



Requisition No. EE 899 - 170932

DRAWINGS AND SPECIFICATION for;

**SECURITY ENHANCEMENTS of  
EXTERIOR CELL WINDOWS**

Abbotsford, BC  
Matsqui Complex - Pacific Institution  
96 Bed LU - Building E

Project No.: R.044847.001  
June 2016

APPROVED BY:

 2016-05-30  
Regional Manager AES Date

 2016.05.26  
Construction Safety Coordinator Date

TENDER:

 May 31/16  
Project Manager Date

**SECURITY ENHANCEMENTS of EXTERIOR CELL WINDOWS**

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**1 SUMMARY OF WORK**

- .1 Work covered by Contract Documents:
  - .1 Work under this Contract comprises new security enhancements of existing cell windows including fabrication and installation of new contraband screen assemblies, and remedial work as indicated, at 96 Bed LU Building-E at Pacific Institution, 33344 King Rd., Abbotsford, BC.
- .2 Contractor's Use of Premises:
  - .1 Contractor has controlled use of construction area for Work, storage, and access as directed by the Departmental Representative.
  - .2 Use of areas inside Pacific Institution, is controlled by the Departmental Representative.
  - .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
  - .4 Pacific Institution site will be operational during work of this Contract.

**2 WORK RESTRICTIONS**

- .1 Notify, Departmental Representative of intended work in each area and provide schedule for review. Notify Departmental Representative 48 hours in advance of unscheduled changes to schedule throughout course of work.
- .2 Protect duct systems to prevent dust and contaminants migrating outside of the Work area.
- .3 Construct barriers in accordance with Temporary Barriers and Enclosures clause.
- .4 Security Requirements: refer to Section 01 14 10 - Security requirements.
- .5 Hours of work:
  - .1 Perform work during normal working hours of the site (0730 to 1600), Monday through Friday except holidays.
  - .2 Work may be performed after normal working hours of Institution, Monday through Friday, on weekends and holidays, with a minimum forty-eight (48) hours advance notice and approval of the Departmental Representative.
  - .3 Provide schedule for prior approval of Departmental Representative.
  - .4 Allow for delays due to security protocol when work interferes with Institution security operations.
- .6 Access into Institution:
  - .1 Vehicular access through the Principal Entrance sally port will be restricted during the inmate "count" at breakfast, lunch and dinner hours.
  - .2 Confirm "count" times with Departmental Representative. Delays may occur when entering and exiting the Institution with Contractor and delivery vehicles during "count" times and due to security situations and heavy traffic.
  - .3 A construction escort will be provided by the Departmental Representative, at no cost to the Contract for access to site area inside Institution. Notify Departmental Representative minimum 24 hours in advance of when Construction Escort is required.

**3 CONSTRUCTION WORK SCHEDULE**

- .1 Commence work immediately upon official notification of acceptance of offer and complete the work within eight weeks from the date of such notification.
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- .2 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Substantial Certificate and Final Certificate as defined times of completion are of essence of this contract.
- .3 Submittals:
  - .1 Submit to Departmental Representative within ten (10) working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of construction progress.
  - .2 Departmental Representative will review schedule and return one copy.
  - .3 Re-submit two (2) copies of finalized schedule to Departmental Representative within five (5) working days after return of reviewed preliminary copy.
- .4 Project Scheduling Reporting:
  - .1 Update Project Schedule on two week basis reflecting activity changes and completions, as well as activities in progress.
  - .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.
- .5 Project Meetings:
  - .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
  - .2 Security protocol related delays with their remedial measures will be discussed and negotiated.
  - .3 Before submitting first progress claim submit breakdown of Contract price in detail as directed by Departmental Representative and aggregating contract price. After approval by Departmental Representative cost breakdown will be used as basis for progress payments.

#### **4 SUBMITTAL PROCEDURES**

- .1 Administrative:
    - .1 Submit to Departmental Representative submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work.
    - .2 Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
    - .3 Do not proceed with work affected by submittal, until review is complete.
    - .4 Present shop drawings in SI Metric units.
    - .5 Where items or information is not produced in SI Metric units converted values are acceptable.
    - .6 Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.
    - .7 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
    - .8 Verify field measurements and affected adjacent Work are coordinated.
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- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative review of submittals.
  - .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
  - .11 Keep one reviewed copy of each submission on site.
- .2 Shop Drawings:
- .1 Drawings to be originals prepared by Contractor, Subcontractor, Supplier or Distributor, which illustrate appropriate portion of work; showing fabrication, layout, setting or erection details as specified in appropriate sections.
- .3 Product Data:
- .1 Certain specification Sections specify that manufacturer's standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and other standard descriptive data will be accepted in lieu of shop drawings, provided that the product concerned is clearly identified. Submit in sets, not as individual submissions.
- .4 Samples:
- .1 Submit samples in sizes and quantities specified.
  - .2 Where colour is criterion, submit full range of colours.
  - .3 Submit all samples as soon as possible after the contract is awarded, to facilitate production of complete colour scheme by the Departmental Representative.
- .5 Mock-ups:
- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of all Sections required to provide mock-ups. ,
  - .2 Construct in location as specified in specific Section .
  - .3 Prepare mock-ups for Departmental Representative' review with reasonable promptness and in an orderly sequence, so as not to cause any delay in Work.
  - .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
  - .5 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.
- .6 Submission Requirements:
- .1 Schedule submissions at least ten days before dates reviewed submissions will be needed.
  - .2 Submit number of copies of product data, shop drawings which Contractor requires for distribution plus four (4) copies which will be retained by Departmental Representative.
  - .3 Accompany submissions with transmittal letter in duplicate.
  - .4 Submit either bond copies or one (1) electronic pdf file of each shop drawing and product data as directed by Departmental Representative.
- .7 Coordination of Submissions:
- .1 Review shop drawings, product data and samples prior to submission.
  - .2 Coordinate with field construction criteria.
  - .3 Verify catalogue numbers and similar data.
  - .4 Coordinate each submittal with requirements of the work of all trades and contract documents.
  - .5 Responsibility for errors and omissions in submittals is not relieved by Departmental Representative's review of submittals.
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.6 Responsibility for deviations in submittals from requirements of Contract documents is not relieved by Departmental Representative's review of submittals, unless Departmental Representative gives written acceptance of specified deviations.

.7 Notify Departmental Representative, in writing at time of submission, of deviations in submittals from requirements of Contract documents.

.8 Make any changes in submissions which Departmental Representative may require consistent with Contract Documents and re-submit as directed by Departmental Representative.

.9 After Departmental Representative's review, distribute copies.

.10 Shop Drawings Review:

.1 Review of shop drawings by Public Works and Government Services Canada (PWGSC) is for the sole purpose of ascertaining conformance with the general concept.

.2 The Departmental Representative's review does not mean that PWGSC approves the detail design inherent in the shop drawings, responsibility remains with the contractor submitting same, and such review will not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and contract documents.

.3 Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation, and for co-ordination of the work of all subtrades.

## **5 HEALTH AND SAFETY**

.1 Specified in Section 01 35 33 - Health and Safety Requirements.

## **6 ENVIRONMENTAL PROCEDURES**

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

.2 Do not bury rubbish and waste materials on site.

.3 Do not dispose of waste or volatile materials such as oil, paint thinner or mineral spirits into waterways, storm or sanitary systems.

.4 Under no circumstances dispose of rubbish or waste materials on property or CSC waste bins.

## **7 REGULATORY REQUIREMENTS**

.1 References and Codes:

.1 Perform Work in accordance with National Building Code of Canada (NBCC2010) including all amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.

.2 Meet or exceed requirements of:

.1 Contract documents.

.2 Specified standards, codes and referenced documents.

## **8 QUALITY CONTROL**

.1 Inspection:

.1 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.

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.2 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.

.3 Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

.2 Rejected Work:

.1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.

.2 Make good other Contractor's work damaged by such removals or replacements promptly.

**9 TEMPORARY UTILITIES**

.1 Temporary Ventilation:

.1 Ventilating:

.1 Prevent accumulations of dust, fumes, mists, vapours or gases in occupied areas 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 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.

.2 Maintain strict supervision of operation of temporary 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 exterior of building.

.3 Be responsible for damage to Work due to failure in providing adequate ventilation and protection during construction.

.2 Temporary Power and Light:

.1 Electrical power at existing building may be used for construction purposes at no extra cost, provided that electrical components used for temporary power are replaced when damaged.

.3 Temporary Communication Facilities:

.1 Temporary land line telephone and fax hook up are restricted on site. Conform to Section 01 14 10 Security Requirements for use of cell phones inside institution.

.4 Fire Protection:

.1 Provide and maintain temporary fire protection equipment during performance of Work required by governing codes, regulations and bylaws.

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**10 CONSTRUCTION FACILITIES**

- .1 Scaffolding:
  - .1 Design, construct and maintain scaffolding in rigid, secure and safe manner, in accordance with WCBBC regulations and Section 01 35 33.
  - .2 Erect scaffolding independent of walls. Remove promptly when no longer required.
- .2 Site Storage/Loading:
  - .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
  - .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.
- .3 Construction Parking:
  - .1 Parking space outside double fence and temporary parking for delivery vehicles at the construction site is available as directed by the Departmental Representative. Remove vehicles as directed.
- .4 Contractor's Site Office:
  - .1 Provide office as required to accommodate Contractor's operations. Locate as directed by the Departmental Representative.
  - .2 Provide a clearly marked and fully stocked first-aid case in a readily available location in accordance with WCB requirements.
- .5 Equipment, Tools and Material Storage:
  - .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
  - .2 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.
- .6 Sanitary Facilities:
  - .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances. Local building sanitary facilities in vicinity are available for use by Contractor workers as directed by Departmental Representative. Maintain washroom facilities in clean condition.
- .7 Construction Signs:
  - .1 Format, location and quantity of site signs and notices to be approved by Departmental Representative.
  - .2 Signs and notices for safety or instruction to be in English language, or commonly understood graphic symbols.
  - .3 Maintain signboards, signs and notices for duration of project. Remove and dispose of signs off site when directed by Departmental Representative.
  - .4 Remove signs from site at completion of project or as directed by Departmental Representative.

**11 TEMPORARY BARRIERS AND ENCLOSURES**

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

## 12 COMMON PRODUCT REQUIREMENTS

- .1 Reference Standards:
    - .1 If there is a question as to whether any product or system is in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
    - .2 Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.
    - .3 Conform to latest date of issue of referenced standards in effect on date of submission of Bids, except where specific date or issue is specifically noted.
  - .2 Quality:
    - .1 Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
    - .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
    - .3 Should any dispute arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
    - .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
    - .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms
  - .3 Storage, Handling and Protection:
    - .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
    - .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
    - .3 Store products subject to damage from weather in weatherproof enclosures.
    - .4 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative .
    - .5 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.
  - .4 Transportation:
    - .1 Pay costs of transportation of products required in performance of Work.
  - .5 Manufacturer's Instructions:
    - .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
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- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative may establish course of action.
  - .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in price to Contract.
  
  - .6 Quality of Work:
    - .1 Ensure Quality of Work is of specified standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.
    - .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.
    - .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative, whose decision is final.
  
  - .7 Co-ordination:
    - .1 Ensure cooperation of workers in laying out Work. Maintain efficient and continuous supervision.
    - .2 Be responsible for coordination and placement of openings, sleeves and accessories.
  
  - .8 Concealment:
    - .1 Before installation, inform Departmental Representative if there is interference. Install as directed by Departmental Representative.
  
  - .9 Remedial Work:
    - .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Coordinate adjacent affected Work as required.
    - .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.
  
  - .10 Fastenings:
    - .1 Provide metal trim and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
    - .2 Prevent electrolytic action between dissimilar metals and materials.
    - .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
    - .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
    - .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
    - .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
  
  - .11 Protection of Work in Progress:
    - .1 Prevent overloading of any part of building. Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated without written approval of Departmental Representative.
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**13 EXECUTION REQUIREMENTS**

- .1 Preparation:
  - .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
  - .2 After uncovering, inspect conditions affecting performance of Work.
  - .3 Beginning of cutting or patching means acceptance of existing conditions.
  - .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .2 Execution:
  - .1 Execute cutting, fitting, and patching, to complete Work.
  - .2 Fit several parts together, to integrate with other Work.
  - .3 Uncover Work to install ill-timed Work.
  - .4 Remove and replace defective and non-conforming Work.
  - .5 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
  - .6 Employ experienced installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
  - .7 Restore work with new products in accordance with requirements of Contract Documents.
  - .8 Refinish surfaces to match adjacent finishes: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.

**14 CLEANING**

- .1 Project Cleanliness:
    - .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
    - .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
    - .3 Provide on-site containers for collection of waste materials and debris.
    - .4 Provide and use clearly marked separate bins for recycling. Refer to Construction/Demolition Waste Management And Disposal.
    - .5 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
    - .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
    - .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
    - .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
    - .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
  - .2 Final Cleaning:
    - .1 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
    - .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
    - .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
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- .4 Remove waste products from site.
- .5 Vacuum clean and dust work areas, behind screens.
- .6 Cleaning required in exterior areas as a result of Work of this Contract.
  - .1 Broom clean exterior walks, steps and surfaces; rake clean other surfaces of grounds
  - .2 Remove dirt and other disfiguration from exterior surfaces as a result of Work.
  - .3 Sweep clean paved areas used during work of this contract.
  - .4 Remove discarded metal items, fasteners etc from site work areas.

## **15 CONSTRUCTION/DEMOLITION WASTE MANAGEMENT AND DISPOSAL**

- .1 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and/or recyclable materials and waste. Separate non-salvageable materials from salvaged items. Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes. Transport and deliver non-salvageable items to licensed disposal facility.
- .2 Provide containers to deposit reusable and/or recyclable materials. Locate containers in locations, to facilitate deposit of materials without hindering daily operations. Provide containers to deposit reusable and/or recyclable materials.
- .3 Collect, handle, store on-site and transport off-site, salvaged materials in separate containers. Transport to approved and authorized recycling facility and/or users of material for recycling.
- .4 Locate waste and salvage bins on site as directed by Departmental Representative.

## **16 CLOSEOUT PROCEDURES**

- .1 Inspection and Declaration:
    - .1 Contractor's Inspection: Conduct an inspection of Work with all subcontractors, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .2 Notify Departmental Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
    - .3 Request Departmental Representative's Inspection.
  - .2 Inspection: Departmental Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
  - .3 Substantial Completion: submit written certificate that following have been performed:
    - .1 Work has been completed and inspected for compliance with Contract Documents.
    - .2 Defects have been corrected and deficiencies have been completed.
    - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational. Operation of systems have been demonstrated to Department's personnel.
    - .4 Fire alarm modifications have been tested and signed off by the fire alarm technician.
    - .5 Work is complete and ready for Final Inspection.
  - .4 Final Inspection: when items noted above are completed, request final inspection of Work by Departmental Representative. If Work is deemed incomplete by Departmental Representative, complete outstanding items and request reinspection.
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**17 CLOSEOUT SUBMITTALS**

- .1 Record Drawings:
  - .1 As work progresses, maintain accurate records to show all deviations from the Contract Drawings. Note on as-built drawings as changes occur. At completion supply:
    - .1 Four (4) sets of printed as-built drawings following review.
    - .2 Submit one copy of marked up as-built drawings to Departmental Representative.
    - .3 Retain original logo and title block on the as-built drawings. Contractor may place on the upper right-hand title block area a small company logo, the text "AS-BUILT" and the date.
- .2 Maintenance manual:
  - .1 On completion of project submit to Departmental Representative four paper (in loose leaf type binder) of Operations and Maintenance Manual, made up as follows:
    - .1 Provide maintenance manual, with as-built drawings, in O&M manual, page size images and page size drawings. Organize manuals into industry standard maintenance manual tabs with links in index to each descriptive section describing the component or maintenance procedure etc.
    - .2 Organize files into CSI Masterformat numbering system or other approved descriptive titles.
    - .3 Label binder "Operation and Maintenance Data", project name, date, names of Contractor, subcontractors, consultants and subconsultants.
    - .4 Include guarantees, diagrams and drawings.
    - .5 Organize contents into applicable sections of work to parallel project specification break-down. Mark each section by labeled tabs.
    - .6 Drawings and manufacturer's literature must be legible.

**END OF SECTION**

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**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 DEFINITIONS**

- .1 "Contraband" means:
  - .1 an intoxicant, including alcoholic beverages, drugs and narcotics
  - .2 a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
  - .3 an explosive or a bomb or a component thereof,
  - .4 currency over any applicable prescribed limit, \$25.00, and
  - .5 any item not described in paragraphs (.1 to .4) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization.
- .2 "Unauthorized smoking and related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette making machines, matches and lighters.
- .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
- .4 "CSC" means Correctional Service Canada.
- .5 "Director" means Director, Warden or Superintendent of the Institution as applicable.
- .6 "Construction employees" means persons working for the general contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .7 "Departmental Representative" means the Public Works and Government Services Canada representative defined in General Conditions.
- .8 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
- .9 "Construction limits" means the area, as indicated in the contract documents, that the contractor will be allowed to work". This area may or may not be isolated from the security area of the institution. Limits to be confirmed at construction start-up meeting.

**3 PRELIMINARY PROCEEDINGS**

- .1 At construction start-up meeting:
    - .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.
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- .2 The contractors's responsibilities:
  - .1 Ensure that all construction employees are aware of the security requirements.
  - .2 Ensure that a copy of the security requirements is always prominently on display at the job site.
  - .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

#### **4 CONSTRUCTION EMPLOYEES**

- .1 Submit to the Departmental Representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee.
- .2 Allow 10 working days for processing of security clearances. Employees will not be admitted to the Institution without a valid security clearance in place and a recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at this institution except as approved otherwise.
- .3 The Director may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The Director may require that these Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked up upon arrival at the Institution and be displayed prominently on the construction employees clothing at all times while employees are in the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
  - .1 appear to be under the influence of alcohol, drugs or narcotics.
  - .2 behave in an unusual or disorderly manner.
  - .3 are in possession of contraband.

#### **5 VEHICLES**

- .1 All unattended vehicles on CSC property must have windows closed; fuel caps locked, doors and trunks locked and keys removed. The keys must be securely in the possession of the owner or an employee of the company that owns the vehicle.
  - .2 The director may limit at any time the number and type of vehicles allowed within the Institution.
  - .3 Drivers of delivery vehicles for material required by the project will require security clearances and must remain with their vehicle the entire time that the vehicle is in the Institution. The director may require that these vehicles be escorted by Institutional staff or PWGSC Construction Escorts while in the Institution.
  - .4 If the Director permits trailers to be left inside the secure perimeter of the Institution, the trailer doors must be locked at all times. All windows must be securely locked bars when left unoccupied. Cover all windows with expanded metal mesh. When not in use lock all storage trailers located inside and outside the perimeter.
-

**6 PARKING**

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

**7 SHIPMENTS**

- .1 To avoid confusion with the institution's own shipments, address all shipments of project material, equipment and tools in the Contractor's name and have a representative on site to receive any deliveries or shipments. CSC or PWGSC staff will **NOT** accept receipt of deliveries or shipments of any material equipment or tools.

**8 TELEPHONES**

- .1 The installation of telephones, facsimile machines and computers with Internet connections is not permitted within the Institution perimeter unless prior approved by the Director.
- .2 The Director 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 Institution unless approved by the Director. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.
- .4 The Director may approve but limit the use of 2-way radios.

**9 WORK HOURS**

- .1 Conform to Division 1.
- .2 Work is not permitted during weekends and statutory holidays without the permission of the Director. A minimum of seven 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 Director.

**10 OVERTIME WORK**

- .1 Conform to Division 1.
- .2 Provide 48 hours advance notice to Director for all work to be performed after normal working hours of the Institution. Notify Director immediately if emergency work is required, such as to complete a concrete pour or make the construction site safe and secure.

**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 by the 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.
- .5 Lock all tool boxes when not in use. Keys to remain in the possession of the employees of the contractor. Secure and lock scaffolding when not erected and when erected Secure in a manner agreed upon with the Institution designate.
- .6 Report all missing or lost tools or equipment immediately to the Departmental Representative/Director.
- .7 The Director 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 work day or shift upon entering and exiting the Institution.
  - .2 At any time when contractor is on Institution property.
- .8 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Director's representative at the end of each day. Maintain up to date inventory of all used blades/cartridges.
- .9 If propane or natural gas is used for heating the construction, the institution will require that the contractor supervise the construction site during non-working hours.

**12****KEYS**

- .1 Security Hardware Keys.
    - .1 Arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to Institution, specifically the Security Maintenance Officer (SMO).
    - .2 The SMO will provide a receipt to the Contractor for security hardware keys.
    - .3 Provide a copy of the receipt to the Departmental Representative.
  - .2 Other Keys
    - .1 Use standard construction cylinders for locks for his use during the construction period.
    - .2 Issue instructions to employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
    - .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
      - .1 Prepare an operational keying schedule
      - .2 Accept the operational keys and cylinders directly from the lock manufacturer.
      - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
-

.4 Upon putting operational security keys into use, the PWGSC construction escort shall obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his employees advising them that all security keys shall always remain with the PWGSC construction escort.

### **13 SECURITY HARDWARE**

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

### **14 PRESCRIPTION DRUGS**

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

### **15 SMOKING RESTRICTIONS**

.1 Smoking is not permitted inside correctional facilities or outdoors within the perimeter of a correctional facility and persons must not possess unauthorized smoking items within the perimeter of a correctional facility.

.2 Persons 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 permitted outside the perimeter of a correctional facility in an area designated by the Director.

### **16 CONTRABAND**

.1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.

.2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.

.3 Contractors should be vigilant with both their staff and the staff of their sub-contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.

.4 Presence of arms and ammunition in vehicles of contractors, sub-contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

### **17 SEARCHES**

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

.2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband, he may order that person to be searched.

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- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

## **18 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY**

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

## **19 MOVEMENT OF VEHICLES**

- .1 Escorted commercial vehicles may not be allowed to enter or leave the institution through the vehicle access gate during the regular "inmate count" occurring at breakfast, lunch and dinner hour as established by the Institution. Confirm "count" times with Director or Departmental Representative to reduce down times for deliveries to Institution and movement of contractors vehicles through Institution vehicle access gate.
- .2 Construction vehicles will not be allowed to leave the Institution until an inmate count is completed.
- .3 The contractor shall advise the Director twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .4 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or PWGSC construction escorts working under the authority of the Director.
- .5 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .6 Vehicles shall be refused access to institutional property if, in the opinion of the Director, they contain any article which may jeopardize the security of the institution. Arrange with Director for parking of contractor's vehicles at minimum security Institutions.
- .7 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 Director.
- .8 With prior approval of the Director, a vehicle may be used in the morning and evening to transport a group of employees to the work site. This vehicle will not remain within the Institution the remainder of the day.
- .9 With the approval of the Director, 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 Director may require that the equipment be secured with a chain and padlock to another solid object.

## **20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY**

- .1 Subject to the requirements of good security, the Director will permit the Contractor and his employees as much freedom of action and movement as is possible.
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- .2 However, notwithstanding paragraph above, the Director 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 employees will remain within the construction site. Employees are not permitted to eat in the officer's lounge and dining room.

**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.

**22 STOPPAGE OF WORK**

- .1 The director may request at any time that the contractor, his 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 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.

**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 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.

**END OF SECTION**

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**1 REFERENCES**

- .1 Government of Canada:
  - .1 Canada Labour Code - Part II.
  - .2 Canada Occupational Health and Safety Regulations.
- .2 American National Standards Institute (ANSI):
  - .1 ANSI A10.3-2006, – Safety Requirements for Powder-Actuated Fastening Systems ANSI for Construction and Demolition Operations
- .3 Canadian Standards Association (CSA):
  - .1 CSA Z797-2009 Code of Practice for Access Scaffold.
- .4 HRSDC Fire Protection Engineering Section:
  - .1 FCC No. 301-1982, Standard for Construction Operations.
- .5 National Building Code of Canada (NBCC 2005):
  - .1 Part 8, Safety Measures at Construction and Demolition Sites
- .6 Province of British Columbia Building Code (2006):
  - .1 Part 8, Safety Measures at Construction and Demolition Sites.
- .7 Province of British Columbia:
  - .1 Workers Compensation Act Part 3 - Occupational Health & Safety.
  - .2 Occupational Health & Safety Regulations.

**2 RELATED SECTIONS**

- .1 Section 01 01 50 - General Instructions for; Submittals procedures, Section Temporary utilities, Construction facilities and Temporary barriers and enclosures.

**3 WORKERS' COMPENSATION BOARD COVERAGE**

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

**4 COMPLIANCE WITH REGULATIONS**

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.
- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

**5 SUBMITTALS**

- .1 Make submittals in accordance with Section 01 01 50 General Instructions for Submittals.
-

- .2 Submit the following:
  - .1 Health and Safety Plan.
  - .2 Copies of reports or directions issued by federal and provincial health and safety inspectors.
  - .3 Copies of incident and accident reports.
  - .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.
  - .5 Emergency Procedures.
- .3 The Departmental Representative will review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor within 5 days after receipt of the plan. Revise the plan as appropriate and resubmit to Departmental Representative for review.
- .4 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Departmental Representative.
- .5 Submission of the Health and Safety Plan, and any revised version, to the Departmental Representative is for information and reference purposes only. It shall not:
  - .1 Be construed to imply approval by the Departmental Representative.
  - .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
  - .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

## **6 RESPONSIBILITY**

- .1 Assume responsibility as the Prime Contractor for work under this contract and appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location in accordance with sections 118 and 119 of Part 3 of the Workers Compensation Act.
- .2 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .3 Comply with and enforce compliance by employees with safety requirements of Contract documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

## **7 HEALTH AND SAFETY COORDINATOR**

- .1 The Health and Safety Coordinator (Registered Occupational Hygienist, Certified Industrial Specified Hygienist) must:
    - .1 Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform work.
    - .2 Be responsible for implementing, daily enforcing, and monitoring the site-specific Health and Safety Plan.
    - .3 Be on site during execution of work.
-

**8 GENERAL CONDITIONS**

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
  - .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
  - .2 Secure site after working hours in accordance with Section 01 14 10 - Security Requirements.

**9 PROJECT/SITE CONDITIONS**

- .1 Work at site will involve:
  - .1 Working in areas where inmates may be present who are under supervision by CSC staff. Conform to Security Requirements Section 01 41 10 Contact With Inmates clause and other security requirements pertaining to a CSC institution.

**10 REGULATORY REQUIREMENTS**

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Departmental Representative will advise on the course of action to be followed.

**11 FILING OF NOTICE**

- .1 Submit a Notice of Project, form 52E49, to WorkSafeBC in accordance with OH&S Regulation 20.2, at least 24 hours before start of work.
- .2 Submit copy to Departmental Representative.

**12 HEALTH AND SAFETY PLAN**

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
- .2 Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
  - .1 Primary requirements:
    - .1 Contractor's safety policy.
    - .2 Identification of applicable compliance obligations.
    - .3 Definition of responsibilities for project safety/organization chart for project.
    - .4 General safety rules for project.
    - .5 Job-specific safe work, procedures.
    - .6 Inspection policy and procedures.
    - .7 Incident reporting and investigation policy and procedures.
    - .8 Occupational Health and Safety Committee/Representative procedures.

- .9 Occupational Health and Safety meetings.
  - .10 Occupational Health and Safety communications and recordkeeping procedures.
  - .2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
  - .3 List hazardous materials to be brought on site as required by work.
  - .4 Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
  - .5 Identify personal protective equipment (PPE) to be used by workers.
  - .6 Identify personnel and alternates responsible for site safety and health.
  - .7 Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- .4 Revise and update Health and Safety Plan as required, and re-submit to the Departmental Representative.
- .5 Departmental Representative's review: the review of Health and Safety Plan by Public Works and Government Services Canada (PWGSC). PWGSC's review shall not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

### **13 EMERGENCY PROCEDURES**

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
- .1 Designated personnel from own company.
  - .2 Regulatory agencies applicable to work and as per legislated regulations.
  - .3 Local emergency resources.
  - .4 Departmental Representative.
- .2 Include the following provisions in the emergency procedures:
- .1 Notify workers of the nature and location of the emergency.
  - .2 Evacuate all workers safely.
  - .3 Check and confirm the safe evacuation of all workers.
  - .4 Notify the fire department or other emergency responders.
  - .5 Notify adjacent workplaces which may be affected if the risk extends beyond the workplace.
  - .6 Notify Departmental Representative.
- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
- .1 Work at high angles.
  - .2 Work in confined spaces or where there is a risk of entrapment.
  - .3 Work with hazardous substances.
  - .4 Underground work.
-

**14 HAZARDOUS PRODUCTS**

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labeling and provision of Material Safety Data Sheets (MSDS) acceptable to the Departmental Representative and in accordance with the Canada Labour Code.
- .2 Where use of hazardous and toxic products cannot be avoided:
  - .1 Advise Departmental Representative beforehand of the product(s) intended for use. Submit applicable MSDS and WHMIS documents in accordance with clause 5.2.4.

**15 ELECTRICAL SAFETY REQUIREMENTS**

- .1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.
  - .1 Before undertaking any work, coordinate required energizing and de-energizing of new and existing circuits with Departmental Representative.
  - .2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

**16 ELECTRICAL LOCKOUT**

- .1 Develop, implement and enforce use of established procedures to provide electrical lockout and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.
- .2 Prepare the lockout procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Departmental Representative.
- .3 Keep the documents and lockout tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by Departmental Representative or by any authorized safety representative.

**17 OVERLOADING**

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

**18 FALSEWORK**

- .1 Design and construct falsework in accordance with CSA S269.1.

**19 SCAFFOLDING**

- .1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CSA Z797-2009 Code of Practice for Access Scaffold and BC Occupational Health and Safety Regulations.
-

**20 CONFINED SPACES**

- .1 Carry out work in confined spaces in compliance with provincial regulations.

**21 POWDER-ACTUATED DEVICES**

- .1 Use powder-actuated devices in accordance with ANSI A10.3 only after receipt of written permission from the Departmental Representative.

**22 FIRE SAFETY AND HOT WORK**

- .1 Obtain Departmental Representative's authorization before any welding, cutting or any other hot work operations can be carried out on site.
- .2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

**23 FIRE SAFETY REQUIREMENTS**

- .1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
- .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

**24 FIRE PROTECTION AND ALARM SYSTEM**

- .1 Do not obstruct, shut-off or leave inactive at the end of a working day or shift, the fire protection and alarm systems.
- .2 Do not use fire hydrants for purposes other than firefighting.
- .3 Be responsible/liable for costs incurred from the fire department and the Departmental Representative, resulting from false alarms.

**25 UNFORESEEN HAZARDS**

- .1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Departmental Representative verbally and in writing.

**26 POSTED DOCUMENTS**

- .1 Post legible versions of the following documents on site:
    - .1 Health and Safety Plan.
    - .2 Sequence of work.
    - .3 Emergency procedures.
    - .4 Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions.
    - .5 Notice of Project.
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- .6 Floor plan(s).
  - .7 Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers.
  - .8 Workplace Hazardous Materials Information System (WHMIS) documents.
  - .9 Material Safety Data Sheets (MSDS).
  - .10 List of names of Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.
- .2 Post all Material Safety Data Sheets (MSDS) on site, in a common area, visible to all workers and in locations accessible to tenants when work of this Contract includes construction activities adjacent to occupied areas.
  - .3 Postings should be protected from the weather, and visible from the street or the exterior of the principal construction site shelter provided for workers and equipment, or as approved by the Departmental Representative.

**27 MEETINGS**

- .1 Attend health and safety pre-construction meeting and all subsequent meetings called by the Departmental Representative.

**28 CORRECTION OF NON-COMPLIANCE**

- .1 Immediately address health and safety non-compliance issues identified by the Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance with health and safety issues identified.
- .3 The Departmental Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The Contractor will be responsible for any costs arising from such a "stop work order".

**END OF SECTION**

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**1 General****1.1 RELATED WORK**

- .1 Section 01 01 50- General Instructions.

**1.2 REFERENCED STANDARDS**

- .1 ASTM International (ASTM)
  - .1 ASTM B221 - 14, Standard Specification for Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes..
- .2 AAMA - American Architectural Manufacturers Association.
  - .1 AAMA CW-10-15 "Care and Handling of Architectural Aluminum from Shop to Site".
- .3 Aluminum Association (AA)
  - .1 DAF 45 2003(R2009), Designation System For Aluminum Finishes.

**1.3 SUBMITTALS**

- .1 Product Data:
  - .1 Submit manufacturer's printed product literature, specifications and data sheet in accordance with Section 01 01 50 - General Instructions, Submittals clause.
- .2 Shop Drawings
  - .1 Submit shop drawings in accordance with Section 01 01 50 - General Instructions, Submittals clause.
  - .2 Indicate materials, core thicknesses, finishes, connections, joints, method of anchorage, number of anchors, supports, reinforcement, details, and accessories.

**1.4 QUALITY ASSURANCE**

- .1 Certificates: Product certificates signed by manufacturer certifying materials comply with specified performance characteristics and criteria and physical requirements.
- .2 Pre-installation Meetings: Conduct pre-installation meeting to verify project requirements, manufacturer's installation instructions and manufacturer's warranty requirements.

**1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Packing, Shipping, Handling and Unloading:
    - .1 Deliver, store, handle and protect materials in accordance with Section 01 01 50 - General Instructions, Common Product Requirements clause.
  - .2 Storage and Protection:
    - .1 Cover exposed stainless steel surfaces with pressure sensitive heavy protection paper or apply strippable plastic coating, before shipping to job site.
    - .2 Leave protective covering in place until final cleaning of building. Provide instructions for removal of protective covering.
-

## 1.6 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate and recycle waste materials in accordance with Section 01 01 50 - General Instructions for Construction/Demolition Waste Management And Disposal clause.
- .2 Remove from site and dispose of packaging materials at appropriate recycling facilities.
- .3 Collect and separate for disposal packaging material in appropriate on-site containers for recycling in accordance with Waste Management Plan.
- .4 Divert unused metal materials from landfill to metal recycling facility approved by Departmental Representative.

## 2 Products

### 2.1 MATERIALS

- .1 Aluminum frames and angle components: extruded aluminum: To ASTM B221, 6063 alloy with T5 temper.
- .2 Perforated aluminum plate: 3 mm thickness No. 108 - 9.5 mm round 12.7 mm staggered centers. 51% open area.
- .3 Sheet aluminum: utility grade 1 mm thickness.
- .4 Fasteners:
  - .1 Purpose made blind rivets with steel mandrel and aluminum shank size as indicated.

### 2.2 CONTRABAND SCREENS

- .1 Screening mesh:
  - .1 Plain weave woven wire ANSI 304 stainless steel 18 x 18 grid.
  - .2 Wire diameter: 0.406 mm (0.016").
  - .3 Opening: 1.2 mm (.047").
  - .4 % Open: 55.4.
  - .5 Mass: 1.32 kg/m<sup>2</sup> (0.27 lbs/sf)
- .2 Screen mounting: heavy duty extruded aluminum screen and perforated plate fastened to aluminum enclosure frame and fastened to window frame aluminum caps from exterior, with blind rivets as indicated.
- .3 Fabricate screens in sizes required to fit enclosure and existing windows.

### 2.3 FABRICATION

- .1 Fabricate aluminum assemblies of extruded sections to sizes and profiles indicated.
  - .2 Construct units square, plumb and free from distortion, waves, twists, buckles or other defects detrimental to performance or appearance.
    - .1 Brace frames to maintain squareness and rigidity during installation.
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- .2 Slope formed aluminum sheet top panel to drain.
- .3 Fabricate units square and true with tolerance of plus or minus 1.5 mm maximum for units with diagonal measurement less than 1800 mm maximum.
- .4 Accurately fit and secure joints and corners.
  - .1 Ensure joints are flush.
- .5 Dimensions of enclosure size to suit existing window dimensions.
- .6 Use only blind rivet fasteners as indicated.

## **2.4 ALUMINUM FINISHES**

- .1 Exposed aluminum surfaces: powder coated exposed aluminum surfaces, to match existing colour - Tiger DryLac anodized silver colour 38/91020.
- .2 Prepare surfaces and apply powder coating in accordance with the manufacturer's instructions.

## **3 Execution**

### **3.1 INSTALLATION**

- .1 Install contraband screens and angle frame assembly and fasten to glazing caps using blind rivets in accordance with reviewed shop drawings

**END OF SECTION**

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