7 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
 - .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .5 Delivery schedule of specified equipment.
 - .6 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.

- .8 Owner provided products.
- .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .12 Monthly progress claims, administrative procedures, photographs, hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

1.3 PROGRESS MEETINGS

- .1 During course of Work, schedule progress meetings every two weeks.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum 7 days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 days after meeting.
- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.
 - .8 Progress schedule, during succeeding work period.
 - .9 Review submittal schedules: expedite as required.
 - .10 Maintenance of quality standards.
 - .11 Review proposed changes for effect on construction schedule and on completion date.
 - .12 Other business.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

Sallyport Gate and Fence Repairs
Saskatchewan Penitentiary, Prince Albert, SK
Project No. R.058018.001

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PROJECT MEETINGS
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END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3 Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5 Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: significant event in project, usually completion of major deliverable.
- .8 Project Schedule: planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.
- .9 Project Planning, Monitoring and Control System: overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

1.2 REQUIREMENTS

- .1 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2 Plan to complete Work in accordance with prescribed milestones and time frame.
- .3 Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting.
- .4 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative within working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

1.4 PROJECT MILESTONES

- .1 Project milestones form interim targets for Project Schedule.
 - .1 Interim Certificate (Substantial Completion) within six months of Award of Contract date.

1.5 MASTER PLAN

- .1 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT).
- .2 Departmental Representative will review and return revised schedules within 5 working days.
- .3 Revise impractical schedule and resubmit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

1.6 PROJECT SCHEDULE

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
 - .1 Award.
 - .2 Shop Drawings, Samples.
 - .3 Mobilization.
 - .4 Excavation.
 - .5 Backfill.
 - .6 Foundations.
 - .7 Concrete.
 - .8 Masonry.
 - .9 Structural Steel.
 - .10 Electrical.
 - .11 Testing and Commissioning.
 - .12 Supplied equipment long delivery items.

1.7 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule on weekly basis reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

1.8 PROJECT MEETINGS

- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
- .2 Weather related delays with their remedial measures will be discussed and negotiated.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

- .1 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .10 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Province of Saskatchewan.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 7 days for Departmental Representative's review of each submission.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.

- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .9 After Departmental Representative's review, distribute copies.
- .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.

- .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within 3 years of date of contract award for project.
- .13 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit electronic copies of manufacturers' instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .21 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.3 SAMPLES

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative 's business address.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 MOCK-UPS

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

1.5 CoPHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, fine resolution monthly with progress statement.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 2 locations.
 - .1 Viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: weekly and as directed by Departmental Representative

1.6 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

Sallyport Gate and Fence Repairs
Saskatchewan Penitentiary, Prince Albert, SK
Project No. R.058018.001

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SUBMITTAL PROCEDURES
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END OF SECTION

Part 1 General

1.1 PURPOSE

- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

1.2 DEFINITIONS

- .1 "Contraband" means:
 - .1 an intoxicant, including alcoholic beverages, drugs and narcotics,
 - .2 a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
 - .3 an explosive or a bomb or a component thereof,
 - .4 currency over \$25, when possessed by an inmate without prior authorization, and
 - .5 any item not described in paragraphs (1) to (4) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization
- .2 "Unauthorized Smoking Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.
- .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
- .4 "CSC" means Correctional Service Canada.
- .5 "Construction employees" means persons working for the general Contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .6 "Departmental Representative" means the Public Works and Government Services Canada (PWGSC) or the Correctional Service Canada (CSC) project manager depending on project.
- .7 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
- .8 "Construction zone" means the area as shown on the contract drawings where the contractor will be allowed to work. This area may or may not be isolated from the security area of the institution.

1.3 PRELIMINARY PROCEEDINGS

- .1 Prior to the commencement of work, the Contractor will meet with the Departmental Representative to:

- .1 Discuss the nature and extent of all activities involved in the Project.
- .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
- .2 The Contractor will:
 - .1 Ensure that all construction employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site.
 - .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

1.4 CONSTRUCTION EMPLOYEES

- .1 Submit to the Departmental Representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee. (*Institutional Access CPIC Clearance Request* form CSC/SCC 1279).
- .2 Allow two (2) weeks for processing of security clearances. Construction employees will not be admitted to the Institution without a valid security clearance in place and a recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at the institution where the project is taking place.
- .3 The Departmental Representative requires that facial photographs be taken of construction employees and these photographs be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The Departmental Representative requires that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the institution and shall be displayed prominently on the construction employees clothing at all time while employees are at the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 appear to be under the influence of alcohol, drugs or narcotics.
 - .2 behave in an unusual or disorderly manner.
 - .3 are in possession of contraband.

1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle.
- .2 The Departmental Representative may limit at any time the number and type of vehicles allowed within the Institution.

- .3 Drivers of delivery vehicles for material required by the project shall require security clearances and must remain with their vehicle the entire time that the vehicle is in the Institution. The director may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the Departmental Representative permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh. All storage trailers inside and outside the perimeter must be locked when not in use.

1.6 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the Departmental Representative. Parking in other locations will be prohibited and vehicles may be subject to removal.

1.7 SHIPMENTS

- .1 All shipments of project material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the institution's own shipments. The Contractor must have his own construction employees on site to receive any deliveries or shipments. CSC staff will NOT accept receipt of deliveries or shipments of any material equipment or tools.

1.8 TELEPHONES

- .1 There will be no installation of telephones, Facsimile machines and computers with Internet connections permitted within the perimeter of the institution unless prior approval of the Departmental Representative is received.
- .2 The Departmental Representative will ensure that approved telephones, Facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, BlackBerries, telephone used as 2-way radios, are not permitted within the perimeter of the Institution unless approved by the Departmental Representative. If wireless cellular telephones are permitted, the user will not permit their use by any inmate. Cellular telephones approved by the Departmental Representative must be signed in and out of the institution.
- .4 The Departmental Representative may approve and limit the use of two-way radios.

1.9 WORK HOURS

- .1 Work hours within the Institution are: Monday to Friday 7:30 a.m. to 6:00 p.m.
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the Departmental Representative. A minimum of three (3) days advance notice will be required to obtain the required permission. In case of emergencies or other

special circumstances, this advance notice may be waved by the Departmental Representative.

1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Departmental Representative. Give a minimum twenty-four (24) hours advance notice when overtime work on the construction project is necessary and approved. If overtime work is required because of an emergency such the completion of a concrete pour or work to make the construction safe and secure, the contractor shall advise the Departmental Representative as soon as this condition is known and follow the directions given by the Departmental Representative. Costs to Canada for such events may be attributed to the contractor.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Departmental Representative, extra staff members may be posted by the Departmental Representative or his designate, to maintain the security surveillance. The actual cost of this extra staff may be attributed to the contractor.

1.11 TOOLS AND EQUIPMENT

- .1 Maintain on site a complete list of all tools and equipment to be used during the construction project. Make this inventory available for inspection when required.
- .2 Throughout the construction project maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all toolboxes when not in use. Keys to remain in the possession of the construction employees of the Contractor.
- .6 Scaffolding shall be secured and locked when not erected and when erected, shall be secured in a manner agreed upon with the Departmental Representative.
- .7 All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.
- .8 The Departmental Representative will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every construction project.
 - .2 Weekly, when the construction project extends longer than a one week period.
- .9 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Departmental Representative at the end of each day. All power "shot", Ram-set, Hilti or any other power-driven tool must have all cartridges accounted for including those which have been

used. The correct count of these tools must be verified entering and leaving the institution at the beginning and end of each day. All broken blades and tools must be accounted for and broken tools are not to be thrown away. Particular attention must be given to power driven tools, files, saw blades, rod saws, wire, rope and ladders. Tool kits must be locked when the area is unattended.

- .10 If propane or natural gas is used for heating the construction, the institution will require that an employee of the contractor supervise the construction site during non-working hours.

1.12 KEYS

.1 Security Hardware Keys

- .1 The Contractor shall arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to the Institution, specifically the Security Maintenance Officer (SMO).
- .2 The SMO will provide a receipt to the Contractor for security hardware keys.
- .3 The Contractor will provide a copy of the above-mentioned receipt to the Departmental Representative.

.2 Other Keys

- .1 The Contractor will use standard construction cylinders for locks for his use during the construction period.
- .2 The Contractor will issue instructions to his construction employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
- .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
 - .1 Prepare an operational keying schedule
 - .2 Accept the operational keys and cylinders directly from the lock manufacturer.
 - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
- .4 Upon putting operational security keys into use, the CSC construction escort shall obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his construction employees advising them that all security keys shall always remain with the CSC construction escort.

1.13 SECURITY HARDWARE

- .1 Turn over all removed security hardware to the Departmental Representative of the Institution for disposal or for safekeeping until required for re-installation.

1.14 PRESCRIPTION DRUGS

- .1 Employees of the Contractor who are required to take prescription drugs during the workday shall obtain approval of the Departmental Representative to bring a one-day supply only into the Institution.

1.15 SMOKING RESTRICTIONS

- .1 Contractors and construction employees are not permitted to smoke inside correctional facilities or outdoors within the perimeter of a correctional facility and must not possess unauthorized smoking items within the perimeter of a correctional facility.
- .2 Contractors and construction employees who are in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist, will be directed to leave the institution.
- .3 Smoking is only permitted outside the perimeter of a correctional facility in an area to be designated by the Departmental Representative.

1.16 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Departmental Representative.
- .3 Contractors should be vigilant with both their staff and the staff of their sub-contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of contractors, sub-contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

1.17 SEARCHES

- .1 All vehicles and persons entering institutional property may be subject to search.
- .2 When the Departmental Representative suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband or unauthorized items, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

1.18 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY

- .1 Construction personnel and commercial vehicles will not be admitted to the institution after normal working hours, unless approved by the Departmental Representative.

1.19 MOVEMENT OF VEHICLES

- .1 Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours:
 - .1 07:30 a.m. to 11:00 a.m.

- .2 1:00 p.m. to 3:30 p.m.
Construction vehicles shall not leave the Institution until an inmate count is completed.
- .2 The contractor shall advise the Departmental Representative twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or Commissionaires working under the authority of the Departmental Representative.
- .4 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .5 Vehicles shall be refused access to institutional property if, in the opinion of the Departmental Representative, they contain any article which may jeopardize the security of the institution.
- .6 Private vehicles of construction employees will not be allowed within the security perimeter of medium or maximum security institutions without the authorization of the Departmental Representative. Contractor's employees will park their vehicles in a designated area outside the perimeter of the institution.
- .7 With the approval of the Departmental Representative, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Departmental Representative may require that the equipment be secured with a chain and padlock to another fixed object.

1.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the Departmental Representative will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Departmental Representative may:
 - .1 Prohibit or restrict access to any part of the institution.
 - .2 Require that in certain areas of the institution, either during the entire construction project or at certain intervals, construction employees only be allowed access when escorted by a member of the CSC security staff or a commissionaire.
- .3 During the lunch and coffee/health breaks, all construction employees will remain within the construction site. Construction employees are not permitted to eat in the officer's lounge or the dining room of the institution.

1.21 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.

- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction project.

1.22 STOPPAGE OF WORK

- .1 The Departmental Representative may order at any time that the contractor, his employees, sub-contractors and their employees to not enter or to leave the work site immediately due to a security situation occurring within the Institution. The contractor's site supervisor shall note the name of the CSC staff member giving this instruction, the time of the request and obey the order as quickly as possible.
- .2 The contractor shall advise the Departmental Representative of this interruption of the work within 24 hours.

1.23 CONTACT WITH INMATES

- .1 Unless specifically authorized, the contractor is not encouraged to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above without permission will be removed from the site and his security clearance revoked.
- .2 It is to be noted that cameras are not allowed on CSC property except if required for photographic history of the project. In this case, the contractor will be asked to use a designated memory card for the project.
- .3 Notwithstanding the above paragraph, if the Departmental Representative approves of the usage of cameras, it is strictly forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

1.24 COMPLETION OF CONSTRUCTION PROJECT

- .1 Upon completion of the construction project or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the Institution as part of the construction contract.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Saskatchewan
 - .1 Occupational Health and Safety Act, 1993, S.S. 2005.

1.2 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit 2 copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative, weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS MSDS - Material Safety Data Sheets in accordance with Section 02 81 01 - Hazardous Materials.
- .7 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 7 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 7 days after receipt of comments from Departmental Representative.
- .8 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.
- .10 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.3 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.

1.4 SAFETY ASSESSMENT

- .1 Perform site specific safety hazard assessment related to project.

1.5 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work.

1.6 REGULATORY REQUIREMENTS

- .1 Do Work in accordance with Section 01 41 00 - Regulatory Requirements.

1.7 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.8 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.9 COMPLIANCE REQUIREMENTS

- .1 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.10 UNFORSEEN HAZARDS

- .1 When unforeseen or peculiar safety-related factor, 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.

1.11 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Departmental Representative.

1.12 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 may stop Work if non-compliance of health and safety regulations is not corrected.

1.13 BLASTING

- .1 Blasting or other use of explosives is not permitted without prior receipt of written instruction by Departmental Representative.

1.14 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices only after receipt of written permission from Departmental Representative.

1.15 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 FIRES

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

1.2 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.3 DRAINAGE

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.4 SITE CLEARING

- .1 Minimize stripping of topsoil and vegetation.

1.5 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES AND CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.2 HAZARDOUS MATERIAL DISCOVERY

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify Departmental Representative.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Departmental Representative.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative.

1.3 BUILDING SMOKING ENVIRONMENT

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INSPECTION

- .1 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4 Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

1.2 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and re-inspection.

1.3 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

1.4 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.

- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.5 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner may deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by Departmental Representative.

1.6 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to Subcontractor of work being inspected or tested and manufacturer or fabricator of material being inspected or tested.

1.7 TESTS AND MIX DESIGNS

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

1.8 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of all Sections required to provide mock-ups.
- .2 Construct in all locations acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative's review with reasonable promptness and in an orderly sequence, so as not to cause any delay in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Departmental Representative will assist in preparing a schedule fixing dates for preparation.

- .6 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.9 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

1.10 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.
- .2 Refer to appropriate Sections for definitive requirements.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INSTALLATION AND REMOVAL

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

1.2 DEWATERING

- .1 Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.

1.3 WATER SUPPLY

- .1 The Departmental Representative shall provide a continuous supply of potable water for construction use in accordance with governing regulations and ordinances, from a designated existing source.
- .2 Provide temporary connections and run all temporary piping or hoses to job locations requiring water service. Disconnect and remove upon completion of Work.

1.4 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heating required during construction period, including attendance, maintenance and fuel.
- .2 Construction heaters used inside building must be vented to outside or be non-flameless type. Solid fuel salamanders are not permitted.
- .3 Provide temporary heat and ventilation in enclosed areas as required to:
 - .1 Facilitate progress of Work.
 - .2 Protect Work and products against dampness and cold.
 - .3 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .4 Maintain temperatures of minimum 10 degrees C in areas where construction is in progress.
- .5 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
 - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
 - .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.

- .4 Ventilate storage spaces containing hazardous or volatile materials.
- .5 Ventilate temporary sanitary facilities.
- .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .6 The permanent heating system of the building, or portions thereof, may be used when available provided that required start-up and commissioning procedures are completed only upon written approval of the Departmental Representative. Be responsible for damage thereto. Use of the permanent heating system, prior to Substantial Performance will not impact on the warranty obligation as noted in the specifications.
- .7 Restore to new condition, any portion of the permanent heating system used during construction, prior to the date of Substantial Performance of the Work.
- .8 Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is in as near original condition as possible and is certified by Departmental Representative.
- .9 Pay costs for maintaining temporary heat, when using permanent heating system Departmental Representative will pay utility charges when temporary heat source is existing building equipment.
- .10 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.
- .11 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.5 TEMPORARY POWER AND LIGHT

- .1 The Departmental Representative will provide and pay for temporary power required during construction from a designated existing source for temporary lighting and operating power tools, to a maximum of 230 volts 30 amps, in accordance with governing regulations and ordinances.
- .2 The Departmental Representative is not responsible for interruptions to temporary power which may occur.
- .3 Provide all connections and power cords, from the designated existing source.
- .4 Temporary power shall not be used for welding. Use self-generator units for all welding power.
- .5 If Departmental Representative supplied power is insufficient, provide and pay for temporary power required during construction for temporary lighting and operating power tools, in accordance with governing regulations and ordinances.

- .6 Provide centrally located power panels for the use of all Subcontractors. Subcontractors shall provide their own extension cables c/w suitable fittings.
- .7 Provide and be responsible for necessary switching, fusing, wiring and connections in accordance with the Canadian Electrical Code.
- .8 Temporary power for electric cranes (where applicable) and other equipment requiring a supply in excess of capacities available, is the responsibility of the Contractor.
- .9 Provide and maintain temporary lighting throughout the project. Provide a level of illumination on all floors and stairs of not less than 15 foot candles. Provide higher levels of illumination where required by specific sections of the specifications, to control quality of workmanship.
- .10 When work is performed at night or where daylight is obscured, provide artificial light sufficient to perform work properly and to permit thorough inspection.
- .11 Permanent electrical power and lighting system may be used for construction requirements provided no damage occurs or guarantees affected. Obtain Departmental Representative's approval before using permanent electrical power and lighting system. Pay all costs for use of permanent electrical power and lighting system during construction, until Substantial Performance of the Work. Burnt out lamps shall be replaced with new lamps, prior to acceptance for substantial performance.

1.6 TEMPORARY COMMUNICATION FACILITIES

- .1 Provide and pay for temporary telephone, fax and data hook up, lines, and equipment necessary for own use and use of Departmental Representative.
- .2 Cellular telephones are **not** permitted on site.

1.7 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
 - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .2 Canadian Standards Association (CSA International)
 - .1 CSA-A23.1/A23.2-04, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA-0121-M1978(R2003), Douglas Fir Plywood.
 - .3 CAN/CSA-S269.2-M1987(R2003), Access Scaffolding for Construction Purposes.
 - .4 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.
 - .5 CAN/CSA-A277(R2008) and modular units certified under CSA-A277, Procedure for Factory Certification of Buildings

1.2 SUBMITTALS

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

1.3 INSTALLATION AND REMOVAL

- .1 Coordinate, confirm and obtain approval for all facilities with Departmental Representative prior to installation.
- .2 Refer to drawings for proposed location of installations.
- .3 Prepare site plan indicating proposed location and dimensions of area to be fenced and used by Contractor, number of trailers to be used, avenues of ingress/egress to fenced area and details of fence installation.
- .4 Identify areas which have to be gravelled to prevent tracking of mud.
- .5 Indicate use of supplemental or other staging area.
- .6 Provide construction facilities in order to execute work expeditiously.
- .7 Remove from site all such work after use.

1.4 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2.
- .2 Provide and maintain scaffolding, ramps, ladders, platforms and temporary stairs.

1.5 HOISTING

- .1 Provide, operate and maintain hoists and cranes required for moving of workers, materials and equipment.
- .2 Hoists and cranes shall be operated by qualified operator.

1.6 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.

1.7 CONSTRUCTION PARKING

- .1 Parking will be permitted on site in an area as directed by the Departmental Representative provided it does not disrupt performance of Work.
- .2 Provide and maintain adequate access to project site.
- .3 Make good damage resulting from Contractors' use of roads.
- .4 Refer to drawings for location of Contractor parking area.

1.8 SECURITY

- .1 Refer to Section 01 35 13 - Security Requirements.

1.9 OFFICES

- .1 Provide office heated to 22 °C, lighted 750 lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide a clearly marked and fully stocked first-aid case in a readily available location.
- .3 Subcontractors may provide their own offices as necessary.
- .4 Locate offices where directed by the Departmental Representative.
- .5 Refer to drawings for location of offices.

1.10 EQUIPMENT, TOOL AND MATERIAL STORAGE

- .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.
- .3 Refer to Section 01 35 13 - Security Requirements.

1.11 SANITARY FACILITIES

- .1 During Construction Phases, provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.
- .3 Locate sanitary facilities as directed by the Departmental Representative.

1.12 CONSTRUCTION SIGNAGE

- .1 No signs or advertisements, other than warning signs, are permitted on site.
- .2 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to CAN3-Z321.
- .3 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Departmental Representative.

1.13 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Provide access and temporary relocated roads as necessary to maintain traffic.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Departmental Representative.
- .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and direction signs
- .4 Protect travelling public from damage to person and property.
- .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .6 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Construct access and haul roads necessary.
- .8 Haul roads: constructed with suitable grades and widths; sharp curves, blind corners, and dangerous cross traffic shall be avoided.
- .9 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .10 Dust control: adequate to ensure safe operation at all times.
- .11 Location, grade, width, and alignment of construction and hauling roads: subject to approval by Departmental Representative.

- .12 Lighting: to assure full and clear visibility for full width of haul road and work areas during night work operations.
- .13 Provide snow removal during period of Work.
- .14 Remove, upon completion of work, haul roads designated by Departmental Representative.

1.14 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

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

1.2 INSTALLATION AND REMOVAL

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

1.3 EXTERIOR HOARDING/VISUAL BARRIER

- .1 Erect temporary exterior visual barrier using 38 x 89 mm construction grade lumber framing at 400 mm centres and 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121.
- .2 Apply plywood panels vertically flush and butt jointed.
- .3 Paint both sides of barrier in selected colours with one coat primer to CGSB 1.189M and one coat exterior paint to CGSB 1.59. Maintain in clean condition.
- .4 Laterally brace fence as required.

1.4 GUARD RAILS AND BARRICADES

- .1 Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs.
- .2 Provide as required by governing authorities.

1.5 WEATHER ENCLOSURES

- .1 Enclose exterior work for temporary heat.
- .2 Design enclosures to withstand wind pressure and snow loading.

1.6 DUST TIGHT SCREENS

- .1 Provide dust tight screens or insulated 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.

1.7 ACCESS TO SITE

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

1.8 FIRE ROUTES

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

1.9 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

1.10 PROTECTION OF BUILDING FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Confirm with Departmental Representative locations and installation schedule 3 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

1.11 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Within text of each specifications section, reference may be made to reference standards.
- .2 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3 If there is question as to whether any product or system is in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .4 Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.
- .5 Conform to latest date of issue of referenced standards in effect on date of submission of Bids, except where specific date or issue is specifically noted.

1.2 QUALITY

- .1 Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended, except where salvaged existing products are specifically noted. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Examine existing materials designated for reuse in this Contract. If materials designated for reuse are unfit or damaged, replace with new material.
- .4 Should any dispute arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 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 when applicable.

- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber and steel on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.4 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Departmental Representative will be paid for by Departmental Representative. Unload, handle and store such products.

1.5 MANUFACTURER'S INSTRUCTIONS

- .1 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.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative may establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.6 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.

- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative, whose decision is final.

1.7 CO-ORDINATION

- .1 Ensure cooperation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.8 CONCEALMENT

- .1 In finished areas, conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation, inform Departmental Representative if there is interference. Install as directed by Departmental Representative.

1.9 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Coordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.10 LOCATION OF FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.

1.11 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.

- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.12 FASTENINGS - EQUIPMENT

- .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. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one 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.

1.13 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of any part of building. Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated without written approval of Departmental Representative.

1.14 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and/or adjacent building occupants.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

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

1.2 QUALIFICATIONS OF SURVEYOR

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

1.3 SURVEY REFERENCE POINTS

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

1.4 SURVEY REQUIREMENTS

- .1 Establish permanent bench marks on site, referenced to established bench marks by survey control points. Record locations, with horizontal and vertical data in Project Record Documents.
- .2 Establish lines and levels, locate and lay out, by instrumentation.
- .3 Stake for grading, fill and topsoil placement.
- .4 Stake slopes.
- .5 Establish pipe invert elevations.
- .6 Stake batter boards for foundations.
- .7 Establish foundation, column locations and floor elevations.
- .8 Establish lines and levels for mechanical and electrical work.

1.5 EXISTING SERVICES

- .1 Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings.

- .2 Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by Departmental Representative.

1.6 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Departmental Representative of impending installation and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.7 RECORDS

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

1.8 SUBMITTALS

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

1.9 SUBSURFACE CONDITIONS

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

- .1 Individual product Sections: cutting and patching incidental to work of section. Advance notification to other sections required.

1.2 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of any element of Project.
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of any operational element.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of Departmental Representative or separate contractor.
- .3 Include in request:
 - .1 Identification of Project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of Departmental Representative or separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.3 MATERIALS

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

1.4 PREPARATION

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of Work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .5 Provide protection from elements for areas which may be exposed by uncovering work; maintain excavations free of water.

1.5 EXECUTION

- .1 Execute cutting, fitting, and patching including excavation and fill, to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Remove samples of installed Work for testing.
- .6 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .7 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .8 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .9 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .10 Restore work with new products in accordance with requirements of Contract Documents.
- .11 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .12 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with fire-stopping material, full thickness of the construction element.
- .13 Refinish surfaces to match adjacent finishes: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.
- .14 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.6 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Departmental Representative or other Contractors.
- .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .3 Clear snow and ice from access to building, bank/pile snow in designated areas only.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Provide on-site garbage and recycling containers for collection of waste materials and debris.
- .6 Provide and use clearly marked separate bins for recycling. Refer to Section 01 74 21 - Waste Management And Disposal.
- .7 Remove waste material and debris from site and deposit in waste container at end of each working day.
- .8 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .9 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .10 Seal all openings in all ductwork from the time it is installed until directed by the Departmental Representative to remove.
- .11 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .12 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .13 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 SUBSTANTIAL PERFORMANCE CLEANING

- .1 Prior to substantial performance, thoroughly clean the Work to ensure workmanship can be properly observed.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable review.

- .3 Clean glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .4 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, ceilings and floors.
- .5 Clean lighting reflectors, lenses, and other lighting surfaces.
- .6 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .7 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .8 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .9 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .10 Remove dirt and other disfiguration from exterior surfaces.
- .11 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .12 Sweep and wash clean paved areas.
- .13 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
- .14 Clean roofs, downspouts, and drainage systems.
- .15 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .16 Remove snow and ice from access to building.

1.3 FINAL CLEANING

- .1 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris including that caused by Departmental Representative or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.

- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, ceilings and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .14 Remove dirt and other disfiguration from exterior surfaces.
- .15 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .16 Sweep and wash clean paved areas.
- .17 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
- .18 Clean roofs, downspouts, and drainage systems.
- .19 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .20 Remove snow and ice from access to building.

1.4 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Materials Source Separation Program (MSSP): consists of series of ongoing activities to separate reusable and recyclable waste material into material categories from other types of waste at point of generation.
- .2 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .3 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .4 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .5 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
 - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
 - .2 Returning reusable items including pallets or unused products to vendors.
- .6 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .7 Separate Condition: refers to waste sorted into individual types.
- .8 Source Separation: acts of keeping different types of waste materials separate beginning from first time they became waste.

1.2 DOCUMENTS

- .1 Maintain at job site, one copy of following documents:
 - .1 Material Source Separation Plan.

1.3 SUBMITTALS

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare and submit following prior to project start-up:
 - .1 Submit 2 copies of Materials Source Separation Program (MSSP) description.

1.4 MATERIALS SOURCE SEPARATION PROGRAM (MSSP)

- .1 Prepare MSSP and have ready for use prior to project start-up.

- .2 Implement MSSP for waste generated on project in compliance with approved methods and as reviewed by Departmental Representative.
- .3 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .4 Provide containers to deposit reusable and recyclable materials.
- .5 Locate containers in locations, to facilitate deposit of materials without hindering daily operations.
- .6 Locate separated materials in areas which minimize material damage.
- .7 Collect, handle, store on-site, and transport off-site, salvaged materials in separate condition.
 - .1 Transport to approved and authorized recycling facility.
- .8 Collect, handle, store on-site, and transport off-site, salvaged materials in combined condition.
 - .1 Ship materials to site operating under Certificate of Approval.
 - .2 Materials must be immediately separated into required categories for reuse or recycling.

1.5 WASTE PROCESSING SITES

- .1 Province of: Saskatchewan.
 - .1 Name: Environment and Resource Management.
 - .2 Telephone:(306) 787-2700.
 - .3 Fax: (306) 787-3941.

1.6 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect surface drainage, mechanical and electrical from damage and blockage.
- .6 Separate and store materials produced during dismantling of structures in designated areas.
- .7 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated facilities.
 - .1 On-site source separation is recommended.

- .2 Remove co-mingled materials to off-site processing facility for separation.
- .3 Provide waybills for separated materials.

1.7 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste into waterways, storm, or sanitary sewers.
- .3 Keep records of construction waste including:
 - .1 Number and size of bins.
 - .2 Waste type of each bin.
 - .3 Total tonnage generated.
 - .4 Tonnage reused or recycled.
 - .5 Reused or recycled waste destination.
- .4 Remove materials from deconstruction as deconstruction/disassembly Work progresses.
- .5 Prepare project summary to verify destination and quantities on a material-by-material basis as identified in pre-demolition material audit.

1.8 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises.
- .2 Provide temporary security measures approved by Departmental Representative.

1.9 SCHEDULING

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 APPLICATION

- .1 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.2 CLEANING

- .1 Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.

- .2 Clean-up work area as work progresses.
- .3 Source separate materials to be reused/recycled into specified sort areas.

3.3 DIVERSION OF MATERIALS

- .1 The diversion of waste materials from landfills is highly encouraged. Separate, recyclable and reusable materials where possible.
- .2 On-site sale of salvaged, recovered, reusable, or recyclable materials is not permitted.

3.4 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT

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

Province	Address	General Inquires	Fax
Saskatchewan	Saskatchewan Environment and Resource Management 3211 Albert Street Regina SK S4S 5W6	306-787-2700	306-787-3941

END OF SECTION

Part 1 General

1.1 INSPECTION AND DECLARATION

- .1 Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
 - .2 Request Departmental Representative's Inspection.
- .2 Departmental Representative's Inspection: Departmental Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
 - .1 Work has been completed and inspected for compliance with Contract Documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
 - .4 Certificates required by Boiler Inspection Branch, Fire Commissioner and Utility companies have been submitted.
 - .5 Operation of systems have been demonstrated to Owner's personnel.
 - .6 Work is complete and ready for Final Inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Departmental Representative and Contractor. If Work is deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.

1.2 CLEANING

- .1 In accordance with Section 01 74 11 - Cleaning.
- .2 Remove waste and surplus materials, rubbish and construction facilities from the site in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3 Copy will be returned after final inspection, with Departmental Representative's comments.
- .4 Revise content of documents as required prior to final submittal.
- .5 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four (4) final copies of operating and maintenance manuals in English.
- .6 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .7 If requested, furnish evidence as to type, source and quality of products provided.
- .8 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .9 Pay costs of transportation.

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting one week prior to contract completion with Departmental Representative, in accordance with Section 01 31 19 - Project Meetings to:
 - .1 Verify Project requirements.
 - .2 Review manufacturer's installation instructions and warranty requirements.
 - .2 Departmental Representative to establish communication procedures for:
 - .1 Notifying construction warranty defects.
 - .2 Determine priorities for type of defects.
 - .3 Determine reasonable response time.
 - .3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for construction warranty work action.
- .2 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action

1.3 FORMAT

- .1 Organize data in the form of an instructional manual.

- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
- .4 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: Manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.4 CONTENTS - EACH VOLUME

- .1 Table of Contents: provide title of project;
 - .1 date of submission; names,
 - .2 addresses, and telephone numbers of Departmental Representative and Contractor with name of responsible parties;
 - .3 schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
 - .1 list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment
- .5 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.
- .6 Training: Refer to Section 01 79 00 - Demonstration and Training.

1.5 AS-BUILTS AND SAMPLES

- .1 In addition to requirements in General Conditions, maintain at the site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to the Contract.

- .5 Reviewed shop drawings, product data, and samples.
- .6 Field test records.
- .7 Inspection certificates.
- .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.6 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Departmental Representative.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 References to related shop drawings and modifications.
- .5 Specifications: legibly mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

1.7 FINAL SURVEY

- .1 Submit final site survey certificate in accordance with Section 01 71 00 – Examination and Preparation, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.

1.8 EQUIPMENT AND SYSTEMS

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in Section 01 45 00 - Quality Control and 01 91 13 - General Commissioning (CX) Requirements.
- .15 Additional requirements: As specified in individual specification sections.

1.9 MATERIALS AND FINISHES

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.10 SPARE PARTS

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.11 MAINTENANCE MATERIALS

- .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.12 SPECIAL TOOLS

- .1 Provide special tools, in quantities specified in individual specification section.
- .2 Provide items with tags identifying their associated function and equipment.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

1.13 STORAGE, HANDLING AND PROTECTION

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.

1.14 WARRANTIES AND BONDS

- .1 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
 - .4 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
 - .5 Verify that documents are in proper form, contain full information, and are notarized.
 - .6 Co-execute submittals when required.
 - .7 Retain warranties and bonds until time specified for submittal.
- .2 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .3 Respond in timely manner to oral or written notification of required construction warranty repair work.

1.15 WARRANTY TAGS

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
 - .1 Type of product/material.

- .2 Model number.
- .3 Serial number.
- .4 Contract number.
- .5 Warranty period.
- .6 Inspector's signature.
- .7 Construction Contractor.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Acronyms:
 - .1 AFD - Alternate Forms of Delivery, service provider.
 - .2 BMM - Building Management Manual.
 - .3 Cx - Commissioning.
 - .4 EMCS - Energy Monitoring and Control Systems.
 - .5 O&M - Operation and Maintenance.
 - .6 PI - Product Information.
 - .7 PV - Performance Verification.
 - .8 TAB - Testing, Adjusting and Balancing.

1.2 GENERAL

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project. Cx is performed after systems and integrated systems are completely installed, functional and Contractor's Performance Verification responsibilities have been completed and approved. Objectives:
 - .1 Verify installed equipment, systems and integrated systems operate in accordance with contract documents and design criteria and intent.
 - .2 Ensure appropriate documentation is compiled into the BMM.
 - .3 Effectively train O&M staff.
- .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
 - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively with each other as intended in accordance with Contract Documents and design criteria.
 - .2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements.
- .3 Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements.

1.3 COMMISSIONING OVERVIEW

- .1 Section 01 91 31 - Commissioning (Cx) Plan.
- .2 For Cx responsibilities refer to Section 01 91 31 - Commissioning (Cx) Plan.
- .3 Cx to be a line item of Contractor's cost breakdown.
- .4 Cx activities supplement field quality and testing procedures described in relevant technical sections.

- .5 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built facility is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.
- .6 Departmental Representative will issue Interim Acceptance Certificate when:
 - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
 - .2 Equipment, components and systems have been commissioned.
 - .3 O&M training has been completed.

1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

- .1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance.
- .2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. Above costs to be in form of progress payment reductions or hold-back assessments.

1.5 PRE-CX REVIEW

- .1 Before Construction:
 - .1 Review contract documents, confirm by writing to Departmental Representative.
 - .1 Adequacy of provisions for Cx.
 - .2 Aspects of design and installation pertinent to success of Cx.
- .2 During Construction:
 - .1 Co-ordinate provision, location and installation of provisions for Cx.
- .3 Before start of Cx:
 - .1 Have completed Cx Plan up-to-date.
 - .2 Ensure installation of related components, equipment, sub-systems, systems is complete.
 - .3 Fully understand Cx requirements and procedures.
 - .4 Have Cx documentation shelf-ready.
 - .5 Understand completely design criteria and intent and special features.
 - .6 Submit complete start-up documentation to Departmental Representative.
 - .7 Have Cx schedules up-to-date.
 - .8 Ensure systems have been cleaned thoroughly.
 - .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
 - .10 Ensure "As-Built" system schematics are available.

- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

1.6 CONFLICTS

- .1 Report conflicts between requirements of this section and other sections to Departmental Representative before start-up and obtain clarification.
- .2 Failure to report conflict and obtain clarification will result in application of most stringent requirement.

1.7 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
 - .1 Submit no later than 4 weeks after award of Contract:
 - .1 Name of Contractor's Cx agent.
 - .2 Draft Cx documentation.
 - .3 Preliminary Cx schedule.
 - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval.
 - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 8 weeks prior to start of Cx.
 - .4 Provide additional documentation relating to Cx process required by Departmental Representative.

1.8 COMMISSIONING DOCUMENTATION

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms for requirements and instructions for use.
- .2 Departmental Representative to review and approve Cx documentation.
- .3 Provide completed and approved Cx documentation to Departmental Representative.

1.9 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction schedule in accordance with Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
 - .1 Approval of Cx reports.
 - .2 Verification of reported results.
 - .3 Repairs, retesting, re-commissioning, re-verification.
 - .4 Training.

1.10 COMMISSIONING MEETINGS

- .1 Chair, prepare agenda and issue minutes.

- .2 Convene Cx meetings following project meetings: Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart and as specified herein.
- .3 Purpose: to resolve issues, monitor progress, identify deficiencies, relating to Cx.
- .4 Continue Cx meetings on regular basis until commissioning deliverables have been addressed.
- .5 At 60% construction completion stage. Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart. Departmental Representative to call a separate Cx scope meeting to review progress, discuss schedule of equipment start-up activities and prepare for Cx. Issues at meeting to include:
 - .1 Review duties and responsibilities of Contractor and subcontractors, addressing delays and potential problems.
 - .2 Determine the degree of involvement of trades and manufacturer's representatives in the commissioning process.
- .6 Thereafter Cx meetings to be held until project completion and as required during equipment start-up and functional testing period.
- .7 Meeting will be chaired by Departmental Representative, who will record and distribute minutes.
- .8 Ensure subcontractors and relevant manufacturer representatives are present at 60% and subsequent Cx meetings and as required.

1.11 STARTING AND TESTING

- .1 Contractor assumes liabilities and costs for inspections. Including disassembly and re-assembly after approval, starting, testing and adjusting, including supply of testing equipment.

1.12 WITNESSING OF STARTING AND TESTING

- .1 Provide 14 days notice prior to commencement.
- .2 Departmental Representative to witness of start-up and testing.
- .3 Contractor's Cx Agent to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers.

1.13 MANUFACTURER'S INVOLVEMENT

- .1 Factory testing: manufacturer to:
 - .1 Coordinate time and location of testing.
 - .2 Provide testing documentation for approval by Departmental Representative.
 - .3 Arrange for Departmental Representative to witness tests.
 - .4 Obtain written approval of test results and documentation from Departmental Representative before delivery to site.

- .2 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative.
 - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
 - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .3 Integrity of warranties:
 - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
 - .2 Verify with manufacturer that testing as specified will not void warranties.
- .4 Qualifications of manufacturer's personnel:
 - .1 Experienced in design, installation and operation of equipment and systems.
 - .2 Ability to interpret test results accurately.
 - .3 To report results in clear, concise, logical manner.

1.14 PROCEDURES

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
 - .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
 - .2 Visual inspection of quality of installation.
 - .2 Start-up: follow accepted start-up procedures.
 - .3 Operational testing: document equipment performance.
 - .4 System PV: include repetition of tests after correcting deficiencies.
 - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Document required tests on approved PV forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
 - .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.
 - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
 - .3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.

- .1 Rejected equipment to be remove from site and replace with new.
- .2 Subject new equipment/systems to specified start-up procedures.

1.15 START-UP DOCUMENTATION

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
 - .1 Factory and on-site test certificates for specified equipment.
 - .2 Pre-start-up inspection reports.
 - .3 Signed installation/start-up check lists.
 - .4 Start-up reports,
 - .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

1.16 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS

- .1 After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer.
- .2 With assistance of manufacturer develop written maintenance program and submit Departmental Representative for approval before implementation.
- .3 Operate and maintain systems for length of time required for commissioning to be completed.
- .4 After completion of commissioning, operate and maintain systems until issuance of certificate of interim acceptance.

1.17 TEST RESULTS

- .1 If start-up, testing and/or PV produce unacceptable results, repair, replace or repeat specified starting and/or PV procedures until acceptable results are achieved.
- .2 Provide manpower and materials, assume costs for re-commissioning.

1.18 START OF COMMISSIONING

- .1 Notify Departmental Representative at least 21 days prior to start of Cx.
- .2 Start Cx after elements of building affecting start-up and performance verification of systems have been completed.

1.19 INSTRUMENTS / EQUIPMENT

- .1 Submit to Departmental Representative for review and approval:
 - .1 Complete list of instruments proposed to be used.
 - .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.

- .2 Provide the following equipment as required:

- .1 2-way radios.
- .2 Ladders.
- .3 Equipment as required to complete work.

1.20 COMMISSIONING PERFORMANCE VERIFICATION

- .1 Carry out Cx:
 - .1 Under actual operating conditions, over entire operating range, in all modes.
 - .2 On independent systems and interacting systems.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.
- .4 EMCS trending to be available as supporting documentation for performance verification.

1.21 WITNESSING COMMISSIONING

- .1 Departmental Representative to witness activities and verify results.

1.22 AUTHORITIES HAVING JURISDICTION

- .1 Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility.
- .2 Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction.
- .3 Provide copies to Departmental Representative within 5 days of test and with Cx report.

1.23 COMMISSIONING CONSTRAINTS

- .1 Since access into secure or sensitive areas will be very difficult after occupancy, it is necessary to complete Cx of occupancy, weather, and seasonal sensitive equipment and systems in these areas before issuance of the Interim Certificate, using, if necessary, simulated thermal loads.

1.24 EXTRAPOLATION OF RESULTS

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

1.25 EXTENT OF VERIFICATION

- .1 Laboratory areas:
 - .1 Provide manpower and instrumentation to verify up to 100 % of reported results.

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

1.26 REPEAT VERIFICATIONS

- .1 Assume costs incurred by Departmental Representative for third and subsequent verifications where:
 - .1 Verification of reported results fail to receive Departmental Representative's approval.
 - .2 Repetition of second verification again fails to receive approval.
 - .3 Departmental Representative deems Contractor's request for second verification was premature.

1.27 SUNDRY CHECKS AND ADJUSTMENTS

- .1 Make adjustments and changes which become apparent as Cx proceeds.
- .2 Perform static and operational checks as applicable and as required.

1.28 DEFICIENCIES, FAULTS, DEFECTS

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

1.29 COMPLETION OF COMMISSIONING

- .1 Upon completion of Cx leave systems in normal operating mode.
- .2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to issuance of Interim Certificate of Completion.
- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

1.30 ACTIVITIES UPON COMPLETION OF COMMISSIONING

- .1 When changes are made to baseline components or system settings established during Cx process, provide updated Cx form for affected item.

1.31 TRAINING

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

1.32 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

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

1.33 OCCUPANCY

- .1 Cooperate fully with Departmental Representative during stages of acceptance and occupancy of facility.

1.34 INSTALLED INSTRUMENTATION

- .1 Use instruments installed under Contract for TAB and PV if:
 - .1 Accuracy complies with these specifications.
 - .2 Calibration certificates have been deposited with Departmental Representative.
- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

1.35 PERFORMANCE VERIFICATION TOLERANCES

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

1.36 OWNER'S PERFORMANCE TESTING

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Public Works and Government Services Canada (PWGSC)
 - .1 PWGSC - Commissioning Guidelines CP.4 -3rd edition-03.
- .2 Underwriters' Laboratories of Canada (ULC)

1.2 GENERAL

- .1 Provide a fully functional facility:
 - .1 Systems, equipment and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
 - .2 Facility user and O&M personnel have been fully trained in aspects of installed systems.
 - .3 Optimized life cycle costs.
 - .4 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
 - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
 - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
 - .3 Sets out deliverables relating to O&M, process and administration of Cx.
 - .4 Describes process of verification of how built works meet Owner/Investor's design requirements.
 - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.
 - .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
 - .1 Overview of Cx.
 - .2 General description of elements that make up Cx Plan.
 - .3 Process and methodology for successful Cx.
- .4 Acronyms:
 - .1 Cx - Commissioning.
 - .2 BMM - Building Management Manual.
 - .3 EMCS - Energy Monitoring and Control Systems.
 - .4 MSDS - Material Safety Data Sheets.
 - .5 PI - Product Information.
 - .6 PV - Performance Verification.

- .7 TAB - Testing, Adjusting and Balancing.
- .8 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
 - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
 - .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

1.3 DEVELOPMENT OF 100% CX PLAN

- .1 Contractor responsible to prepare and coordinate a CX plan.
- .2 Cx Plan to be 95% completed before added into Project Specifications.
- .3 Cx Plan to be 100% completed within 8 weeks of award of contract to take into account:
 - .1 Approved shop drawings and product data.
 - .2 Approved changes to contract.
 - .3 Contractor's project schedule.
 - .4 Cx schedule.
 - .5 Contractor's, sub-contractor's, suppliers' requirements.
 - .6 Project construction team's and Cx team's requirements.
- .4 Submit completed Cx Plan to Departmental Representative and obtain written approval.

1.4 REFINEMENT OF CX PLAN

- .1 During construction phase, revise, refine and update Cx Plan to include:
 - .1 Changes resulting from Client program modifications.
 - .2 Approved design and construction changes.
- .2 Revise, refine and update every 6 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.
- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

1.5 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Project Manager will select Cx Team consisting of following members:
 - .1 PWGSC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
 - .2 PWGSC Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:

- .1 Review of Cx documentation from operational perspective.
- .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
- .3 Protection of health, safety and comfort of occupants and O&M personnel.
- .4 Monitoring of Cx activities, training, development of Cx documentation.
- .5 Work closely with members of Cx Team.
- .3 Departmental Representative is responsible for:
 - .1 Monitoring operations Cx activities.
 - .2 Witnessing, certifying accuracy of reported results.
 - .3 Witnessing and certifying TAB and other tests.
 - .4 Reviewing final Cx Plan.
 - .5 Performing verification of performance of installed systems and equipment.
 - .6 Reviewing Training Plan.
- .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with contract documents, including:
 - .1 Testing.
 - .2 TAB.
 - .3 Performance of Cx activities.
 - .4 Delivery of training and Cx documentation.
 - .5 Assigning one person as point of contact with Consultant and PWGSC Cx Manager for administrative and coordination purposes.
- .5 Contractor's Cx agent implements specified Cx activities including:
 - .1 Organizing Cx.
 - .2 Developing BMM.
 - .3 Demonstrations.
 - .4 Training.
 - .5 Testing.
 - .6 Preparation, submission of test reports.
- .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
 - .1 Receiving facility.
 - .2 Day-To-Day operation and maintenance of facility.

1.6 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
 - .1 Installation contractor/subcontractor:
 - .1 Equipment and systems except as noted.
 - .2 Equipment manufacturer: equipment specified to be installed and started by manufacturer.
 - .1 To include performance verification.

- .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
- .4 Specialist Cx agency:
 - .1 Possessing specialist qualifications and installations providing environments essential to client's program but are outside scope or expertise of Cx specialists on this project.
- .5 Client: responsible for intrusion and access security systems.
- .6 Ensure that Cx participant:
 - .1 Could complete work within scheduled time frame.
 - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
 - .1 Modify ventilation rates to meet changes in off-gassing.
 - .2 Changes to heating or cooling loads beyond scope of EMCS.
 - .3 Changes to EMCS control strategies beyond level of training provided to O&M personnel.
 - .4 Redistribution of electrical services.
 - .5 Modifications of fire alarm systems.
- .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3 months prior to starting date of Cx for review and approval.

1.7 EXTENT OF CX

- .1 Cx Architectural Systems:
 - .1 Architectural and structural:
 - .1 Sallyport gates:
- .2 Electrical systems and equipment.
- .3 Extent of Cx includes items in this article and elsewhere in the contract documents.

1.8 DELIVERABLES RELATING TO O&M PERSPECTIVES

- .1 General requirements:
 - .1 Compile English documentation.
 - .2 Documentation to be computer-compatible format ready for inputting for data management.
- .2 Provide deliverables:
 - .1 Warranties.
 - .2 Project record documentation.
 - .3 Inventory of spare parts, special tools and maintenance materials.
 - .4 Maintenance Management System (MMS) identification system used.

- .5 WHMIS information.
- .6 MSDS data sheets.
- .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

1.9 DELIVERABLES RELATING TO THE CX PROCESS

- .1 General:
 - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
 - .1 Cx as used in this section includes:
 - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
 - .2 Factory inspections and performance verification tests.
- .3 Deliverables: provide:
 - .1 Cx Specifications.
 - .2 Startup, pre-Cx activities and documentation for systems, and equipment.
 - .3 Completed installation checklists (ICL).
 - .4 Completed product information (PI) report forms.
 - .5 Completed performance verification (PV) report forms.
 - .6 Results of Performance Verification Tests and Inspections.
 - .7 Description of Cx activities and documentation.
 - .8 Description of Cx of integrated systems and documentation.
 - .9 Tests of following witnessed by PWGSC Design Quality Review Team:
 - .1 As determined by Departmental Representative.
 - .10 Tests performed by Departmental Representative.
 - .11 Training Plans.
 - .12 Cx Reports.
 - .13 Prescribed activities during warranty period.
- .4 Departmental Representative to witness and certify tests and reports of results provided to Departmental Representative.
- .5 Departmental Representative to participate.

1.10 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in Cx Plan include the following:
 - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to Departmental Representative's satisfaction.
 - .2 Approved check lists.
 - .3 Departmental Representative will monitor some of these pre-start-up inspections.

- .4 Include completed documentation with Cx report.
- .5 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Departmental Representative and does not form part of Cx specifications.
- .6 Departmental Representative will monitor some of these inspections and tests.
- .7 Include completed documentation in Cx report.

1.11 START-UP

- .1 Start up components, equipment and systems.
- .2 Departmental Representative to monitor some of these start-up activities.
 - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .3 Performance Verification (PV):
 - .1 Use procedures modified generic procedures to suit project requirements.
 - .2 Departmental Representative to witness and certify reported results using approved PI and PV forms.
 - .3 Departmental Representative to approve completed PV reports and provide to Departmental Representative.
 - .4 Departmental Representative reserves right to verify up to 30% of reported results at random.
 - .5 Failure of randomly selected item shall result in rejection of PV report or report of system startup and testing.

1.12 CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Perform Cx using procedures approved by Departmental Representative.
- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, prepare Cx Report using approved PV forms.
- .4 Departmental Representative to witness, certify reported results.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

1.13 INSTALLATION CHECK LISTS (ICL)

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.14 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.15 PERFORMANCE VERIFICATION (PV) REPORT

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.16 DELIVERABLES RELATING TO ADMINISTRATION OF CX

- .1 General:
 - .1 Because of risk assessment, complete Cx of occupancy, weather and seasonal-sensitive equipment and systems in these areas before building is occupied.

1.17 CX SCHEDULES

- .1 Prepare detailed critical path Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:
 - .1 Milestones, testing, documentation, training and Cx activities of components, equipment.
 - .2 Detailed training schedule to demonstrate no conflicts with testing, completion of project and hand-over to Property Manager.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Consultant, Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

1.18 CX REPORTS

- .1 Submit reports of tests, witnessed and certified by Departmental Representative to Departmental Representative who will verify reported results.
- .2 Include completed and certified PV reports in properly formatted Cx Reports.
- .3 Before reports are accepted, reported results to be subject to verification by Departmental Representative.

1.19 ACTIVITIES DURING WARRANTY PERIOD

- .1 Cx activities must be completed before issuance of Interim Certificate, it is anticipated that certain Cx activities may be necessary during Warranty Period.

1.20 TESTS TO BE PERFORMED BY OWNER/USER

- .1 None is anticipated on this project.

1.21 TRAINING PLANS

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

1.22 FINAL SETTINGS

- .1 Upon completion of Cx to satisfaction of Departmental Representative lock control devices in their final positions, indelibly mark settings marked and include in Cx Reports.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 INSTALLATION/START-UP CHECK LISTS

- .1 Include the following data:
 - .1 Product manufacturer's installation instructions and recommended checks.
 - .2 Special procedures as specified in relevant technical sections.
 - .3 Items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- .2 Equipment manufacturer's installation/start-up check lists are acceptable for use. As deemed necessary by Departmental Representative supplemental additional data lists will be required for specific project conditions.
- .3 Use check lists for equipment installation. Document check list verifying checks have been made, indicate deficiencies and corrective action taken.
- .4 Installer to sign check lists upon completion, certifying stated checks and inspections have been performed. Return completed check lists to Departmental Representative. Check lists will be required during Commissioning and will be included in Building Maintenance Manual (BMM) at completion of project.
- .5 Use of check lists will not be considered part of commissioning process but will be stringently used for equipment pre-start and start-up procedures.

1.2 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Product Information (PI) forms compiles gathered data on items of equipment produced by equipment manufacturer, includes nameplate information, parts list, operating instructions, maintenance guidelines and pertinent technical data and recommended checks that is necessary to prepare for start-up and functional testing and used during operation and maintenance of equipment. This documentation is included in the BMM at completion of work.
- .2 Prior to Performance Verification (PV) of systems complete items on PI forms related to systems and obtain Departmental Representative's approval.

1.3 PERFORMANCE VERIFICATION (PV) FORMS

- .1 PV forms to be used for checks, running dynamic tests and adjustments carried out on equipment and systems to ensure correct operation, efficiently and function independently and interactively with other systems as intended with project requirements.
- .2 PV report forms include those developed by Contractor records measured data and readings taken during functional testing and Performance Verification procedures.
- .3 Prior to PV of integrated system, complete PV forms of related systems and obtain Departmental Representative's approval.

1.4 SAMPLES OF COMMISSIONING FORMS

- .1 Departmental Representative will develop and provide to Contractor required project-specific Commissioning forms in electronic format complete with specification data.
- .2 Revise items on Commissioning forms to suit project requirements.
- .3 Samples of Commissioning forms and a complete index of produced to date are attached to this section.

1.5 CHANGES AND DEVELOPMENT OF NEW REPORT FORMS

- .1 When additional forms are required, but are not available from Departmental Representative develop appropriate verification forms and submit to Departmental Representative for approval prior to use.
 - .1 Additional commissioning forms to be in same format as provided by Departmental Representative.

1.6 COMMISSIONING FORMS

- .1 Use Commissioning forms to verify installation and record performance when starting equipment and systems.
- .2 Strategy for Use:
 - .1 Departmental Representative provides Contractor project-specific Commissioning forms with Specification data included.
 - .2 Contractor will provide required shop drawings information and verify correct installation and operation of items indicated on these forms.
 - .3 Confirm operation as per design criteria and intent.
 - .4 Identify variances between design and operation and reasons for variances.
 - .5 Verify operation in specified normal and emergency modes and under specified load conditions.
 - .6 Record analytical and substantiating data.
 - .7 Verify reported results.
 - .8 Form to bear signatures of recording technician and reviewed and signed off by Departmental Representative.
 - .9 Submit immediately after tests are performed.
 - .10 Reported results in true measured SI unit values.
 - .11 Provide Departmental Representative with originals of completed forms.
 - .12 Maintain copy on site during start-up, testing and commissioning period.
 - .13 Forms to be both hard copy and electronic format with typed written results in Building Management Manual in accordance with Section 01 91 51 - Building Management Manual (BMM).

1.7 LANGUAGE

- .1 English.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

APPENDIX

Product information (PI) report forms Performance verification (PV) report forms MECHANICAL

January 1997 (Re-affirmed October 19/1999)

(NOTE: All PI and PV Forms are undergoing extensive reviews)

TITLE	LIST		PI FORMS		PV FORMS	
	Eng	Fr	Eng	Fr	Eng	Fr
Access to Concealed Equipment	YES	YES				
Air Compressor			YES	YES	YES	YES
Air-Cooled Condenser			YES		YES	
Air-Cooled Condensing Unit			YES		YES	
Air-Cooled Fluid Cooler			YES		YES	
Air Duct Flow Report see <i>TAB Report, Air Ducts</i>						
Air Flow Measuring Station - Rectangular					YES	
Air Flow Measuring Station - Round					YES	
Air Flow measuring Station			YES			
Air Handling Unit - Factory Packaged			YES		YES	
Blowdown Tank			YES			
Boiler-High Pressure Packaged			YES	YES	YES	YES
Cabinet Unit Heater			YES	YES	YES	YES
Cathodic Protection Systems			YES		YES	
Centrifugal Fan			YES		YES	
Chiller - absorption			NO		NO	
Chiller - Centrifugal			YES	YES	YES	YES
Chiller - reciprocating			NO		NO	
Chiller - screw			NO		NO	
Circulating Pumps - See <i>Hydronic System Circulating Pumps</i>						
Coil - Heating / Cooling			YES	YES		

TITLE	LIST		PI FORMS		PV FORMS	
	Eng	Fr	Eng	Fr	Eng	Fr
Coil - Hydronic					YES	YES
Coil - Steam					YES	YES
Control Valve			YES	YES	YES	YES
Cooling Tower			YES		YES	
Dampers - fire and smoke, List of - see <i>Fire and Smoke Dampers - list of</i>						
Dampers - Operating - see <i>Operating Dampers</i>						
De-aerator-Feedwater Heater			YES		YES	
Deficiency List	YES	YES				
Dehumidifier - Desiccant Type			YES		YES	
Dehumidifier - Refrigerant Type			NO		NO	
Diffusers - see <i>Grilles, Registers, Diffusers</i>						
Domestic Water Booster Heater			YES	YES		
Domestic Water Heater			YES			
Drilled Well - see <i>Well - Drilled</i>						
Duct (Air) Flow Report					YES	
Duct (Air) Leakage Test Report					YES	
Duct - Rectangular - Pitot-tube Traverse					YES	
Duct - Round - Pitot-tube Traverse					YES	
EMCS					YES	
Expansion Tank - see <i>Hydronic System Expansion Tank</i>						
Exhaust Fan - for Lab Fume Hood					YES	
Fan - Centrifugal - see <i>Centrifugal Fan</i>						
Fan - Exhaust - for Lab Fume Hood - see <i>Exhaust Fan for Lab Fume Hood</i>						
Fan Coil Units			YES		YES	
Filters - Final			YES	YES	YES	YES
Filters - Pre			YES	YES	YES	YES
Filter Gauges			YES	YES		

TITLE	LIST		PI FORMS		PV FORMS	
	Eng	Fr	Eng	Fr	Eng	Fr
Fire and Smoke Dampers - list of	YES	YES				
Fire Extinguishers - list of	YES	YES				
Fire Pump & Jockey Pump			YES		Use NFPA 20	
Fire Pumps, (2) Operating in Parallel					YES	
Fire Pumps, Sprinkler & Standpipe & Hose Systems			NO - Use NFPA 20			
Fire - Sprinkler System Alarm Valves - see <i>Sprinkler System Alarm Valves - Wet/Dry</i>						
Gas Pressure Regulator			YES			
Glycol Fill & Mixing Tank			YES			
Grilles, Registers, Diffusers					YES	
Heat Exchangers			YES		YES	
Heat Exchanger - Safety & Relief Valves			YES			
Heat Pumps			YES			
Heat Pumps - Water Source					YES	
Heat Pumps - Hydronic Distribution System					YES	
Heat Pump System - Water Source - TAB Report					YES	
Humidifiers - Direct Steam Injection type			YES		YES	
Humidifiers - Evaporative type			NO	NO	NO	NO
Hydronic system circulating pump			YES		YES	
Hydronic System Circulating Pump - Duplex - Single Pump Operation			NO		YES	
Hydronic System Circulating Pumps - Duplex - Operating in Parallel			NO		YES	
Hydronic System Circulating Pumps - Duplex - Operating in series			NO		NO	
Hydronic System Expansion Tank			YES		YES	
Instrument Calibration Data Report			YES			
Laboratory Pressurization					YES	
Laboratory Pressurization (Integrated System)					YES	

TITLE	LIST		PI FORMS		PV FORMS	
	Eng	Fr	Eng	Fr	Eng	Fr
Laboratory Fume Hood					YES	
Lab Fume Hood Scrubber System			YES		YES	
Lab Fume Hood Exhaust Fan - see <i>Exhaust Fan for Lab Fume Hood</i>						
Laboratory Services					YES	
Lubrication Schedule - List of	YES					
Maintenance Materials Required by Contract Documents, List of	YES					
Mixing Chamber (Plenum)					YES	
Oil Storage Tanks			YES			
Operating Dampers			YES		YES	
Plumbing Specialties			YES			
Potable Water Distribution System					YES	
Pressure Booster System					YES	
Pumps - see <i>Hydronic System Circulating Pumps</i>						
Pure Water Systems (Preliminary only)			YES		YES	
Refrigeration Compressors			YES		YES	
Relief Valves - see <i>Safety & Relief Valves</i>						
Safety & Relief Valves			YES			
[Sanitary] [Storm Water] Lift Station			NO		YES	
Service Contracts, List of	YES					
Sewage Pump - see <i>[Sanitary] [Storm Water] Lift Station</i>						
Site Test Requirements, Summary of	YES					
Smoke Dampers - see <i>Fire and Smoke Dampers</i>						
Snow Melting System - Glycol					YES	
Spare Parts List	YES	YES				
Special Tools Req'd by Contract Doc'ts, List of	YES					

TITLE	LIST		PI FORMS		PV FORMS	
	Eng	Fr	Eng	Fr	Eng	Fr
Sprinkler System Alarm Valve - Dry Pipe			YES	YES	use NFPA 13	
Sprinkler System Alarm Valve - Wet Pipe			YES	YES	use NFPA 13	
Stairwell Pressurization System (SPS)					YES	
Steam Traps, List of	YES	YES				
Strainers, List of	YES					
Sump Pump - see <i>[Sanitary] [Storm Water] Lift Station</i>						
TAB Reports - Air Ducts					YES	
TAB Report - Water-source Heat Pump System					YES	
TAB of Hydronic Coil, Control Valve, CBV			YES		YES	
Tests & Warranties, List of	YES					
Unit Heaters			YES		YES	
Variable Air Volume (VAV) Boxes	NO	NO			YES	YES
VAV System - Diversity Test					YES	
Water Treatment Systems			YES		YES	
Well - Drilled					YES	
Well pumps			NO		NO	

END OF MECHANICAL INDEX

Product information (PI) report forms
Performance verification (PV) report forms
ELECTRICAL

January 1997 (Re-affirmed October 19/1999)

(NOTE: All PI and PV Forms are undergoing extensive reviews)

TITLE		LIST		PI FORMS		PV FORMS	
		Eng	Fr	Eng	Fr	Eng	Fr
Air Circuit Breaker	476	NO		NO		YES	
Capacitors for Power Factor Correction	410	NO		NO		YES	
Clock Systems	730	NO		NO		YES	
Diesel Generators	622	NO		NO		YES	
Disconnect Switch - Fused and Un-fused	440	NO		NO		YES	
Distribution Panelboard (includes Lighting or Receptacle Panelboard)	471	NO		NO		YES	
Distribution Transformer	461	NO		NO		YES	
Emergency Handset Communication System	762	NO		NO		YES	
Feeder Cables	122	NO		NO		YES	
Fire Alarm Systems	720	NO		NO		YES	
Generator Switchboard	625	NO		NO		YES	
Ground Fault Relay	495	NO		NO		YES	
Hands-Free Intercom Systems	771	NO		NO		YES	
Main Switchboard Enclosure	426	NO		NO		YES	
Motor Starter	811	NO		NO		YES	
Motor Control Centre Enclosure	820	NO		NO		YES	
Potential Transformers & Current Transformers (includes Switchboard Digital Metering Unit)	431	NO		NO		YES	

TITLE		LIST		PI FORMS		PV FORMS	
		Eng	Fr	Eng	Fr	Eng	Fr
Programmable Lighting Control System	591	NO		NO		YES	
Public Address Communication System	770	NO		NO		YES	
Security Radio Communication Systems	764	NO		NO		YES	
Switchboard and/or Panelboard - Moulded Case Circuit Breaker	477	NO		NO		YES	
Telecommunications Systems	763	NO		NO		YES	
Uninterruptible Power Systems	610	NO		NO		YES	
Very Early Warning Detection System	721	NO		NO		YES	
Voltage Regulators	611	NO		NO		YES	

END OF ELECTRICAL INDEX

END
CP.10 REPORT FORMS AND SCHEMATICS

EQUIPMENT DATA:

Manufacturer	
Type	
Model Number	
Serial Number	

LOCATION DATA:

Building	
Area	
Floor	
room	

NAMEPLATE DATA:

	Specified	Shop Drawings	Installed	Verified
GPM				
Head Pressure				
Voltage/Phase				
Amperage				
RPM				
HP				

SUPPORT DOCUMENTS:

Manufacturer's report	Y / N / NA	Comments:	
Manufacturer's certificates	Y / N / NA	Comments:	
Pump & Fans Curves attached	Y / N / NA	Comments:	

STATIC COMMISSIONING:

Comments

SIGN-OFFS:

Independant Commissioning Agent : _____ Date: _____

Design Builder Design Team : _____ Date: _____

Department/Representative : _____ Date: _____

<i>Component Verification Form</i>		Section: XX XX XX
System: Chilled Water	Equipment: PUMP	Tag: HWP-01
Prepared By: _____		

2 System Performance Verification

Project Name: XXXXXXXXXX Page X of X
Project No: XXXX
Air Handling AHU-1 Test M-1
(note: unique test ID mechanical test M-1)

1. Test Purpose

- .1 The intent is to test the integration of all HVAC, EMCS and the specialized greenhouse control system components through a series of test procedures designed to exercise the control system as it would be used in normal and abnormal operating conditions.
- .2 To ensure system operation is as per contract documents.
- .3 Make adjustments to system components as required to suit the design intent and operational requirements.
- .4 "C" denotes Contractor. "DR" denotes Departmental Representative (Design Consultant)

2. System Design and Operation Narrative

Note: Describes the design philosophy of the system and narrates the operation and operational control parameters.

AHU-1 and its corresponding return air fan RF-1 maintain the pressurization of the second floor at approximately 20Pa by modulation of the fans by VSD-1 (supply fan) and VSD-2. (return fan)....

3. Test Pre-Requisites

.1 Mechanical:

	C	DR
.1 All component verifications are complete and approved	[]	[]
.2 Air system balancing is complete and approved	[]	[]
.3 Heating operational and verified	[]	[]
.4 Cooling is operational and verified	[]	[]
.5 Humidification is operational and verified	[]	[]
.6 Hydronic balance is complete and approved	[]	[]

.2 Controls:

	C	DR
.1 All component verifications are complete and approved	[]	[]
.2 All control device calibrations and physical point verifications are complete and approved.	[]	[]
.3 All manual overrides and jumpers have been removed to allow for automatic/normal operation	[]	[]
.4 Final control program is loaded and operational	[]	[]
.5 All hardwired interlocks and safeties (if any) are operational	[]	[]
.6 All software interlocks and safeties (if any) are operational	[]	[]
.7 Trend logs for Building EMCS and specialized greenhouse control systems are defined	[]	[]

and fully operational for:
Physical points, setpoints
and process variables to
establish system
performance. The trends are
to be archived for the
duration of this test and
period of 15 days prior to
Interim acceptance and there
after. This to confirm the
system performance meets the
design intent.

3. Modes of Operation are Set-up and Functioning

.1 System Modes:

	C	DR
.1 Off mode - system shuts down	[]	[]
.2 Occupied mode - System starts up	[]	[]
.3 Unoccupied mode - system air volumes go to minimum position	[]	[]

.2 Operating Modes:

	C	DR
.1 Heating mode - heating coils and pumps enabled	[]	[]
.2 Evap cooling mode - humidifier valves enabled	[]	[]
.3 Cooling mode - cooling coil enabled	[]	[]
.4 Humidification mode - humidifier valves enabled	[]	[]

4. System Start/Stop Sequencing

.1 System equipment status at shut down

	C	DR
.1 Supply fan is of and variable speed drive is set to minimum position	[]	[]
.2 The relief fan is off and variable speed drive is set to minimum position	[]	[]

Commissioning Sample Forms

- .3 Outside air damper is closed [] []
- .4 Relief air damper is closed [] []
- .5 Chilled water cooling coil valve is closed [] []
- .6 The heat recovery loop 3 way valve shall be closed to the return line from the relief air recovery coil [] []
- .7 The heating coil exchanger valve is closed [] []
- .8 The heating coil duty and standby pumps are off [] []
- .9 The heat recovery pump is off [] []
- .10 The evap cooler valves are closed, control loops are disabled [] []
- .11 Exhaust fan EF-41 is disabled [] []
- .12 Dust collector DC-1 disabled [] []
- .2 System equipment start-up sequence
- | | C | DR |
|--|-----|-----|
| .1 If outdoor temperature is less than the supply air temperature setpoint, the heating coil duty pump shall star and the heating coil heat exchanger valve shall open to 100% | [] | [] |
| .2 If the duty heating coil pump fails to start the standby pump starts | [] | [] |
| .3 After a time delay the relief air damper shall open time delay set at <u>5</u> min. | [] | [] |
| .4 The relief air fan shall start when the relief damper is fully open. (Hardwire interlock) On fan start-up ramp the fan to 10% speed | [] | [] |

Commissioning Sample Forms

- .5 When relief fan is proven to be running the outside air damper opens [] []
- .6 When the outside air damper is fully open the supply fan starts. (Hardwire interlock) On fan start-up ramp the fan to 10% speed [] []
- .7 If the outside air temperature is below 13 Deg. C, start the heat recovery loop pump [] []
- .8 Enable the control loops [] []

5. Operating Sequences

- | | C | DR |
|---|-----|-----|
| .1 System to run continuously when commanded through the EMCS | [] | [] |
| .2 Supply fan speed is varied to satisfy supply duct static pressure of 250 Pa | [] | [] |
| .3 Relief fan speed is varied to satisfy relief duct static pressure of 250 Pa | [] | [] |
| .4 Heat recovery loop valve, heating coil valve, evaporative cooling and cooling coil valve modulate in sequence to satisfy the supply air temperature setpoint of 12 Deg. C. | [] | [] |
| .5 Heating | | |
| | C | DR |
| .1 Modulate heat recovery loop valve to satisfy the heat recovery coil leaving air temperature setpoint of 12 Deg. C | [] | [] |
| .2 Modulation of the heat recovery loop valve shall not allow the exhaust air temperature to drop below 5 Deg. C | [] | [] |
| .3 Modulate the heating coil heat | [] | [] |

Commissioning Sample Forms

exchanger valve to satisfy the heating coil leaving air setpoint temperature of 12 Deg C

.4 The heating coil valve and cooling coil valve shall not be open at the same time [] []

.5 Alternative heating coil duty and standby pumps every 200 hours [] []

.6 Cooling

.1 First stage of cooling is the evaporative cooler C DR [] []

.2 Open 2 evaporative cooler 2 position valves as required to satisfy the supply air temperature setpoint of 12 Deg. C [] []

.3 Humidity limitations override temperature requirements [] []

.4 When the evaporative cooler can no longer satisfy supply air temperature setpoint, close the evaporative cooler valves [] []

.5 Cooling coil valve modulates to satisfy the supply air temperature setpoint with all evaporative cooler valves closed [] []

.7 Operate the 2 @ 2 position evaporative cooler valves as required to satisfy the relief air humidity setpoint C DR [] []

.8 Setpoint schedule is as follows: [] []
OAT > 15 Deg. C ; 45% RH
-20 < OAT < 15 Deg. C ; 25% RH
OAT < -20 DEG. ; C 20%

.9 Supply air temperature setpoint [] []

Commissioning Sample Forms

reduces if all reheat coil valves are closed

.10 Supply air temperature setpoint increases if all reheat coil valves are open [] []

.11 Exhaust fan EF-41 is enabled when system is in occupied mode [] []

.12 Exhaust fan EF-41 is disabled when system is in unoccupied mode or off mode [] []

.13 Dust collector DC-1 is enabled when system is in occupied mode [] []

.14 Dust collector DC-1 is disabled when system is in unoccupied mode or off mode [] []

7. Alarms and Status

.1 Supply fan failure causes:

	C	DR
.1 Alarm at OWS	[]	[]
.2 Close supply and relief dampers	[]	[]
.3 Relief fan shall stop when relief damper closes	[]	[]
.4 Return system to off position	[]	[]

.2 Relief fan failure causes:

	C	DR
.1 Alarm at OWS	[]	[]
.2 Close supply and relief dampers	[]	[]
.3 Relief fan shall stop when relief damper closes	[]	[]
.4 Return system to off position	[]	[]

.3 Heating coil duty pump failure causes:

	C	DR
.1 Alarm at OWS	[]	[]

Commissioning Sample Forms

.2 Standby pump starts	[]	[]
.4 Heating coil standby pump failure causes:		
	C	DR
.1 Alarm at OWS	[]	[]
.5 Heat recovery loop pump failure causes:		
	C	DR
.1 Alarm at OWS	[]	[]
.6 Low supply air temperature causes:		
	C	DR
.1 Hardwire interlock will close dampers and turn of fans	[]	[]
.2 Turn heating coil pump on and drive heating coil heat exchanger valves fully open	[]	[]
.3 Turn heat recovery pump on and drive heat recover valve fully open	[]	[]
.4 Drive chilled water coil valve fully closed	[]	[]
.5 Setpoint temperature is 5 Deg. C	[]	[]
.7 high supply duct static pressure causes:		
	C	DR
.1 Hardwire interlock closes dampers and turn fans off	[]	[]
.2 Return system to off position	[]	[]
.3 Setpoint pressure is 1000 Pa	[]	[]
.8 High relief air duct static pressure causes:		
	C	DR
.1 Hardwire interlock closes dampers and turn fans off	[]	[]
.2 Return system to off position	[]	[]

Commissioning Sample Forms

- .3 Setpoint pressure is 1000 Pa [] []
- .9 Failure of supply air temperature sensor in cooling mode causes:
- C DBCA
- .1 Modulate cooling coil valve [] []
of maintain return air
temperature of 22 Deg. C
- .10 Failure of supply air temperature sensor in heating mode causes:
- C DR
- .1 Modulate preheat and [] []
recovery coil to satisfy heat
recovery coil leaving air
temperature setpoint
- .11 Failure of heating coil leaving air temperature sensor causes:
- C DR
- .1 Drive heat recovery valve [] []
fully open and modulate
heating coil heat exchanger
valve to satisfy the supply
air temperature setpoint
- .12 Failure of supply duct static pressure sensor causes:
- C DR
- .1 If one sensor fails, vary fan [] []
speed to satisfy remaining
sensor
- .2 If both sensors fail, keep [] []
supply fan speed at last
commanded position.
- .13 Failure of relief duct static pressure sensor causes:
- C DR
- .1 If one sensor fails, vary fan [] []
speed to satisfy remaining
sensor
- .2 If both sensors fail keep [] []
supply fan speed at least
commanded position
- .14 Failure of return air relative humidity sensor causes:
- C DR

Commissioning Sample Forms

.1 Alarm at OWS	[]	[]
.2 Evaporative cooler valves remain at last position	[]	[]
.15 Failure of supply air relative humidity sensor causes:		
	C	DR
.1 Alarm at OWS	[]	[]
.2 Evaporative cooler valves remain at last position	[]	[]
	C	DR
.16 An alarm is generated at the OWS if EF-41 fails to start 3 min. after start command	[]	[]
.17 An alarm is generated at the OWS if any supply or exhaust air terminal unit air volume is more than 10% above or below setpoint	[]	[]

7. Test Sign Off

Contractor:

Firm: _____

Signature: _____

Witnessed By Department Representative (Consultant)

Firm: _____

Signature: _____

Witnessed By: (PWGSC/OWNER)

Firm: _____

Signature: _____

COMMENTS:

Integrated Life Safety System Test: IST1

Date:XXXX

Note: This is a generic test. It can be used as a guide to develop a project specific test. The project specific test will be developed jointly by the Architectural, Mechanical and Electrical consultants. It is intended to commission and verify the interaction of the building Life Safety Systems including their interactions with other building systems through a sequence of operation in accordance with the design intent. It will include the following modes:

Mode 1: Fire Alarm + Normal Power

A fire alarm is initiated via a pull station. The response of the fire alarm, designed interactions with other life safety systems and interactions with other building systems will be identified in this test procedure as sequences and are to be verified when executing this test.. The fire alarm should not be reset and remain in alarm with the pull station still operated during the transition of normal to emergency power and mode 2.

Mode 2: Fire Alarm + Emergency Power

The utility power is switched off. The transition from normal power to emergency power and the operation and interactions of Life Safety Systems and other building systems when on emergency power will be identified in this test procedure as sequences in accordance with the design. These sequences are to be verified when executing this test. Fire Alarm Audible Levels can be measured and verified at this time.

Mode 3: Emergency Power

The Fire Alarm pull station and fire alarm panel is reset. Verification of designed functionality of the building systems under emergency power would occur in this mode via sequences identified in this test procedure. These sequences are to be verified when executing this test. Emergency Egress lighting levels can be measured and verified at this time.

Mode 4: Building electrical system blackout + Fire Alarm

A fire alarm is initiated via a pull station. The Emergency generator is shut down (preferably by simulated failure) Security system functionality is verified with reference to design intent with respect to egress from the building and access to key areas in the building.

Mode 5: Emergency Power + Fire Alarm

A fire alarm is initiated via a pull station. The response of the fire alarm, designed interactions with other life safety systems and interactions with other building systems will be identified in this test as sequences and be verified during this test.. The fire alarm should not be reset and remain in alarm with the pull station still operated during the transition and restoration of normal power in mode 5.

Mode 6: Revert to Normal Power

The Utility power is restored. Transition from emergency power to normal power occurs and the operation of Life Safety Systems and other building systems through this transition will be identified in this test as sequences and verified according to the design.

Integrated Life Safety System Test: IST1

Date:XXXX

1. Test Purpose

- .1 To test the Integrated functionality between Life Safety Systems including interactions with other building systems through a series of checks and procedures and verify it is according to the design intent.
- .2 To ensure system operation is as per contract documents.
- .3 Make adjustments to systems as required to suit the design intent and operational requirements.
- .4 AC@ denotes contractor sign off.
AE@ denotes engineers verification

2. System Design and operation narrative

Note: Describes briefly the design philosophy of the systems, the operation of Life Safety Systems, their interactions, and their interactions with other building systems.

Integrated Life Safety System Test: IST1

Date:XXXX

3. Test Pre-Requisites

.1 Mechanical (Note: list life safety systems and other systems which interact to provide life support, facilitate emergency egress and maintain the client's critical operations. Confirm these systems have been commissioned, results approved and deficiencies which would impact this test are resolved)

		C	E
.1	AHU-1 System Test is complete and approved		
.2	AHU-2 System Test is complete and approved		
.3	AHU-3 System Test is complete and approved		
.4	SEF-1 Atrium exhaust fan System Test is complete and approved		
.5	AC-1 LAN room air conditioning System Test is complete and approved		
.6	SP-1 Stairwell pressurization fan System Test is complete and approved		
.7	SP-2 Stairwell pressurization fan System Test is complete and approved		
.8	Fire Protection System is Tested and verified		
.9	CHE-1 Chiller room Exhaust Fan System Test is complete and approved		
.10			

.2 Electrical (Note: list life safety systems and other systems which interact to provide life support, facilitate emergency egress and maintain the client's critical operations. Confirm these systems have been commissioned, results approved and deficiencies which would impact this test are resolved)

		C	E
.1	Fire Alarm System has been verified and approved		
.2	Emergency Power System Test is complete and approved		
.3	Elevator 1 and 2 have been tested and verified		
.4	Security System has been tested and verified		
.5	Lighting control system has been tested and verified		
.6	Motor Control Centers have been tested and verified		
.7	Emergency Generator Day Tank TK-1 has a max of 1 hour of fuel available		

Integrated Life Safety System Test: IST1

Date:XXXX

.3 Controls:

		C	E
.1	All manual overrides and jumpers have been removed to allow for normal/automatic operation.		
.2	Final control program is loaded and operational		
.3	All hardwired interlocks and safeties are operational		
.4	All software interlocks and safeties are operational		
.5	All Systems are operating in occupied mode		

.4 EMCS Trends: (Note:Set Up trends in the EMCS as support documentation, provide in hard copy & electronic format)

Set up the following trend logs the day prior to the test

		C	E
.1	Fire Alarm status		
.2	Emergency Generator Status		
.3	AHU-1 Occupied /Unoccupied status		
.4	AHU-2 Occupied /Unoccupied status		
.5	AHU-3 Occupied /Unoccupied status		
.6	AC-1 LAN room air conditioning unit status		
.7	HP-1 Heating water pump 1 status		
.8	HP-2 Heating water Pump 2 Status		
.9	B-1 Heating Boiler status		
.10	B-2 Heating Boiler Status		
.11	SEF-1 Atrium exhaust fan status		
.12	SP-1 Stairwell pressurization fan status		
.13	SP-2 Stairwell pressurization fan status		
.14	CHE-1 Chiller room Exhaust Fan status		

Date: XXXX

[illegible]

Integrated Life Safety System Test: IST1

Date:XXXX

5. Mode 2: Fire Alarm + Emergency Power

		C	E
.1	Open the Main Utility Breaker MB-1 Date: Time:		
.2	Fire Alarm continues to operate in stage 2 alarm, audible and strobes continue to operate		
.3	EMCS work station and panels remain powered via central UPS		
.4	Emergency Generator starts, runs up to rated speed & voltage, Transfer switch operates.		
.5	Transition from normal to emergency time was less than 10 seconds: Transfer time: secs		
.6	Generator combustion air damper CA-1 opens		
.7	Generator room Intake and relief damper operate correctly		
.8	AHU-4 modulates to maintain generator room temperature set point of 21 deg C		
.9	Emergency Generator room battery pack emergency lighting operates through power transfer		
.10	Mechanical Penthouse battery pack emergency lighting operates through power transfer		
.11	Main Electrical Switch room battery pack emergency lighting operates through power transfer		
.12	Main Fire Alarm Panel monitor indicates the emergency Generator is running		
.13	SP-1 & 2 Stairwell pressurization fans re-start following the 10 sec power interruption		
.14	CHEF-1 Chiller room Exhaust Fan re-starts following the 10 sec power interruption		
.15	SEF-1 Atrium exhaust fan re-starts following the 10 sec power interruption		
.16	Smoke dampers SD-1,SD-2,SD-3,SD-4 remain closed		
.17	Doors with magnetic hold open devices FD-1, FD-2, FD-3, FD-4, FD-5 remain released		
.18	Elevators 1 & 2 remain homed to main floor		
.19	Verify Emergency Exit signage continues to operate		
.20	Verify by measurement that fire alarm audible levels meet NBC requirements		
.21	Central UPS maintained connected loads throughout the normal to emergency power transfer		
.22			
.23			
.24			
.25			
.26			

Integrated Life Safety System Test: IST1

Date:XXXX

6. Mode 3: Emergency Power

		C	E
.1	Reset Fire Alarm Pull Station and Fire Alarm Panel		
.2	SP-1 & 2 Stairwell pressurization fans stop		
.3	CHEF-1 Chiller room Exhaust Fan continues to run		
.4	SEF-1 Atrium exhaust fan stops		
.5	Smoke dampers SD-1,SD-2,SD-3,SD-4 open		
.6	AC1- LAN room air conditioner starts		
.7	Confirm Elevator 1 is fully operable on emergency power		
.8	Initiate water flow on 3 rd floor stand pipe, packaged fire pump starts and delivers specified flow		
.9	Measure Emergency egress lighting levels and confirm they meet NBC		
.10	HP-1 Heating water pump operates and maintains pressure set point		
.11	HP-2 Heating water Pump, confirm fail over of this pump when HP-1 stops		
.12	B-1 & B-2 Boilers are operational & modulate maintain heating water temperature set point		
.13	Emergency Generator TK1-LL Day Tank low level initiates fuel transfer		
.14	FTP-1 or 2 Fuel Transfer Pumps Transfer fuel to TK-1 day tank until TK1-HL met		
.15	Emergency generator runs for 2 hours within specified operating parameters (attach log)		
	.		

Integrated Life Safety System Test: IST1

Date:XXXX

7. Mode 4: Building electrical system blackout + Fire Alarm

		C	E
.1	Initiate a Fire Alarm manual pull station: Date Time Loc		
.2	Shutdown Emergency Generator		
.3	Fire Alarm Panel in main lobby indicates the point in alarm and is in first stage alarm		
.4	Fire Alarm Five minute timer is started		
.5	EMCS logs fire alarm in alarm review screen as Fire Alarm first stage Alarm		
.6	All horns are operating at 20 strokes / minute		
.7	Fire Alarm Second Stage general Alarm occurs after five minutes		
.8	EMCS logs fire alarm in alarm review screen as Fire Alarm second stage Alarm		
.9	All Fire Alarm Horns sound at 120 strokes / minute, strobes are flashing		
.10	Security system remains operative for egress from the building		
.11	Security system allows access to penthouse and generator spaces		
.12			
.13			
.14			
.15			
.16			
.17			

Integrated Life Safety System Test: IST1

Date:XXXX

8. Mode 5: Emergency Power + Fire Alarm

		C	E
.1	Send elevator 1 to the 3 rd floor		
.2	Initiate a Fire Alarm manual pull station: Date Time Loc		
.3	Fire Alarm Panel in main lobby indicates the point in alarm and is in first stage alarm		
.4	Fire Alarm Five minute timer is started		
.5	EMCS logs fire alarm in alarm review screen as Fire Alarm first stage Alarm		
.6	All horns are operating at 20 strokes / minute		
.7	AC-1 LAN room shuts down,		
.8	SP-1 & 2 Stairwell pressurization fans start		
.9	CHEF-1 Chiller room Exhaust Fan continues to run		
.10	SEF-1 Atrium exhaust fan starts		
.11	Smoke dampers SD-1,SD-2,SD-3,SD-4 close		
.12	Doors with magnetic hold open devices FD-1, FD-2, FD-3, FD-4, FD-5 close		
.13	Elevator 1 homes to Main floor (no alternative floor sequence)		
.14	Fire Alarm Second Stage general Alarm occurs after five minutes		
.15	EMCS logs fire alarm in alarm review screen as Fire Alarm second stage Alarm		
.16	All Fire Alarm Horns sound at 120 strokes / minute, strobes are flashing		
.17			

Integrated Life Safety System Test: IST1

Date:XXXX

9. Mode 6: Revert to Normal Power

		C	E
.1	Close Main Utility Breaker MB-1		
.2	Emergency Power Transfer switch returns facility to normal power in 5 minutes .		
.3	UPS prevents connected loads from experiencing a power interruption		
.4	Emergency Generator runs (cools) for 5 minutes then shuts down		
.5	Fire alarm remains in stage 2 general alarm and operates normally during the transition from emergency to normal power		
.6	Reset Fire Alarm Pull Station and Fire Alarm Panel		
.7	SP-1 & 2 Stairwell pressurization fans stop		
.8	CHEF-1 Chiller room Exhaust Fan continues to run		
.9	SEF-1 Atrium exhaust fan stops		
.10	Smoke dampers SD-1,SD-2,SD-3,SD-4 open		
.11	AC1- LAN room air conditioner starts		
.12			

Integrated Life Safety System Test: IST1

Date:XXXX

7. Test Sign Off:

Testing Personnel: (Contractor)

Firm: _____

Signature : _____

Witnessed By: (Owner)

Signature : _____

Witnessed and approved By: (Engineer)

Firm: _____

Signature : _____ February 14, 2003

COMMENTS:

Part 1 General

1.1 TRAINEES

- .1 Trainees: personnel selected for operating and maintaining this facility. Includes Facility Manager, building operators, maintenance staff, security staff, and technical specialists as required.
- .2 Trainees will be available for training during later stages of construction for purposes of familiarization with systems.

1.2 INSTRUCTORS

- .1 Contractor and certified factory-trained manufacturers' personnel: to provide instruction on the following:
 - .1 Start-Up, operation, shut-down of equipment, components and systems.
 - .2 Control features, reasons for, results of, implications on associated systems of, adjustment of set points of control and safety devices.
 - .3 Instructions on servicing, maintenance and adjustment of systems, equipment and components.
- .2 Contractor and equipment manufacturer to provide instruction on:
 - .1 Start-up, operation, maintenance and shut-down of equipment they have certified installation, started up and carried out PV tests.

1.3 TRAINING OBJECTIVES

- .1 Training to be detailed and duration to ensure:
 - .1 Safe, reliable, cost-effective, energy-efficient operation of systems in normal and emergency modes under all conditions.
 - .2 Effective on-going inspection, measurements of system performance.
 - .3 Proper preventive maintenance, diagnosis and trouble-shooting.
 - .4 Ability to update documentation.
 - .5 Ability to operate equipment and systems under emergency conditions until appropriate qualified assistance arrives.

1.4 TRAINING MATERIALS

- .1 Instructors to be responsible for content and quality.
- .2 Training materials to include:
 - .1 "As-Built" Contract Documents.
 - .2 Operating Manual.
 - .3 Maintenance Manual.
 - .4 Management Manual.
 - .5 TAB and PV Reports.

- .3 Project Manager, Commissioning Manager and Facility Manager will review training manuals.
- .4 Training materials to be in a format that permits future training procedures to same degree of detail.
- .5 Supplement training materials:
 - .1 Transparencies for overhead projectors.
 - .2 Multimedia presentations.
 - .3 Manufacturer's training videos.
 - .4 Equipment models.

1.5 SCHEDULING

- .1 Include in Commissioning Schedule time for training.
- .2 Deliver training during regular working hours, training sessions to be 3 hours in length.
- .3 Training to be completed prior to acceptance of facility.

1.6 RESPONSIBILITIES

- .1 Be responsible for:
 - .1 Implementation of training activities,
 - .2 Coordination among instructors,
 - .3 Quality of training, training materials,
- .2 Departmental Representative will evaluate training and materials.
- .3 Upon completion of training, provide written report, signed by Instructors, witnessed by Departmental Representative.

1.7 TRAINING CONTENT

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
 - .1 Review of facility and occupancy profile.
 - .2 Functional requirements.
 - .3 System philosophy, limitations of systems and emergency procedures.
 - .4 Review of system layout, equipment, components and controls.
 - .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
 - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
 - .7 Maintenance and servicing.

- .8 Trouble-shooting diagnosis.
- .9 Inter-Action among systems during integrated operation.
- .10 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Acronyms:
 - .1 BMM - Building Management Manual.
 - .2 Cx - Commissioning.
 - .3 HVAC - Heating, Ventilation and Air Conditioning.
 - .4 PI - Product Information.
 - .5 PV - Performance Verification.
 - .6 TAB - Testing, Adjusting and Balancing.
 - .7 WHMIS - Workplace Hazardous Materials Information System.

1.2 GENERAL REQUIREMENTS

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

1.3 APPROVALS

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

1.4 GENERAL INFORMATION

- .1 Provide Departmental Representative the following for insertion into appropriate Part and Section of BMM:
 - .1 Complete list of names, addresses, telephone and fax numbers of contractor, sub-contractors that participated in delivery of project - as indicated in Section 1.2 of BMM.
 - .2 Summary of architectural, structural, fire protection, mechanical and electrical systems installed and commissioned - as indicated in Section 1.4 of BMM.
 - .1 Including sequence of operation as finalized after commissioning is complete as indicated in Section 2.0 of BMM.
 - .3 Description of building operation under conditions of heightened security and emergencies as indicated in Section 2.0 of BMM.
 - .4 System, equipment and components Maintenance Management System (MMS) identification - Section 2.1 of BMM..
 - .5 Information on operation and maintenance of architectural systems and equipment installed and commissioned - Section 2.0 of BMM.

- .6 Information on operation and maintenance of fire protection and life safety systems and equipment installed and commissioned - Section 2.0 of BMM.
- .7 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
- .8 Operating and maintenance manual - Section 3.2 of BMM.
- .9 Final commissioning plan as actually implemented.
- .10 Completed commissioning checklists.
- .11 Commissioning test procedures employed.
- .12 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
- .13 Commissioning reports.

1.5 CONTENTS OF OPERATING AND MAINTENANCE MANUAL

- .1 For detailed requirements refer to Section 01 78 00 - Closeout Submittals.
- .2 Departmental Representative to review and approve format and organization within 12 weeks of award of contract.
- .3 Include original manufactures brochures and written information on products and equipment installed on this project.
- .4 Record and organize for easy access and retrieval of information contained in BMM.
- .5 Include completed PI report forms, data and information from other sources as required.
- .6 Inventory directory relating to information on installed systems, equipment and components.
- .7 Approved project shop-drawings, product and maintenance data.
- .8 Manufacturer's data and recommendations relating: manufacturing process, installation, commissioning, start-up, O&M, shutdown and training materials.
- .9 Inventory and location of spare parts, special tools and maintenance materials.
- .10 Warranty information.
- .11 Inspection certificates with expiration dates, which require on-going re-certification inspections.
- .12 Maintenance program supporting information including:
 - .1 Recommended maintenance procedures and schedule.
 - .2 Information to removal and replacement of equipment including, required equipment, points of lift and means of entry and egress.

1.6 LIFE SAFETY COMPLIANCE (LSC) MANUAL

- .1 Samples of LSC Manual will be available from Departmental Representative.
- .2 Content of Manual:

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

1.7 SUPPORTING DOCUMENTATION FOR INSERTION INTO SUPPORTING APPENDICES

- .1 Provide Departmental Representative supporting documentation relating to installed equipment and system, including:
 - .1 General
 - .2 Architectural
 - .3 Mechanical
 - .4 Electrical

1.8 IDENTIFICATION OF FACILITY

- .1 When submitting information to Departmental Representative for incorporation into BMM, use following system for identification of documentation:
 - .1 Unit 7 Food Enclosure
 - .2 Saskatchewan Penitentiary

1.9 USE OF CURRENT TECHNOLOGY

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

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION