

ADDENDUM NUMBER: ONE (01)

ADDENDUM DATE: March 11, 2016

ISSUED BY: SEPW Architecture Inc.
102 – 3718 Kinnear Place, SK. S7P 0A6
PH. (306) 652-6457

PROJECT: New Modular Police Building and Employee Housing
Black Lake, Saskatchewan

This Addendum forms part of the Contract Documents and amends the original Drawings and Specifications dated 2015-12-04, previous Addenda if applicable and as noted below. This Addendum consists of 41 pages.

Ensure that all parties are aware of all items included in this Addendum.

The following revised or additional Drawings accompany and form an integral part of this Addendum:

Dwg. No.	Title	Date of Issue
AR-01	PLAN – REFLECTED CEILING	Mar.11, 2016
AR-02	PLAN – REFLECTED CEILING	Mar.11, 2016
AR-03	DETAIL – MESH FASTENERS	Mar.11, 2016
AR-04	PARTIAL LARGE SCALE FLOOR PLAN - MODULUE 4	Mar.11, 2016
AR-05	PARTITION 12a AND 20a	Mar.11, 2016
AR-06	RECESSED GUN LOCKER AND ELECTRICAL PANEL RELOCATION – CORRIDOR 112	Mar.11, 2016
M3.1-R01	MAIN FLOOR PLAN CEILING VENTILATION	2016/03/07
M4.1-R01	MAIN FLOOR PLAN CEILING VENTILATION	2016/03/07
C3.0	GRADING	2015/12/18
Specification Section No.		
01 14 00	UPDATED SECURITY CLEARANCE FORMS	Mar.11, 2016

ARCHITECTURAL

A-1-1 ARCHITECTURAL REQUESTS FOR EQUALS

- .1 Suppliers of approved products are responsible to ensure that the following approved equals fully meet the requirements of the specifications, and that the approved equals do not diminish both the grade of product and appearance to those products specified. The following manufacturers and products listed shall be considered as approved equals to the specified products:

Specification Section	Specified Product	Approved Equivalent
07 27 00	StegoWrap (15 mil)	Perminator 15 by WR Meadows
12 49 00	Hunter Douglas	Solarfective

A-1-2 REF. SPECIFICATION 01 11 00 SUMMARY OF WORK, 1.4 Contractor Use of Premises

1. **Add:** 1.4.2 Prior to turn over of housing units in use by Contractor, coordinate review with Departmental Representative. Repair any and all deficiencies to the satisfaction of the Departmental Representative prior to turn over. Refer to mechanical and electrical sections for additional requirements. Warranty period for products and systems within the housing units utilized by Contractor begins at substantial completion of the overall project, or at turn over of housing units utilized by Contractor in a condition satisfactory to the Departmental Representative, whichever is later.

A-1-3 REF. SPECIFICATION 01 14 00 WORK RESTRICTIONS

1. **Replace:** security clearance application forms with those attached to this addendum.

A-1-4 REF. SPECIFICATION 08 36 13 SECTIONAL METAL DOORS

1. **Delete:** 2.2.4.
2. **Add:** 2.2.7 Acceptable Manufacturer: Sentinel Thermostop by ASSA ABLOY or approved equivalent.

A-1-5 REF. SPECIFICATION 08 71 00 DOOR HARDWARE , 3.7 Schedule

3. **Add:** the following to door 151C:
 - i. "1 – door sweep"
 - ii. "1 – weatherstripping"
4. **Delete:** requirement for electric strike at Door 140A. Delete note "Electronic Access Controlled Door. See Note 1 below."

A-1-6 REF. SPECIFICATION 08 88 16 VISION CONTROL GLAZING

1. **Revise:** 2.3.2 to read " Manual Operators: aluminum knob type. Locate knob on Room 128 side."

A-1-7 REF. SPECIFICATION 09 06 01 ROOM FINISH SCHEDULE

2. **Revise:** Room 157: Delete reference to EXP. Paint all walls and ceilings PT1.

A-1-8 REF. SPECIFICATION 10 51 13 METAL LOCKERS

1. **Add:** 2.3.4.2 Key rifle lockers in Room 122 and 148 separately (2 keys per cabinet). Provide one master key required for all rifle lockers.

A-1-9 REF. SPECIFICATION 10 90 00 MISCELLENEOUS SPECIALTIES, 2.3 Petroleum Spill Kit

2. **Revise:** 2.3.1 to read " Quantity: two."

A-1-10 REF. SPECIFICATION 12 49 00 ROLLER SHADES

1. **Replace:** 2.1.1.1 "Slimline Double bracket." with "Double bracket assembly with offset roller shades."

2. **Replace:** 2.1.2.1 “Slimline Double bracket.” with “Double bracket assembly with offset roller shades.”

A-1-11 REF. DRAWING – A0.2 CONSTRUCTION ASSEMBLY SCHEDULES

1. **Add:** P12a and P20a to Partition Schedule. Refer to AR-05 attached.
2. **Add:** Wall type W3: Add mineral fibre batt insulation RSI 3.5 within stud space and polyethylene vapour barrier behind drywall. Add 12 OSB sheathing on drywall, finish as scheduled.”
3. **Add:** Wall type W4: Add mineral fibre batt insulation (RSI 3.5) within stud space and polyethylene vapour barrier. No drywall required. Add 12 OSB sheathing over vapour barrier, finish as scheduled.”

A-1-12 REF. DRAWING – A0.3 CONSTRUCTION ASSEMBLY SCHEDULES; DOOR FRAME AND WINDOW TYPE SCHEDULES

1. **Add:** Roof type R11: Add Blown-in Insulation (RSI 7.0) within truss space and polyethylene vapour barrier. No drywall required. Add 12 OSB sheathing over vapour barrier, finish as scheduled.”

A-1-13 REF. DRAWING – A2.2 MAIN FLOOR PLAN, WALL TYPES, PARTITION TYPES

1. **Remove:** all clouding from Detail 1.
2. **Revise:** partition types surrounding Room 135, Detail 1 to be as per drawing AR-04 attached.
3. **Revise:** west partition type of Room 134 to be P10.
4. **Relocate:** recessed gun locker shown in Corridor 112. Move east along Corridor 112, to location backing Room 125 as per AR-06.

A-1-14 REF. DRAWING – A2.6 MODULE FLOOR PLANS AND REFLECTED CEILING PLANS, MODULES 3 AND 4, Detail 4

1. **Revise:** partition types and dimensions surrounding Room 135 to be as per drawing AR-04 attached.

A-1-15 REF. DRAWING – A2.7 MODULE FLOOR PLANS AND REFLECTED CEILING PLANS, MODULES 5 AND 6, Detail 2

- .1 **Relocate:** recessed gun locker shown in Corridor 112. Move east along Corridor 112, to location backing Room 125 as per AR-06.

A-1-16 REF. DRAWING – A2.11 MODULE FLOOR PLANS AND REFLECTED CEILING PLANS, MODULES 13 AND 14, Detail 2

2. **Revise:** west partition type of Room 134 from P12 to P10.
3. **Revise:** all drawing references on all details from A2.10 to A2.11.

A-1-17 REF. DRAWING – A2.12 ROOMS 138 AND 142 PLANS, ELEVATIONS, AND DETAILS – TYP.

1. **Replace:** Detail 1, REFLECTED CEILING PLAN, with AR-01 attached.
2. **Replace:** Detail 2, REFLECTED CEILING PLAN, with AR-02 attached.
3. **Revise:** scale shown on Detail 2 from “1:5” to “1:25”.

A-1-18 REF. DRAWING – A4.2 DETAILS

1. **Delete:** reference to “thumbwheel” on Detail 4 and 5.

A-1-19 REF. DRAWING – A4.3 DETAILS

- .1 **Replace:** 6/A4.3 with AR-03 attached.

A-1-20 REF. DRAWING – A4.8 DETAILS, Detail 1

- .1 **Revise:** partition type P20 to P20a. Refer to AR-05 attached.

A-1-21 REF. DRAWING – A5.3 INTERIOR ELEVATIONS, Detail 4

- .1 **Revise:** 1 South. Relocate gun locker as per AR-06 attached.

A-1-22 GENERAL QUESTIONS

- .1 **Q:** Is this tender for the detachment and 2 housing units as shown on the site plan? Or is there more than 2 units?

A: Refer to specification Section 01 11 00 for work within this contract.

- .2 **Q:** Specifications Section 13-42-00, Page 1 of 5 1.4.1 states “The General Contractor and modular builder (Subcontractor) shall enter into a short term lease agreement with the Owner.” It is standard practice that the Subcontractor would enter into a Subcontractor agreement with the General Contractor, but a lease agreement between all three parties? Is any further information on what is required available, I’ve been unable to find any clarification? Is this a lease for the manufacturing plant?

A: Further information will be provided in an upcoming addendum.

- .3 **Q:** Specifications Section 08-80-50, Page 3 of 6, 2.3.1.1 indicates “layer of 0.762 mm polyvinyl butral (PVB).....” Should it read “layer of 0.0762 mm polyvinyl butral (PVB)....”?

A: Polyvinyl butyral Interlayer thickness is to be 0.762 **mm** as specified (or 0.030 **inches**).

STRUCTURAL

S-1-1 GENERAL QUESTIONS

- .1 **Q:** “...can you tell me if units have to be wood framed or would you entertain newer building projects such as steel insulated panel construction.”

A: Steel insulated panel construction will not be entertained.

MECHANICAL

M-1-1 REF. SECTION 21 05 01 COMMON WORK RESULTS – MECHANICAL

- .1 Delete Article 1.22 Alternate and Separate Prices in its entirety.

M-1-2 REF. SECTION 23 05 01 USE OF HVAC SYSTEMS DURING CONSTRUCTION

Add the following Article:

- 1.2.5 In accordance with Division 1, the Contractor may assume, if they so wish, that they can use the Housing Units BL3 and BL4 and all associated mechanical systems (plumbing, heating, ventilation and exhaust) during construction. The Contractor shall follow the requirements of Article 1.2.1.1 to 1.2.1.10 and 1.2.2 in their entirety to maintain the system and ensure its conditions when turning over to the Departmental Representative. The exhaust systems shall fall under the requirements of the return air. In addition, prior to turning over to Departmental Representative, the Contractor shall replace the plumbing fixture trim cartridges with new and clean the aerators for all lavatories, sinks and showers. The Contractor shall provide proof that all maintenance and servicing requirements of equipment was carried out during the time of use.

M-1-3 REF. SECTION 23 05 29 HANGERS AND SUPPORTS FOR HVAC PIPING & EQUIPMENT

- .1 Replace reference to Section “05 50 00” with “05 12 23” throughout.
- .2 Delete Article 2.10 Housekeeping Pads in its entirety.

M-1-4 REF. SECTION 23 31 13.01 METAL DUCTS LOW PRESSURE TO 500 Pa

- .1 Under Article 2.10 Hangers and Supports, replace 2.10.4 with the following, “Upper hanger attachments; refer to Section 23 05 29.”

M-1-5 REF. SECTION 23 31 13.02 METAL DUCTS HIGH PRESSURE TO 2500 Pa

- .1 Under Article 2.7 Hangers and Supports, replace 2.7.4 with the following: “Upper hanger attachments: refer to Section 23 05 29.”

M-1-6 REF. SECTION 33 56 14 ABOVE GROUND FUEL STORAGE TANKS

- .1 Under Article 1.1 References, under 1.1.8 replace “B139-00” with “B139-09”
- .2 Under Article 2.2 Above Ground Fuel Oil Storage Tank, add the following:
“2.2.3 The Generator Fuel Oil Storage Tank shall have a minimum volume of 2275 L but shall not be more than 2500L. Contractor shall ensure that Generator Fuel Oil Storage Tank provided is exempt from the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations.”
- .3 Under Article 3.3 Tank Installation, add the following:
“3.3.4 Fuel Requirements:
 - .1 Above Ground Gas Storage Tank and Dispensing System: Mechanical contractor shall provide sufficient fuel to test and commission the Above Ground Gas Storage Tank and Dispensing System including any additional performance tests that may be required to prove system operation. The contractor is not required to fill the Above Ground Gas Storage Tank and Dispensing System once testing is complete and verified.
 - .2 Above Ground Fuel Oil Storage Tank: Refer to Division 26 for requirements to fill Above Ground Fuel Oil Storage Tank.”

M-1-7 REF. DRAWING M1.1

- .1 Under Equipment Schedule: Outdoor Gas Storage and Dispensing Tank, replace “HFV-8550” with “HFV-8500”
- .2 Under Equipment Schedule: Fuel Oil Storage Tank, replace “FV-25V” with “VFV2500”

M-1-8 REF. DRAWING M3.2

- .1 Locate transfer duct for Room 122 as shown on Drawing M3.2-R01

M-1-9 REF. DRAWING M4.1

- .1 Locate fire extinguisher cabinet for Room 149 as shown on Drawing M4.1-R01

M-1-10 REF. GENERAL QUESTIONS AND COMMENTS

- .1 Do not submit requests for equals for equipment and material specified under the Mechanical Scope; refer to Section 21 05 01 Article 1.23 Alternate Materials and Equipment.
- .2 Regarding Above Ground Fuel Storage Tanks:
Q: “What fuel type are they using?”
A: Refer to specification section 33 56 14 Above Ground Fuel Storage Tank.
- .3 Regarding Above Ground Fuel Storage Tanks:
Q: “Is it new or used oil?”
A: The specifications do not permit the use of used oil in a new installation.
- .4 Regarding Above Ground Fuel Storage Tanks:
Q: “What are they fueling?”
A: Outdoor gas storage and dispensing tank is for fueling vehicles. The fuel oil storage tank is to fuel the generator, as shown on drawings.
- .5 Regarding Above Ground Fuel Storage Tanks:
Q: “Do they require leak detection or fuel gauging?”
A: Refer to specification Section 33 56 14 Above Ground Fuel Storage Tank and drawing M1.1.
- .6 Regarding Above Ground Fuel Storage Tanks:
Q: “What hose length is required?”
A: Refer to specification Section 33 56 14 Above Ground Fuel Storage Tank.

ELECTRICAL

E-1-1 REF. SECTION 26 05 01

1. **Revise:** Part 1.11.1 to delete reference to housekeeping pads.
2. **Revise:** Part 1.35.3 to read “Lighting shall not be used for temporary or trial usage without prior approval of the owner and consultant sign off. If temporary lighting is required for the duration of the project, only construction lamps marked with a permanent ink on the lamp may be used. Evidence of marking will be requested by the consultant. Any fixtures used for temporary or trial usage shall be relamped (non-LED only) and cleaned (all fixtures). Evidence of cleaning and relamping will be required by the consultant. Any items requiring batteries shall have their batteries replaced at the date of Substantial Completion.”
3. **Add:** Part 1.35.4 The Contractor may use the Housing Units BL3 and BL4 for their use during the project construction. Refer to Summary of Work 01 11 00 and associated addendums for Warranty specifics.

E-1-2 REF. SECTION 26 27 26

1. Revise Part 2.4.9 to delete the reference to duplex cover plates shall have two independent flaps. Covers shall be metal ‘WHILE IN USE’ type Bell 5802-0 or approved equal.

E-1-3 REF. SECTION 26 50 00

1. Revise Part 2.7.1.1.2 to provide (10) ten 13 watt medium based LED lamps in 4000k and (10) 13 watt medium based LED lamps in 3500k.

APPROVALS

Specified fixture ‘L’ – Forcast F5461-36

Specified fixture ‘O’ – Premier Lighting - CF81908-3X60INC-120V-PEWTER

Specified fixture ‘P’ – Phillips – L3NZ10U / L308835F / L3RSW

Specified fixture ‘Q’ – Forcast – F1686-36

Specified fixture ‘R’ – Premier Lighting – WS84620-60INV-120V-BLK

Specified fixture ‘L’ – Taylor Marketing - MX6593-40

Specified fixture ‘N’ – Taylor Marketing – BF552-73-3L C/W LIGHT KIT

Specified fixture ‘O’ – Taylor Marketing – FM376/16BN

Specified fixture ‘P’ – Halo – H9951CAT RL460WH840PK

Specified fixture ‘Q’ – Taylor Marketing – SFM634SN

Specified fixture ‘R’ – OW2019BK

Specified fixture ‘K’ – Prescolite – BX4QL-120 – LB4LEDA6L30K9WHBX4QL-120

Specified fixture ‘L’ – Progress – P2093-0930K9

Specified fixture ‘O’ – Access - 23020

Specified fixture ‘P’ – Liteline (Trim) RTM3012S-WH – RF302GC c/w/ P-3000

Specified fixture ‘Q’ – Progress – P3748-09

Specified fixture ‘R’ – Progress – P5821-31

Specified fixture ‘S’ – Prescolite – LF6LEDG4-6FLEDG435KWT

E-1-4 REF. SECTION 26 23 00

1. Delete Part 2.7.1 instruments not required.

E-1-5 REF. SECTION 28 31 01

1. Revise Part 2.3.3.5 to delete reference to BMS (Building Management System).
2. Revise Part 2.5.5 to delete duct detectors.

E-1-6 REF. DRAWING E1.1

1. Revise 'wp' receptacle cover to be metal 'While In Use' Hubbell Bell 5802-0 or equal.
2. Add Note #6 – Refer to trench details for trenching and to Landscape Drawings L-01 and L-02 for site preparation. Retain and protect existing vegetation during trenching and installation of all under-ground service conductors and branch circuitry. Repair to the full extent of disturbance from SaskPower utility installation; rough-grade, back fill and seed similar to Landscape detail 2/L-02 Swale / Drainage Strip. The top of the trench shall have a minimum 100mm topsoil (native or otherwise) to accommodate grass seeding. Retain existing trees as much as possible, refer to Specifications 01 56 39.

E-1-7 REF. DRAWING E2.1

1. Refer to architectural drawings for dimensions for all Type 'AA fixture locations.

E-1-8 REF. DRAWING E3.1

1. Revise mounting height of the duplex receptacle in Room 147, circuit EA44 and Room 148 circuit EA46 to 900mm A.F.F.
2. Revise Note 22 to mount receptacles horizontal as high as possible under mirrors.
3. Revise Note 24 to delete reference to 'in floor heating coils'.
4. Refer to architectural drawings for dimensions for the smoke detectors located in Rooms 136, 137, 138, 139, 141, 142, 159, 160.
5. Locate the electrical Panel 'A' approximately 2500mm east of the location shown. The north wall of Room 125 shall be thickened to accommodate the electrical panel. Refer to Architectural Drawing AR-06.
6. In Room 157 provide a junction box in the ceiling approximately 1000mm from the north wall and 1000mm from the east wall, for a future suspended heater. Provide conduit in the attic space c/w wiring to a 40 amp two pole breaker in Panel 'B'. Label breaker 'FUTURE HEATER'.
7. In Room 111 delete the receptacle device for the outlet on the west wall and retain the outlet box for systems furniture. Delete the wall outlets for the 2D/1V at the same location and retain the outlet box for systems furniture. Provide excess cable and connections as

indicated in Note #3. On the east wall delete the receptacle device for the outlet and retain the outlet box for systems furniture. Delete the wall outlets for the 2D/1V at the same location and retain the outlet box for systems furniture. Provide excess cable and connections as indicated in Note #3. Adjust the location of the power/data/voice outlets on the south wall so they are located in the knee space of the systems furniture. Adjust the receptacle on the north wall so it is located in the knee space of the systems furniture.

8. Provide 1 (one) fire alarm relay module in Room 135 and inter-connect to the control panels of the RTU's to shut down all units on a signal from the fire alarm panel.

E-1-9 REF. DRAWING E3.2

1. Branch circuit conduits 27mm or smaller are permitted to be fastened to the underside of the metal sheeting in the ventilated space without unistrut supports.

E-1-10 REF. DRAWING E4.1

1. Revise Note 3 to include 'conduits and feeders shall be run recessed in parapet structure not surface mounted'.
2. Delete the duct detectors shown for the RTU's.

E-1-11 REF. DRAWING E5.1

1. Provide oversized rigid PVC sleeves for service conduits.

E-1-12 REF. DRAWING E6.1 & E6.2

1. Provide an additional smoke alarm device type 'SA' in the center of Corridor H100 in line with the end of the closet wall H102.
2. Provide an additional smoke alarm device type 'SA' in the center of H109 in line with the end of the closet wall H102.
3. The smoke alarms with suffix 'SA' shall be 120 volt AC/DC hard wired to a non-switched leg of the washroom lighting circuit. The detector shall be c/w a 9 volt battery back-up, manufacturer BRK-7020B.

E-1-13 REF. DRAWING E6.2

1. Provide oversized rigid PVC sleeves for service conduits to meter socket.

E-1-14 REF. DRAWING E7.1

1. Revise trench detail reference from 'granular fill' to 'native soil' and 100mm of topsoil for grass seed.

E-1-15 REF. DRAWING E7.2

1. Revise all trench details reference from 'granular fill' to 'native soil' and 100mm of topsoil for grass seed.
2. In Detail #2 revise 'cooper' to 'copper'.

E-1-16 REF. DRAWING E8.1

1. Provide rough-in for overhead door operator to the control post shown on Architectural Drawing A1.1 and Electrical Drawing E3.1, Note #21 (Device 61) and Note #25. Provide a T2 cabinet in Room 151 and run an EMT conduit from a GA box in Room 151 to the A4 cabinet in Room 143.

GA Garage/Overhead Door Interface

1. **Supply and install 13mm conduit from the overhead door operator to a T2 cabinet on the west wall in Room 151.**
2. **Supply and install one four position barrier terminal strip (Curtis 2002) in the T2 cabinet.**
3. **Supply one 4 conductor 18 AWG solid copper LVT cable in the conduit from the overhead door operator to the T2 cabinet and terminate on the barrier terminal strip in the T2 cabinet.**
4. **Terminate two conductors in the overhead door operator in a manner that will cause the overhead door to open when the conductors are shorted. Label this pair of conductors.**
5. **Terminate the other two conductors in the overhead door operator in a manner that will cause the overhead door to close when the conductors are shorted. Label this pair of conductors.**

61 Device Box at Note #21 & Note #25

1. **Supply and install one recessed 100 X 50 X 63mm single gang device box c/w blank cover plate centered 1300mm A.F.F..**
2. **Supply and install conduit from the device box to a T2 cabinet in Room 151.**
3. **Supply, install and label one Provo 6708 cable (or equivalent) in the conduit from this device box to the T2 cabinet.**
4. **For more information, see E8.2 and E8.3 detail drawing(s) for access control on doors with wall mounted readers.**

E-1-17 GENERAL:

1. Duct detectors located in cold areas shall be specified for cold area operation.
2. Provide UL/FM approved fire rated moldable putty pads, for all outlet boxes and junction boxes mounted in (STC) sound rated walls. The contractor shall follow the manufacturer's installation instructions and install on back side and around the box. Product shall be

manufactured by STI SpecSeal or 3M-MPP, Firestop Putty Pad SSP4S or 3M Fire Barrier Moldable Putty Pads.

CIVIL

C-1-1 REF. DRAWING C1.0

1. **Add:** Detachment Crawlspace Elevation: 100.149.

C-1-2 REF. DRAWING C2.0

1. **Add:** Detachment Crawlspace Elevation: 100.149.

C-1-3 REF. DRAWING C3.0

1. **Replace:** drawing C3.0 (stamped and dated 15.12.16) with drawing C3.0 attached to this addendum (stamped and dated 15.12.18).

END OF ADDENDUM NO. 01

Properly completed packages will ensure clearances are issued in a timely manner.

Form TBS-330-23 (customized version): ensure section B is properly completed and all 5 boxes in section C (consent and verification) are initialed by applicant

NOTE: Line 5 of the consent and verification section must read "Other Law Enforcement Records Checks". As the document is a Treasury Board form, we cannot post a modified version on the Infoweb. You can handwrite the information PRIOR to the applicant initialing/signing the document. You can also contact us and we will provide you with the modified version.

Form TBS 330-60 (2006/02) Common Errors:

Section D: Marital Status:

- applicant's spouse or common law partner (no time limit is set by the RCMP in regards to a common law relationship); if the applicant is in a relationship with someone and they are living together, than the individual needs to be included on the forms
- if the individual has been in a past relationship which ended in the past 5 years, our unit will require the applicant's ex-spouse, ex-common law partner's name to be included on the forms

Section E: Immediate Family members (individuals to be included in this area):

- applicant's parents, step parents
- in-laws (parents) if the individual is married or in a common law relationship; this also includes ex-in laws (if relationship ended in the past 5 years)
- siblings includes the following: step siblings, half siblings, brother and sisters
- any children 18+ years old
- even deceased immediate family members need to be listed on the forms

Section H: Residence:

- last 10 years of residential information (no time gaps)

Section I: Employment:

- last 10 years of employment information (no time gaps)
- employment information can include the following: periods of unemployment, travel, leave, casual, and education

Section M: Character references:

- the 3 character references should not be family members, or relatives
- should have known the applicant for 3 + years, and they should be individuals whom the applicant spends time with in a social setting (friends or colleagues)
- should be over the age of 18
- should not be listed as an employment contact in Section I

General information:

- missing maiden names
- missing dates of birth
- missing phone numbers

If any of the above mentioned information is not provided, the forms will be returned for follow up. Note that our Personnel Security Unit will not begin processing an incomplete security clearance package.



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New
 Update
 Upgrade
 Transfer
 Supplemental
 Re-activation

The requested level of reliability/security check(s)

Reliability Status
 Level I (CONFIDENTIAL)
 Level II (SECRET)
 Level III (TOP SECRET)

Other _____

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate
 Term
 Contract
 Industry
 Other (specify secondment, assignment, etc.) _____

Justification for security screening requirement

Contractor

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period ▶	From	To
Name and address of department / organization / agency	Name of official	Telephone number ()	Facsimile number ()

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name)	Full given names (no initials) underline or circle usual name used	Family name at birth
All other names used (i.e. Nickname)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth Y M D
	Country of birth	Date of entry into Canada if born outside Canada Y M D

RESIDENCE (provide addresses for the last five years, starting with the most current)

Home address

Daytime telephone number ()

E-mail address

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To present
	City		Province or state	Postal code	Country	Telephone number ()

2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	Telephone number ()

Have you previously completed a Government of Canada security screening form? Yes No

If yes, give name of employer, level and year of screening. Y

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No

If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) ▼

Charge(s)	Name of police force	City
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Province/State	Country	Date of conviction ▶ Y M D
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PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names	Date of birth Y M D
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C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input checked="" type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input checked="" type="checkbox"/> Criminal record check				()
3. <input checked="" type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input checked="" type="checkbox"/> Loyalty (security assessment only)				
5. <input checked="" type="checkbox"/> Other (specify, see instructions) Law Enforcement Records Checks				()

The Privacy Act Statement
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the *Government Security Policy*. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

Signature

Date (Y/M/D)

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title	Telephone number
Address	Facsimile number

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status Not approved

Name and title

Signature

Date (Y/M/D)

Security Clearance (if applicable)

Level I Level II Level III Not recommended

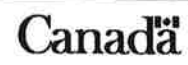
Name and title

Signature

Date (Y/M/D)

Comments

PHOTO
(for Level III T.S., and/or upon request - see instructions)





INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)

Once completed, this form shall be safeguarded and handled at the level of Protected A.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information)

To be completed by the **applicant**. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

19 years in N.F.L.D., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;

18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)". **Note:** Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.



OFFICE USE ONLY		
Reference number	Department number	File number

SECURITY CLEARANCE FORM

The Privacy Act Statement

The information on this form is required for the purpose of providing a security assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. The information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

Please typewrite or print in block letters.

NOTE: Level I and II must complete sections A to J inclusive and P.
Level III must complete all sections.

A ADMINISTRATIVE INFORMATION (To be completed by Department/Agency/Organization)		
<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Update	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-activation
Level		<input type="checkbox"/> I (CONFIDENTIAL) <input type="checkbox"/> III (TOP SECRET)
		<input type="checkbox"/> II (SECRET) <input type="checkbox"/> other _____
Department/Agency/Organization	Employee ID number/PRI/Rank and Service number (if applicable)	Organization number

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)		
1. Surname (Last name)	2. Full given names (no initials) underline or circle usual name used	3. Family name at birth
4. All other names used (i.e. Nickname)	5. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Date of birth Y M D
7. Place of birth (city)	Province/State	Country
8. Name change (other than marriage)	From	To
9. Place of change (city, province or state, and country)	10. Method (authority)	

C SECURITY SCREENING	
1. Have you previously completed a Government of Canada security screening form? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give name of department/agency/organization, and the year and level of clearance. Y

D MARITAL STATUS/COMMON-LAW PARTNERSHIP		
Current status <input type="checkbox"/> Married <input type="checkbox"/> Common-Law Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
1		
A) CURRENT SPOUSE/COMMON-LAW PARTNER: Surname, given names	B) Maiden Name (if applicable)	C) Present citizenship of current spouse/common-law partner
D) Date of marriage/common-law partnership Y M D	E) City, province or state, and country of marriage/common-law partnership	
F) City, province or state, and country of birth	G) Date of birth Y M D	
H) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	I) If separated, widowed or divorced, specify date Y M D	
J) Name and address of employer (job title)		
2		
A) PREVIOUS SPOUSE/COMMON-LAW PARTNER: Surname, given names (cover only the past five years)	B) Present citizenship of former spouse/common-law partner	
C) Date of marriage/common-law partnership Y M D	D) City, province or state, and country of marriage/common-law partnership	
E) Date of divorce/separation/deceased Y M D	F) City, province or state, and country of divorce	
G) Country of Birth (if known)	H) Date of birth Y M D	

E IMMEDIATE RELATIVES (including those living outside Canada) (see instructions)	
NOTE: Do not use initials	
1	
A) Full name (surname and all given names, including maiden name)	B) Relationship
C) City, province or state, and country of birth	D) Date of birth Y M D
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable) Y M D
G) Name and address of employer	H) Job title

Surname and full given names	Date of birth												
	<table style="margin: auto;"> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">M</td> <td style="text-align: center;">D</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	Y	M	D									
Y	M	D											

H RESIDENCE (there should be no gaps)

List addresses where you have lived during the last 10 years, starting with the most current. (Rural address to include lot and civic number.)

1	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	present
	City		Province or state	Postal code	Country	Telephone number ()
2	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	Y M
	City		Province or state	Postal code	Country	Telephone number ()
3	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	Y M
	City		Province or state	Postal code	Country	Telephone number ()
4	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	Y M
	City		Province or state	Postal code	Country	Telephone number ()
5	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	Y M
	City		Province or state	Postal code	Country	Telephone number ()

I EMPLOYMENT (last 10 years) (see instructions for self-employed and consultants) (there should be no gaps)

Would your employment be jeopardized if your current supervisor, below, is contacted? Yes No

If yes, provide the name of an alternate employment contact and telephone number.

Were you dismissed or asked to resign from any position(s) as listed below? Yes No

If yes, give name of employer, supervisor, and date.

Name of employer	Supervisor	Position title	Date
			Y M

1	A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From	Y M	To	present
	C) Job-site address (street number, street name, city, province or state and country)				
	D) Job title/Description		E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()	
2	A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From	Y M	To	Y M
	C) Job-site address (street number, street name, city, province or state and country)				
	D) Job title/Description		E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()	
3	A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From	Y M	To	Y M
	C) Job-site address (street number, street name, city, province or state and country)				
	D) Job title/Description		E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()	
4	A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From	Y M	To	Y M
	C) Job-site address (street number, street name, city, province or state and country)				
	D) Job title/Description		E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()	

Surname and full given names	Date of birth																														
	<table style="margin: auto;"> <tr> <td style="border: none;">Y</td> <td style="border: none;">M</td> <td style="border: none;">D</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> </table>	Y	M	D																											
Y	M	D																													

J FOREIGN EMPLOYMENT	
1. Are you now or have you <u>ever</u> been employed by or acted as a consultant for a foreign government, firm, or agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details (country, organization, nature of work and dates) Include military (cadets), law enforcement and security intelligence employment _____ _____

SECTIONS "K" TO "O" MUST ALSO BE COMPLETED FOR LEVEL III ONLY

K TRAVEL			
List countries visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico.			
Country	Purpose	From	To
		Y M	Y M

L FOREIGN ASSETS	
Do you have any business, financial or personal assets outside Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list the relevant countries (exclude stocks and mutual funds purchased in Canada) _____ _____

M CHARACTER REFERENCES IN CANADA (see instructions)										
List three character references (non-family members) and one neighbourhood reference										
1	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:55%; padding: 5px;">Name in full (no initials)</td> <td style="width:20%; padding: 5px;">Relationship</td> <td style="width:25%; padding: 5px;">Period known</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Complete home address</td> <td style="padding: 5px;">Telephone Number ()</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Complete title and business address</td> <td style="padding: 5px;">Business Telephone Number ()</td> </tr> </table>	Name in full (no initials)	Relationship	Period known	Complete home address		Telephone Number ()	Complete title and business address		Business Telephone Number ()
Name in full (no initials)	Relationship	Period known								
Complete home address		Telephone Number ()								
Complete title and business address		Business Telephone Number ()								
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Name in full (no initials)	Relationship	Period known								
Complete home address		Telephone Number ()								
Complete title and business address		Business Telephone Number ()								
Neighbourhood reference (see instructions)										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;">Name in full (no initials)</td> <td style="padding: 5px;">Telephone Number ()</td> </tr> <tr> <td style="padding: 5px;">Complete home address</td> <td style="padding: 5px;">Business Telephone Number ()</td> </tr> </table>		Name in full (no initials)	Telephone Number ()	Complete home address	Business Telephone Number ()					
Name in full (no initials)	Telephone Number ()									
Complete home address	Business Telephone Number ()									

N EDUCATION			
1. Name of the last school or university you attended full time	2. Student ID number (if known)	3. Location of institution	4. Period of attendance
			From Y M To Y M
5. Field of study (Diploma or degree obtained)			

O MILITARY SERVICE		
Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday).		
1. Name and last location	2. Rank and Service no	3. Period of service
		From Y M To Y M

P CERTIFICATION			
I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.			
1. Signature	2. Date	3. Telephone (Home)	3. Telephone (Business)
	Y M D 	()	()

ALL INFORMATION SUPPLIED IS SUBJECT TO VERIFICATION BY INVESTIGATION



INSTRUCTIONS FOR COMPLETION OF SECURITY CLEARANCE FORM TBS/SCT 330-60E (Rev. 2006-02)

General:

- Once completed this form shall be safeguarded and handled at the level of PROTECTED A.
- If clarification of information is required, a Canadian Government Official may contact the applicant to obtain additional information in order to complete the security screening investigation and an interview of the applicant may be requested.
- This form is to be completed using an automated system or if not available using a typewriter or printing in block letter format in black ink.
- Please read and follow these instructions carefully.
- The original signed copy must be submitted.
- It is important that a copy of the completed questionnaire be retained by the applicant for future reference.
- Incomplete or illegible forms will NOT be considered.
- All names are to be in full (no initials) (Maternal and Paternal or other names used).
- Addresses are to include, where applicable civic or township name and the lot and concession numbers.
- If information is not known or is unavailable please indicate this on the form and on a separate sheet of paper explain the cause of circumstance.
- All dates are to be entered in order of YEAR, MONTH, and DAY as applicable.
- If space allotted in any portion is insufficient please use separate sheet using same format.

Detailed Instructions:

SECTION A

- To be completed by the department, agency or organization.
- "Other" This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

SECTION B (Remainder of the form is to be completed by the applicant)

- Complete as requested.

SECTION C

- Complete as requested.

SECTION D

"common-law partner" - in relation to an applicant, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least one year. This includes persons of the same sex.

- 1. includes current spouse and common-law partner as applicable.
- If any person is deceased, date of death and last address while living are to be shown.
- 2. includes previous spouse and common-law partner as applicable during the last five years.
- If a person is deceased, date of death is to be shown in 2e.
- All other questions to be answered as set forth.

SECTION E

- Questions 1 to 8 - experience has shown that incomplete answers to these questions are the most common cause of delay. Please follow the instructions carefully.
- For all security clearance requests all Immediate Relative(s) information must be provided.
- Immediate family includes the following:
 - All children 18 years and over that you or your spouse or common-law partner have a parental relationship.
 - Your father, mother, brothers, sisters. Include "half" or "step" relatives in this category.
 - Your current spouse's or common-law partner's father and mother. Include "half" or "step" relatives in this category.

If any person is deceased, date of death and last address while living are to be shown.

SECTION F

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

SECTION G

- If a naturalized Canadian, it is important to show the certificate number, date of issue. Attach a photocopy of the certificate.
- If born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad.
- If not a Canadian Citizen indicate if application has been made for Citizenship. In this case, passport or identity card number and particulars should be recorded in box "6". Please provide copy of Immigrant Visa or Record of Landing documentation.
- Questions 5 and 6 - Attach a separate sheet of paper if more space is required. Each sheet must be signed.

SECTION H

- As set forth, ensuring current address is recorded first.
- The Postal code is mandatory for the current address, and if known, for previous addresses.
- For rural area, include civic number or lot, concession and township number.

SECTION I

- Record your present employment first.
- Please note that it may be necessary to contact your present employer.
- Time at school and periods of unemployment are also to be shown; (as well as, secondments, educational leave, and courses of over six months' duration; include supervisor or colleague's name).
- Job-site address is the address where your work is performed and may be different from your employer's address.

NOTE: If you are self-employed or a consultant, or have been self-employed or a consultant, provide the following:

- Name of employer - give your business name; if not applicable, give your name;
- No change;
- Job-site address - give your permanent business address; if not applicable, give your residence address;
- No change;
- No change;
- Supervisor's name - give a name of a person who can verify your employment;
- No change.

SECTION J

- Is related to determining past employment of security concern. A security official may ask for further details.

SECTION K

- Travel record is for less than six months, if more than this period it is to be recorded as residence in part "H".
- One day visits to countries, such as cruise stopover, do not have to be recorded.
- A security official may ask for details of travel.
- An employee or contractor on Canadian Government business is not required to record details of travel in this section.

SECTION L

- A security official may ask for details in terms of the type of assets and estimated value.

SECTION M

- Character references must be colleagues, peers, and friends who have known you well for over three years and should be able to cover your non-work environment and activities.
- Character references are NOT to include relatives and MUST be residing in Canada.
- Faster processing is facilitated if references listed are in your geographic area.
- Neighbourhood reference is an individual who has known you for over six months preferably at your current address. If not, the individual has been a neighbour during the past five years.

SECTION N

- Complete as requested.

SECTION O

- Question to be answered if not covered in employment section. List last or current unit and dates of total service in the Canadian Armed Forces.
- If more space is required use a separate sheet of paper. Each sheet must be signed.

SECTION P

- Complete as requested.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who have previously completed a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership are required to submit an original Security Clearance Form with the following parts completed:

For all Security Clearances

- Part A - As set forth in each question
- Part B - As set forth in each question
- Part C - As set forth in each question
- Part D - As set forth in each question
- Part E - Provide details on parents of new spouse/common-law partner and any children (over the age of 18 years) of the new spouse/common-law partner
- Part P - To be signed by person submitting the form

Note: In addition to the above, in those cases where an individual marries or commences a common-law partnership with a Non-Canadian National or Landed Immigrant who has not yet arrived in Canada, the following information is required:

- Parts A-D As set forth in each question
- Part E - Parents of new spouse/common-law partner, brothers, sisters (include "half and "step" relatives) and any children (over the age of 18 years) of the new spouse/common-law partner
- Part H - For new spouse/common-law partnership
- Part I - For new spouse/common-law partnership
- Part P - To be signed by person submitting the form

CYCLICAL UPDATE REQUIREMENTS

- Levels I+II (10 year update). Complete all portions of the form as per instructions above.
- Level III (5 year update cycle)

With the exceptions of Parts H and I, where the information required is that which covers the period of time since the last submission of a questionnaire, **ALL OTHER** parts of the questionnaire must be completed **IN FULL**.



Security / Reliability Interview Pre-Interview Questionnaire

- The Pre-Interview Security / Reliability Questionnaire and the Security / Reliability Interview are both integral parts of the RCMP recruiting and security process. They, and the subsequent field investigation, are used to assist in determining suitability and reliability and contribute to the security screening assessment of individuals who seek employment as a member, employee or volunteer of the RCMP or under a contract awarded to, or administered by, the RCMP. Verifications to issue security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. This is being done in accordance to the Policy on Government Security (PGS) which became effective July 1, 2009.
- You are required to fill the Pre-Interview Questionnaire and return it to the RCMP Human Resources Section when completed. You will soon be contacted to meet with an interviewer to complete the Security / Reliability Interview.
- Please carefully read and follow the instructions below.

Instruction for the Applicant

- The Pre-Interview Questionnaire (Form 1020-1) is available in both official languages. You may complete the Pre-Interview Questionnaire in the language of your choice.
- Your decision to complete the Pre-Interview Questionnaire and the subsequent Security / Reliability Interview must be voluntary and be based on your desire to pursue employment with, or at, the RCMP.
- You should answer the questions contained in the Pre-Interview Questionnaire accurately, completely, thoroughly and honestly to the best of your knowledge and belief. You should answer the questions contained in the Pre-Interview Questionnaire on your own without the assistance of third parties (e.g. family or friends), considering the personal and sensitive nature of the information provided. You may withdraw from the process at any time or refuse to provide answers to any or all of the questions contained in the Pre-Interview Questionnaire. You should, however, be advised that an incomplete Pre-Interview Questionnaire may result in your disqualification from the employment process.
- You are not required to provide any information in the Pre-Interview Questionnaire that relates to a conviction for which a pardon has been received, or a matter that was processed pursuant to the *Young Offenders Act (R.S.C. 1985, c. Y-1, now repealed)* or the *Youth Criminal Justice Act (S.C. 2002, c. 1)*.
- You are under no obligation to provide information about third parties, (e.g. individuals other than yourself), in the Pre-Interview Questionnaire.
- You are under no obligation to disclose any information regarding a crime where you were a victim or complainant.
- You should be aware that, in the event of significant discrepancy between the information you provide in this Pre-Interview Questionnaire and in the context of the Security / Reliability Interview, and the information that surfaces from the RCMP's background investigation, you may be asked to undergo a second interview to explain adverse information.

Security / Reliability Interview Pre-Interview Questionnaire

PROTECTED B
when completed
PIB CMP PPU 065

- Deceit, dishonesty or non-disclosure in answer to questions contained in the Pre-Interview Questionnaire are likely to result in your disqualification from the employment process.
- Should you apply for any other employment with, or at, the RCMP within the next five (5) years, the information provided in this Pre-Interview Questionnaire may be used to reassess your suitability and reliability and for security screening purposes. This may result in your disqualification from the employment process.
- If you are currently employed by, or working at, the RCMP, you should be advised that the information provided in this Pre-Interview Questionnaire may be used in reassessing your suitability and reliability, and in carrying out the security screening process. This may result in your disqualification from the employment process in question. This may also lead, where applicable, to a review for cause and possible revocation of an existing clearance or reliability status, and consequently the dismissal from your current employment with the RCMP.

Notices regarding prior serious criminal offences and serious risk to yourself or the safety of others.

- The information you provide on the Questionnaire and during the Security / Reliability Interview process is collected and used by the RCMP for the purposes of an employment application and security screening. However, if you admit to having committed a serious undetected criminal offence, or are deemed to pose a serious risk to yourself or to the safety of others, the RCMP may disclose information to entities with lawful authority to collect such information (e.g. police of jurisdiction or child protection agencies) for a law enforcement or public safety purpose. While cases of such disclosure are rare and exceptional, the RCMP strongly discourages you from completing the Pre-Interview Questionnaire or attending the Security/ Reliability Interview if you believe this Notice applies to you.

Examples of serious criminal offences include, but are not limited to:

- murder;
- sexual assault;
- child pornography: accessing, possession, distribution, or the making of;
- any crime involving children;
- arson resulting in loss of life or substantial damage;
- forcible confinement;
- robbery;
- crime committed with a facial covering and/or a weapon.

Should you be uncertain if this applies to you, you should consult a lawyer to obtain independent legal advice.

- If you nonetheless chose to pursue the process and admit, on the Pre-Interview Questionnaire or in the context of the Security / Reliability Interview, to having committed one or a number of serious criminal offence(s), be advised that the information may be disclosed to entities with lawful authority to collect such information (e.g. police of jurisdiction or child protection agencies).
- If, in light of the information provided on the Pre-Interview Questionnaire or in the context of the Security / Reliability Interview, you are deemed to pose a serious threat to yourself or to the safety of others, be advised that the information may be disclosed to the entities with lawful authority to collect such information (police of jurisdiction or child protection agencies).
- You are also advised that such disclosures could lead to incident reports being entered into police databases, which could impact future employment or volunteering opportunities, or other activities that require security screening (e.g. employment with schools, banks, etc.).
- You are further advised that such disclosures could also lead to an investigation, arrest, charge(s), criminal prosecution, conviction, and, ultimately, the imposition of a sentence.

**Security / Reliability Interview
Pre-Interview Questionnaire**

PROTECTED B
when completed
PIB CMP PPU 065

Notice regarding the collection and use of personal information by the RCMP

- The RCMP is collecting, on a voluntary basis, the personal information you provide on the Pre-Interview Questionnaire and in the context of the Security / Reliability Interview to assist in determining your suitability and reliability and for security screening purposes. The information requested is essential for making these determinations and, should it not be provided, may result in your disqualification and/or our inability to proceed with the employment process.
- The information is collected under the authority of the *Royal Canadian Mounted Police Act, R.S.C. 1985, c. R-10* and the *Financial Administration Act, R.S.C. 1985, c. F-11*. It is protected and managed in conformity with the provisions of the *Privacy Act, R.S.C. 1985, c. P-21* and the *Privacy Regulations, SOR/83-508*.
- The information collected will be stored by the RCMP in Personal Information Bank CMP PPU 065 and be disclosed in conformity with the *Privacy Act*. Under this Act, you have the right to the protection of, access to and correction of your personal information. More details regarding the collection and use of personal information can be found at www.infosource.gc.ca.



**Security / Reliability Interview
Pre-Interview Questionnaire**

Office use only	
HRMIS number	File number

Declaration, Acknowledgement, and Consent

Name of applicant	Telephone number
-------------------	------------------

Mailing address

In which Official Language would you prefer your interview to be conducted? English French

	Applicant's initials
I, the undersigned, have read and understand the previous pages of instruction and notices.	
I am completing this Pre-Interview Questionnaire voluntarily, based on my desire to volunteer, pursue work as a member or employee of the RCMP or under a contract awarded to, or administered by, the RCMP.	
I declare that the information provided in this Pre-Interview Questionnaire is up-to-date, accurate, complete and honest to the best of my knowledge and belief.	
I understand that the consequences of my not being completely honest and forthright in this Pre-Interview Questionnaire could result in me no longer being considered for employment with, or at, the RCMP.	
I understand that I do not have to include any information in this Pre-Interview Questionnaire that relates to a conviction for which a pardon has been received, or a matter that was processed pursuant to the <i>Young Offenders Act</i> or the <i>Youth Criminal Justice Act</i> .	
I understand that the information provided in this Pre-Interview Questionnaire may affect my opportunities for any other employment with, or at, the RCMP within the next five (5) years, or, where applicable, may affect my current security clearance and employment with, or at, the RCMP.	
I understand that, if I admit to having committed one or more serious undetected criminal offence(s) in this Pre-Interview Questionnaire, actions could be taken, which could lead, ultimately to the imposition of a sentence.	
I understand that, if in light of the answers provided in the Pre-Interview Questionnaire, I am deemed to pose a serious risk to myself or to the safety of others, actions could be taken, which could lead, ultimately to the imposition of a sentence.	
I understand that, in the event of significant discrepancy between the information I provide in this Pre-Interview Questionnaire and in the context of the Security / Reliability Interview and information that surfaces from the RCMP's background investigation, I may be asked to undergo a second interview to explain adverse information for verification and confirmation purposes.	
I declare that I will not divulge the contents and format of this Pre-Interview Questionnaire and of the Security / Reliability Interview to anyone.	
I consent to my personal information being collected, used and disclosed for the purposes identified above.	
I consent to my personal information being used for security screening purposes pursuant to the Treasury Board's Policy on <i>Government Security</i> .	
_____ Signature of applicant	_____ Date

**Security / Reliability Interview
Pre-Interview Questionnaire**

PROTECTED B when completed
PIB CMP PPU 065

Office use only	
HRMIS number	File number

Name of applicant

Telephone number

6. Financial assessment

Your relationship with money may have an impact in obtaining either, a reliability status, a security clearance and/or site/facilities access. Please answer the following questions and be prepared to explain them to the interviewer.

A - Does your financial situation cause you any stress? If so, what level of stress do you feel: low, medium or high and why?

B - What is your ratio of debt versus income?

C - How has this changed over the past five years, if at all?

D - How do you expect your financial situation to evolve over the next 5 years?

E - If you are not satisfied with your finances, what are you doing to improve your situation?

**Security / Reliability Interview
Pre-Interview Questionnaire**

PROTECTED B when completed
PIB CMP PPU 065

Office use only	
HRMIS number	File number

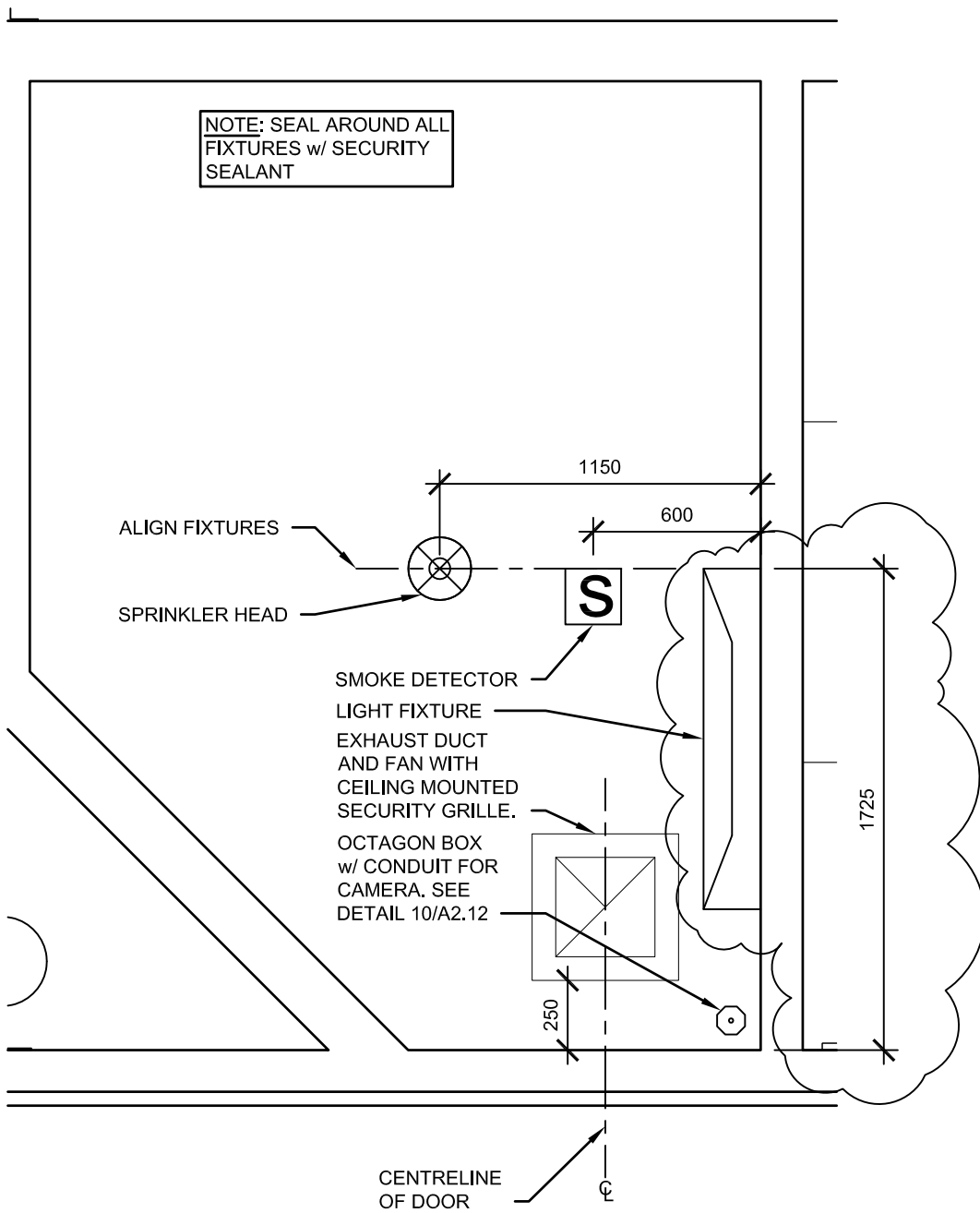
Name of applicant	Telephone number
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7. Have any members of your immediate family, close friends or associates been involved (to your knowledge) in criminal activity, meaning been suspected, charged or convicted of any criminal offences? This involvement should not be limited to the following offences (assault, domestic violence, theft, fraud, shoplifting, drug offenses, hack into a computer, drinking and driving, hunting without a permit.)

No Yes, complete this section.

i)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
ii)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
iii)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
iv)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity
v)	Name of individual	Date of birth (yyyy-mm-dd)
	Home address	Involvement/Activity

**Analyst/Interviewer/Risk manager comments/notes
(For office use only)**



1
AR-01

ROOM 138 CEILING PLAN

1:25



SEPW Architecture Inc.

109 - 3725 Pasqua Street, Regina, SK, S4S 6W8 ph: (306) 569-2255
102 - 3718 Kinnear Place, Saskatoon SK, S7P 0A6 ph: (306) 652-6457
website: www.sepw.ca

PROJECT TITLE
NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
BLACK LAKE, SASKATCHEWAN

DATE
2016.03.11

PROJECT NO.
S-03-2014

SCALE
AS NOTED

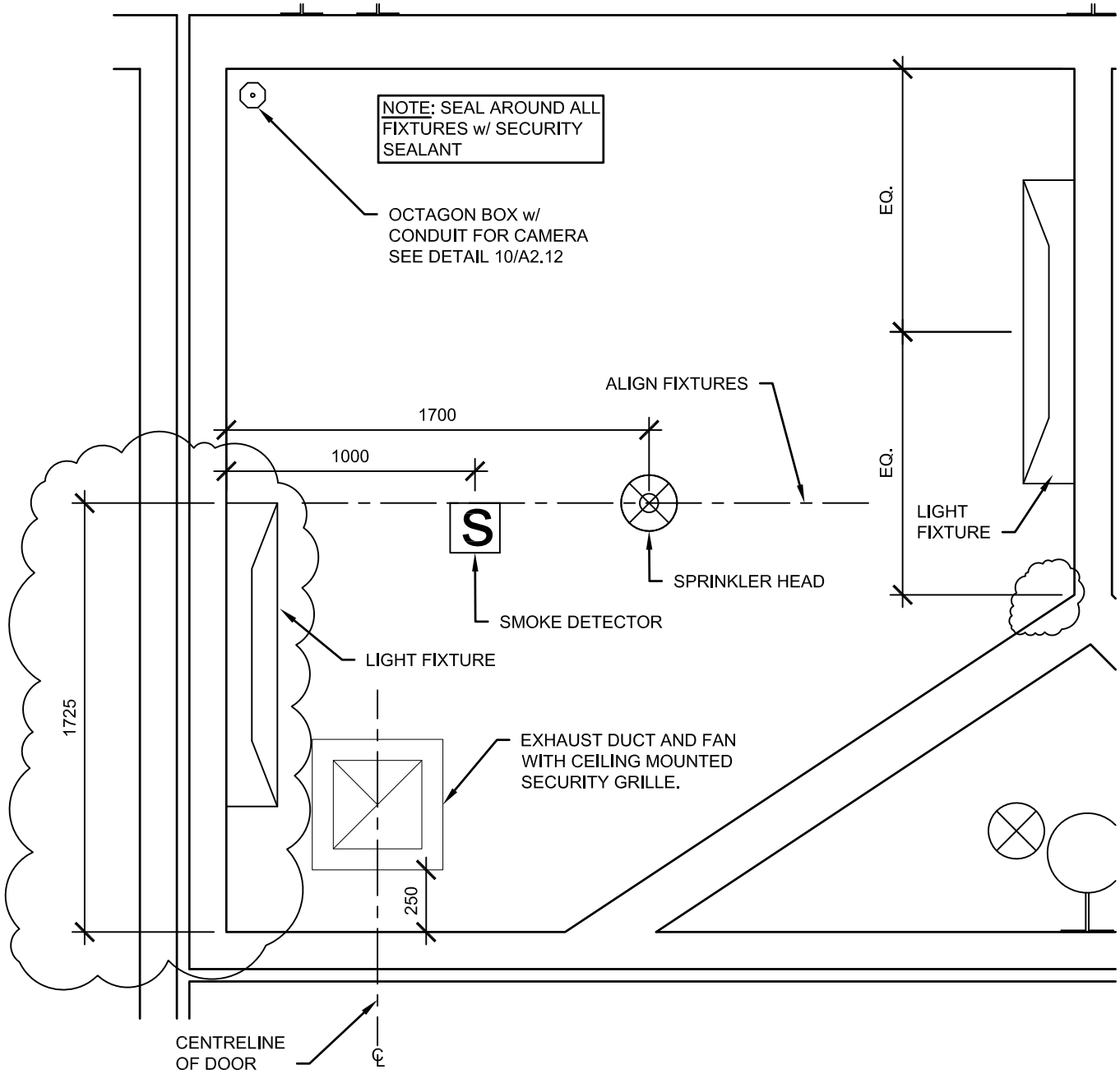
DRAWING NO.

DRAWING TITLE
PLAN - REFLECTED CEILING

DRAWN

CHECKED

AR-01



1
AR-02

ROOM 142 CEILING PLAN

1:25



SEPW Architecture Inc.

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 102 - 3718 Kinnear Place, Saskatoon SK, S7P 0A6 ph: (306) 652-6457
 website: www.sepw.ca

PROJECT TITLE
 NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
 BLACK LAKE, SASKATCHEWAN

DATE
 2016.03.11

PROJECT NO.
 S-03-2014

SCALE
 AS NOTED

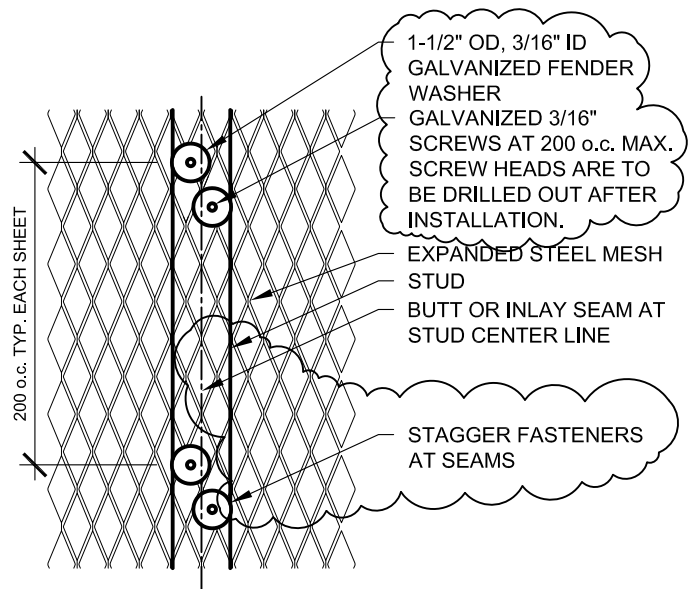
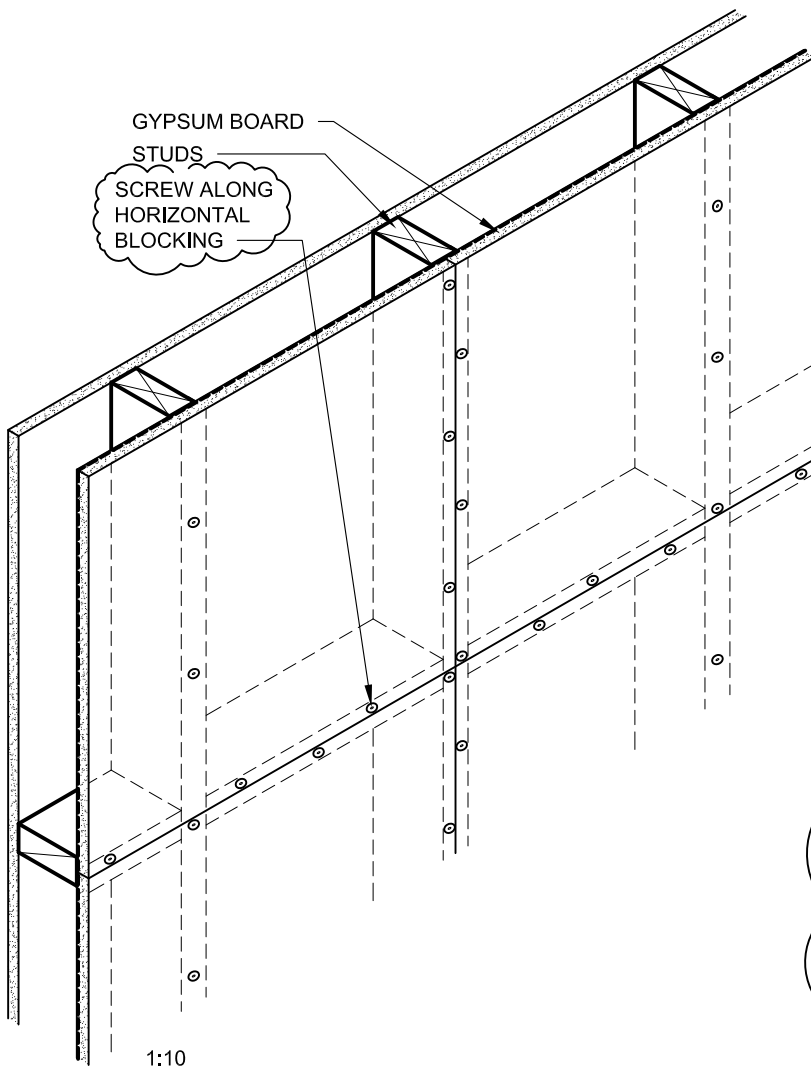
DRAWING NO.

DRAWING TITLE
 PLAN - REFLECTED CEILING

DRAWN

AR-02

CHECKED



NOTES REGARDING PASS-THROUGHS IN SECURE MESH:

1. PROVIDE BLOCKING TO SUIT AROUND ALL PASS-THROUGHS IN SECURE MESH TO WITHIN 25mm OF PIPE/CONDUIT.
2. SECURE PIPE OR CONDUIT TO STUD FRAMING A MINIMUM OF TWO (2) PLACES.
3. TO ACCOMMODATE MOVEMENT OR EXPANSION WHERE NECESSARY, ENCLOSE PIPES/CONDUIT IN SHEET METAL SLEEVE WITH CLEARANCE NO GREATER THAN 6mm FROM PIPE/CONDUIT. ATTACH METAL SLEEVE TO STUD FRAMING A MINIMUM OF TWO (2) PLACES.
4. EXTEND SECURE MESH TO WITHIN 20mm OF OPENING EDGE.

1
AR-03

MESH ATTACHMENT - TYPICAL - DETAIL

1:5



Architecture Inc.

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 102 - 3718 Kinneer Place, Saskatoon SK, S7P 0A6 ph: (306) 652-6457
 website: www.sepw.ca

PROJECT TITLE
**NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
 BLACK LAKE, SASKATCHEWAN**

DATE
2016.03.11

PROJECT NO.
S-03-2014

SCALE
AS NOTED

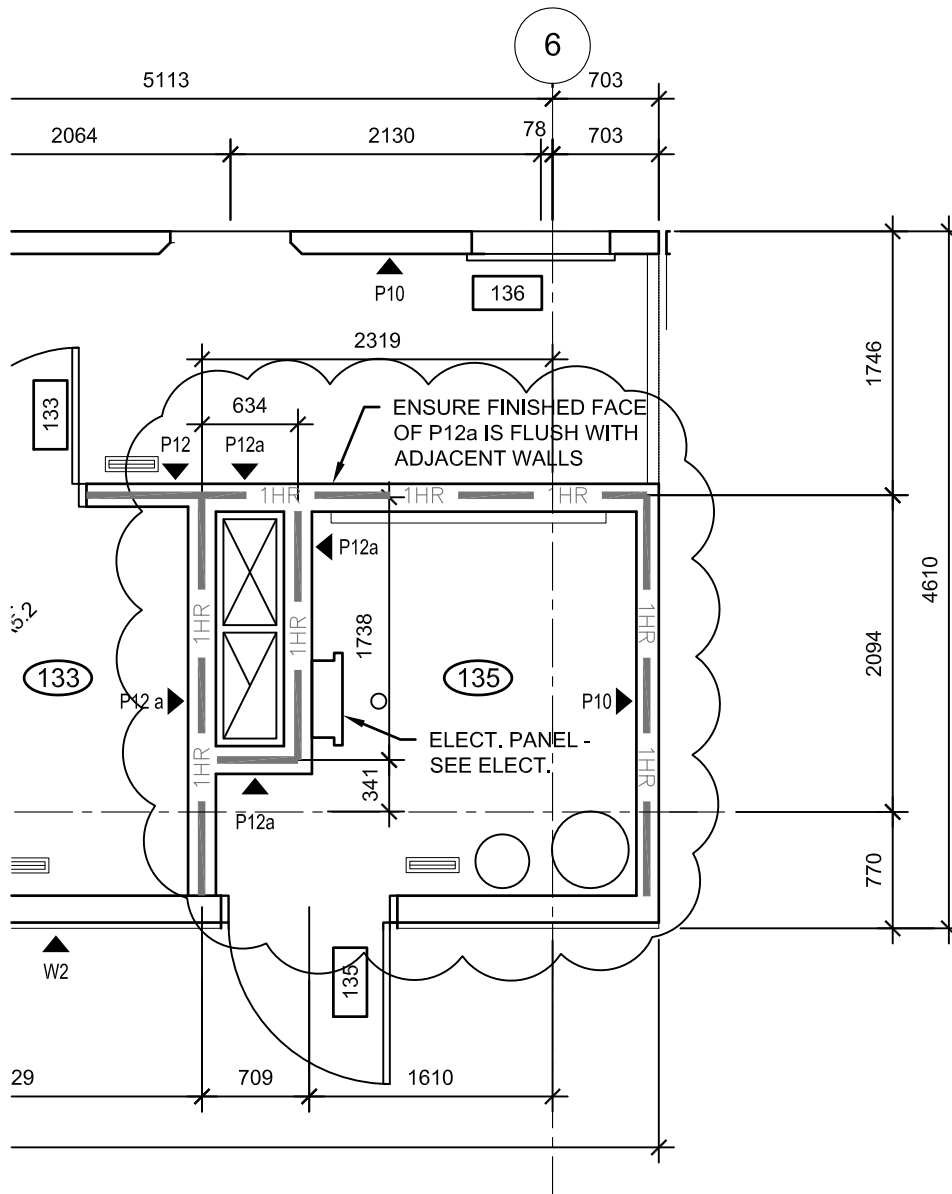
DRAWING NO.

DRAWING TITLE
DETAIL - MESH FASTENERS

DRAWN

AR-03

CHECKED



1
AR-04

PARTIAL LARGE SCALE FLOOR PLAN - MODULE 4

1:50



SEPW Architecture Inc.

109 - 3725 Pasqua Street, Regina, SK, S4S 6W8 ph: (306) 569-2255
 102 - 3718 Kinnear Place, Saskatoon SK, S7P 0A6 ph: (306) 652-6457
 website: www.sepw.ca

PROJECT TITLE
 NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
 BLACK LAKE, SASKATCHEWAN

DATE
 2016.03.11

PROJECT NO.
 S-03-2014

SCALE
 AS NOTED

DRAWING NO.

DRAWING TITLE
 PARTIAL LARGE SCALE FLOOR PLAN - MODULE 4

DRAWN

CHECKED

AR-04

P12a			
FINISH	FINISH AS SCHEDULED		
	19mm G1S FIRE RETARDANT PLYWOOD		
	12mm OSB SHEATHING		
	16mm TYPE 'X' GYPSUM BOARD		
STRUC	38mmx89mm WOOD STUDS @ 300mm O.C.		
	FILL CAVITY WITH MINERAL FIBRE BATT INSULATION		
	16mm TYPE 'X' GYPSUM BOARD		
	12mm OSB SHEATHING		
	19mm G1S FIRE RETARDANT PLYWOOD		
FINISH	FINISH AS SCHEDULED		
FRR	1 HR	STC	-
NOTES: JOINTS BETWEEN SHEATHING MATERIALS TO BE STAGGERED. ALL MATERIALS TO BE SCREWED TOGETHER AND PARTITIONS TO BE SECURED TO FLOOR, ADJACENT PARTITIONS AND CEILING @ 600mm O.C.			

P20a			
FINISH	FINISH AS SCHEDULED		
	16mm TYPE 'X' GYPSUM BOARD		
STRUC	38x184mm WOOD STUDS @ 300mm O.C.		
	89mm MINERAL FIBRE BATT INSULATION		
	16mm TYPE 'X' GYPSUM BOARD		
FINISH	FINISH AS SCHEDULED		
FRR	1 HR	STC	36
NOTES: SIM. TO NBCC 2010 ASSEMBLY W1a			



Architecture Inc.

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 ■ 102 - 3718 Kinnear Place, Saskatoon SK, S7P 0A6 ph: (306) 652-6457
 ■ website: www.sepw.ca

PROJECT TITLE
 NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
 BLACK LAKE, SASKATCHEWAN

DATE
 2016.03.11

PROJECT NO.
 S-03-2014

SCALE
 AS NOTED

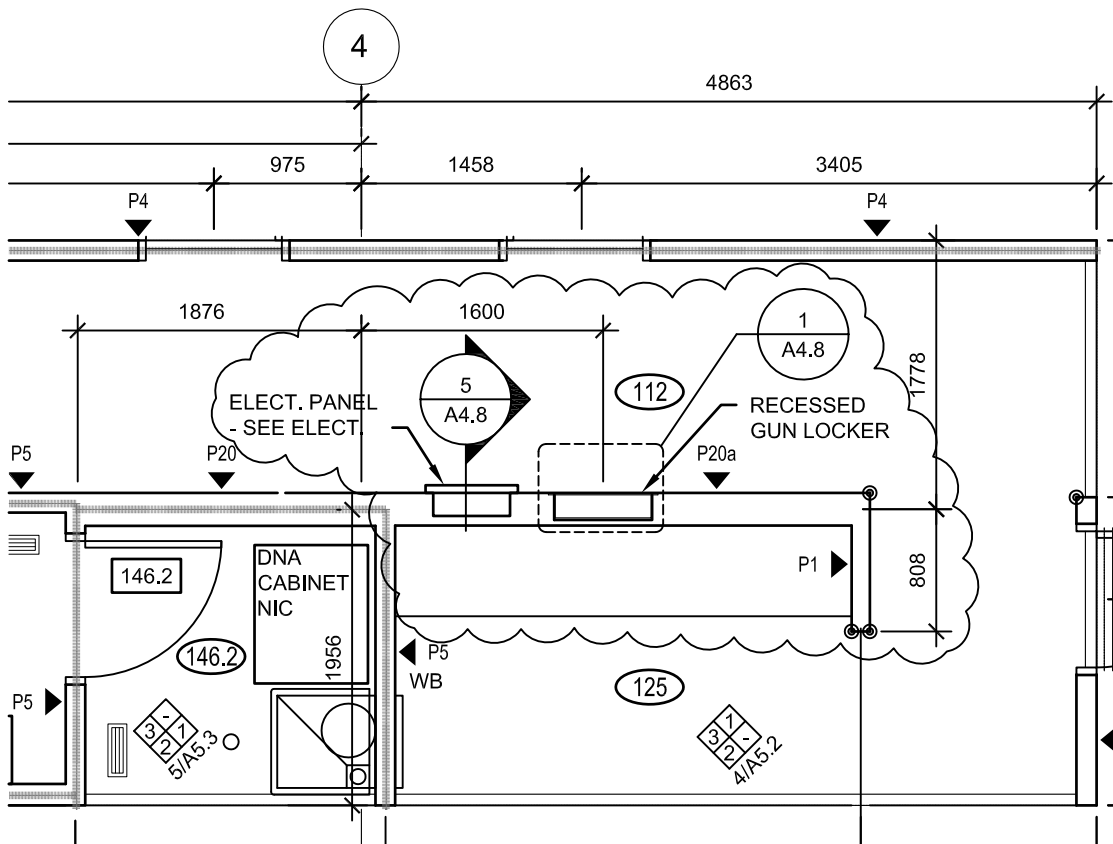
DRAWING NO.

DRAWING TITLE
 PARTITION 12a AND 20a

DRAWN

CHECKED

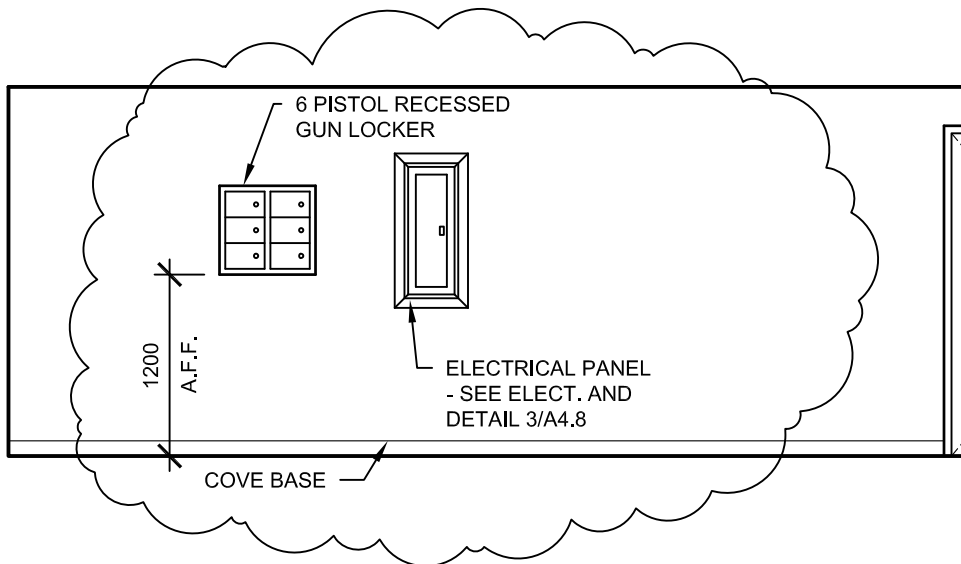
AR-05



PARTIAL LARGE SCALE FLOOR PLAN - MODULE 5

1
AR-06

1:50



PARTIAL INTERIOR ELEVATION CORRIDOR 112

2
AR-06

1:50



Architecture Inc.

109 - 3725 Pasqua Street, Regina, SK, S4S 6W8 ph: (306) 569-2255
 102 - 3718 Kinnear Place, Saskatoon SK, S7P 0A6 ph: (306) 652-6457
 website: www.sepw.ca

PROJECT TITLE
 NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
 BLACK LAKE, SASKATCHEWAN

DATE
 2016.03.11

PROJECT NO.
 S-03-2014

SCALE
 AS NOTED

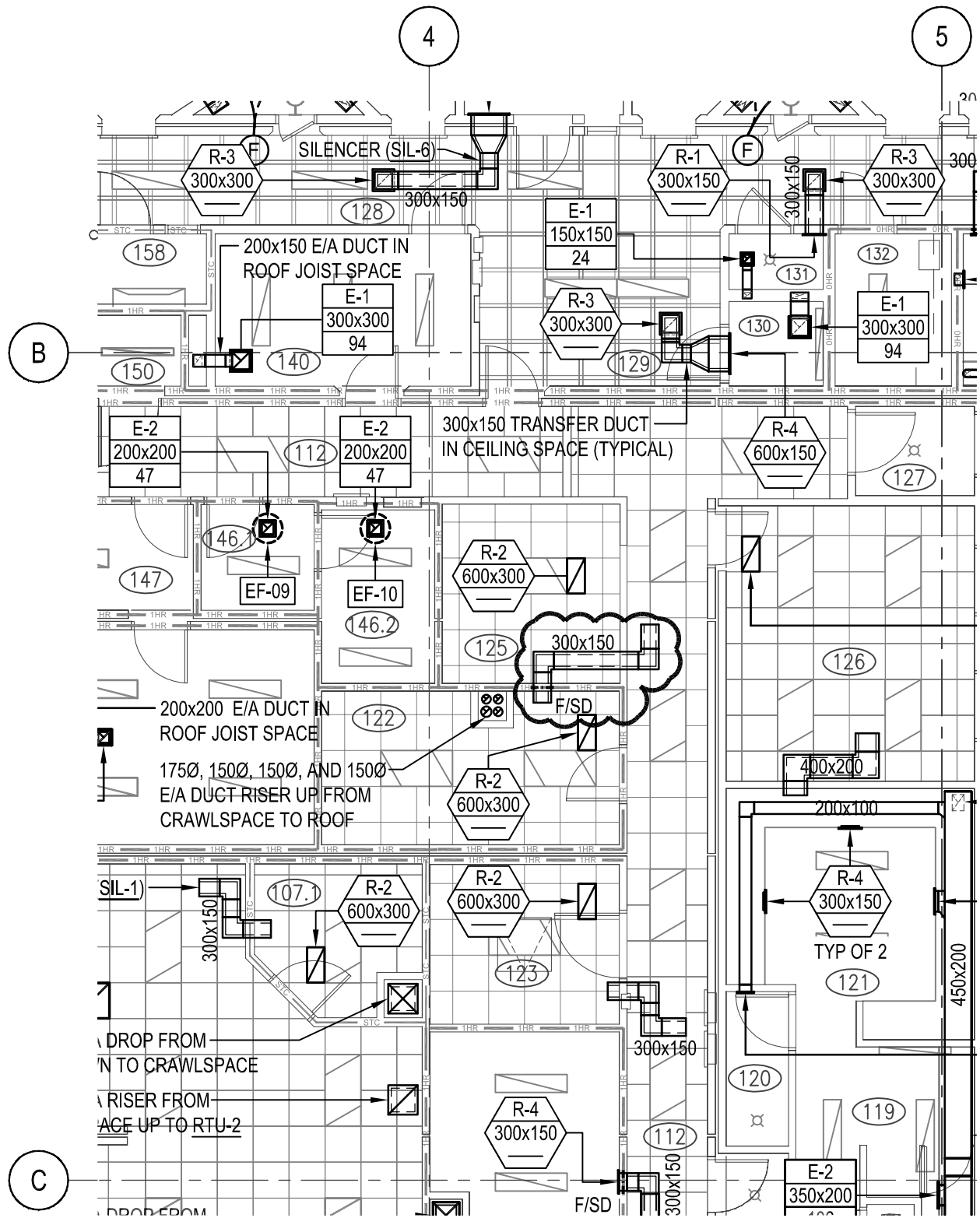
DRAWING NO.

DRAWING TITLE
 RECESSED GUN LOCKER AND ELECTRICAL PANEL
 RELOCATION - CORRIDOR 112

DRAWN

CHECKED

AR-06



1 MAIN FLOOR PLAN – CEILING VENTILATION
1:100



HDA ENGINEERING LTD.
Mechanical Engineering Consultants

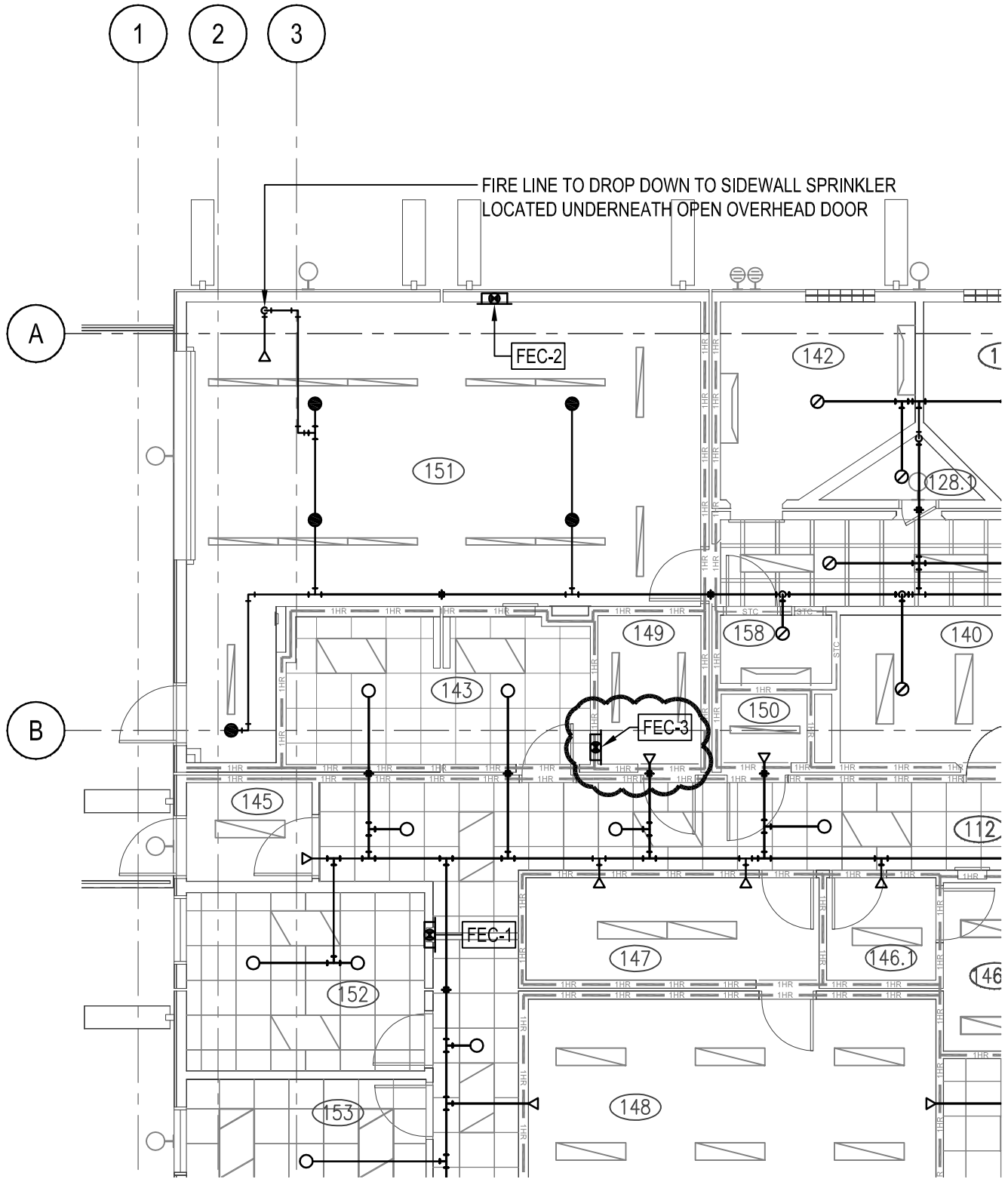
1580 Angus Street Regina, Saskatchewan S4T 1Z1
P: 306-525-9815 F: 306-525-6369 E: hda@hdaeng.com

PROJECT NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING BLACK LAKE, SASKATCHEWAN

SHEET TITLE MAIN FLOOR PLAN CEILING VENTILATION

DRAWING NUMBER M3.2-R01

SCALE AS SHOWN FILE S-03-2014
DATE 2016/03/07 DRAWN CHK



1
-

MAIN FLOOR PLAN – CEILING VENTILATION

1:100



HDA ENGINEERING LTD.
Mechanical Engineering Consultants

1580 Angus Street Regina, Saskatchewan S4T 1Z1
P: 306-525-9815 F: 306-525-6369 E: hda@hdaeng.com

**PROJECT NEW MODULAR POLICE BUILDING
AND EMPLOYEE HOUSING
BLACK LAKE, SASKATCHEWAN**

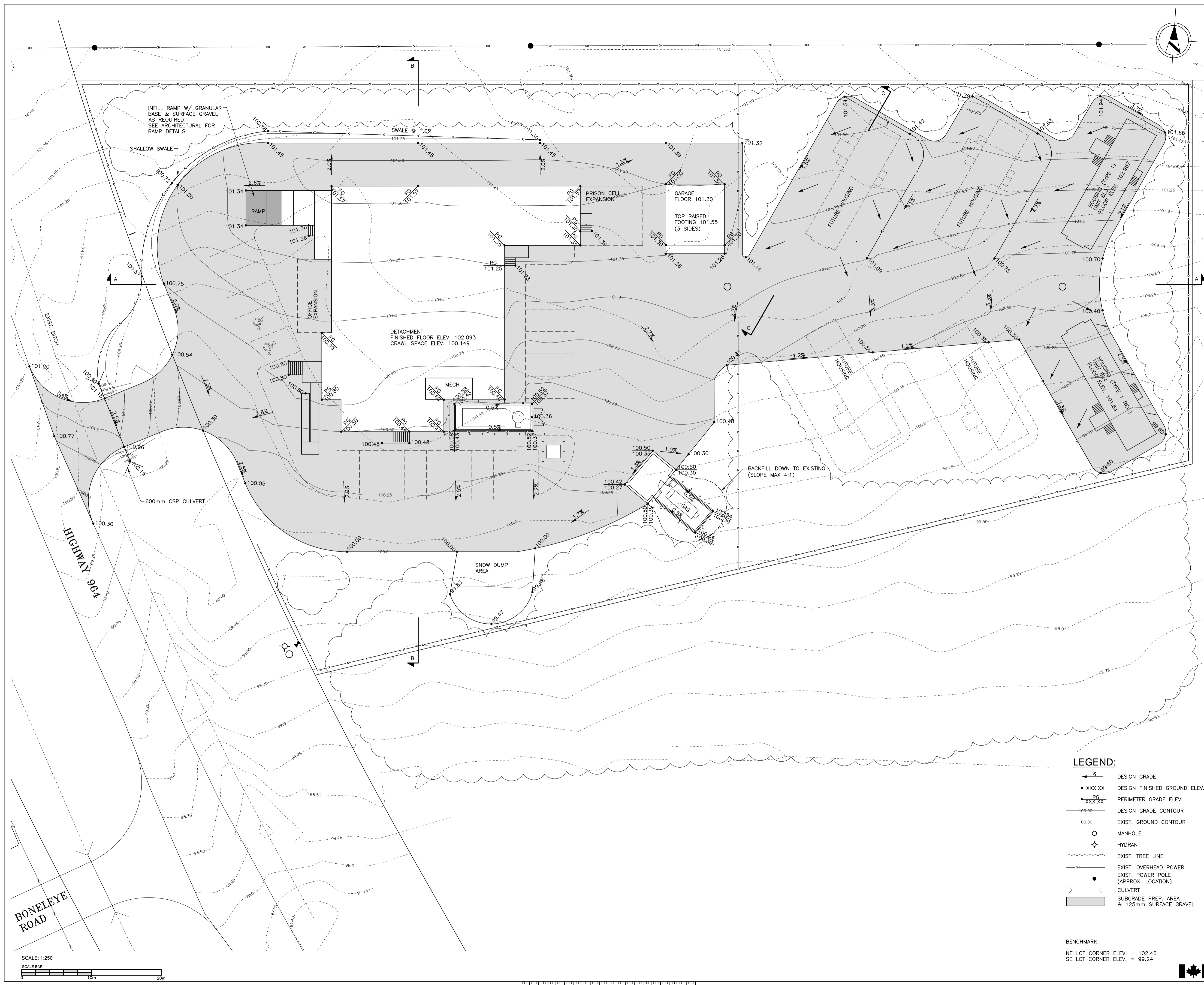
**SHEET TITLE MAIN FLOOR PLAN
CEILING VENTILATION**

DRAWING NUMBER

M4.1-R01

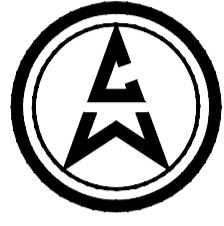
SCALE AS SHOWN FILE S-03-2014

DATE 2016/03/07 DRAWN CHK



SEPW Architecture Inc.
 103-3725 Pelly Street Regina, SK S4S 0A8 ph: (306) 969-2255
 102-3718 Kenebec Place Saskatoon SK S7P 2A6 ph: (306) 953-6457
 website: www.sepw.ca

CATTERALL & WRIGHT
 CONSULTING ENGINEERS
 1221 - 8th Street East
 SASKATOON SK S7H 0S5
 Tel: (306) 343-7280, Fax: (306) 956-3199



DO NOT SCALE DRAWINGS

Revision/	Description/Description	Date/Date
0	ISSUED FOR TENDER	2015/12/04

Project title/Titre du projet
**NEW MODULAR POLICE BUILDING AND EMPLOYEE HOUSING
 BLACK LAKE, SASKATCHEWAN**

Approved by/Approve par
 Designed by/Concept par
 Drawn by/Dessine par
 Project Manager/Administrateur de Projets
 Architectural and Engineering Resources Manager/
 Ressources Architectural et de Directeur d'Ingénierie
 Client/client

Drawing title/Titre du dessin
**BLACK LAKE
 SITE GRADING PLAN**

Project No./No. du projet	Sheet/Fauille	Revision no./La Révision no.
S-03-2014	C3.0	0

- LEGEND:**
- %— DESIGN GRADE
 - XXX.XX DESIGN FINISHED GROUND ELEV.
 - PG XXX.XX PERIMETER GRADE ELEV.
 - 100.00— DESIGN GRADE CONTOUR
 - - - - - EXIST. GROUND CONTOUR
 - MANHOLE
 - ◇ HYDRANT
 - |— EXIST. TREE LINE
 - |— EXIST. OVERHEAD POWER
 - EXIST. POWER POLE (APPROX. LOCATION)
 - |— CULVERT
 - ▨ SUBGRADE PREP. AREA & 125mm SURFACE GRAVEL

BENCHMARK:
 NE LOT CORNER ELEV. = 102.46
 SE LOT CORNER ELEV. = 99.24

