

1.1 DESCRIPTION OF WORK

- .1 In general, work under this contract consist includes the supply of all plant, labour, materials and equipment necessary to complete the following project as per drawings and specifications:
 - .1 Replace Gas-Fired Hot Water Heaters Project No. R.061886.001.
- .2 Site of Work is at: Nova Institute for Women, Truro, NS.

1.2 FAMILIARIZATION WITH SITE

- .1 Before submitting a bid, it is recommended that bidders visit the site to review and verify the form, nature and extent of the work, materials needed, the means of access and the temporary facilities required to perform the Work.
- .2 Obtain prior permission from the Departmental Representative before carrying out such site inspection.

1.3 CODES AND STANDARDS

- .1 Perform work in accordance with the National Building Code of Canada (NBC) 2010 and National Fire Code of Canada (NFC) 2010, and any other code of provincial or local application, including all amendments up to bid closing date, provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.
- .2 Materials and workmanship must meet or exceed requirements of specified standards, codes and referenced documents.

1.4 INTERPRETATION OF DOCUMENTS

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

1.5 TERM ENGINEER

- .1 Unless specifically stated otherwise, the term Engineer where used in the Specifications and on the Drawings shall mean the Departmental Representative as defined in the General Conditions of the Contract.

1.6 COST BREAKDOWN

- .1 Before submitting first progress claim submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating contract amount. Required forms will be provided for application of progress payment.
- .2 List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by Departmental Representative.
- .3 Upon approval, cost breakdown will be used as basis for progress payment.

1.7 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each of the following:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda and amendments.
 - .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 stipulated elsewhere in the Contract Documents.

1.8 PERMITS

- .1 In accordance with the General Conditions, obtain and pay for building permit, certificates, licenses and other permits as required by municipal, provincial and federal authorities.
- .2 Provide appropriate notifications of project to municipal and provincial inspection authorities.
- .3 Obtain compliance certificates as prescribed by legislative and regulatory provisions of municipal, provincial and federal authorities as applicable to the performance of work.
- .4 Submit to Departmental Representative, copy of application forms and approval documents received from above referenced authorities.

1.9 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas which will be operative during such work.

1.10 ROUGHING-IN

- .1 Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment, fixtures and appliances.

1.11 CUTTING, FITTING AND PATCHING

- .1 Ensure that cutting and patching required by all trades is included in total bid amount submitted for the work.
- .2 Execute cutting, fitting and patching required to make work fit properly.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
- .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative.
- .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .6 Fit work airtight to pipes, sleeves ducts and conduits.

1.12 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.13 LOCATION OF FIXTURES

- .1 Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Departmental Representative when impending installation conflicts with other new or existing components. Follow directives for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.14 EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to operations.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.

1.15 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

1.16 ASBESTOS DISCOVERY

- .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed with relevant work until written instructions have been received from Departmental Representative.

END OF SECTION

1.1 SUBMITTALS

- .1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:
 - .1 Work Schedule as specified herein.
 - .2 Shop Drawing Submittal Schedule specified in section 01 33 00.
 - .3 Waste Management Plan specified in section 01 74 22.
 - .4 Environmental Plan specified in section 01 35 43.
 - .5 Health and Safety Plan specified in section 01 35 29.
 - .6 Hot Work Procedures specified in section 01 35 24.
 - .7 Lockout Procedures specified in section 01 35 25.
 - .8 Dust Control Plan specified in section 01 50 00.
 - .9 List of workers requiring security clearance and those to be placed on Site Security Control list as specified in section 01 35 54.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
 - .1 Work schedule within seven (7) calendar days of contract award.
- .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
- .3 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Work schedule content to include as a minimum the following:
 - .1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
 - .2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
 - .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.

- .5 Work schedule must take into consideration and reflect the work phasing, required sequence of work, special conditions and operational restrictions as specified below.
- .6 Schedule work in cooperation with the Departmental Representative. Incorporate within Work Schedule, items identified by Departmental Representative during review of schedule.
- .7 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
- .8 Ensure that all subtrades and subcontractors are made aware of the work restraints and operational restrictions specified.
- .9 Schedule Updates:
 - .1 Submit when requested by Departmental Representative.
 - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
 - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
- .10 Departmental Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.
- .11 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

1.3 OPERATIONAL RESTRICTIONS

- .1 The Contractor must recognize that building occupants will be affected by implementation of this Contract. The Contractor must perform the work with utmost regard to the safety and convenience of building occupants and users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the building without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.

- .2 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .3 See section 01 35 54 in regards to:
 - .1 Special security requirements which must be observed in the course of work.
 - .2 Provision of security personnel by Contractor as part of the Work.
- .4 Facility circulation maintained:
 - .1 Ensure that entrances, corridors, stairwells, fire exits and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users and public at all times during the entire work.
 - .2 Maintain those areas clean and free of construction materials and equipment. Provide temporary dust barriers and other suitable enclosures to ensure users are not exposed to construction activities and are protected from exposure to dust, noise and hazardous conditions.
 - .3 Maintain fire escape routes accessible and fire fighting access open all times for the duration of the project.
 - .4 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.
- .5 Safety Signage:
 - .1 Provide on site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and building occupants of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.
 - .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
 - .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
 - .4 Include costs for the supply and installation of these signs in the bid amount.

- .6 Dust and Dirt Control:
 - .1 See section 01 50 00 and 01 74 11 for dust control and cleaning requirements.
 - .2 Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Review all measures with the Departmental Representative before undertaking work, especially for major dust generating activities.
 - .3 Do not allow demolition debris and construction waste to accumulate on site and contribute to the propagation of dust.
 - .4 As work progresses, maintain construction areas in a tidy condition at all times. Remove gross dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.
 - .5 Immediately remove all debris and dust from within occupied areas as generated by work therein during a given workshift.
 - .6 Disconnect and seal-off ductwork of HVAC servicing the construction area to stop spread of dust into other areas of Facility.
 - .7 Avoid situations and practices which results in dust and dirt being brought from the construction areas or from the exterior and tracked inside the building into occupied areas.
 - .8 Stop workers with soiled footwear from entering building.
 - .9 Inform workers and make them sensitive to the need for dust and dirt control. Stringently enforce rules and regulations, immediately address non-compliance.
 - .10 Keep access doors to work areas closed at all times. Use only designated doors for entry or egress.

1.4 PROJECT MEETINGS

- .1 Departmental Representative will arrange project meetings and assume responsibility for setting times and recording minutes.

1.5 WORK COORDINATION

- .1 General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
 - .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.

- .2 General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
 - .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
 - .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.
 - .1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.
 - .2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.
 - .3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.
 - .4 Plan and coordinate work in such a way to minimize quantity of service line offsets.
 - .5 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .4 Work Cooperation:
 - .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
 - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.
- .5 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

END OF SECTION

1.1 RELATED SECTIONS

- .1 Section 01 78 00 - Closeout Submittals.

1.2 SUBMITTAL GENERAL REQUIREMENTS

- .1 Submit to Departmental Representative for review requested submittals specified in various sections of the specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.
- .2 Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
- .3 Do not proceed with work until relevant submissions have been reviewed.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units, provide soft converted values.
- .6 Review submittals prior to submission. Ensure that necessary requirements have been determined and verified and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
 - .1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Departmental Representative and considered rejected.
- .7 Verify field measurements and affected adjacent Work are coordinated.
- .8 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

- .9 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .10 Submittal format:
 - .1 Submit paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
 - .2 Submit in electronic format as pdf files. Forward pdf and in the native program format on USB compatible with PWGSC encryption requirements or through email or alternate electronic file sharing service such as ftp, as directed by Departmental Representative.
- .11 Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, identify in writing of any revisions other than those requested.
- .12 Keep one reviewed copy of each submittal document on site for duration of Work.

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means fabrication drawings, erection drawings, diagrams, illustrations, schedules, performance charts, technical product data, brochures, specifications, test reports installation instructions and other data which are to be provided by Contractor to illustrate compliance with specified materials and details of a portion of work.
- .2 Shop Drawing Quantities: submit sufficient copies required by the General Contractor and sub-contractors plus 3 copies which will be retained by Departmental Representative.
- .3 Shop Drawings Format:
 - .1 Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specific to project requirements. Maximum sheet size to be 1000 x 707 mm.

- .2 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be original full colour brochures, clearly marked indicating applicable data and deleting information not applicable to project.
- .3 Non or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
- .4 Shop Drawings Content:
 - .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
 - .2 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
 - .3 Delete information not applicable to project on all submittals.
 - .4 Equipment installation/start-up data: include manufacturer's recommended installation instructions, pre-start and start-up checklists for those pieces of equipment and systems designated to be commissioned as specified in section 01 91 00.
- .6 Allow 14 calendar days for Departmental Representative's review of each submission.
- .7 Adjustments or corrections made on shop drawings by Departmental Representative are not intended to change Contract Amount. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.
- .8 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.

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- .9 Be advised that costs and expenses incurred by Departmental Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work may be assessed against the Contractor in the form of a financial holdback to the Contract.
 - .10 Accompany each submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and project number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
 - .11 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and project number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized Representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
 - .6 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.
 - .12 After Departmental Representative's review, distribute copies.

- .13 The review of shop drawings by the Departmental Representative or designate is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Canada approves the detail design inherent in the 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 the 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.

END OF SECTION

1.1 PURPOSE

- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.
- .2 Perform the Work in such a way as to minimize disruptions to the daily operations of the Institution.
- .3 Abide by security rules and procedures specified herein and as stipulated at the security briefing conducted prior to commencement of the Work.

1.2 DEFINITIONS

- .1 "Contraband" means:
 - .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
 - .2 Tobacco or associated tobacco products.
 - .3 An igniting device, lighter or matches.
 - .4 A weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization.
 - .5 An explosive or a bomb or a component thereof.
 - .6 Currency over the prescribed limit when possessed by an inmate without prior authorization.
 - .7 Any other item, not described in paragraphs 1.2.1.1 to 1.2.1.6 as deemed by the Departmental Representative, to pose a risk to the security of a Penitentiary or to the safety of persons, when that item is possessed without prior authorization from the Departmental Representative.
- .2 "Unauthorized Smoking and Related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.
- .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required to the site for the construction project.
- .4 "CSC" means Correctional Service Canada.

- .5 CPIC Security Clearance: means a personal background check made through the RCMP Canadian Police Information Centre.
- .6 "Departmental Representative" means Departmental Representative, Warden or Superintendent of the Institution as applicable and means the person in charge of the Correctional Institution or Penitentiary where the Work will be carried out and includes any authorized person at the Facility, as designated by the Departmental Representative, to provide directions on his/her behalf.
- .7 "Construction Employees" means persons working for the General Contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .8 "Departmental Representative" means the person as defined in the General Conditions of the Contract for projects managed by Public Works and Government Services Canada (PWGSC) or the Project Manager for projects managed by Correctional Service Canada (CSC).
- .9 "Perimeter" means the fenced or walled area of the Institution that restrains the movement of the inmates.
- .10 "Construction Limits" means the area as shown on the contract drawings that the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution.
- .11 "Institution" means the Penitentiary or Correctional Facility where the Work will be carried out.

1.3 PRELIMINARY PROCEEDINGS

- .1 Prior to commencement of work, the Contractor shall meet with the Departmental Representative or his/her representative to:
 - .1 Discuss the nature and extent of all activities involved in the Project.
 - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
 - .1 Obtain security rules, regulations and procedures in force at the Institution and directives to be followed by Contractor and all Construction Employees during the entire course of the work.

- .2 Departmental Representative will coordinate a pre-construction meeting between Contractor, the Departmental Representative and Facility security personnel who will provide details on site security requirements.
- .3 The Contractor shall:
 - .1 Ensure that all Construction Employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site.
 - .3 Co-operate with institutional personnel in ensuring that security requirements and procedures are observed and stringently followed by all Construction Employees.
- .4 Failure to follow site security requirements by the Contractor or by a construction employee could result in the immediate removal of the offending party or person from the site.

1.4 CONSTRUCTION EMPLOYEES

- .1 CPIC security clearance must be obtained for all Construction Employees who need to circulate on the Institution's property during the course of the Work.
 - .1 Application forms will be provided by the Departmental Representative.
 - .2 Have forms filled out by each worker.
- .2 Submit to the Departmental Representative a list of the names with date of birth of all Construction Employees to be employed on the construction site and a security clearance form for each employee.
- .3 Allow two (2) weeks for processing of security clearances. Employees will not be admitted to the Institution without a valid CPIC Security Clearance pertinent to the Institution of the Work and a recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC Institutions are not valid at this Institution.
- .4 The Departmental Representative may require that Photo ID cards be provided for all Construction Employees and shall be displayed prominently on the Construction Employees' clothing at all time while Construction Employees are in the institution.
- .5 CSC Security Clearance will be denied and Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.

- .6 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 Appear to be under the influence of alcohol, drugs or narcotics.
 - .2 Behave in an unusual or disorderly manner.
 - .3 Are in possession of contraband.
- .7 Smoking is prohibited anywhere on CSC property.
- .8 Facilitate the security clearance application process:
 - .1 Provide an application form to all workers including those of subcontractors.
 - .2 Submit a list of names and birth dates for all persons who require security clearance to the Departmental Representative.
 - .3 Coordinate and expedite subcontractor submissions.
 - .4 Assist applicants in filling out the application form and submitting related documentation.
 - .5 Review application form of each applicant for completeness.
 - .6 Have each worker keep a copy of their completed form in case the initial submission gets lost.
 - .7 Submit documentation in an organized manner complete with transmittal letter clearly identifying the specific project for which security clearance is being requested.
 - .8 Send data to the approved mailing address provided by the Departmental Representative.

1.5 VEHICLES

- .1 All unattended vehicles on the Institution's property shall have their windows, doors and trunks closed and locked at all times. Keys must be removed and kept securely in the possession of the vehicle's owner or with an employee of the Contractor or subcontractor who owns the vehicle.
- .2 The Departmental Representative may limit at any time the number and type of vehicles allowed within the Institution.
- .3 If the Departmental Representative permits office or storage trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh. All storage trailers inside and outside the perimeter shall be locked when not in use.

1.6 PARKING

- .1 Parking area(s) to be used by Construction Employees will be designated by the Departmental Representative. Parking in other locations will be prohibited and vehicles may be subject to removal by the Institution with towing costs born by their owner.

1.7 SHIPMENTS

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

1.8 TELEPHONES

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

1.9 WORK HOURS

- .1 Be aware that for security reasons the days and hours which Contractor will be permitted to perform work at the site are limited to:

- .1 Week days only from Monday to Friday and between the hours of 07:30 and 16:30.
- .2 Work will not be permitted during evenings, night time, weekends and statutory holidays without the permission of the Departmental Representative. A minimum of two days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waived by the Departmental Representative.
- .3 The work day and hour restrictions specified above will only be waved for special situations and for certain aspects of the Work deemed necessary and where off-hour work is determined to be the least disruptive approach to the operations of the Institution as determined by the Departmental Representative.
 - .1 A minimum of 2 days advance notice is required to obtain permission for off-hour work.
 - .2 In case of an emergency, the advanced notification may be waived by the Departmental Representative.

1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Departmental Representative. If overtime work is required because of an emergency such as the completion of a concrete pour or work to make the construction safe and secure, the Contractor shall advise the Departmental Representative as soon as this condition is known and follow the directions given by the Departmental Representative. Costs to the Crown for such events may be attributed to the Contractor.

1.11 TOOLS AND EQUIPMENT

- .1 Maintain a complete list of all tools and equipment to be used during the construction project. Make this inventory available for inspection when required. Provide copy of the list to the Departmental Representative and to Departmental Representative.

NOTE: Ram sets (Hilti guns) and other cartridge driven tools are not permitted for work at this Institution.

- .2 Throughout the construction project maintain up-to-date the list of tools and equipment specified above.

- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations in lockable tool boxes.
- .5 Lock all tool boxes when not in use. Keys to remain in the possession of the employees of the Contractor. Scaffolding shall be secured and locked when not erected and when erected, will be secured in a manner agreed upon with the Institutional designate or Departmental Representative.
- .6 All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.
- .7 The Departmental Representative will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every construction project.
 - .2 Weekly, when the construction project extends longer than a one week period.
 - .3 The Contractor may be subject to random checks by security staff to ensure proper storage and security of tools throughout the project.
- .8 If torches or grinders are required tools to perform Work, Contractor must complete a Hot Work Permit as supplied by CSC. Completed original form(s) are copied and posted on the work site in a conspicuous location. Original documents are to remain with the Institutional Fire Chief.

1.12 PRESCRIPTION DRUGS

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

1.13 SMOKING RESTRICTIONS

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

1.16 CONTRABAND

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

1.17 SEARCHES

- .1 All vehicles and persons entering Institutional property may be subject to search.

- .2 When the Departmental Representative suspects, on reasonable grounds, that an employee of the Contractor is in possession of Contraband or unauthorized items, he/she may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of Contraband drug residue.

1.18 ACCESS TO AND REMOVAL FROM INSTITUTION PROPERTY

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

1.19 MOVEMENT OF VEHICLES

- .1 Escorted commercial vehicles will be allowed to enter or leave the Secure Perimeter of the Institution through the designated vehicle security access gate during the following hours:
 - .1 From 07:30 am to 16:30 pm.
- .2 Construction vehicles shall not leave the Institution until an inmate count is completed.
- .3 Vehicles must be escorted by an approved CSC Staff or Commissionaire while inside the Secure Perimeter of the Institution.
- .4 The Contractor shall advise the Departmental Representative twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .5 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC Staff or Commissionaires working under the authority of the Departmental Representative.
- .6 Commercial Vehicles will only be allowed access to Institutional Property when their contents are certified by the Contractor or his/her representative as being strictly necessary to the execution of the construction project.
- .7 Vehicles shall be refused access to Institutional Property if, in the opinion of the Departmental Representative, they contain any article which may jeopardize the security of the Institution.

- .8 Private vehicles of Construction Employees will not be allowed within the security wall or fence of medium or maximum security Institutions without the permission of the Departmental Representative.
- .9 With the approval of the Departmental Representative, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Departmental Representative may require that the equipment be secured with a chain and padlock to another solid object.

1.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

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

1.21 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among Construction Employees and maintained throughout the construction project.

1.22 STOPPAGE OF WORK

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

1.23 CONTACT WITH INMATES

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any employee doing any of the above will be removed from the site and his/her security clearance revoked.
- .2 It is forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this Contract.

1.24 COMPLETION OF CONSTRUCTION PROJECT

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

END OF SECTION

Gas-Fired Hot Water Heaters	Special Procedures	Section 01 35 24
Nova Institution	on Fire Safety	Page 1
Truro, NS	Requirements	
PWGSC Project No. R.061886.001		2016.01

1.1 RELATED SECTIONS

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

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

1.5 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.

1.6 SUBMITTALS

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

1.7 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.

1.8 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.

1.9 HOT WORK PROCEDURES

- .1 Develop and implement safety procedures and work practices 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 29.
 - .2 Use of a 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 of 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 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.
- .4 Brief all workers and subcontractors on Hot Work Procedures and of Permit system. Stringently enforce compliance.

1.10 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 Wather'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.

1.11 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 [and tenants], resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract.

1.12 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

1.1 RELATED SECTIONS

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

1.2 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.

1.3 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.

1.4 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 practice 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.

1.5 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.

1.6 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 exist, make written request indicating:
 - .1 The equipment, system or service to be isolated and it's location;
 - .2 Duration of isolation period (ie: start time & date and completion time & date).
 - .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.
- .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorizing to proceed with the work.
 - .1 Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
- .5 Conduct safe, orderly shutdown 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 Section 01 35 29.

1.7 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 it's 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.

1.8 CONFORMANCE

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

1.9 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

1.1 RELATED SECTIONS

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

1.2 DEFINITIONS

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

1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00.
- .2 Submit site-specific Health and Safety Plan prior to commencement of Work.
 - .1 Submit within 5 work days of notification of Bid Acceptance. Provide 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 and Safety Site Representative and support documentation specified in the Safety Plan.
- .4 Submit building permit, compliance certificates and other permits obtained.
- .5 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other department of labour organization.
 - .1 Submit update of Letter of Good Standing whenever expiration date occurs during the period of Work.
- .6 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .7 Submit copies of incident reports.
- .8 Submit WHMIS MSDS - Material Safety Data Sheets.

1.4 COMPLIANCE REQUIREMENTS

- .1 Comply with Occupational Health and Safety Act for Province of Nova Scotia, and 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 as well as any other regulations made pursuant to the Act.
 - .1 The Canada Labour Code can be viewed at: [www.http://laws-lois.justice.gc.ca/eng/acts/L-2/fulltext.html](http://laws-lois.justice.gc.ca/eng/acts/L-2/fulltext.html).
 - .2 Canadian Occupational Health and Safety Regulations can be viewed at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>.
 - .3 A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 Tel: 819-956-4800 or 1-800-635-7943 Publication No. L31-85/2000 (E or F).

- .3 Treasury Board of Canada Secretariat (TBS):
 - .1 Treasury Board, Fire Protection Standard April 1, 2010
www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316§ion=text.
- .4 Canadian Standards Association (CSA):
 - .1 CSA S350-M1980(R2003), Code of Practice for Safety in Demolition of Structures.
- .5 Observe construction safety measures of:
 - .1 NBC 2010, Division B, Part 8.
 - .2 Municipal by-laws and ordinances.
 - .3 Nova Scotia Building Code.
- .6 In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.
- .7 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.
- .8 Medical Surveillance: Where prescribed by legislation or regulation, obtain and maintain worker medical surveillance documentation.

1.5 RESPONSIBILITY

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

1.6 SITE CONTROL AND ACCESS

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

- .1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.
- .2 Isolate Work Site from other areas of the premises by use of appropriate means.
 - .1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment. See Section 01 50 00 for minimum acceptable requirements.
 - .2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.
 - .3 Use professionally made signs with bilingual message in the 2 official languages or international known graphic symbols.
- .3 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.
- .4 Secure Work Site against entry when inactive or unoccupied and to protect persons against harm.

1.7 PROTECTION

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

1.8 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.

1.9 PERMITS

- .1 Post permits, licenses and compliance certificates, specified in Section 01 10 10, at Work Site.
- .2 Where a particular permit or compliance certificate cannot be obtained, notify Departmental Representative in writing and obtain approval to proceed before carrying out applicable portion of work.

1.10 HAZARD ASSESSMENTS

- .1 Perform site specific health and safety hazard assessment of the Work and its site.
- .2 Carryout initial assessment prior to commencement of Work with further assessments as needed during progress of work.
- .3 Record results and address in Health and Safety Plan.
- .4 Keep documentation on site for entire duration of the Work.

1.11 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.

1.12 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, location of fire fighting equipment and other related data.
 - .3 Name, duties and responsibilities of persons designated as Emergency Warden(s) and deputies.
 - .4 Emergency Contacts: name and telephone number of officials from:
 - .1 General Contractor and subcontractors.
 - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - .3 Local emergency resource organizations.
 - .5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- .4 On-site Communication Plan:
- .1 Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.
 - .2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
- .5 Address all activities of the Work including those of subcontractors.

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

1.13 SAFETY SUPERVISION

- .1 Designate a competent person or persons to be present on site at all times during work, responsible for supervising health and safety of the Work.
- .2 Designated person 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 one be designated by Departmental Representative.
- .7 Keep inspection reports and supervision related documentation on site.

1.14 TRAINING

- .1 Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
- .2 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.
- .3 When unforeseen or peculiar safety-related hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

1.15 MINIMUM SITE SAFETY RULES

- .1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:
 - .1 Wear appropriate PPE pertinent to the Work or assigned task; minimum being hard hat, safety footwear, safety glasses and hearing protection.
 - .2 Immediately report unsafe condition at site, near-miss accident, injury and damage.
 - .3 Maintain site and storage areas in a tidy condition free of hazards causing injury.
 - .4 Obey warning signs and safety tags.
- .2 Brief persons of disciplinary protocols to be taken for non compliance.

1.16 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.

1.17 INCIDENT REPORTING

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

1.18 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep MSDS data sheets for all products delivered to site.
 - .1 Post on site.
 - .2 Submit copy to Departmental Representative.
- .3 For interior work in an occupied Facility, post additional copy in one or more publically accessible locations.

1.19 POWDER ACTUATED DEVICES

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

1.1 RELATED SECTIONS

- .1 Waste Management and Disposal: Section 01 74 21.

1.2 DEFINITIONS

- .1 Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .2 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .3 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.

1.3 FIRES

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

1.4 HAZARDOUS MATERIAL HANDLING

- .1 Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment
- .2 Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials.
- .3 Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began.
- .4 Store and handle flammable and combustible materials in accordance with National Fire Code.
- .5 Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations.

1.5 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site. Dispose in accordance with project waste management requirements specified in Section 01 74 22.
- .2 Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites.
- .3 Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.

END OF SECTION

1.1 GENERAL

- .1 Due to nature of this Facility, and client operations therein, security regulations pertaining to site will be in place during the work resulting in need for:
 - .1 Escort and continuous supervision of workers by security personnel;
 - .2 Specific rules and regulations as specified in this section and as directed by the Departmental Representative to be stringently followed.

1.2 SECURITY PERSONNEL

- .1 Obtain and pay for the services of security personnel, employed by the Canadian Corps of Commissionaires to provide escort and security supervision of all workers during the work of this contract.
- .2 Commissionaires employed on this project must have a current Enhanced Security Clearance status issued by PWGSC.
- .3 Provide minimum of 1 Commissionaire to be on site at all times when work is carried out, having the following responsibilities:
 - .1 Limit movement of workers to within the boundaries established by the Departmental Representative for each work phase;
 - .2 Maintain security control list of workers authorized to be on site as determined by Contractor and the Departmental Representative;
 - .3 Manage the distribution and control of worker ID tags;
 - .4 Escort workers who need to circulate on site beyond the established boundaries of work, including the corridors, stairwells and elevators used for access to and from work areas.
 - .5 Escort and supervise short term visitors who need access to the work site such as for material deliveries or to conduct inspections.
- .4 Provide additional commissionaires when required to perform supervision or escort function as may be needed due to Contractor's work operations in order that no worker is left unsupervised on site.

- .5 Ensure Commissionaire(s) are present on site for entire workshift including workbreaks and time period after workshifts until all workers have left site.
- .6 Commissionaire must stay within the actual construction area and provide surveillance of all workers ensuring that security rules and requirements are obeyed and to limit movement to approved work areas of site.
- .7 Commissionaire must also escort workers from approved entrance doors and work area(s).
- .8 Escort and supervision of workers by Commissionaire is required at all times regardless as to whether workshifts are in the daytime or during Facility off hours.
- .9 Commissionaire shall report directly to the Departmental Representative and to the Facility security personnel and ensure that site security directives are obeyed by all workers.
 - .1 Empower Commissionaire with authority to remove any worker deemed non-compliant with security directives.
- .10 Ensure Commissionaire is fitted and wears approved safety hard hat, safety footwear and other personnel protective equipment appropriate to work in accordance with applicable Occupational Health and Safety requirements specified.

END OF SECTION

PART 1 - GENERAL

1.1 ABBREVIATIONS AND ACRONYMS

- .1 The abbreviations and acronyms are commonly found in the Project Manual and represent the associated organizations or terms.

1.2 MATERIALS, EQUIPMENT AND METHODS

- .1 A:
- .1 AC: acoustic.
 - .2 AC PAN: acoustic panel.
 - .3 ACU: acoustic unit ceiling.
 - .4 AFF: above finished floor.
 - .5 AC PLAS: acoustic plaster.
 - .6 ACT: acoustic tile.
 - .7 ACR CU LVR: acrylic cube louvre.
 - .8 ADH: adhesive.
 - .9 ADJ: adjustable.
 - .10 A/C: air conditioner.
 - .11 AL: aluminum.
 - .12 AB: anchor bolt.
 - .13 ANOD: anodized.
 - .14 ARCH: architecture.
 - .15 ARCH BLK: architectural block.
 - .16 AVB: air vapour barrier.
- .2 B:
- .1 B: base.
 - .2 BEAST: benthic assessment of sediment.
 - .3 BH: bore hole.
 - .4 BL: bottom layer.
 - .5 BLK: block.
 - .6 BLKD: bulkhead.
 - .7 BM: beam.
 - .8 BOT: bottom.
 - .9 BMP: best management practice.
 - .10 B PL: base plate.
 - .11 BRG: bearing.
 - .12 BRK: brick.
 - .13 BSMT: basement.
 - .14 BTEX: benzene, toluene, ethylbenzene and xylenes.
 - .15 BUR: built-up roof.

- .3 C:
- .1 CAL: caliper.
 - .2 CANTIL: cantilever.
 - .3 CB: catch basin.
 - .4 CC: centre to centre.
 - .5 CCN: contemplated change notice.
 - .6 CDF: controlled density fill.
 - .7 CEC: Canadian Electrical Code.
 - .8 CF: chair fabric.
 - .9 CHAN: channel.
 - .10 CHS: Canadian hydrographic service.
 - .11 CJ: construction joint.
 - .12 CL: centerline.
 - .13 CK: cork.
 - .14 CLG: ceiling.
 - .15 CLR: clear.
 - .16 COL: column.
 - .17 CONC: concrete.
 - .18 CONC BLK: concrete block.
 - .19 CONC BRK: concrete brick.
 - .20 CONT: continuous.
 - .21 CONT J: control joint.
 - .22 COMPL: complete.
 - .23 CM: centimeter. (Nursery stock).
 - .24 CPL: cement plaster.
 - .25 CPM: critical path method.
 - .26 CPT: carpet.
 - .27 CPTT: carpet tile.
 - .28 CT: ceramic tile.
 - .29 CVT: conductive vinyl tile.
 - .30 C/W: complete with.
- .4 D:
- .1 D: deep.
 - .2 DD: dutch door.
 - .3 DEG: degree.
 - .4 DF: drinking fountain.
 - .5 DIA: diameter.
 - .6 DIM: dimension.
 - .7 DL: dead load.
 - .8 DMNT: demountable.
 - .9 DP: damp proofing.
 - .10 DR: door.
 - .11 DRP: drapery.
 - .12 DWL: dowel.

-
- .5 E:
- .1 EA: each.
 - .2 EC: epoxy coating.
 - .3 ECF: engineered containment facility.
 - .4 EE: each end.
 - .5 EF: each face.
 - .6 EL: elevation.
 - .7 ELEC: electric.
 - .8 ELEV: elevator.
 - .9 EM: expanded metal.
 - .10 ENCL: enclosure.
 - .11 EQ: equal.
 - .12 EXH: exhaust.
 - .13 EXIST: existing.
 - .14 EXPJ: expansion joint.
 - .15 EXP STRUCT: exposed structure.
 - .16 EXT: exterior.
 - .17 EW: each way.
- .6 F:
- .1 FC: fuel contributed.
 - .2 FD: floor drain.
 - .3 FDN: foundation.
 - .4 FEAT W: feature wall.
 - .5 FEXT: fire extinguisher.
 - .6 FH: fire hose.
 - .7 FHC: fire hose cabinet.
 - .8 FHR: fire hose rack.
 - .9 FIN: finish.
 - .10 FIP: federal identity program.
 - .11 FL: floor.
 - .12 FLD: field.
 - .13 FLUOR: fluorescent.
 - .14 FR: frame.
 - .15 FRR: fire resistance rating.
 - .16 FTG: footing.
- .7 G:
- .1 GALV: galvanized steel.
 - .2 GB: grab bar.
 - .3 GBD: gypsum board.
 - .4 GC: General Conditions.
 - .5 GF: ground floor.
 - .6 GFCI: ground fault circuit interrupter.
 - .7 GL: glass or glazing.
 - .8 GL BLK: glass block.
 - .9 GPC: gypsum plaster ceiling.
 - .10 GPW: gypsum plaster wall.

- .11 GT: glass tile.
- .8 H:
 - .1 HB: hose bib.
 - .2 HC: hollow core.
 - .3 HCWD: hollow core wood door.
 - .4 HD: hand dryer.
 - .5 HDW: hardware.
 - .6 HDWD: hardwood.
 - .7 HM: hollow metal.
 - .8 HOR: horizontal.
 - .9 HOR EF: horizontal each face.
 - .10 HP: hydro pole.
 - .11 HPA: Hamilton Port Authority.
 - .12 HR: hour.
 - .13 HRV: heat recovery ventilator.
 - .14 HT: height.
 - .15 HTR: heater.
 - .16 HWT: hot water tank.
 - .17 HYD: hydrant.
- .9 I:
 - .1 ICF: insulated concrete formwork.
 - .2 ID: inside diameter.
 - .3 INS: insulation.
 - .4 INTLK: interlock.
- .10 J:
 - .1 JT: joint.
- .11 K:
 - .1 KPL: kick plate.
- .12 L:
 - .1 LAV: lavatory.
 - .2 LDG: landing.
 - .3 LG: long.
 - .4 LINO: linoleum.
 - .5 LL: live load.
 - .6 LT: light.
- .13 M:
 - .1 MAS: masonry.
 - .2 MAS FL: masonry flashing.
 - .3 MAX: maximum.
 - .4 MBG: metal bar grating.
 - .5 MCL: metal cube louvre.
 - .6 MECH: mechanical.

- .7 MET: metal.
 - .8 MET DK: metal deck.
 - .9 MET FL: metal flashing.
 - .10 MET GRID CLG: metal grid ceiling.
 - .11 MET GRTG: metal grating.
 - .12 MET LIN CLG: metal linear ceiling.
 - .13 MET T PTN: metal toilet partition.
 - .14 MH: maintenance hole.
 - .15 MIN: minimum.
 - .16 MLP: metal lath and plaster.
 - .17 MO: masonry opening.
 - .18 MR: marble.
 - .19 MT: metal threshold.
 - .20 MWP: membrane waterproofing.
- .14 N:
- .1 NBC: national building code.
 - .2 NF: near face.
 - .3 NFC: national fire code.
 - .4 NIC: not in contract.
 - .5 NO: number.
 - .6 NRC: noise reduction coefficient.
 - .7 NRP: non removable pin.
 - .8 NTS: not to scale.
- .15 O:
- .1 OBC: Ontario building code.
 - .2 OC: on centre.
 - .3 OD: outside diameter.
 - .4 OPNG: opening.
 - .5 OPR: operator.
 - .6 OVHD: overhead.
 - .7 OWSJ: open web steel joist.
- .16 P:
- .1 P: prefinished.
 - .2 PAH: polynuclear aromatic hydrocarbons.
 - .3 PARG: parging.
 - .4 PCC: precast concrete.
 - .5 PCT: porcelain ceramic tile.
 - .6 PED ACS FLG: pedestal access flooring.
 - .7 PF: panel fabric.
 - .8 PL: plate.
 - .9 PLAM: plastic laminate.
 - .10 PLAS: plaster.
 - .11 PLYWD: plywood.
 - .12 PR: pair.
 - .13 PREFAB: prefabricated.

- .14 PREFIN: prefinished.
- .15 PRFL: profile.
- .16 PT: paint.
- .17 PTD: paper towel dispenser.
- .18 PTN: partition.
- .19 PVC: polyvinyl chloride.

- .17 Q:
 - .1 QTB: quarry tile base.
 - .2 QTF: quarry tile floor.
 - .3 QTR: quarry tile roof.

- .18 R:
 - .1 R: radius.
 - .2 RA: return air.
 - .3 RB: resilient base.
 - .4 RC: reinforced concrete.
 - .5 RCPT: receptacle.
 - .6 RD: roof drain.
 - .7 REINF: reinforced/reinforcing.
 - .8 REQD: required.
 - .9 REQT: requirement.
 - .10 RFT: rubber floor tile.
 - .11 RM: room.
 - .12 RO: rough opening.
 - .13 RP: radiant panel.
 - .14 RRS: recycled rubber sheet.
 - .15 RRT: recycled rubber tile.
 - .16 RSD: rolling steel door.
 - .17 RSF: rubber sheet flooring.
 - .18 RTU: roof top unit.
 - .19 RWL: rain water leader.

- .19 S:
 - .1 SAN SEW: sanitary sewer.
 - .2 SCHED: schedule.
 - .3 SC: solid core.
 - .4 SCRN: screen.
 - .5 SCWD: solid core wood door.
 - .6 SD: smoke developed.
 - .7 SDT: static dissipative tile.
 - .8 SECT: section.
 - .9 SH: sill height.
 - .10 SIM: similar.
 - .11 SL: sliding.
 - .12 SLR: sealer.
 - .13 SPEC: specification.
 - .14 SS: stainless steel.

- .15 STD: standard.
- .16 STL: steel.
- .17 STL BM: steel beam.
- .18 STC: sound transmission class.
- .19 STL FL DK: steel floor deck.
- .20 STL PL: steel plate.
- .21 STN: stone.
- .22 STR: structure or structural.
- .23 ST SEW: storm sewer.
- .24 S&U: stain and urethane.
- .25 S&V: stain and varnish.
- .26 SVT: solid vinyl tile.

- .20 T:
 - .1 T: top.
 - .2 T&B: top and bottom.
 - .3 TCB: turbidity control plan.
 - .4 TEL: telephone.
 - .5 TER: terrazzo.
 - .6 TERT: terrazzo tile.
 - .7 THKNS: thickness.
 - .8 THR: threshold.
 - .9 TMPD: tempered.
 - .10 TOPG: topping.
 - .11 TRANSV: transverse.
 - .12 TYP: typical.

- .21 U:
 - .1 U: urethane.
 - .2 UCUT: undercut.
 - .3 UGRD: underground.
 - .4 UNO: unless noted otherwise.
 - .5 UOS: unless otherwise specified.
 - .6 U/S: underside.
 - .7 UR: urinal.

- .22 V:
 - .1 VCF: vinyl coated fabric.
 - .2 VCT: vinyl composition tile.
 - .3 VERT: vertical.
 - .4 VERT B: vertical blinds.
 - .5 VERT EF: vertical each face.
 - .6 VSF: vinyl sheet flooring.
 - .7 VT: vinyl tile.
 - .8 VWC: vinyl wall covering.

- .23 W:
 - .1 WC: water closet.
 - .2 W-C: wall connectors.
 - .3 WD: wood.
 - .4 WDV: wood veneer.
 - .5 WH: wall hydrant.
 - .6 WHMIS: workplace hazardous materials information system.
 - .7 WP: waterproofing.
 - .8 WR: washroom.
 - .9 WSIB: workplace safety and insurance board.
 - .10 WT: weight.
 - .11 WTP: water treatment plant.

1.3 STANDARDS ORGANIZATIONS

- .1 Standards writing organizations:
 - .1 AA - Aluminum Association.
 - .2 ACPA - American Concrete Pipe Association.
 - .3 ANSI - American National Standards Institute.
 - .4 ASHRAE - American Society of Heating and Refrigerating and Air-Conditioning Engineers.
 - .5 ASTM - American Society for Testing and Materials.
 - .6 AWI/AWMAC - Architectural Woodwork Institute/Architectural Woodwork Manufacturers Association of Canada.
 - .7 AWPA - American Wood Preservers' Association.
 - .8 AWWA - American Water Works Association.
 - .9 BHMA - Builders Hardware Manufacturers Association.
 - .10 CCDC - Canadian Construction Documents Committee.
 - .11 CCMPA - Canadian Concrete Masonry Producers Association.
 - .12 CGSB - Canadian General Standards Board.
 - .13 CNTA - Canadian Nursery Trades Association.
 - .14 CPCA - Canadian Painting Contractors Association.
 - .15 CRCA - Canadian Roofing Contractors Association.
 - .16 CSA - Canadian Standards Association.
 - .17 CSC - Construction Specifications Canada.
 - .18 CSDMA - Canadian Steel Door Manufacturers Association.
 - .19 CSI - Construction Specifications Institute.
 - .20 CSSBI - Canadian Sheet Steel Building Institute.
 - .21 CRCA - Canadian Roofing Contractors Association.
 - .22 DHI - Door and Hardware Insitute.
 - .23 EEMAC - Electrical and Electronic Manufacturer's Association of Canada.
 - .24 ESA - Electrical Safety Authority.
 - .25 FCC - Fire Commissioner of Canada.
 - .26 FSC - Forest Stewardship Council.
 - .27 GANA - Glass Association of North America.
 - .28 HMMA - Hollow Metal Manufacturers Association.

- .29 IEEE - Institute of Electrical and Electronics Engineers Inc.
- .30 ISO - International Organization for Standardization.
- .31 IWFA - International Window Film Association.
- .32 LEED - LEED Canada, Leadership in Energy and Environmental Design.
- .33 MPI - Master Painters Insitute.
- .34 NAAMM - National Association of Architectural Metal Manufacturers.
- .35 NCPI - National Clay Pipe Institute.
- .36 NEMA - National Electrical Manufacturers Association.
- .37 NFPA - National Fire Protection Association.
- .38 OPSD - Ontario Provincial Standard Drawings.
- .39 OPSS - Ontario Provincial Standard Specifications.
- .40 PPI - Plasctics Pipe Institute.
- .41 SDI - Steel Door Intitute.
- .42 SCAQMD - South Coast Air Quality Management District.
- .43 TIA - Telecommunications Industry Association.
- .44 TIAC - Thermal Insulation Association of Canada.
- .45 TTMAC - Terrazzo Tile and Marble Association of Canada.
- .46 UL - Underwriters Laboratories.
- .47 ULC - Underwriters Laboratories of Canada.
- .48 US EPA - United States Environmental Protection Agency.
- .49 WH - Warnock Hersey.

1.4 FEDERAL GOVERNMENT DEPART- MENTS AND AGENGIES

- .1 Departments, agencies and crown corporations.
 - .1 CEAA - Canadian Environmental Assessment Agency.
 - .2 CSC - Correctional Service Canada.
 - .3 CRA - Canada Revenue Agency.
 - .4 DND - Department of National Defence.
 - .5 EC - Environment Canada.
 - .6 FHBRO - Federal Heritage Buildings Review Office.
 - .7 HC - Health Canada.
 - .8 HCD - Heritage Conservation Directorate.
 - .9 LC - Labour Canada.
 - .10 PC - Parks Canada.
 - .11 PWGSC - Public Works and Government Services Canada.
 - .12 RCMP - Royal Canadian Mounted Police.
 - .13 TBS - Treasury Board Secretariat.
 - .14 TC - Transport Canada.

1.5 PROVINCIAL GOVERNMENT DEPART- MENTS AND AGENGIES

- .1 MOEE - Ontario Ministry of Environment and Energy.
- .2 MOL - Ontario Ministry of Labour.

.3 MTO and MOT - Ontario Ministry of Transportation.

.4 TSSA - Technical Standards and Safety Authority.

1.6 INTERNATIONAL GOVERNMENT DEPART- MENTS AND AGENCIES

.1 DOHMH - New York City Department of Health and Mental Hygiene, USA.

.2 GSA - Government Services Administration, USA.

1.7 UNITS OF MEASURE METRIC

.1 The following abbreviations of units of measure are commonly found in the Project Manual:

- .1 C: Celsius.
- .2 cm: centimetre.
- .3 kg: kilogram.
- .4 kg/mü: kilogram per cubic metre.
- .5 kN: kilonewton.
- .6 kPa: kilopascals.
- .7 kw: kilowatts.
- .8 l/s: litre per second.
- .9 m: metre.
- .10 mü: cubic metre.
- .11 mg/kg: milligrams per kilogram.
- .12 mg/L: milligrams per litre.
- .13 mm: millimetres.
- .14 MPa: megapascal.
- .15 NTU: nephelometric turbidity unit.
- .16 ppm: parts per million.
- .17 ug/L: micrograms per litre.
- .18 ug/mü: micrograms per cubic metre.

1.8 UNITS OF MEASURE IMPERIAL

.1 The following abbreviations of units of measure are commonly found in the Project Manual:

- .1 F: Fahrenheit.
- .2 ft: foot/feet.
- .3 ga: guage.
- .4 gpm: gallons per minute.
- .5 in: inches.
- .6 lbs: pounds.
- .7 NTU: nephelometric turbidity unit.
- .8 psi: pounds-force per square inch.

.9 ppm: parts per million.

1.9 LEED TERMS

- .1 Acronyms specific to LEED:
 - .1 CI: commercial interiors.
 - .2 EQ: environmental quality.
 - .3 MR: material and resources.
 - .4 NC: new construction.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not Used.

END OF SECTION

1.1 INSPECTION

- .1 Give timely notice requesting inspection of Work designated for special tests, inspections or approvals by Departmental Representative or by inspection authorities having jurisdiction.
- .2 In accordance with the General Conditions, Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents.
- .3 If Contractor covers or permits to be covered Work designated for special tests, inspections or approvals before such is made, uncover Work until particular inspections or tests have been fully and satisfactorily completed and until such time as Departmental Representative gives permission to proceed.
- .4 Pay costs to uncover and make good work disturbed by inspections and tests.

1.2 TESTING

- .1 Tests on materials, equipment and building systems as specified in various sections of the Specifications is the responsibility of the Contractor except where stipulated otherwise.
 - .1 Provide all necessary instruments, equipment and qualified personnel to perform tests.
- .2 At completion of tests, turn over 2 sets of fully documented tests reports to the Departmental Representative. Submit in accordance with Section 01 33 00.
 - .1 Obtain additional copies for inclusion of a complete set in each of the maintenance manuals specified in Section 01 78 00.
- .3 Unspecified tests may also be made by Departmental Representative. The costs of these tests will be paid for by the Departmental Representative.
- .4 Where tests or inspections reveal work not in accordance with contract requirements, Contractor shall pay costs for additional tests and inspections incurred by Departmental Representative as required to verify acceptability of corrected work.

1.3 REJECTED WORK

- .1 Remove and replace defective Work, whether result of poor workmanship, use of defective or damaged products and whether incorporated in Work or not, which has been identified by Departmental Representative as failing to conform to Contract Documents.
- .2 Make good damages to new and existing construction and finishes resulting from removal or replacement of defective work.

END OF SECTION

1.1 SITE ACCESS AND PARKING

- .1 The Departmental Representative will designate Contractor's access to project site as well as parking facilities for equipment and workers.

1.2 BUILDING ACCESS

- .1 Use only access doors, and circulation routes within building as designated by Departmental Representative to access interior work.

1.3 MATERIAL STORAGE

- .1 Material storage space on site is limited. Coordinate delivery to minimize storage period on site before being needed for incorporation into work.

1.4 INTERIOR DUST CONTROL AND DUST BARRIERS

- .1 Control creation and spread of dust and dirt to building interior and in particular to areas within premises still under use by occupants.

1.5 SANITARY FACILITIES

- .1 Sanitary facilities are available at the site and may be used by Contractor's work force. Make arrangements for the use of such facilities through the Departmental Representative.

1.6 POWER

- .1 Power supply is available and will be provided for construction usage at no cost.
 - .1 Make arrangements for the use of such services through the Departmental Representative.
 - .2 Departmental Representative will designate and approve each location of existing power source to which connections can be made to obtain temporary power service.
 - .3 Connect to existing power supply in accordance with CSA C22.1-12, Canadian Electrical Code.

1.7 HEATING AND VENTILATING

- .1 Supply, install and pay for costs of temporary heat and ventilation used during construction, including costs of installation, fuel, operation, maintenance and removal of equipment. Use of direct-fired heaters discharging waste products into work areas will not be permitted.
- .2 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 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.
- .5 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.

1.8 REMOVAL OF TEMPORARY FACILITIES

- .1 Remove temporary facilities from site when directed by Departmental Representative.

END OF SECTION

1.1 GENERAL

- .1 Use new material and equipment unless otherwise specified.
- .2 Within 7 days of written request by Departmental Representative, submit following information for any materials and products proposed for supply:
 - .1 Name and address of manufacturer.
 - .2 Trade name, model and catalogue number.
 - .3 Performance, descriptive and test data.
 - .4 Compliance to specified standards.
 - .5 Manufacturer's installation or application instructions.
 - .6 Evidence of arrangements to procure.
 - .7 Evidence of manufacturer delivery problems or unforeseen delays.
- .3 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .4 Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified.
- .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.

1.2 PRODUCT QUALITY

- .1 Contractor shall be solely responsible for submitting relevant technical data and independent test reports to confirm whether a product or system proposed for use meets contract requirements and specified standards.
- .2 Final decision as to whether a product or system meets contract requirements rest solely with the Departmental Representative in accordance with the General Conditions of the Contract.

1.3 ACCEPTABLE MATERIALS AND ALTERNATIVES

- .1 Acceptable Materials: When materials specified include trade names or trade marks or manufacturer's or supplier's name as part of the material description, select and only use one of the names listed for incorporation into the Work.

- .2 Alternative Materials: Submission of alternative materials to trade names or manufacturer's names specified must be done during the bidding period following procedures indicated in the Instructions to Bidders.
- .3 Substitutions: After contract award, substitution of a specified material will be dealt with as a change to the Work in accordance with the General Conditions of the Contract.

1.4 MANUFACTURERS INSTRUCTIONS

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods to be used. Do not rely on labels or enclosure provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing of any conflict between these specifications and manufacturer's instructions, so that Departmental Representative will designate which document is to be followed.

1.5 AVAILABILITY

- .1 Immediately notify Departmental Representative in writing of unforeseen or unanticipated material delivery problems by manufacturer. Provide support documentation as per clause 1.1.2 above.

1.6 WORKMANSHIP

- .1 Ensure quality of work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed.
- .2 Remove unsuitable or incompetent workers from site as stipulated in the General Conditions of the Contract.
- .3 Ensure cooperation of workers in laying out work. Maintain efficient and continuous supervision on site at all times.
- .4 Coordinate work between trades and subcontractors. See section 01 14 10 in this regard.
- .5 Coordinate placement of openings, sleeves and accessories.

1.7 FASTENINGS - GENERAL

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work and in humid areas.
- .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood or organic material plugs not acceptable.
- .3 Keep exposed fastenings to minimum, space evenly and lay out neatly.
- .4 Fastenings which cause spalling or cracking of material to which anchorage is made, are not acceptable.
- .5 Do not use explosive actuated fastening devices unless approved by Departmental Representative. See section on Health and Safety Requirements in this regard.

1.8 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.
- .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 and, use resilient washers with stainless steel.

1.9 STORAGE, HANDLING AND PROTECTION

- .1 Deliver, handle and store materials in manner to prevent deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled materials in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work. Provide additional cover where manufacturer's packaging is insufficient to provide adequate protection.

- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementations 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 and 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 Immediately remove damaged or rejected materials from site.
- .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.

END OF SECTION

1.1 GENERAL

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

1.2 MATERIALS

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.3 CLEANING DURING CONSTRUCTION

- .1 Maintain work areas in a tidy condition, free from accumulations of waste material and debris. Clean areas on a daily basis.
- .2 Keep building entrances, corridors, stairwells occupied areas of building in a clean dust free condition at all times. Conduct thorough cleaning of these areas at end of each workshift when used by workers or affected by the Work.
- .3 Use separate collection bins, clearly marked as to purpose, for source separation and recycling of waste and debris in accordance with waste management requirements specified.
- .4 Remove waste materials, and debris from site on a daily basis.
- .5 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- .6 Provide dust barriers, dividers, seals on doors and employ other dust control measures as required to ensure that dust and dirt, generated by work, are not transmitted to existing areas of building. Should dust migrate into tenant occupied areas of building, employ such means as may be necessary to immediately clean all contaminated surfaces to the satisfaction of the Departmental Representative.
 - .1 See Section 01 50 00 for requirements on dust control and for erection of dust partitions.

- .7 Immediately clean all dust, dirt, smears, scuffs and soiled surfaces in lobbies, corridors, stairwells and within tenant occupied areas resulting from the Work.

- .1 Perform cleaning, dusting and washing operations, carpet vacuuming and floor washing as necessary to thoroughly clean all soiled surfaces.

- .8 Remove snow and ice from access doors used by workforce.

1.4 FINAL CLEANING

- .1 In preparation for acceptance of the completed work perform final cleaning.
- .2 Remove grease, dust, dirt, stains, labels, fingerprints, marks and other foreign materials, from interior and exterior finished surfaces. Clean and polish surfaces including glass, mirrors, hardware, wall tile, stainless steel, chrome, baked enamel, plastic laminate, mechanical and electrical fixtures.
- .3 Replace items with broken pieces, scratches or disfigured.
- .4 Clean lighting reflectors, lenses, and other lighting surfaces.
- .5 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .6 Wax, seal, shampoo or prepare floor finishes as recommended by manufacturer.
- .7 Inspect finishes, fitments and equipment. Ensure specified workmanship and operation.
- .8 Broom clean and wash exterior paved surfaces and walks; rake clean other surfaces of grounds.
- .9 Remove debris and surplus materials from crawl areas, roof areas and other accessible concealed spaces.
- .10 Clean equipment, washroom and kitchen fixtures to a sanitary condition. Replace filters of mechanical equipment.

END OF SECTION

1.1 DEFINITIONS

- .1 Hazardous Material: Product, substance, or organism that is used for its original purpose, and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.

1.2 WASTE MANAGEMENT

- .1 Incorporate environmental and sustainable practises in managing waste resulting from work.
- .2 Divert as much waste as possible from landfill.
- .3 Coordinate work of subtrades and subcontractors to ensure all possible waste reduction and recycling opportunities are taken. Follow waste management requirements specified in trade sections of the Specifications.
- .4 Reduce waste during installation of new materials. Undertake practices which will optimize full use of materials and minimize waste.
- .5 Develop innovative procedures to reduce quantity of waste generated by construction such as by delivering materials to site with minimal packaging etc.
- .6 Provide on-site facilities to collect, handle and store anticipated quantities of reusable, salvageable and recyclable materials.
- .7 During demolition and removal work separate materials and equipment at source, carefully dismantling, labelling and stockpiling alike items for the following purposes:
 - .1 Reinstallation into the work where indicated.
 - .2 Salvaging reusable items not needed in project which Contractor may sell to other parties.
 - .3 Sending as many items as possible to locally available recycling facility.
 - .4 Segregating remaining waste and debris into various individual waste categories for disposal in a "non-mixed state" as recommended by waste processing/landfill sites.
- .8 Isolate product packaging and delivery containers from general waste stream. Send to recycling facility or return to supplier/manufacturer.

- .9 Send leftover material resulting from installation work for recycling whenever possible.
- .10 Establish methods whereby hazardous and toxic materials, and their containers used on site are properly handled, stored and disposed in accordance with applicable federal, provincial and municipal laws and regulations.

1.3 DISPOSAL REQUIREMENTS

- .1 Burying or burning of rubbish and waste materials is prohibited.
- .2 Disposal of volatile materials, mineral spirits, oil, paint, and other hazardous materials into waterways, storm, or sanitary sewers is prohibited.
- .3 Dispose of waste only at approved waste processing facility or landfill sites approved by authority having jurisdiction.
- .4 Contact the authority having jurisdiction prior to commencement of work, to determine what, if any, demolition and construction waste materials have been banned from disposal in landfills and at transfer stations. Take appropriate action to isolate such banned materials at site of work and dispose in strict accordance with provincial and municipal regulations.
- .5 Transport and dispose of waste intended for waste processing plant or landfill facility in separated condition and to Operator's rules and recommendations in support of their effort to recycle, reduce and divert certain waste stream from general landfill.
- .6 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.
- .7 Sale of salvaged items by Contractor to other parties not permitted on site.

END OF SECTION

1.1 RELATED SECTIONS

- .1 Section 01 78 00 - Closeout Submittals.

1.2 INSPECTION AND DECLARATION

- .1 Contractor's Inspection: Coordinate and perform, in concert with subcontractors, an inspection and check of all Work. Identify and correct deficiencies, defects, repairs and perform outstanding items as required to complete work in conformance with Contract Documents.
 - .1 Notify Departmental Representative in writing when deficiencies from Contractor's inspection have been rectified and that Work is deemed to be complete and ready for Departmental Representative's inspection of the completed work.
- .2 Departmental Representative's Inspection: Accompany Departmental Representative during all substantial and final inspections of the Work.
 - .1 Address defects, faults and outstanding items of work identified by such inspections.
 - .2 Advise Departmental Representative when all deficiencies identified have been rectified.
- .3 Note that Departmental Representative will not issue a Certificate of Substantial Performance of the work until such time that Contractor performs following work and turns over the specified documents:
 - .1 Project record as-built documents;
 - .2 Final Operations and Maintenance manuals;
 - .3 Maintenance materials, parts and tools;
 - .4 Compliance certificates from applicable authorities;
 - .5 Reports resulting from designated tests;
 - .6 Demonstration and training complete with user manuals;
 - .7 Manufacturer's Guarantee certificates.
 - .8 Testing, adjusting and balancing of equipment and systems complete with submission of test reports.
 - .9 Commissioning of equipment and systems specified.
- .4 Correct all discrepancies before Departmental Representative will issue the Certificate of Completion.

END OF SECTION

1.1 RELATED SECTIONS

- .1 Section 01 79 00 - Demonstration and Training.

1.2 PROJECT RECORD DOCUMENTS

- .1 Departmental Representative will provide 2 white print sets of contract drawings specifically for "As-Built" purposes.
- .2 Maintain at site one set of the contract drawings and specifications to record actual As-Built site conditions.
- .3 Maintain up-to-date, real time as-built drawings and specifications in good condition and make available for inspection by the Departmental Representative upon request.
- .4 As-Built Drawings:
 - .1 Record changes in red ink on the prints. Mark only on one set of prints and at completion of work, neatly transfer notations to second set (also by use of red ink).
 - .2 Submit both sets to Departmental Representative prior to application for Certificate of Substantial Performance.
 - .3 Stamp all drawings with "As-Built". Label and place Contractor's signature and date.
 - .4 Show all modifications, substitutions and deviations from what is shown on the contract drawings.
 - .5 Record following information:
 - .1 Plumbing, heating, air conditioning and ventilation, sprinkler and electrical service installation locations; all to be dimensioned and referenced to building columns or load bearing walls;
 - .2 Any details produced in the course of the contract by the Departmental Representative to supplement or to change existing design drawings;
 - .3 All change orders issued over the course of the contract must be documented on the finished As-Built documents, accurately and consistently depicting the changed condition as it applies to all affected drawing details.

- .5 Maintain As-Built documents current as the contract progresses. Departmental Representative will conduct reviews and inspections of the documents on a regular basis. Failure to maintain as-builts current and complete to satisfaction of the Departmental Representative shall be subject to financial penalties in the form of progress payment reductions and holdback assessments.

1.3 REVIEWED SHOP DRAWINGS

- .1 Provide a complete set of all shop drawings reviewed for project to incorporate into each copy of the Operations and Maintenance Manuals.
- .2 Submit full sets at same time and as part of the contents of the Operation and Maintenance Manuals specified.

1.4 OPERATIONS & MAINTENANCE MANUAL

- .1 O&M Manual - Definition: an organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of the specifications.
- .2 Manual Language: final manuals to be in English language.
- .3 Number of copies required:
 - .1 Upon review and acceptance by Departmental Representative, submit 3 final copies.
- .4 Submission Date: submit complete operation and maintenance manual to Departmental Representative 3 weeks prior to application for Certificate of Substantial Performance of the work.
- .5 Binding:
 - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
 - .2 Use vinyl, hard covered, 3 "D" ring binders, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
 - .3 Where multiple binders are needed, correlate data into related consistent groupings.
 - .4 Identify contents of each binder on spine.
 - .5 Organize and divide data following same numerical system as the section numbers of the Specification Manual.

- .6 Dividers: separate each section by use of cardboard dividers and labels. Provide tabbed fly leaf for each individual product and system and give description of product or component.
 - .7 Type lists and notes. Do not hand write.
 - .8 Drawings, diagrams and manufacturers' literature must be legible. Provide with reinforced, punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .6 Manual Contents:
- .1 Cover sheet containing:
 - .1 Date submitted.
 - .2 Project title, location and project number.
 - .3 Names and addresses of Contractor, and all Sub-Contractors.
 - .2 Table of Contents: provide full table of contents in each binder(s), clearly indicate which contents are in each binder.
 - .3 List of maintenance materials.
 - .4 List of spare parts.
 - .5 List of special tools.
 - .6 Original or certified copy of warranties and product guarantees.
 - .7 Copy of approval documents and certificates issued by Inspection Authorities.
 - .8 Copy of reports and test results performed by Contractor as specified.
 - .9 Product Information (PI Data) on materials, equipment and systems as specified in various sections of the specifications. Data to include:
 - .1 List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
 - .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts list.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.
 - .7 Maintenance instructions for finishes.
- .7 Shop drawings:
- .1 Include complete set of reviewed shop drawings into each copy of the operations and maintenance manual.

- .2 Fold and bind material professionally in a manner that corresponds with the specification section numbering system.
- .3 When large quantity of data is submitted, place into separate binders of same size as O&M binders.
- .8 Equipment and Systems Data: the following list indicates the type of data and extent of information required to be included for each item of equipment and for each system:
 - .1 Manufacturer's printed operation and maintenance instructions.

1.5 SPARE PARTS, TOOLS AND MAINTENANCE MATERIALS

- .1 Provide spare parts, special tools and extra materials for maintenance purposes in quantities specified in individual specification sections.
- .2 Tag all items with associated function or equipment.
- .3 Provide items of same manufacture and quality as items in Work.
- .4 Deliver to site in well packaged condition. Store in location as directed by Departmental Representative.
- .5 Clearly mark as to contents indicating:
 - .1 Part number.
 - .2 Identification of equipment or system for which parts are applicable.
 - .3 Installation instructions or intended use as applicable.
 - .4 Name, address and telephone number of nearest supplier.
- .6 Prepare and submit complete inventory list of items supplied. Include list within Maintenance Manual.

END OF SECTION

1.1 RELATED SECTIONS

- .1 Operations and Maintenance Manual: Section 01 78 00.

1.2 DESCRIPTION

- .1 Demonstrate scheduled operation and maintenance of equipment and systems to Owner's personnel prior to date of final inspection.
- .2 Departmental Representative will provide a list of Owner's personnel to receive instructions,
- .3 Cooperate with Departmental Representative in coordinating time and attendance of Owner's personnel with manufacturer's training Representative(s).

1.3 QUALITY CONTROL

- .1 Ensure that only personnel from own forces, Subcontractors or Suppliers competent and fully knowledgeable in the particular material component, equipment or system installation are used to provide training and demonstrations.
- .2 When specified in individual Sections, obtain the manufacturers Departmental Representative to demonstrate operation of equipment and systems, instruct Owner's personnel, and provide written report that demonstration and instructions have been completed.
- .3 Upon request, provide evidence to Departmental Representative of individual Trainer's knowledge and qualifications.

1.4 SUBMITTALS

- .1 Submit schedule of time, date and complete list of equipment and systems for which demonstration and training sessions will be provided. Submit schedule a minimum of 2 weeks prior to designated dates, for Departmental Representative's approval.
- .2 Submit report within 1 week after completion of demonstration, that demonstration and instructions have been satisfactorily completed. Provide time and date of when each demonstration was actually given, with list of persons present.

1.5 CONDITIONS FOR DEMONSTRATIONS

- .1 Prior to carrying out demonstration and training, ensure that equipment has been inspected and tested, is fully operational, has been performance verified and TAB has been carried out.
- .2 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.6 PREPARATION

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

1.7 DEMONSTRATION AND INSTRUCTIONS

- .1 Include the following items within the demonstration and training:
 - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each of equipment.
 - .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.
 - .5 Provide other specific training and instructions as specified in trade sections.

1.8 TIME ALLOCATED FOR INSTRUCTIONS

- .1 Observe the allocated time period specified in trade sections. Provide additional time when required to ensure all personnel fully understand all aspects of the information and instructions being provided. Allow for questions by participants.

END OF SECTION

1.1 RELATED SECTIONS

- .1 Operations and Maintenance Manuals: Section 01 78 00.
- .2 Demonstration and Training: Section 01 79 00.

1.2 BACKGROUND INFORMATION

- .1 Historically in the past, the term commissioning has been used in reference to the process used to conduct testing, adjusting and balancing of the heating, ventilation and air conditioning (HVAC) systems of a building.
- .2 Commissioning (or the commissioning process), as understood by Departmental Representative, is a planned program of activities conducted in concert with other activities performed during each stage of project delivery.
 - .1 The commissioning process identifies issues during the Planning and Design stages which are addressed during the Construction and Occupancy Stages of a Facility to ensure that the built facility is constructed and proven to operate satisfactorily under all weather, environmental and occupancy conditions to meet operational and user requirements.
 - .2 Commissioning activities during the Construction stage incorporates a verification process and a transfer of critical operational knowledge to Facility personnel.

1.3 COMMISSIONING OBJECTIVES

- .1 A Commissioning Plan has been prepared by the Departmental Representative which identifies, among other issues, specific commissioning activities to be carried out by the commissioning team during the Construction and Occupancy Stages of the project.
- .2 The commissioning activities have the following objectives:
 - .1 Collect data on equipment and systems being supplied and document their installation;

- .2 Conduct checks and tests on fully installed building components, equipment, systems and integrated systems to:
 - .1 Verify whether they operate in accordance with requirements of Contract Documents;
 - .2 Verify performance against design criteria and user requirements and measure peak capacities;
- .3 Ensure transfer of knowledge on the operations, maintenance and management of the Facility to Tenant and Operational personnel by means of appropriate training.
- .3 Work to achieve the above objectives requires a collaborative effort from all members of the commissioning team.
 - .1 Contractor's commissioning activities and responsibilities are described in Clause 1.8 below.
- .4 Commissioning activities performed by the Departmental Representative does not replace checks, tests, adjustments, balancing and other performance verification procedures to be carried out by the Contractor as an integral part of performing the Work of this contract as specified in other sections of the Specifications.

1.4 SYSTEMS TO BE COMMISSIONED

- .1 The following systems and controls, complete with associated equipment and components, will be by Departmental Representative and requires related commissioning activities to be performed by Contractor as specified herein and in section(s):
 - .1 Section 22 30 05 Domestic Water Heaters.
 - .2 Section 23 21 13 Hydronic Pumps.

1.5 DEFINITIONS

- .1 For the purpose of this contract, the various terms listed below, as they relate directly or indirectly to the commissioning process, shall be deemed to have the following meaning.

- .2 Commissioning Process: a planned program of tasks, activities and procedures carried out systematically during the Construction and Occupancy Stages in accordance with the commissioning objectives, specified in clause 1.4.2 above, to:
 - .1 Verify whether the fully installed equipment, systems and integrated systems operate in accordance with contract documents and design criteria and;
 - .2 Ensure that appropriate documentation is compiled to effectively train O& M staff.
- .3 Commission (ie: to commission a building component or system): tests and checks conducted by Departmental Representative on all systems and integrated systems of Facility; carried out only after they are fully installed, functional and Contractor's Performance Verification responsibilities have been completed and approved.
 - .1 Contractor provides assistance during this process by operating equipment and systems, by troubleshooting and making adjustments as may be required.
 - .2 Systems are run under their full operation and under various modes to determine if they function correctly, consistently, at peak efficiency and interactively with each other as intended in accordance with Contract Documents and design criteria.
 - .3 During these checks, adjustments may be made enhancing performance to meet environmental or user requirements.
- .4 Departmental Representative: a specifically appointed person, responsible for the development of a Commissioning Plan and managing its implementation by overseeing and coordinating various activities and responsibilities to be performed by members of the Commissioning Team.
 - .1 In this project, the Departmental Representative prepares final design and contract documents for this Work.
 - .2 Departmental Representative plays a lead role in support to ensure that the commissioning objectives are achieved.

- .5 Commissioning Manager: a Departmental Representative providing advice and guidance on commissioning requirements to the Commissioning Agent in support to the Departmental Representative.
- .6 Commissioning Plan: the document which describes the organization, scheduling, allocation of resources, required documentation, target dates, and team roles and responsibilities for verification that the built works meet Contract Document and design criteria requirements.
- .7 Contractor: means the General Contractor, however it also refers to any personnel from subcontractors, including the controls and TAB specialists, suppliers and manufacturer's technical persons which Contractor employs to carry out his/her designated commissioning duties and activities.
- .8 Departmental Representative: persons from the civil, architectural, mechanical and electrical design disciplines of the engineering firm(s) which have been engaged by the Departmental Representative to prepare the final design and produce the contract documents. Design Consultant also has specifically identified commissioning activities for this project.
- .9 Design Criteria: All those factors included in the design of a Facility prescribed by the tenant needs or as determined by Designer as necessary in order to meet all Facility functional and user operational requirements
- .10 Installation/Start-up Checks: (sometimes referred to as pre-functional checks) A written compilation of checks and inspections to be performed by Contractor during the pre-start-up and start-up of a particular equipment or system component.
 - .1 Checklist sheets are produced which include the following data:
 - .1 Product manufacturer's installation instructions and recommended checks and;
 - .2 Special procedures as specified in relevant sections of Specifications;

- .3 Other items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- .2 Standard Installation/Start-Up Checklist sheets prepared by equipment manufacturer are acceptable for use. However, supplement with additional data representative of specific project conditions as deemed required by Departmental Representative.
- .3 Use Checklist sheets for all equipment installation. Document in writing on checklist the various checks made, deficiencies noted and corrective action taken.
- .4 Installer to sign Checklist sheets upon completion, certifying that stated checks and inspections have been performed.
- .5 Use of Installation/Start-Up Checklists shall not be considered part of the commissioning process but shall be stringently used for all equipment pre-start and start-up procedures.
- .6 Return completed Installation/Start-Up Checklist sheets after use to Departmental Representative for retention. Checklists are required by Commissioning Agent when Facility is commissioned and will be included in the BMM manual at completion of project.
- .11 Performance Verification: (sometimes referred to Functional Testing) checks, running dynamic tests and adjustments carried out by Contractor on equipment and systems, upon their installation, to ensure they operate correctly, efficiently and function independently and interactively with other systems as intended in accordance with contract documents and manufacturer's recommendations.
 - .1 Performance Verification shall not be considered part of the commissioning process. It is however considered an essential and integral part of Contractor's responsibilities in the equipment installation process which must be stringently conducted, successfully completed and approved by Departmental Representative before a piece of equipment or system is considered fully installed and functional.

- .2 Facility components and systems will not be commissioned by Departmental Representative until performance verification has been completed and approved.
- .12 Performance Verification Report Sheets (PV sheets): forms developed by Departmental Representative for Contractor's use to record measured data and readings taken during functional testing and Performance Verification procedures.
- .13 Product Information (PI Data): a compilation of data gathered on a particular piece of equipment, typically produced by manufacturer, which includes nameplate information, installation/startup instructions, parts list, operating instructions, maintenance guidelines and other pertinent technical data and recommended checks that is necessary to prepare for start-up and functional testing and used during operation and maintenance of such equipment.

1.6 COMMISSIONING TEAM

- .1 A commissioning team will be assembled to carryout various functions needed to effectively commission the Facility. Contractor shall be part of this team with duties and responsibilities as specified in this section and in other sections of the Specifications.
- .2 Members of the Commissioning Team are as follows:
 - .1 Commissioning Agent.
 - .2 Design Consultant.
 - .3 Contractor.
 - .4 Departmental Representative.
 - .5 PWGSC Commissioning Manager.
 - .6 Departmental Representative providing advice and project quality control when required.
 - .7 Facility's operation and maintenance personnel staff as identified by Departmental Representative.
- .3 Effective commissioning requires coordination between members of the commissioning team. Cooperate with other team members in fulfilling assigned duties and as follows:

- .1 Communicate commissioning objectives, to subcontractors, suppliers and manufacturers.
- .2 Coordinate activities between subcontractors and trades as needed to carryout Contractor's assigned commissioning activities.
- .3 Ensure attendance of subcontractors and required specialist at commissioning meetings and during the commissioning process.

1.7 CONTRACTOR'S COMMISSIONING ACTIVITIES

- .1 General:
 - .1 Organize and arrange for the services of subcontractors, their specialists and manufacturer's technical representatives to perform Contractor's commissioning activities.
 - .2 Ensure that personnel forming part of the Commissioning Team are qualified and knowledgeable of installed equipment and systems and with design intent.
 - .3 Develop in conjunction with the Commissioning Agent a commissioning schedule as specified in clause 1.11.
 - .4 Notify Departmental Representative in writing when Facility is ready for be commissioned.
 - .5 Commissioning will only commence once that full documentation has been received and installed equipment and systems have undergone successful performance verification.
 - .6 Note that Certificate of Substantial Performance will only be issued when:
 - .1 All commissioning documentation has been received and found suitable by Departmental Representative;
 - .2 Designated equipment and systems have been commissioned and;
 - .3 Training has been completed.

- .7 Performance faults:
 - .1 Equipment and systems found not operating correctly or not performing as intended during commissioning shall be re-verified by checking 100% of all equipment and components of the unfunctional system, including related controls as required to rectify the deficiencies and ensure correct performance.
 - .2 Costs to conduct additional tests and inspections, as deemed required by Departmental Representative, to determine acceptability and proper performance of such item to be paid for by Contractor.
- .2 Prior to Facility being Commissioned:
 - .1 Submit commissioning documentation as specified in clause 1.13 below.
 - .2 Submit the Installation/Start-Up Checklist sheets to Departmental Representative for review prior to conducting the pre-start and start-up of any piece of equipment. Incorporate additional start-up instructions onto checklist as determined by the Departmental Representative.
 - .3 Conduct the pre-start and start-up of all equipment by following and filling out the approved Installation/Start-Up Checklists.
 - .4 Conduct Performance Verification on all installed equipment and systems. Use and fill out the PV Report Sheets provided.
 - .5 Upon completion of start-up and performance verification process, submit signed copy of Checklist and PV sheets to Departmental Representative as affidavit that required checks and tests were successfully conducted.
 - .6 Record performance measurements and data reading on PV sheets and return to Departmental Representative for compilation.
 - .7 Give Departmental Representative a minimum of 5 days notice for start-up and performance verification of equipment and systems which must be witnessed by Commissioning Agent as determined by Commissioning Agent beforehand on PV sheets.

- .8 Provide missing information and data as identified by Departmental Representative during documentation review.
 - .9 Submit above noted documentation before Commissioning will proceed.
 - .10 Address deficiencies in Work identified during performance verification of equipment and systems. Conduct additional performance verification thereafter.
 - .11 Arrange for special tools and devices, identified at commissioning meeting(s), as deemed required to assist with commissioning.
 - .12 Provide access ladders, two way radios and other equipment required by Team when facility will be commissioned.
- .3 When Facility is being Commissioned:
- .1 Provide qualified tradespersons to be present at site to assist Commissioning Agent for the time period and commissioning activity specified in the following sections:
 - .1 Section 22 30 05.
 - .2 Section 23 21 23.
 - .2 Assist in commissioning mechanical systems specified and as follows:
 - .1 Operate designated building component, mechanical/electrical equipment and system under all modes of operation and conduct checks and tests as directed by Commissioning Agent.
 - .2 Check and verify that building component, equipment, systems and integrated systems, including their controls, are functioning and responding correctly and interactively with each other.
 - .3 Test systems independently and then in unison with other related systems.
 - .4 Conduct all Commissioning checks and tests in presence of and witnessed by Departmental Representative.
 - .5 Assist Departmental Representative and other members of the commissioning team who will also be present to commission Facility.

- .3 Specific procedures used to commission Facility will be provided by Departmental Representative which includes:
 - .1 Sequential order of building component and system to be tested.
 - .2 Running systems under various anticipated modes and demands (example: high and low cooling or heating loads, duplicating outside temperature conditions, fire alarm and power failure conditions etc.).
 - .3 Running building controls through all sequences of operation to verify and confirm that equipment and systems are responding as designed and intended.
 - .4 Operating designated equipment at peak capacities, recording output data against design criteria.
- .4 Run component or systems as long as necessary to effectively commission all items as deemed required by Departmental Representative.
- .5 Monitor equipment and system responses.
- .6 Record test results, measurements and other data on commissioning forms provided by Departmental Representative.
- .7 Assist in analyzing results. Identify system deficiencies and components not responding as intended.
- .8 Correct deficiencies and system non-conformance issues. Adjust, calibrate or fine tune system components as required. Debug system software as may be required.
- .9 Retest systems when directed to confirm compliance.
- .4 Upon completion of Facility Commissioning:
 - .1 Provide training to maintenance & operational personnel as specified in clause 1.12 below.
 - .2 Turn over any filled-in checks sheets or reports resulting from commissioning.
 - .3 Submit written report to Departmental Representative.
 - .1 Indicate results noted and corrective action taken.

- .2 Note improvements made to operating parameters and control settings.
- .3 Recommend modifications deemed advisable to improve performance, environmental conditions, energy consumptions and other issues.
- .4 Commissioning Agent and other team members as determined by Departmental Representative to be present during such work.

1.8 COMMISSIONING ACTIVITIES OF OTHER TEAM MEMBERS

- .1 Commissioning Agent:
 - .1 Represents the Department during the commissioning process.
 - .2 Works with Contractor, subcontractors, equipment suppliers, Design Consultant resources, PWGSC and Tenant Representatives to resolve technical problems which may arise during the process.
 - .3 Witnesses Contractor's pre-start, start-up and performance verification procedures for certain equipment and systems specified when deemed required due to their critical nature and function in the Facility.
 - .4 Verifies that Installation/Start-up Checklists and Performance Verification checks and tests are used and stringently followed by Contractor.
- .2 Design Consultant:
 - .1 Prepares in concert with Commissioning Agent the Commissioning Plan.
 - .2 Reviews Contractor's Installation/Start-up Checklists for completeness, incorporating supplement data not addressed on checklist. Provides to Contractor checklist for products which manufacturer does not provide installation and start-up instructions.
 - .3 Develops performance certifications report sheets for use by Contractor to record actual data and measurements against design data criteria.
 - .4 Includes, on performance verification report sheets, design data and anticipated performance values for equipment and systems to undergo verification.

- .5 Compiles commissioning documentation submitted by Contractor. Prepares final Building Management Manuals.
- .6 Assist in the resolution of issues relating to commissioning.
- .3 Tenant Representative:
 - .1 Participates with other team members to ensure that systems as installed meet the operational and functional requirements.
 - .2 Periodically attends commissioning meetings as required.
 - .3 Attends final commissioning activities.
 - .4 Assists in resolving technical problems by providing additional details on operational requirements.
- .4 Facility Operations and Maintenance Staff:
 - .1 Participates in the commissioning process to obtain early introduction to the facility systems and to provide early operator feedback.
 - .2 Prime interest is in the familiarization and training of appropriate maintenance staff.
 - .3 Staff may attend certain critical equipment start-up and performance verification activities and provide comments and practical suggestions on issues which may arise during actual operation, maintenance and repair of the equipment and systems.
 - .5 Identifies the appropriate staff which must receive the O&M training.

1.9 TRAINING

- .1 Commence process of familiarizing Tenant and O&M personnel in the early stages of work on purpose and operation of various equipment and systems. Continue process throughout the entire construction duration.
 - .1 Provide informal briefings during occasional site visits, at planned commissioning meetings and during the final commissioning site activities.

- .2 Conduct formal demonstration and training sessions only after all identified systems have been commissioned by Departmental Representative has given approval to proceed with the training process.
- .3 Carryout training in accordance with requirements of section 01 79 00.
- .4 Submit typewritten record of training sessions given and list of attendees. Use forms of format approved by Departmental Representative.

1.10 COMMISSIONING DOCUMENTATION

- .1 Submit the following documentation for use during commissioning.
 - .1 Operations and Maintenance Manuals, Project Record Documents and other data as specified in Section 01 78 00. Data to include:
 - .1 Equipment Product Information (PI Data) complete with:
 - .1 Nameplate info.
 - .2 Installation instructions.
 - .3 Operating procedures and
 - .4 Maintenance guidelines.
 - .2 Reviewed shop drawings.
 - .3 As-built record drawings and Specifications.
 - .2 Completed Installation/Start-up Checklist sheets used.
 - .3 Performance Verifications checks and tests procedures and completed report sheets used.
 - .4 Copy of any static and dynamic test and reports conducted.
 - .5 TAB report and other reports as specified in various trade sections.
- .2 Above documentation is required by Commissioning Agent to commission Facility. Submit data minimum 3 weeks before commencement of commissioning.
- .3 Documentation to include detailed information and number of copies as specified for maintenance manuals of section 01 78 00.

- .4 Departmental Representative will compile above documentation and produce a BMM manuals for operation/maintenance staff and tenant use.

END OF SECTION