

- Part 1 General**
- 1.1 SECTION INCLUDES**
- .1 Connecting to existing services.
 - .2 Special scheduling requirements.
- 1.2 RELATED SECTIONS**
- .1 Section 01 32 18 - Construction Progress Schedules.
- 1.3 DESCRIPTION OF WORK**
- .1 To complete the construction of an expansion to the existing greenhouse located at Harrington Research Farm, Brackley Point Road, Harrington, PE.
 - .2 To include commissioning and training of all greenhouse operating systems as outlined herein.
 - .3 To leave AAFC with an integrated complex, consisting of the header house, existing greenhouse and new greenhouse expansion constructed and verified.
- 1.4 WORK SEQUENCE**
- .1 Construct Work to accommodate AAFC's continued use of the existing greenhouse construction.
 - .2 Coordinate Progress Schedule and coordinate with AAFC Occupancy during construction.
- 1.5 CONTRACTOR USE OF PREMISES**
- .1 Contractor shall coordinate use of premises under direction of Departmental Representative to allow:
 - .1 AAFC occupancy for regular working hours.
- 1.6 AAFC OCCUPANCY**
- .1 AAFC will occupy adjacent premises during entire construction period for execution of normal operations. Adjacent premises are the existing greenhouse and associated Header House.
 - .2 Cooperate with AAFC in scheduling operations to minimize conflict and to facilitate AAFC usage.
- 1.7 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**
- .1 Execute work with least possible interference or disturbance to the building operations and occupants of the existing greenhouse facility. Arrange with Departmental Representative to facilitate execution of work.

1.8 EXISTING SERVICES

- .1 Notify AAFC and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give AAFC 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 vehicular traffic and tenant operations.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .4 Submit schedule to and obtain approval from AAFC 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.
- .5 Provide temporary services when directed by Departmental Representative or AAFC to maintain critical building and tenant systems.
- .6 Provide adequate bridging over trenches which cross roads to permit normal traffic.
- .7 Where unknown services are encountered, immediately advise Departmental Representative and AAFC and confirm findings in writing.
- .8 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .9 Record locations of maintained, re-routed and abandoned service lines.
- .10 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.9 USE OF SITE AND FACILITIES

- .1 As a Federal Facility, the Harrington Research Farm is a secure facility. Only authorized personnel (security clearances required) will be allowed on-site.
- .2 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with AAFC to facilitate work as stated.
- .3 Maintain existing services to Building and provide for vehicular access.
- .4 Where security is reduced by work provide temporary means to maintain security.
- .5 Closures: protect work temporarily until permanent enclosures are completed.

1.10 SPECIAL REQUIREMENTS

- .1 Submit schedule in accordance with Section 01 32 18 –Construction Progress Schedules.
- .2 Ensure personnel employed on site become familiar with and obey regulations including safety, fire, traffic, smoking, and security regulations.
- .3 Keep within limits of work and avenues of ingress and egress.

- .4 Refer to Appendix 'A' – Stantec Geotechnical Report – Aug 21, 2015.

1.11 SECURITY CLEARANCES

- .1 Personnel employed on this project will be subject to security check. Obtain clearance, as instructed, for each individual who will require access to site.
- .2 Personnel will be checked daily at start of work shift and provided with pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.
- .3 Contractor's personnel will require satisfactory RCMP initiated security screening in order to complete Work in premises and on site.

1.12 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.

1.13 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.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Inspecting and testing by inspecting firms or testing laboratories designated by PWGSC.

1.2 APPOINTMENT AND PAYMENT

- .1 AAFC Department 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 the supervision of Departmental Representative.
 - .6 Additional tests specified in the following paragraph.
- .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.

1.3 CONTRACTOR'S RESPONSIBILITIES

- .1 Provide labour, equipment and facilities to:
 - .1 Provide access to Work to be inspected and tested.
 - .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 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.

END OF SECTION

1 General

1.01 RELATED REQUIREMENTS

- .1 Section 01 32 18 – Construction Progress Schedules – Bar (GANTT) Chart.

1.02 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four 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 General Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

1.03 DESIGN AND CONSTRUCT MEETINGS

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 AAFC, Departmental Representative, Consultants, General Contractor, and major Subcontractors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 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 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .7 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .8 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
 - .9 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
 - .10 Monthly progress claims, administrative procedures, photographs, hold backs.

- .11 Appointment of inspection and testing agencies or firms.
- .12 Insurances, transcript of policies.

1.04 PROGRESS MEETINGS

- .1 During course of Work schedule progress meetings biweekly.
- .2 General Contractor, major Subcontractors involved in Work, AAFC, Departmental Representative, and Consultants are to be in attendance.
- .3 Notify parties minimum 4 days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 4 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.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 **Activity:** An element of Work performed during course of Project. An activity normally has an expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 **Bar Chart (GANTT Chart).** A 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, workpackage, 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 an activity or other Project element. Usually expressed as workdays or workweeks.
- .6 **Master Plan:** A summary-level schedule that identifies major activities and key milestones.
- .7 **Milestone:** A significant event in Project, usually completion of major deliverable.
- .8 **Project Schedule:** The planned dates for performing activities and the planned dates for meeting milestones. A 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 SUBMITTALS

- .1 Submit to Departmental Representative within 10 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .2 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

1.4 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.

1.5 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 Permits.
 - .4 Mobilization.
 - .5 Excavation.
 - .6 Foundations.
 - .7 Structural Steel.
 - .8 Siding & Roofing.
 - .9 Slab on Grade.
 - .10 Greenhouse Framing.
 - .11 Greenhouse Glazing.
 - .12 Greenhouse Equipment.
 - .13 Electrical.
 - .14 Lighting.
 - .15 Ventilation.
 - .16 Fire Alarm.
 - .17 Testing and Commissioning.
 - .18 Final Cleaning.
 - .19 Hand Over.

1.6 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.

1.7 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 will not be entertained.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Shop drawings and product data.
- .2 Samples.
- .3 Certificates and transcripts.

1.2 RELATED SECTIONS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 Section 01 45 00 - Quality Control.
- .3 Section 01 78 00 - Closeout Submittals.
- .4 Section 01 79 00 - Demonstration and Training.

1.3 ADMINISTRATIVE

- .1 Submit to Departmental Representative submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit 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.
- .2 Work affected by submittal shall not proceed 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 PWGSC. 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 shall be considered rejected.
- .6 Notify PWGSC, 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 coordinated.
- .8 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative nor their PWGSC's review.
- .9 Keep one reviewed copy of each submission on site.

1.4 SHOP DRAWINGS AND PRODUCT DATA

- .1 Required shop drawings
 - .1 Doors, door frames and door hardware

- .2 Refer to mechanical and electrical drawings for required shop drawings.
 - .3 Concrete Reinforcements & Accessories.
 - .4 Concrete Finishing Hardeners & Sealers.
 - .5 Foundation & Underslab Insulation.
 - .6 Structural Steel.
 - .7 Greenhouse framing & glazing systems.
 - .8 Greenhouse equipment.
 - .9 Misc. Metal Fabrications.
 - .10 Painting Systems.
- .2 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.
- .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 coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 10 days for PWGSC's review of each submission.
- .5 Adjustments made on shop drawings by PWGSC are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative and PWGSC prior to proceeding with Work.
- .6 Make changes in shop drawings as PWGSC may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of any revisions other than those requested.
- .7 Accompany submissions with transmittal letter, in duplicate, containing:
- .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .8 Submissions shall 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 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 PWGSC's review, distribute copies.
- .10 Submit 6 prints of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit 6 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 Delete information not applicable to project.
- .13 Supplement standard information to provide details applicable to project.
- .14 If upon review by PWGSC, 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.
- .15 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept. 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 all requirements of construction and Contract Documents. 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 all sub-trades.

1.5 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 PWGSC'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 PWGSC 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 PWGSC requires consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Fire Safety Requirements.
- .2 Hot Work Permit.
- .3 Existing Fire Protection and Alarm Systems.

1.2 RELATED SECTIONS

- .1 Section 01 35 29 - Health and Safety Requirements.

1.3 REFERENCES

- .1 Fire Protection Standards issued by Fire Protection Services, Labour Program Division of Service Canada:
 - .1 FCC No.301-June 1982 Standard for Construction Operations.
 - .2 FCC No. 302-June 1982 Standard for Welding and Cutting.
- .2 FCC standards may be viewed at:

http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/inde.s.html

- .1 Fire Protection Services – Atlantic Region office, Halifax, N.S., Tel. 902-426-6053.

1.4 DEFINITIONS

- .1 Hot Work defined as:
 - .1 Welding work.
 - .2 Cutting of materials by use of torch or other open flame devices.
 - .3 Grinding with equipment which produces sparks.
 - .4 Use of open flame torches such as for roofing work.

1.5 SUBMITTALS

- .1 Submit copy of Hot Work Procedures and sample of Hot Work permit to Department Representative for review, within 14 calendar days of acceptance of bid.
- .2 Submit in accordance with Section 01 33 00.

1.6 FIRE SAFETY REQUIREMENTS

- .1 Implement and follow fire safety measures during Work. Comply with following:
 - .1 National Fire Code 2010.
 - .2 Fire Protection Standards FCC 301 and FCC 302.
 - .3 Federal and Provincial Occupational Health and Safety Acts and Regulations.

- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

1.7 HOT WORK AUTHORIZATION

- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
 - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
 - .2 Description of the type and frequency of Hot Work required.
 - .3 Sample Hot Work Permit to be used.
- .3 Upon review and confirmation that effective fire safety measures will be implemented and followed during performance of hot work, Departmental Representative will give authorization to proceed as follows:
 - .1 Issue one written "Authorization to Proceed" covering the entire project for duration of work or;
 - .2 Subdivide the work into pre-determined, individual activities, each activity requiring a separately written authorization to proceed.
- .4 Requirement for individual authorization will be based on:
 - .1 Nature or phasing of work;
 - .2 Risk to Facility operations;
 - .3 Quantity of various trades needing to perform hot work on project or;
 - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.
- .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.
- .6 In tenant occupied Facility, coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed, perform Hot Work only during non-operative hours of the Facility. Follow Departmental Representative's directives in this regard.

1.8 HOT WORK PROCEDURES

- .1 Develop and implement safety procedures and work practises to be followed during the performance of Hot Work.
- .2 Hot Work Procedures to include:
 - .1 Requirement to perform hazard assessment of site and immediate work area beforehand for each hot work event in accordance with Safety Plan specified in Section 01 35 28.
 - .2 Use of Hot Work Permit system with individually issued permit by Contractor's Superintendent to worker or subcontractor granting permission to proceed with Hot Work.
 - .3 Permit required for each Hot Work event.

- .4 Designation of a person on site as a Fire Safety Watcher responsible to conduct a fire safety watch for a minimum duration fo 60 minutes immediately following the completion of the Hot Work.
 - .5 Compliance with fire safety codes, standards and occupational health and safety regulations specified.
 - .6 Site specific rules and procedures in force at the site as provided by the Facility Manager.
 - .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific project conditions. Label document as being the Hot Work Procedures for this contract.
 - .4 Procedures shall clearly establish responsibilities of:
 - .1 Worker performing hot work;
 - .2 Person issuing the Hot Work Permit;
 - .3 Fire Safety Watcher;
 - .4 Subcontractor(s) and Contractor.
 - .5 Brief all workers and subcontractors on Hot work Procedures and of Permit system. Stringently enforce compliance.
- 1.9 HOT WORK PERMIT**
- .1 Hot Work Permit to include the following:
 - .1 Project name and project number.
 - .2 Building name and specific room or area where hot work will be performed.
 - .3 Date of issue.
 - .4 Description of hot work type needed.
 - .5 Special precautions to be followed, including type of fire extinguisher needed.
 - .6 Name and signature of permit issuer.
 - .7 Name of worker to which the permit is issued.
 - .8 Permit validity period not to exceed 8 hours. Indicate start time/date and termination time/date.
 - .9 Worker's signature with time/date of hot work completion.
 - .10 Stipulated time period of safety watch.
 - .11 Fire Safety Watcher's signature with time/date.
 - .2 Permit to be typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
 - .3 Each Hot Work Permit to be completed in full, signed and returned to Contractor's Superintendent for safe keeping on site.
- 1.10 FIRE PROTECTION AND ALARM SYSTEMS**
- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut off, unless approved by Departmental Representative.
 - .3 Left inactive at the end of a working day or shift.
 - .2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.

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

1.11 DOCUMENTS ON SITE

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

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Procedures to isolate and lockout electrical facility and other equipment from energy sources.

1.2 RELATED SECTIONS

- .1 Section 01 35 29 - Health and Safety Requirements.

1.3 REFERENCES

- .1 CSA C22.1-12, Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.
- .2 CAN/CSA-C22.3 No.1-06, Overhead Systems.
- .3 CSA C22.3 No.7-06, Underground Systems.
- .4 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.

1.4 DEFINITIONS

- .1 **Electrical Facility:** means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons.
- .2 **Guarantee of Isolation:** means a guarantee by a competent person in control or in charge that a particular facility or equipment has been isolated.
- .3 **De-energize:** in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD).
- .4 **Guarded:** means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any person who might touch or go near such item.
- .5 **Isolate:** means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous.
- .6 **Live/alive:** means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons.

1.5 COMPLIANCE REQUIREMENTS

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

1.6 SUBMITTALS

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

1.7 ISOLATION OF EXISTING SERVICES

- .1 Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.
- .2 To obtain authorization, submit to Departmental Representative the following documentation:
 - .1 Written request to isolate the particular service or facility and;
 - .2 Copy of Contractor's Lockout Procedures.
- .3 Make a Request for isolation for each event, unless directed otherwise by Departmental Representative, as follows:
 - .1 Fill-out standard form in current use at the Facility as provided by Departmental Representative or;
 - .2 Where no form exists, make written request indicating:
 - .1 The equipment, system or service to be isolated and its location;
 - .2 Duration of isolation period (i.e. start time & date and completion time & date).
 - .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.
- .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorizing to proceed with the work.
 - .1 Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
- .5 Conduct safe, orderly shut down of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility.
- .6 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.

- .7 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.
 - .8 Conduct hazard assessment as part of the process in accordance with health and safety requirements specified in Section 01 35 28.
- 1.8 LOCKOUTS**
- .1 De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
 - .2 Develop and implement clear and specific lockout procedures to be followed as part of the Work.
 - .3 Prepare typed written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tagout its sources of energy.
 - .4 Include as part of the Lockout Procedures a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in-charge" at the site.
 - .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
 - .2 Duties of person managing the permit system to include:
 - .1 Issuance of permits and lockout tags to workers.
 - .2 Determining permit duration.
 - .3 Maintaining record of permits and tags issued.
 - .4 Making a Request for Isolation to Departmental Representative when required as specified above.
 - .5 Designating a Safety Watcher, when one is required based on type of work.
 - .6 Ensuring equipment or facility has been properly isolated.
 - .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.
 - .5 Clearly establish, describe and allocate responsibilities of :
 - .1 Workers
 - .2 Person managing the lockout permit system
 - .3 Safety Watcher
 - .4 Subcontractor(s) and General Contractor.
 - .6 Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
 - .1 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through the Departmental Representative.
 - .2 Clearly label the document as being the Lockout procedures applicable to work of this contract.
 - .7 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.

- .8 Use industry standard lockout tags.
- .9 Provide appropriate safety grounding and guards as required.

1.9 CONFORMANCE

- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.

1.10 DOCUMENTS ON SITE

- .1 Post Lockout Procedures on site in common location for viewing by workers.
- .2 Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
- .3 Upon request, make available to Departmental Representative or to authorized safety representative for inspection.

END OF SECTION

1 General

1.01 RELATED SECTIONS

.1 Section 01 33 00 - Submittal Procedures.

1.02 DEFINITIONS

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

.2 Competent Person: means a person who is:

- .1 Qualified by virtue of personal knowledge, training and experience to perform assigned work in a manner that will ensure the health and safety of persons in the workplace, and;
- .2 Knowledgeable about the provisions of occupational health and safety statutes and regulations that apply to the Work, and;
- .3 Knowledgeable about potential or actual danger to health or safety associated with the Work.

.3 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.

.4 PPE: personal protective equipment.

.5 Work Site: where used in this section shall mean areas, located at the premises where Work is undertaken, used by Contractor to perform all of the activities associated with the performance of the Work.

1.03 SUBMITTALS

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

.2 Submit site-specific Health and Safety Plan prior to commencement of Work.

- .1 Submit within 10 work days of notification of Bid Acceptance. Provide three (3) copies.
- .2 Departmental Representative will review Health and Safety Plan and provide comments.
- .3 Revise the Plan as appropriate and resubmit within 5 work days after receipt of comments.
- .4 Departmental Representative's review and comments made of the Plan shall not be construed as an endorsement, approval or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.
- .5 Submit revisions and updates made to the Plan during the course of Work.

.3 Submit name of designated Health & Safety Site Representative and support documentation specified in the Safety Plan.

.4 Submit Building Permit, compliance certificates and other permits obtained.

.5 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other department of labour organization.

- .1 Submit update of Letter of Good Standing whenever expiration date occurs during the period of Work.

.6 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.

.7 Submit copies of incident reports.

.8 Submit WHMIS MSDS - Material Safety Data Sheets

1.04 COMPLIANCE REQUIREMENTS

.1 Comply with Occupational Health and Safety Act for Province of Prince Edward Island, and Occupational Health and Safety Regulations made pursuant to the Act.

.2 Comply with Canada Labour Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations (COSH) as well as any other regulations made pursuant to the Act.

.1 The Canada Labour Code can be viewed at: [www.http://laws.justice.gc.ca/en/L-2/](http://laws.justice.gc.ca/en/L-2/)

.2 COSH can be viewed at: [www.http://laws.justice.gc.ca/eng/SOR-86-304/ ne.html](http://laws.justice.gc.ca/eng/SOR-86-304/ne.html)

.3 A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada, Ottawa, Ontario, K1A 0S9 Tel: (819)956-4800 (1-800-635-7943) Publication No. L31-85/2000 E or F).

.3 Observe construction safety measures of:

.1 Part 8 of National Building Code

.2 Municipal by-laws and ordinances

.4 In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.

.5 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.

.6 Medical Surveillance: Where prescribed by legislation or regulation, obtain and maintain worker medical surveillance documentation

1.05 RESPONSIBILITY

.1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons and environment adjacent to site to extent that they may be affected by conduct of Work.

.2 Comply with and enforce compliance by all workers, sub-contractors and other persons granted access to Work Site with safety requirements of Contract Documents, applicable federal, provincial, and local by laws, regulations, and ordinances, and with site-specific Health and Safety Plan.

.3 As the General on the site, the Contractor's full-time Site Super is responsible to co-ordinate all matters pertaining to Health and Safety; whether the parties that enter the site are visitors, AAFC staff or in contract with the General or not.

1.06 SITE CONTROL AND ACCESS

.1 Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons. Immediately stop and remove non-authorized persons.

.1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to their reason for being at the site; however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.

.2 Isolate Work site from other areas of the premises by use of appropriate means.

.1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment.

.2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.

- .3 Use professionally made signs with bilingual message in the 2 official languages or international known graphic symbols.
- .3 Provide safety orientation session to persons granted access to Work Site. Advise of hazards and safety rules to be observed while on site.
- .4 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.
- .5 Secure Work Site against entry when inactive or unoccupied and to protect persons against harm. (Provide security guard where adequate protection cannot be achieved by other means.)

1.07 PROTECTION

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

1.08 FILING OF NOTICE

- .1 File Notice of Project with pertinent Provincial health and safety authorities prior to beginning of Work.
 - .1 Departmental Representative will assist in locating address if needed

1.09 PERMITS

- .1 Post permits, licenses and compliance certificates at Work Site.
- .2 Where a particular permit or compliance certificate cannot be obtained, notify Departmental Representative in writing and obtain approval to proceed before carrying out applicable portion of work.

1.10 HAZARD ASSESSMENT

- .1 Perform site specific health and safety hazard assessment of the work and its site.
- .2 Carry out initial assessment prior to commencement of work with further assessments as needed during progress of work, (including when new trades and sub-contractors arrive on site).
- .3 Record results and address in Health and Safety Plan.
- .4 Keep documentation on site for entire duration of the work

1.11 PROJECT/SITE CONDITIONS

- .1 Following are potential health, environmental and safety hazards at the site for which work may involve contact with:
 - .1 Facility ongoing operations:
 - .1 Farm-related workers and pedestrians
 - .2 Farm related equipment operating
 - .2 Winter working environment
 - .3 Working from heights
 - .4 Working in an occupied building
 - .1 Assuring occupants have necessary exits
 - .2 Secure work area
 - .5 Underground services.

- .2 Above items shall not be construed as being complete and inclusive of potential health and safety hazards encountered during work.
- .3 Include above items in the hazard assessment of the work.
- .4 MSDS data sheets of pertinent hazardous and controlled products stored on site can be obtained from Departmental Representative.

1.12 MEETINGS

- .1 Attend pre-construction health and safety meeting, convened and chaired by Departmental Representative, prior to commencement of Work, at time, date and location determined by Departmental Representative. Ensure attendance of:
 - .1 Superintendent of Work
 - .2 Designated Health & Safety Site Representative
 - .3 Subcontractors
- .2 Conduct regularly scheduled tool box and safety meetings during the Work in conformance with Occupational Health and Safety Regulations.
- .3 Keep documents on site

1.13 HEALTH AND SAFETY PLAN

- .1 Prior to commencement of work, develop written Health and Safety Plan specific to the work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
- .2 Health and Safety Plan shall include the following components:
 - .1 List of health risks and safety hazards identified by hazard assessment.
 - .2 Control measures used to mitigate risks and hazards identified.
 - .3 On-site Contingency and Emergency Response Plan as specified below.
 - .4 On-Site Communication Plan as specified below.
 - .5 Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.
 - .6 Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.
- .3 On-Site Contingency and Emergency Response Plan shall include:
 - .1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
 - .2 Evacuation Plan: site and floor plan layouts showing escape routes, marshalling areas. Details on alarm notification methods, fire drills, locations of fire fighting equipment and other related data.
 - .3 Name, duties and responsibilities of persons designated as Emergency Warden(s) and deputies.
 - .4 Emergency Contacts: name and telephone number of officials from:
 - .1 General Contractor and sub-contractors.
 - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - .3 Local emergency resource organizations.
 - .5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- .4 On-site Communication Plan:
 - .1 Procedures for sharing of work related safety information to workers and sub-contractors, including emergency and evacuation measures.
 - .2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.

- .5 Address all activities of the work including those of sub-contractors.
- .6 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or sub-contractor arrive at work site.
- .7 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.
- .8 Post copy of the Plan, and updates, prominently on Work Site.

1.14 SAFETY SUPERVISION

- .1 Employ Health and Safety Site Representative responsible for daily supervision of health and safety of the work.
- .2 Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and shall be assigned the responsibility and authority to:
 - .1 Implement, monitor and enforce daily compliance with health and safety requirements of the work.
 - .2 Monitor and enforce Contractor's site-specific Health and Safety Plan.
 - .3 Conduct site safety orientation session to persons granted access to Work Site.
 - .4 Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
 - .5 Stop the Work as deemed necessary for reasons of health and safety.
- .3 Health & Safety Site Representative must:
 - .1 Be qualified and competent person in occupational health and safety.
 - .2 Have site-related working experience specific to activities of the Work
 - .3 Be on Work Site at all times during execution of the Work.
- .4 All supervisory personnel assigned to the Work shall also be competent persons.
- .5 Inspections:
 - .1 Conduct regularly scheduled safety inspections of the Work on a minimum (bi-weekly) basis. Record deficiencies and remedial action taken.
- .6 Cooperate with Facility's Occupational Health and Safety Representative should be one designated by Departmental Representative.
- .7 Keep inspection reports and supervision related documentation on site.

1.15 TRAINING

- .1 Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
- .2 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request

1.16 MINIMUM SITE SAFETY RULES

- .1 Notwithstanding requirement to abide by Federal and Provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:
 - .1 Wear appropriate PPE pertinent to the Work or assigned footwear, safety glasses and hearing protection.
 - .2 Immediately report unsafe condition at site, near-miss accident, injury and damage.

- .3 Maintain site and storage areas in a tidy condition free of hazards causing injury.
- .4 Obey warning signs and safety tags.

1.17 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative will stop Work if non-compliance of health and safety regulations is not corrected in a timely manner.

1.18 INCIDENT REPORTING

- .1 Investigate and report the following incidents to Departmental Representative:
 - .1 Incidents requiring notification to Provincial Department of Occupational Safety and Health, Workers Compensation Board or to other regulatory Agency.
 - .2 Medical aid injuries.
 - .3 Property damage in excess of \$10,000.00.
 - .4 Interruptions to Facility operations resulting in an operational loss to a Federal department in excess of \$5,000.00.
- .2 Submit report in writing

1.19 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep MSDS data sheets for all products delivered to the site.
 - .1 Post on site.
 - .2 Submit copy to Departmental Representative

1.20 SITE RECORDS

- .1 Maintain on Work Site copy of safety related documentation and reports stipulated to be produced in compliance with Acts and Regulations of authorities having jurisdiction and of those documents specified herein.
- .2 Upon request, make available to Departmental Representative or authorized Safety Officer for inspection.

1.21 POSTING OF DOCUMENTS

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

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.
- .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 AND PLANT PROTECTION

- .1 Protect trees and plants on site and adjacent properties where indicated.
- .2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas indicated or designated by Consultant.

1.5 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.

1.6 TRANSPORTATION

- .1 Transport hazardous materials and hazardous waste in compliance with Federal Transportation of Dangerous Goods Act.
- .2 Do not overload trucks when hauling material. Secure contents against spillage.
- .3 Maintain trucks clean and free of mud, dirt and other foreign material.
- .4 Avoid potential release of contents and of any foreign matter onto highways, roads and access routes used for the Work. Take extra care when hauling material and other hazardous materials. Immediately clean any spillage and soils.
- .5 Before commencement of work, advise the Departmental Representative of the existing roads and temporary routes proposed to be used to access work areas and to haul material to and from the site.

1.7 HAZARDOUS MATERIAL HANDLING

- .1 Handle and store hazardous materials on site in accordance with WHMIS procedures and requirements.
- .2 Store all hazardous liquids in location and manner to prevent their spillage into the environment.
- .3 Maintain written inventory of all hazardous materials kept on site. List product name, quantity and storage date.
- .4 Keep MSDS data sheets on site for all items.

1.8 PETROLEUM, OIL AND LUBRICANTS

- .1 Comply with Federal and Provincial laws, regulations, codes and guidelines for the storage of fuel and petroleum products on site.
- .2 Do not place fuel storage tanks and store fuel or other petroleum products within a 30 metre buffer zone of watercourses and wetlands. Do not fuel or lubricate equipment within this 30 metre buffer zone. Obtain approval from Departmental Representative of acceptable location on site for fuel storage and equipment service.
- .3 Do not dump petroleum products or any other deleterious substances on ground or in the water.
- .4 Be diligent and take all necessary precautions to avoid spills and contamination of the soil and water (both surface and subsurface) when handling petroleum products on site and during fueling and servicing of vehicles and equipment.
- .5 Maintain on site appropriate emergency spill response equipment consisting of at least one 250-litre (55 gallon) overpack spill kit for containment and cleanup of spills.
- .6 Maintain vehicles and equipment in good working order to prevent leaks on site.
- .7 In the event of a petroleum spill, immediately notify the Departmental Representative and the Canadian Coast Guard (CCG) at 1-800-565-1633 (24 hour report line). Perform cleanup in accordance with all regulations and procedures stipulated by authority having jurisdiction.

- .8 All work equipment must be free from loose petroleum fluid or lubricants harmful to the marine environment.
- 1.9 DISPOSAL OF WASTES**
- .1 Do not bury rubbish, demolition debris and waste materials on site.
 - .2 Dispose and recycle demolition debris and waste materials in accordance with project waste management requirements specified in Section 01 74 21.
 - .3 Do not dispose of hazardous waste, volatile materials (such as mineral spirits, paints, thinners, etc.) and petroleum products into waterways, storm or sanitary sewers or in waste landfill sites.
 - .4 Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.
- 1.10 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.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Inspection and testing, administrative and enforcement requirements.
- .2 Tests and mix designs.
- .3 Mill tests.
- .4 Equipment and system adjust and balance.

1.2 RELATED SECTIONS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 Section 01 78 00 - Closeout Submittals.

1.3 INSPECTION

- .1 Allow Departmental Representative and Consultant 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, PWGSC shall pay cost of examination and replacement.

1.4 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 PWGSC.
- .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 PWGSC. Pay costs for retesting and reinspection.

1.5 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.

1.6 PROCEDURES

- .1 Notify 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.

1.7 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 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, PWGSC may deduct from Contract Price difference in value between Work performed and that called for by Contract Documents.

1.8 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.

1.9 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.

1.10 MILL TESTS

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

1.11 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Temporary utilities.

1.2 RELATED SECTIONS

- .1 Section 01 35 29 – Health and Safety Requirements
- .2 Section 01 52 00 - Construction Facilities.

1.3 INSTALLATION AND REMOVAL

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

1.4 DEWATERING

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

1.5 WATER SUPPLY

- .1 AAFC will provide continuous supply of portable water for construction use.

1.6 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 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.
 - .7 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.
- 1.7 TEMPORARY POWER AND LIGHT**
- .1 Existing power supply is available for Contractor's use.
 - .2 Temporary power for electric cranes and other equipment requiring in excess of above is responsibility of Contractor.
 - .3 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors is not less than 162 lx.
 - .4 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.
- 1.8 TEMPORARY COMMUNICATION FACILITIES**
- .1 Provide and pay for temporary telephone fax data hook up, lines equipment necessary for own use.
- 1.9 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.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Construction aids.
- .2 Office and sheds.
- .3 Parking.
- .4 Project identification.

1.2 RELATED SECTIONS

- .1 Section 01 51 00 - Temporary Utilities.

1.3 REFERENCES

- .1 Canadian General Standards Board (CGSB)
 - .1 CGSB 1-GP-189M-84, Primer, Alkyd, Wood, Exterior.
 - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .2 Canadian Standards Association (CSA International)
 - .1 CAN3-A23.1-/A23.2-94, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete.
 - .2 CSA-0121-M1978, Douglas Fir Plywood.
 - .3 CAN/CSA-Z321-96, Signs and Symbols for the Occupational Environment.
 - .4 CAN/CSA-S269.2M1987/R2003, Access Scaffolding for Construction Purposes.

1.4 INSTALLATION AND REMOVAL

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.5 SCAFFOLDING

- .1 Provide and maintain scaffolding ramps ladders swing staging platforms and temporary stairs.

1.6 HOISTING

- .1 Provide, operate and maintain hoists cranes required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for use thereof.
- .2 Hoists cranes shall be operated by qualified operator.
- .3 Proper fall arrest protection and safe work practices to be utilized.

1.7 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.

1.8 CONSTRUCTION PARKING

- .1 Parking is to be coordinated with AAFC.
- .2 Provide and maintain adequate access to project site.
- .3 If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractors' use of roads.
- .4 Provide snow removal from construction site during period of work as required for efficient and effective use of site.

1.9 EQUIPMENT, TOOL AND MATERIALS 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.

1.10 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances. Permanent facilities may not be used by construction personnel.
- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Product quality, availability, storage, handling, protection, and transportation.
- .2 Manufacturer's instructions.
- .3 Quality of Work, coordination and fastenings.
- .4 Existing facilities.

1.2 REFERENCE STANDARDS

- .1 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.
- .2 Cost for such testing will be borne by Owner in event of conformance with Contract Documents or by Contractor in event of non-conformance.
- .3 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.

1.3 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. 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 Should any dispute arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 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.

1.4 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.

- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.5 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 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.

1.6 TRANSPORTATION

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

1.7 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.

1.8 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.

1.9 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.

1.10 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.

1.11 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.

1.12 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.

1.13 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.
- 1.14 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.
- 1.15 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.
- 1.16 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 building occupants and public.
 - .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.

END OF SECTION

- Part 1** **General**
- 1.1** **Section Includes**
- .1 Requirements and limitations for cutting and patching the Work.
- 1.2** **Related Sections**
- .1 Section 01 11 00 - Summary of Work.
- .2 Section 01 33 00 - Submittal Procedures.
- .3 Section 01 35 29 – Health and Safety Requirements.
- .4 Individual product Sections: cutting and patching incidental to work of section. Advance notification to other sections required.
- 1.3** **Submittals**
- .1 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 AAFC or separate contractor.
- .2 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 AAFC or separate contractor.
- .7 Written permission of affected separate contractor.
- .8 Date and time work will be executed.
- 1.4** **Existing Services and Structures**
- .1 Submit schedule to and obtain approval from AAFC for any shut – down or closure of active service of facility.
- 1.5** **Materials**
- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

1.6 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.

1.7 Execution

- .1 Execute cutting, fitting, and patching, 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 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .6 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .7 Restore work with new products in accordance with requirements of Contract Documents.
- .8 Fit Work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .9 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with firestopping material, full thickness of the construction element.
- .10 Refinish surfaces to match adjacent finishes: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.
- .11 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Progressive cleaning.
- .2 Final cleaning.

1.2 RELATED SECTION

- .1 Section 01 74 21 - Construction/Demolition Waste Management And Disposal.

1.3 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by AAFC or other Contractors.
- .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Provide and use clearly marked separate bins for recycling.
- .6 Dispose of waste materials and debris off site.
- .7 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .8 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .10 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.4 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 other than that caused by AAFC or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .6 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.
- .7 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fittings, walls, and floors.
- .8 Clean lighting reflectors; lenses, and other lighting surfaces.
- .9 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .10 Inspect finishes, fittings and equipment and ensure specified workmanship and operation.
- .11 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.

END OF SECTION

1 General

1.01 RELATED WORK

- .1 Section 01 35 43 - Environmental Procedures.
- .2 Section 01 52 00 – Construction Facilities.
- .3 Section 01 74 11 - Cleaning
- .4 Section 02 41 19 – Selective Structure Demolition

1.02 GENERAL

- .1 Carry out work placing maximum emphasis on the areas of:
 - .1 Waste reduction;
 - .2 Diversion of waste from landfill, and;
 - .3 Material recycling.

1.03 WASTE REDUCTION

- .1 Develop waste reduction program.
- .2 Structure program to prioritize actions, with waste reduction as first priority, followed by salvage and recycling effort, then disposal as solid waste.
- .3 Identify materials and equipment to be:
 - .1 Salvaged for resale by Contractor;
 - .2 Sent to recycling facility;
 - .3 Sent to waste processing/landfill site for their recycling effort;
 - .4 Disposed of in approved landfill site.
- .4 Reduce construction waste during installation work. Undertake practices which will minimize waste and optimize full use of new materials on site, such as:
 - .1 Use of a central cutting area to allow for each access to off-cuts;
 - .2 Use of off-cuts for blocking and bridging elsewhere.
 - .3 Use of effective and strategically placed facilities on site for storage and staging of leftover or partially cut materials (such as plywood, dimension timber, etc.) to allow for easy incorporation into work whenever possible, avoiding unnecessary waste.
- .5 Develop other strategies and innovative procedures to reduce waste.

1.04 MATERIAL SOURCE SEPARTATION PROCESS

- .1 Develop and implement material source separation process at commencement of work as part of mobilization and waste management at site.
- .2 Provide on-site facilities to collect, handle and storage anticipated quantities of reusable, salvageable and recyclable materials.
 - .1 Use suitable containers for individual collection of items based on intended purpose.
 - .2 Locate to facilitate deposit but without hindering daily operations.
 - .3 Clearly mark containers and stockpiles as to purpose and use.
- .3 Establish methods whereby hazardous and toxic waste materials, and their containers, encountered or used in the course work are properly isolated, stored on site and disposed in

accordance with applicable laws and regulations from authorities having jurisdiction

1.05 DISPOSAL REQUIREMENTS

- .1 Dispose of waste, volatile materials, mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers is prohibited.
- .2 Dispose of waste only at approved waste processing facility or landfill sites approved by Authority having jurisdiction.
- .3 Contact the Authority having jurisdiction prior to commencement of work, to determine what, if any, construction waste materials have been banned from disposal in landfills. Take appropriate action to isolate such banned materials at site of work and dispose in strict accordance with provincial and municipal regulations.
- .4 Collect, bundle and transport salvaged materials to be recycled in separated categories and condition as directed by recycling facility. Ship materials only to approved recycling facilities.
- .5 Sale of salvaged items by Contractor to other parties not permitted on site.
- .6 Dispose or store creosote and asphalt materials in provincially approved manner.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 As-built, samples, and specifications.
- .2 Equipment and systems.
- .3 Product data, materials and finishes, and related information.
- .4 Operation and maintenance data.
- .5 Spare parts, special tools and maintenance materials.
- .6 Warranties and bonds.

1.2 RELATED SECTIONS

- .1 Section 01 45 00 - Quality Control.
- .2 Section 01 79 00 - Demonstration and Training.
- .3 Section 01 91 00 - Commissioning.

1.3 SUBMISSION

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Copies will be returned after final review, with Departmental Representative's comments.
- .3 Revise content of documents as required prior to final submittal.
- .4 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, two final copies of operating and maintenance manuals in English.
- .5 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.
- .6 If requested, furnish evidence as to type, source and quality of products provided.
- .7 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.

1.4 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on set of black line opaque drawings, 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 Field changes of dimension and detail.
 - .2 Changes made by Change Orders, Supplemental Instructions, changes made during site visits, and all other site changes.
 - .3 Details not on original Contract Drawings.
 - .4 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, Supplemental Instructions, changes made during site visits, and all other site changes.
 - .6 Other Documents: maintain manufacturer's certifications, inspection certifications, and field test records required by individual specifications sections.
- 1.5 AS-BUILTS AND SAMPLES**
- .1 In addition to requirements in General Conditions, maintain at the site for submission to Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders, Supplemental Instructions 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.
 - .6 **Contract Drawings (soft copies):** Provide full-scale (drawn at 1:1 in "model space") revised and updated CAD files in ".dwg" format. Scans of record drawing hard copies are not acceptable. CAD tender drawings will be provided to Design Builder by Departmental Representative to facilitate in the creation of the revised drawings.

1.6 CONTENTS – EACH ADMINISTRATION BINDER

- .1 Table of Contents: provide title of project;
 - .1 date of submission; names,
 - .2 addresses, and telephone numbers of Departmental Representative and Design Builder with name of responsible parties;
- .2 Construction Meeting Minutes: insert a copy of all Construction Meeting Minutes, in chronological order.
- .3 Addenda: insert a copy of all addenda documents. Full-size (24" x 36") drawings may be included as reduced-scale drawings (11" x 17"). The full-size drawings are to be included in the Record drawing submittal.
- .4 Change Orders, and modifications to Contract: insert a copy of all Change Orders, Supplemental Instructions and sketches (ASK, MSK, ESK, etc) in numerical order.

1.7 CONTENTS – EACH MAINTENANCE MANUAL BINDER

- .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.
 - .2 Insert shop drawings in appropriate sections of binder.
- .3 Product Data: mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Field Test Records: insert into appropriate sections.
- .5 Drawings/diagrams: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .6 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.
- .7 Training: Refer to Section 01 79 00 - Demonstration and Training.
- .8 Warranties: insert signed and dated copies of all applicable warranties, including General Contractor's warranty, covering all Work completed as part of this project.

1.8 BINDER FORMAT

- .1 Organize data in the form of an instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf to accommodate letter-size paper, 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 Shop drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .9 Provide full-scale revised and updated CAD files in ".dwg" format. Scans of hard copies are not acceptable. CAD tender drawings will be provided to Contractor by Departmental Representative to facilitate in the creation of the revised drawings

1.9

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 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .5 Provide servicing and lubrication schedule, and list of lubricants required.
- .6 Include manufacturer's printed operation and maintenance instructions.
- .7 Include sequence of operation by controls manufacturer.
- .8 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .9 Provide installed control diagrams by controls manufacturer.
- .10 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .11 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .12 Include test and balancing reports as specified in Section 01 45 00 - Quality Control and 01 91 00 - Commissioning.

- .13 Additional requirements: As specified in individual specification sections.

- 1.10 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 Additional Requirements: as specified in individual specifications sections.

- 1.11 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 location as directed; 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 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 location as directed; 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.

- 1.13 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 location as directed; place and store.
 - .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

- 1.14 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.

1.15 WARRANTIES AND BONDS

- .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 AAFC'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.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Procedures for demonstration and instruction of equipment and systems to AAFC's personnel.

1.2 RELATED SECTIONS

- .1 Section 01 78 00 - Closeout Submittals.
- .2 Section 01 91 00 - Commissioning.

1.3 DESCRIPTION

- .1 Demonstrate operation and maintenance of equipment and systems to AAFC's personnel prior to date of substantial performance.
- .2 AAFC will provide list of personnel to receive instructions, and will coordinate their attendance at agreed-upon times.

1.4 QUALITY CONTROL

- .1 When specified in individual Sections, require manufacturer to provide authorized representative to demonstrate operation of equipment and systems, instruct AAFC's personnel, and provide written report that demonstration and instructions have been completed.

1.5 SUBMITTALS

- .1 Submit schedule of time and date for demonstration of each item of equipment and each system prior to designated dates, for AAFC's approval.
- .2 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .3 Give time and date of each demonstration, with list of persons present.

1.6 CONDITIONS FOR DEMONSTRATIONS

- .1 Equipment has been inspected and put into operation in accordance with applicable section.
- .2 Testing, adjusting, and balancing has been performed in accordance with Section 01 91 00 - Commissioning and equipment and systems are fully operational.
- .3 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.7 PREPARATION

- .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.

1.8 DEMONSTRATION AND INSTRUCTIONS

- .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at agreed upon times.
- .2 Instruct personnel in all phases of operation and maintenance using operation and maintenance manuals as the basis of instruction.
- .3 Review contents of manual in detail to explain all aspects of operation and maintenance.
- .4 Prepare and insert additional data in operations and maintenance manuals when the need for additional data becomes apparent during instructions.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Includes general requirements for commissioning and training.
- .2 Includes specific requirements for water testing.
- .3 Includes requirements of a 3rd party commissioning and training agent.

1.2 RELATED SECTIONS

- .1 Section 01 45 00 - Quality Control.

1.3 REFERENCES

- .1 Associated Air Balance Council (AABC): National Standards For Field Measurements and Instrumentation, Total Systems Balance, Air Distribution-Hydronics Systems.

1.4 SUBMITTALS

- .1 Submit documentation if requested to confirm personnel compliance with quality assurance provision.
- .2 Submit 3 preliminary specimen copies of each of report forms proposed for use.
- .3 Fifteen days prior to Substantial Performance, submit 3 copies of final reports on applicable forms.
- .4 Submit reports of testing, adjusting, and balancing postponed due, occupancy, or other reasons beyond Contractor's control, promptly after execution of those services.

1.5 PROCEDURES - GENERAL

- .1 Comply with procedural standards of certifying association under whose standard services will be performed.
- .2 Notify Departmental Representative and AAFC 3 days prior to beginning of verifications; 5 days prior to commissioning; and 7 days prior to training.
- .3 Accurately record data for each step.
- .4 Report to Departmental Representative any deficiencies or defects noted during performance of services.

1.6 FINAL REPORTS

- .1 Ensure each form bears signature of recorder, witness, and that of supervisor of reporting.
- .2 Identify each instrument used, and latest date of calibration of each. Identify each test and reference standard.

1.7 CONTRACTOR'S RESPONSIBILITIES

- .1 To propose for acceptance and then to retain an independent 3rd party commissioning and training agent.
- .2 Cooperate with testing organization and provide access to equipment and systems.
- .3 Provide personnel and operate systems at designated times, and under conditions required for proper testing, adjusting, balancing and training.

1.8 3rd PARTY'S RESPONSIBILITIES

- .1 To be independent of the Contractor, AAFC, PWGSC and the Designer's retained by PW.
- .2 To define, develop, compile and undertake all forms, procedures, tests, commissioning, training, and reporting for the entire operating and lifesaving systems of the integrated complex consisting of the existing header house, the existing greenhouse and the new greenhouse expansion.

1.9 3rd PARTY EXECUTION

- .1 To be an active agent, on behalf of PW, of the construction, commissioning and warrantee periods.
- .2 To attend all meetings and to develop a training and a commissioning process and plan that addresses all: mechanical, electrical, greenhouse, data, communication, life safety, fires, security, and building maintenance operating systems.
- .3 To undertake the commissioning and training to the satisfaction of PW, the PW retained design team, and specifically, the AAFC operators and users.
- .4 To provide in digital and to compile and bind in hard, as part of the Contractor's BMM (Building Maintenance Manual), all reports, verifications, and documentation as a result of both the training and the commissioning processes.
- .5 To sign-off on all systems and to identify deficiencies (as applicable) at interim, final and during warrantee.

1.10 WATER TESTING

- .1 The water testing to be conducted as part of the commissioning will be at the Entry Point (Mechanical Room 104) and at the End Point (last possible location, ie furthest from the source, in the greenhouse expansion).
- .2 A thorough flushing of the lines is to be performed prior to sampling. Samples are to be collected for general chemistry and metals at the 0 and 5 minute draw intervals. Bacteriological samples are to be collected at the 2 minute draw interval.
- .3 Samples collected at all locations should be submitted for analysis of metals, general chemistry and bacteria parameters. See Table below for parameters to be tested for in the potable water sampling.
- .4 Analytical results are to be compared against Health Canada's Guidelines for Canadian Drinking Water Quality (Oct 2014) and the Canadian Council of Ministers of the Environment Water Quality guidelines for agricultural irrigation (Jan 2011). The Maximum

Allowable Concentration and Aesthetic Objectives (AO) are to be referred to where applicable.

Metals	General Chemistry		Bacteria
Antimony	Selenium	Chloride	Total Coliforms
Arsenic	Uranium	Phosphorous	E. Coli
Barium	Zinc	Turbidity	
Cadmium	Sodium	Total Dissolved Solids	
Chromium	Potassium	Conductivity	
Copper	Calcium	Sulfide	
Iron	Magnesium	Nitrate + Nitrite (as N)	
Lead	Sulfate	Nitrate (as N)	
Manganese	pH	Nitrite	
Nickel	Alkalinity (as CaCO3)	Hardness (as CaCO3)	
		Background growth	

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Section Includes:
 - .1 Commissioning and training requirements.
 - .2 Requirements for some of the forms and checklists to be completed for equipment, system and integrated system testing.
- .2 Related Requirements
 - .1 Section 01 91 00 – Commissioning and Training - General.

1.2 SCOPE

- .1 3rd Party Commissioning and Training Agent to outline, for acceptance, all proposed forms and parameters for the delivery of the commissioning and training processes.
- .2 Some example forms, checklists, and parameters are included in this Section.
- .3 Commissioning process to encompass: component verification, system performance verification, integrated system performance verification, start-up and operation, specialty testing, specialty systems, balancing, reporting, re-verification (as required), and sign-off.

1.3 PARAMETERS

- .1 3rd Party Agent is to verify the following contractual requirements: shop drawings, maintenance and manufacturer material, O&M Manuals, and record drawings.
- .2 3rd Party Agent is to deliver the following contractual requirements: commissioning plan, commissioning schedule, commissioning documentation, training plan, training schedule, interim and final sign-off, and the actual commissioning, training and post warrantee review and assurance (as applicable).
- .3 3rd Party Agent is to co-ordinate commissioning and training processes with contractor, PW's designers, PW, and AAFC operators and users.
- .4 3rd Party Agent is to track and document all submittals as they relate to commissioning.
- .5 3rd Party Agent is to assure all procedures and submittals are in-place prior to commissioning. Such as component forms and checklists, product quality testing, manufacturer information, equipment and manufacturer start up procedures, specialty testing, control sequences, graphic verifications, testing and balancing.
- .6 3rd Party Agent is to facilitate, to witness, and to verify that all system and integrated system functional and performance tests are in accordance with design.
- .7 3rd Party Agent as part of the issuance of interim, final and end of warrantee to provide certification of any recertification on identified deficiencies.
- .8 3rd Party Agent is to assure that the AAFC users and operators are fully trained in the new and existing integrated (header house and greenhouse specialty) systems as they pertain to the operation, performance and function of the greenhouse. To this end, the AAFC users will provide specific input to PW on the sign-off on the completion of training.

- .9 3rd Party Agent, in association with the Contractor, is to turn over a fully integrated operational and tested facility which includes the new GH expansion, the existing GH and the existing header house.

1.4 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 or AAFC 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 and AAFC. Check lists will be required during Commissioning and will be included in the Building Maintenance Manual (BMM) at project completion.
- .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.

1.5 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Product Information (PI) forms compile 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 AAFC's approval.

1.6 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 AAFC's approval.

1.7 SAMPLES OF COMMISSIONING FORMS

- .1 3rd Party Agent to develop and provide to Department Representative required project-specific Commissioning forms in electronic format complete with specification data.

- .2 Revise items on Commissioning forms to suit project, PWGSC, and AAFC's requirements.

1.8 CHANGES AND DEVELOPMENT OF NEW REPORT FORMS

- .1 When additional forms are required 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.

1.9 COMMISSIONING FORMS

- .1 Use Commissioning forms to verify installation and record performance when starting equipment and systems.

- .2 Strategy for Use:

- .1 Contractor provides project-specific Commissioning forms with Specification data included for AAFC and PWGSC approval.
 - .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 AAFC and Departmental Representative.
 - .9 Submit immediately after tests are performed.
 - .10 Reported results in true measured SI unit values.
 - .11 Provide AAFC with originals of completed forms and PWGSC copies.
 - .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 the BMM.

END OF SECTION