

**Part 1            General**

**1.1                WORK COVERED BY CONTRACT DOCUMENTS**

- .1        Work of this Contract comprises a greenhouse addition consisting of six single compartment and a central corridor installed to the south of the existing greenhouse as detailed on the drawings and specifications.
- .2        Work involves external improvements around the new extended building as follows: grading works around the building, installation of a retaining wall, adjustments to land drainage system, renewal of asphalt access road and culvert.

**1.2                CONTRACT METHOD**

- .1        Construct Work under stipulated price contract.

**1.3                WORK BY OTHERS**

- .1        Co-operate with other Contractors in carrying out their respective works and carry out instructions from Departmental Representative.
- .2        Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Departmental Representative, in writing, any defects which may interfere with proper execution of Work.

**1.4                FUTURE WORK**

- .1        Project is designed for future greenhouse wing addition as indicated on the drawings.
- .2        Insure that Work avoids encroachment into areas required for future work.
- .3        Do not install any building components or utilities in areas identified for future work.

**1.5                WORK SEQUENCE**

- .1        Construct Work in stages to accommodate Owner's continued use of premises during construction.
- .2        Co-ordinate Progress Schedule and co-ordinate with Owner Occupancy during construction.
- .3        Maintain fire access/control and safe egress for building occupants during construction..

**1.6                CONTRACTOR USE OF PREMISES**

- .1        Limit use of premises for Work, storage and access, to allow:
  - .1        Owner occupancy.
  - .2        Work by other contractors.
- .2        Co-ordinate use of premises under direction of Departmental Representative.
- .3        Obtain and pay for use of additional storage or work areas needed for operations under this Contract.

- .4 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .6 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

#### **1.7 OWNER OCCUPANCY**

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

#### **1.8 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

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

#### **1.9 EXISTING SERVICES**

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

- .11 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

**1.10 DOCUMENTS REQUIRED**

- .1 Maintain at job site, one copy each document as follows:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed Shop Drawings.
  - .5 List of Outstanding Shop Drawings.
  - .6 Change Orders.
  - .7 Other Modifications to Contract.
  - .8 Field Test Reports.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and Other Safety Related Documents.
  - .11 Other documents as specified.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not used.

**END OF SECTION**

**Part 1            General**

**1.1            ACCESS AND EGRESS**

- .1    Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

**1.2            USE OF SITE AND FACILITIES**

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

**1.3            ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

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

**1.4            EXISTING SERVICES**

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

**1.5            SPECIAL REQUIREMENTS**

- .1    Submit schedule in accordance with Section 01 32 16 - Construction Progress Schedule.
- .2    Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .3    Keep within limits of work and avenues of ingress and egress.
- .4    Ingress and egress of Contractor vehicles at site as directed by Departmental Representative.

**1.6 SECURITY**

- .1 Where security has been reduced by Work of Contract, provide temporary means to maintain security.
- .2 Security clearances:
  - .1 Personnel employed on this project will be subject to security check. Obtain clearance, as instructed, for each individual who will require to enter premises.
  - .2 Obtain requisite clearance, as instructed, for each individual required to enter premises.
  - .3 Personnel will be checked daily at start of work shift and provided with pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.
  - .4 Contractor's personnel will require satisfactory security clearances in order to complete Work in premises and on site.

**1.7 BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions. Smoking is not permitted.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1            ADMINISTRATIVE**

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

**1.2            PRECONSTRUCTION MEETING**

- .1      Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2      Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3      Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4      Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5      Agenda to include:
  - .1      Appointment of official representative of participants in the Work.
  - .2      Schedule of Work: in accordance with Section 01 32 16 - Construction Progress Schedule.
  - .3      Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
  - .4      Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
  - .5      Delivery schedule of specified equipment.
  - .6      Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
  - .7      Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.

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

### **1.3 PROGRESS MEETINGS**

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

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

**Part 3            Execution**

**3.1                NOT USED**

.1            Not Used.

**END OF SECTION**



## **Part 1            General**

### **1.1                DEFINITIONS**

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

### **1.2                REQUIREMENTS**

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

### **1.3                ACTION AND INFORMATIONAL SUBMITTALS**

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

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

#### **1.4 PROJECT MILESTONES**

- .1 Project milestones form interim targets for Project Schedule.
  - .1 Building closed-in and weatherproofed by October 31, 2016;
  - .2 Substantial Completion March 31, 2017;
  - .3 Commissioning Completion April 7, 2017;
  - .4 Project Closeout July 7, 2017.

#### **1.5 MASTER PLAN**

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

#### **1.6 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Shop Drawings, Samples.
  - .3 Permits.
  - .4 Mobilization.
  - .5 Excavation.
  - .6 Backfill.
  - .7 Building footings.
  - .8 Slab on grade.
  - .9 Structural Steel.
  - .10 Siding and Roofing.
  - .11 Interior Architecture (Walls, Floors and Ceiling).
  - .12 Plumbing.
  - .13 Lighting.
  - .14 Electrical.
  - .15 Piping.
  - .16 Controls.

- .17 Heating, Ventilating, and Air Conditioning.
- .18 Millwork.
- .19 Fire Systems.
- .20 Testing and Commissioning.
- .21 Supplied equipment long delivery items.
- .22 Engineer supplied equipment required dates.

## **1.7 PROJECT SCHEDULE REPORTING**

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

## **1.8 PROJECT MEETINGS**

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

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not used.

**END OF SECTION**

## **Part 1            General**

### **1.1            ADMINISTRATIVE**

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

### **1.2            SHOP DRAWINGS AND PRODUCT DATA**

- .1      Refer to CCDC 2 GC 3.11.
- .2      The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .3      Submit drawings stamped and signed by professional engineer registered or licensed in Province of Manitoba, Canada.
- .4      Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .5      Allow 10 business days for Departmental Representative's review of each submission.

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

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

### **1.3 SAMPLES**

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

### **1.4 MOCK-UPS**

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

### **1.5 PHOTOGRAPHIC DOCUMENTATION**

- .1 Submit electronic copy of colour digital photography in jpg format, standard resolution weekly with progress statement and as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Frequency of photographic documentation: weekly as directed by Departmental Representative.

### **1.6 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Province of Manitoba
  - .1 The Workers Compensation Act RSM 1987 - Updated 2013.

**1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1 Results of site specific safety hazard assessment.
  - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit electronic copy of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative upon request.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 10 business days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 10 business days after receipt of comments from Departmental Representative.
- .7 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .8 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

**1.3 FILING OF NOTICE**

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

**1.4 SAFETY ASSESSMENT**

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

**1.5 MEETINGS**

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



## **1.6 REGULATORY REQUIREMENTS**

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

## **1.7 GENERAL REQUIREMENTS**

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

## **1.8 RESPONSIBILITY**

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

## **1.9 COMPLIANCE REQUIREMENTS**

- .1 Comply with The Workers Compensation Act, Workplace Safety Regulation, Manitoba Reg. 2014.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

## **1.10 UNFORSEEN HAZARDS**

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.
- .2 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, advise Health and Safety co-ordinator, Safety Officer and follow procedures in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

## **1.11 HEALTH AND SAFETY CO-ORDINATOR**

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
  - .1 Have site-related working experience specific to activities associated with the Work.
  - .2 Have working knowledge of occupational safety and health regulations.
  - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.

- .5 Be on site during execution of Work and report directly to and be under direction of the site supervisor.

#### **1.12 POSTING OF DOCUMENTS**

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

#### **1.13 CORRECTION OF NON-COMPLIANCE**

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

#### **1.14 POWDER ACTUATED DEVICES**

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

#### **1.15 WORK STOPPAGE**

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

### **Part 2 Products**

#### **2.1 NOT USED**

- .1 Not used.

### **Part 3 Execution**

#### **3.1 NOT USED**

- .1 Not used.

**END OF SECTION**

**Part 1            General**

**1.1            REFERENCES**

- .1    Definitions:
  - .1    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.
  - .2    Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.
- .2    Reference Standards:
  - .1    Canadian Construction Documents Committee (CCDC)
    - .1    CCDC 2-2008 Stipulated Price Contract.
  - .2    U.S. Environmental Protection Agency (EPA)/Office of Water
    - .1    EPA 832/R-92-005-92, Storm Water Management for Construction Activities, Chapter 3.
    - .2    EPA General Construction Permit (GCP) 2012.

**1.2            ACTION AND INFORMATIONAL SUBMITTALS**

- .1    Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2    Product Data:
  - .1    Submit manufacturer's instructions, printed product literature and data sheets and include product characteristics, performance criteria, physical size, finish and limitations.
  - .2    Submit electronic copy of WHMIS MSDS in accordance with Section 01 35 29 - Health and Safety Requirements and 01 35 43 - Environmental Procedures.
- .3    Before commencing construction activities or delivery of materials to site, submit Environmental Protection Plan for review by Departmental Representative.
- .4    Environmental Protection Plan must include comprehensive overview of known or potential environmental issues to be addressed during construction.
- .5    Address topics at level of detail commensurate with environmental issue and required construction task[s].
- .6    Include in Environmental Protection Plan:
  - .1    Name of person responsible for ensuring adherence to Environmental Protection Plan.
  - .2    Name and qualifications of person responsible for manifesting hazardous waste to be removed from site.
  - .3    Name and qualifications of person responsible for training site personnel.
  - .4    Descriptions of environmental protection personnel training program.

- .5 Erosion and sediment control plan identifying type and location of erosion and sediment controls to be provided including monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations.
- .6 Spill Control Plan to include procedures, instructions, and reports to be used in event of unforeseen spill of regulated substance.
- .7 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
- .8 Air pollution control plan detailing provisions to assure that dust, debris, materials, and trash, are contained on project site.
- .9 Contaminant Prevention Plan identifying potentially hazardous substances to be used on job site; intended actions to prevent introduction of such materials into air, water, or ground; and detailing provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.

### **1.3 FIRES**

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

### **1.4 DRAINAGE**

- .1 Develop and submit erosion and Sediment Control Plan (ESC) identifying type and location of erosion and sediment controls provided. Plan to include monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations.
- .2 Storm Water Pollution Prevention Plan (SWPPP) to be substituted for erosion and sediment control plan.
- .3 Provide temporary drainage and pumping required to keep excavations and site free from water.
- .4 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .5 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

### **1.5 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .3 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

### **1.6 NOTIFICATION**

- .1 Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.

- .2 Contractor: after receipt of such notice, inform Departmental Representative of proposed corrective action and take such action for approval by Departmental Representative.
  - .1 Take action only after receipt of written approval by Departmental Representative.
- .3 Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
  - .1 Leave Work area clean at end of each day.
- .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
- .3 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11 - Cleaning.

**END OF SECTION**

**Part 1            General**

**1.1                REFERENCES AND CODES**

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

**1.2                BUILDING SMOKING ENVIRONMENT**

- .1        Comply with smoking restrictions and municipal by-laws. There is no smoking permitted on site.

**Part 2            Products**

**2.1                NOT USED**

- .1        Not Used.

**Part 3            Execution**

**3.1                NOT USED**

- .1        Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-2008, Stipulated Price Contract.

**1.2 INSPECTION**

- .1 Refer to CCDC 2, GC 2.3.
- .2 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .3 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.
- .4 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.
- .5 Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

**1.3 INDEPENDENT INSPECTION AGENCIES**

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, the appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and reinspection.
- .5 All testing required to meet the specification is Quality Control testing and is to be conducted by a certified material and testing agency and paid for by the contractor.
- .6

**1.4 ACCESS TO WORK**

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

## **1.5 PROCEDURES**

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

## **1.6 REJECTED WORK**

- .1 Refer to CCDC, GC 2.4.
- .2 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.
- .3 Make good other Contractor's work damaged by such removals or replacements promptly.
- .4 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by .

## **1.7 REPORTS**

- .1 Submit electronic copy of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested, manufacturer or fabricator of material being inspected or tested.

## **1.8 TESTS AND MIX DESIGNS**

- .1 Furnish test results and mix designs as indicated in the specification sections.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Departmental Representative and may be authorized as recoverable.

## **1.9 MOCK-UPS**

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.



- .5 If requested, Departmental Representative will assist in preparing schedule fixing dates for preparation.
- .6 Remove mock-up when acceptable to Departmental Representative.
- .7 Mock-ups may remain as part of Work when acceptable to Departmental Representative.
- .8 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

**1.10 MILL TESTS**

- .1 Submit mill test certificates as required of specification Sections or requested by Departmental Representative.

**1.11 EQUIPMENT AND SYSTEMS**

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

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                ACTION AND INFORMATIONAL SUBMITTALS**

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

**1.2                INSTALLATION AND REMOVAL**

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

**1.3                DEWATERING**

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

**1.4                WATER SUPPLY**

- .1        Provide continuous supply of potable water for construction use.
- .2        Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.
- .3        Pay for utility charges at prevailing rates.

**1.5                TEMPORARY HEATING AND VENTILATION**

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

- .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
- .4 Ventilate storage spaces containing hazardous or volatile materials.
- .5 Ventilate temporary sanitary facilities.
- .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .6 Permanent heating system of building is not to be used when available. Be responsible for damage to heating system if use is permitted.
- .7 Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is in as near original condition as possible and is certified by Departmental Representative.
- .8 Pay costs for maintaining temporary heat.
- .9 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.
- .10 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

#### **1.6 TEMPORARY POWER AND LIGHT**

- .1 Provide and pay for temporary power during construction for temporary lighting and operating of power tools as required to execute the Work.
- .2 Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.
- .3 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .4 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

#### **1.7 TEMPORARY COMMUNICATION FACILITIES**

- .1 Provide and pay for temporary telephone, fax and data hook up, lines and equipment necessary for own use and use of Departmental Representative.

#### **1.8 FIRE PROTECTION**

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

- .2 Burning rubbish and construction waste materials is not permitted on site.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 TEMPORARY EROSION AND SEDIMENTATION CONTROL**

- .1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
- .2 Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.
- .3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

**END OF SECTION**

**Part 1            General**

**1.1            REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-2008, Stipulated Price Contract.
- .2 Canadian General Standards Board (CGSB)
  - .1 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
  - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .3 Canadian Standards Association (CSA International)
  - .1 CSA-A23.1/A23.2-04, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
  - .2 CSA-0121-M1978(R2003), Douglas Fir Plywood.
  - .3 CAN/CSA-S269.2-M1987(R2003), Access Scaffolding for Construction Purposes.
  - .4 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.
- .4 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as of: May 14, 2004.
- .5 U.S. Environmental Protection Agency (EPA) / Office of Water
  - .1 EPA 832R92005, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.

**1.2            ACTION AND INFORMATIONAL SUBMITTALS**

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

**1.3            INSTALLATION AND REMOVAL**

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

**1.4            SCAFFOLDING**

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

**1.5 HOISTING**

- .1 Provide, operate and maintain hoists and cranes required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for their use of hoists.
- .2 Hoists and cranes to be operated by qualified operator.

**1.6 SITE STORAGE/LOADING**

- .1 Refer to CCDC 2, GC 3.12.
- .2 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .3 Do not load or permit to load any part of Work with weight or force that will endanger Work.
- .4 Coordinate location for site storage and loading with Departmental Representative.

**1.7 CONSTRUCTION PARKING**

- .1 Parking will be permitted on site provided it does not disrupt performance of Work and the ongoing building operations. Coordinate with Departmental Representative.
- .2 Provide and maintain adequate access to project site.

**1.8 SECURITY**

- .1 Provide and pay for responsible security personnel to guard site and contents of site after working hours and during holidays.

**1.9 OFFICES**

- .1 Provide office heated to 22 degrees C, lighted 750 lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide marked and fully stocked first-aid case in a readily available location.
- .3 Subcontractors to provide their own offices as necessary.
- .4 Coordinate location with Departmental Representative.

**1.10 EQUIPMENT, TOOL AND MATERIALS STORAGE**

- .1 Provide and maintain, in 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 manner to cause least interference with work activities.

**1.11 SANITARY FACILITIES**

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.

**1.12 CONSTRUCTION SIGNAGE**

- .1 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .2 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Departmental Representative.

**1.13 PROTECTION AND MAINTENANCE OF TRAFFIC**

- .1 Provide access and temporary relocated roads as necessary to maintain traffic.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Departmental Representative.
- .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and direction signs
- .4 Protect travelling public from damage to person and property.
- .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .6 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Construct access and haul roads necessary.
- .8 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .9 Dust control: adequate to ensure safe operation at all times.
- .10 Lighting: to assure full and clear visibility for full width of haul road and work areas during night work operations.
- .11 Provide snow removal during period of Work.

**1.14 CLEAN-UP**

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

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3            Execution**

**3.1                TEMPORARY EROSION AND SEDIMENTATION CONTROL**

- .1      Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
- .2      Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.
- .3      Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

**END OF SECTION**



**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian General Standards Board (CGSB)
  - .1 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
  - .2 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
- .2 Canadian Standards Association (CSA International)
  - .1 CSA-O121-M1978(R2003), Douglas Fir Plywood.
- .3 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as Of: May 14, 2004.

**1.2 INSTALLATION AND REMOVAL**

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

**1.3 HOARDING**

- .1 Erect temporary site enclosure using new 1.2 m high snow fence wired to rolled steel "T" bar fence posts spaced at 2.4 m on centre. Maintain fence in good repair.
- .2 Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

**1.4 GUARD RAILS AND BARRICADES**

- .1 Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs.

**1.5 WEATHER ENCLOSURES**

- .1 Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
- .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .3 Design enclosures to withstand wind pressure and snow loading.

**1.6 DUST TIGHT SCREENS**

- .1 Provide dust tight screens or insulated partitions to localize dust generating activities, and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

**1.7 ACCESS TO SITE**

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

**1.8 FIRE ROUTES**

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

**1.9 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY**

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

**1.10 PROTECTION OF BUILDING FINISHES**

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

**1.11 WASTE MANAGEMENT AND DISPOSAL**

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

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-2008, Stipulated Price Contract.
- .2 Within text of each specifications section, reference may be made to reference standards.
- .3 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .4 If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .5 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.

**1.2 QUALITY**

- .1 Refer to CCDC 2.
- .2 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .3 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .4 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.
- .5 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .6 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .7 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

**1.3 AVAILABILITY**

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

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

#### **1.4 STORAGE, HANDLING AND PROTECTION**

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

#### **1.5 TRANSPORTATION**

- .1 Pay costs of transportation of products required in performance of Work.

#### **1.6 MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

#### **1.7 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify

Departmental Representative if required Work is such as to make it impractical to produce required results.

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

## **1.8 CO-ORDINATION**

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

## **1.9 CONCEALMENT**

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

## **1.10 REMEDIAL WORK**

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

## **1.11 LOCATION OF FIXTURES**

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

## **1.12 FASTENINGS**

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

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

### **1.13 FASTENINGS - EQUIPMENT**

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

### **1.14 PROTECTION OF WORK IN PROGRESS**

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

### **1.15 EXISTING UTILITIES**

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

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-2008, Stipulated Price Contract.

**1.2 QUALIFICATIONS OF SURVEYOR**

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

**1.3 SURVEY REFERENCE POINTS**

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

**1.4 SURVEY REQUIREMENTS**

- .1 Establish two permanent bench marks on site, referenced to established bench marks by survey control points. Record locations, with horizontal and vertical data in Project Record Documents.
- .2 Establish lines and levels, locate and lay out, by instrumentation.
- .3 Stake for grading, fill and topsoil placement and landscaping features.
- .4 Stake slopes and berms.
- .5 Establish pipe invert elevations.
- .6 Stake batter boards for foundations.
- .7 Establish foundation column locations and floor elevations.
- .8 Establish lines and levels for mechanical and electrical work.
- .9 Contractor is responsible for completing the construction layout and as-built survey. Contractor to provide as-built topographic and building layout survey in CAD format.

**1.5 EXISTING SERVICES**

- .1 Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings.
- .2 Remove abandoned service lines within 2m of structures. Cap or otherwise seal lines at cut-off points as directed by Departmental Representative.

**1.6 LOCATION OF EQUIPMENT AND FIXTURES**

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

**1.7 RECORDS**

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

**1.8 ACTION AND INFORMATIONAL SUBMITTALS**

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

**1.9 SUBSURFACE CONDITIONS**

- .1 Promptly notify Departmental Representative in writing if subsurface conditions at Place of Work differ materially from those indicated in Contract Documents, or a reasonable assumption of probable conditions based thereon.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**



**Part 1            General**

**1.1            ACTION AND INFORMATIONAL SUBMITTALS**

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

**1.2            MATERIALS**

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

**1.3            PREPARATION**

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

**1.4            EXECUTION**

- .1        Execute cutting, fitting, and patching [including excavation and fill,] to complete Work.
- .2        Fit several parts together, to integrate with other Work.

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

## **1.5 WASTE MANAGEMENT AND DISPOSAL**

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

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                REFERENCES**

- .1       Canadian Construction Documents Committee (CCDC)
  - .1        CCDC 2-2008, Stipulated Price Contract.

**1.2                PROJECT CLEANLINESS**

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

**1.3                FINAL CLEANING**

- .1       Refer to CCDC 2, GC 3.14.
- .2       When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .3       Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .4       Prior to final review remove surplus products, tools, construction machinery and equipment.
- .5       Remove waste products and debris.

- .6 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .7 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .8 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .9 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls and floors.
- .10 Clean lighting reflectors, lenses, and other lighting surfaces.
- .11 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .12 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .13 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .14 Wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .15 Remove dirt and other disfiguration from exterior surfaces.
- .16 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .17 Sweep and wash clean paved areas.
- .18 Clean equipment and fixtures to sanitary condition.
- .19 Clean roofs, downspouts, and drainage systems.
- .20 Remove debris and surplus materials from accessible concealed spaces.
- .21 Remove snow and ice from access to building.

#### **1.4 WASTE MANAGEMENT AND DISPOSAL**

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

#### **Part 2 Products**

##### **2.1 NOT USED**

- .1 Not Used.

#### **Part 3 Execution**

##### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **Part 1 General**

### **1.1 REFERENCES**

#### **.1 Definitions:**

- .1 Approved/Authorized recycling facility: waste recycler approved by applicable provincial authority or other users of material for recycling.
- .2 Class III: non-hazardous waste - construction renovation and demolition waste.
- .3 Inert Fill: inert waste - exclusively asphalt and concrete.
- .4 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .5 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .6 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .7 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
  - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
  - .2 Returning reusable items including pallets or unused products to vendors.
- .8 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .9 Separate Condition: refers to waste sorted into individual types.
- .10 Source Separation: act of keeping different types of waste materials separate beginning from the point they became waste.

### **1.2 ACTION AND INFORMATIONAL SUBMITTALS**

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

### **1.3 USE OF SITE AND FACILITIES**

- .1 Execute Work with minimal interference and disturbance to normal use of premises.
- .2 Maintain security measures established by facility provide temporary security measures approved by Departmental Representative.

### **1.4 WASTE PROCESSING SITES**

- .1 Contractor is responsible to research and locate waste diversion resources and service providers. Salvaged materials are to be transported off site to approved and/or authorized recycling facilities or to users of material for recycling.

## **1.5 QUALITY ASSURANCE**

- .1 After award of Contract, a mandatory site examination will be held for this Project for Contractor responsible for construction, renovation demolition/deconstruction waste management.

## **1.6 STORAGE, HANDLING AND PROTECTION**

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise by the Departmental Representative, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed and salvaged materials from movement or damage.
- .6 Support affected structures. If safety of building is endangered, cease operations and immediately notify Departmental Representative.
- .7 Protect surface drainage, mechanical and electrical from damage and blockage.
- .8 Provide on-site facilities and containers for collection and storage of reusable and recyclable materials.
- .9 Separate and store materials produced during project in designated areas.
- .10 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated processing facilities.
  - .1 On-site source separation is recommended.
  - .2 Remove co-mingled materials to off site processing facility for separation.
  - .3 Obtain waybills, receipts and/or scale tickets for separated materials removed from site.
  - .4 Materials reused on-site are considered to be diverted from landfill and as such are to be included in all reporting.

## **1.7 DISPOSAL OF WASTES**

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil, paint thinner into waterways, storm, or sanitary sewers.
- .3 Remove materials on-site as Work progresses.

## **1.8 SCHEDULING**

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

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 APPLICATION**

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

**3.2 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
- .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.
- .2 Source separate materials to be reused/recycled into specified sort areas.

**3.3 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT**

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

Province	Address	General Inquires	Fax
Manitoba	Manitoba Environment Building 2, 139 Tuxedo Avenue, Winnipeg, MB R3N 0H6	204-945-7100	
	The Clean Environment Commission 284 Reimer Avenue, Box 21420 Steinback MB R0A 2T3	204-326-2395	204-326-2472

**END OF SECTION**

## **Part 1            General**

### **1.1                REFERENCES**

- .1       Canadian Construction Documents Committee (CCDC)
  - .1           CCDC 2-2008, Stipulated Price Contract.
- .2       Canadian Environmental Protection Act (CEPA)
  - .1           SOR/2008-197, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations.

### **1.2                ADMINISTRATIVE REQUIREMENTS**

- .1       Acceptance of Work Procedures:
  - .1           Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .1               Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
    - .2               Request Departmental Representative's inspection.
  - .2           Departmental Representative Inspection:
    - .1               Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
    - .2               Contractor to correct Work as directed.
  - .3           Completion Tasks: submit written certificates in English that tasks have been performed as follows:
    - .1               Work: completed and inspected for compliance with Contract Documents.
    - .2               Defects: corrected and deficiencies completed.
    - .3               Equipment and systems: tested, adjusted, balanced and fully operational.
    - .4               Certificates required by Boiler Inspection Branch, Fire Commissioner and Utility companies submitted.
    - .5               Operation of systems: demonstrated to Owner's personnel.
    - .6               Commissioning of mechanical systems: completed in accordance with 01 91 13 - General Commissioning (Cx) Requirements and copies of final Commissioning Report submitted to Departmental Representative.
    - .7               Work: complete and ready for final inspection.
- .4       Final Inspection:
  - .1           When completion tasks are done, request final inspection of Work by Departmental Representative and Contractor.
  - .2           When Work incomplete according to Departmental Representative, complete outstanding items and request re-inspection.



- .5 Declaration of Substantial Performance: when Departmental Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
- .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment:
  - .1 When Departmental Representative considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.
  - .2 Refer to CCDC 2: when Work deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.
- .8 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

### **1.3 FINAL CLEANING**

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
  - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

### **Part 2 Products**

#### **2.1 NOT USED**

- .1 Not Used.

### **Part 3 Execution**

#### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian Environmental Protection Act (CEPA)
  - .1 SOR/2008-197, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations.

**1.2 ADMINISTRATIVE REQUIREMENTS**

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

**1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of operating and maintenance manuals in English.
- .3 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .4 Provide evidence, if requested, for type, source and quality of products supplied.

**1.4 FORMAT**

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings.
  - .1 Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.

- .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab.
  - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dwg format on CD.

## **1.5 CONTENTS - PROJECT RECORD DOCUMENTS**

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

## **1.6 AS -BUILT DOCUMENTS AND SAMPLES**

- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction.

- .1 Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
  - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition.
  - .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

## **1.7 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS**

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

## **1.8 FINAL SURVEY**

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

## **1.9 EQUIPMENT AND SYSTEMS**

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

## **1.10 MATERIALS AND FINISHES**

- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
  - .1 Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

- .3 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: as specified in individual specifications sections.

#### **1.11 MAINTENANCE MATERIALS**

- .1 Spare Parts:
  - .1 Provide spare parts, in quantities specified in individual specification sections.
  - .2 Provide items of same manufacture and quality as items in Work.
  - .3 Deliver to site; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.
    - .2 Include approved listings in Maintenance Manual.
  - .5 Obtain receipt for delivered products and submit prior to final payment.
- .2 Extra Stock Materials:
  - .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
  - .2 Provide items of same manufacture and quality as items in Work.
  - .3 Deliver to site; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.
    - .2 Include approved listings in Maintenance Manual.
  - .5 Obtain receipt for delivered products and submit prior to final payment.
- .3 Special Tools:
  - .1 Provide special tools, in quantities specified in individual specification section.
  - .2 Provide items with tags identifying their associated function and equipment.
  - .3 Deliver to site; place and store.
  - .4 Receive and catalogue items.
    - .1 Submit inventory listing to Departmental Representative.
    - .2 Include approved listings in Maintenance Manual.

#### **1.12 DELIVERY, STORAGE AND HANDLING**

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

**1.13 WARRANTIES AND BONDS**

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative approval.
- .3 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
  - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within [ten] days after completion of applicable item of work.
  - .4 Verify that documents are in proper form, contain full information, and are notarized.
  - .5 Co-execute submittals when required.
  - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 1 year warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
  - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
  - .2 Listing and status of delivery of Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, commissioned systems, fire protection, alarm systems, sprinkler systems, lightning protection systems.
  - .3 Provide list for each warranted equipment, item, feature of construction or system indicating:
    - .1 Name of item.
    - .2 Model and serial numbers.
    - .3 Location where installed.
    - .4 Name and phone numbers of manufacturers or suppliers.
    - .5 Names, addresses and telephone numbers of sources of spare parts.

- .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
- .7 Cross-reference to warranty certificates as applicable.
- .8 Starting point and duration of warranty period.
- .9 Summary of maintenance procedures required to continue warranty in force.
- .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
- .11 Organization, names and phone numbers of persons to call for warranty service.
- .12 Typical response time and repair time expected for various warranted equipment.
- .4 Contractor's plans for attendance at 1 year post-construction warranty inspections.
- .5 Procedure and status of tagging of equipment covered by extended warranties.
- .6 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification to follow oral instructions.
  - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

#### **1.14 WARRANTY TAGS**

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
  - .1 Type of product/material.
  - .2 Model number.
  - .3 Serial number.
  - .4 Contract number.
  - .5 Warranty period.
  - .6 Inspector's signature.
  - .7 Construction Contractor.



**Part 2            Products**

**2.1                NOT USED**

.1            Not Used.

**Part 3            Execution**

**3.1                NOT USED**

.1            Not Used.

**END OF SECTION**

**Part 1            General**

**1.1            ADMINISTRATIVE REQUIREMENTS**

- .1    Demonstrate scheduled operation and maintenance of equipment and systems to Owner's personnel two weeks prior to date of substantial performance.
- .2    Owner: provide list of personnel to receive instructions, and co-ordinate their attendance at agreed-upon times.
- .3    Preparation:
  - .1    Verify conditions for demonstration and instructions comply with requirements.
  - .2    Verify designated personnel are present.
  - .3    Ensure equipment has been inspected and put into operation and all commissioning has been completed and verified.
  - .4    Ensure testing, adjusting, and balancing has been performed in accordance with Section 01 91 13 - General Commissioning (Cx) Requirements and equipment and systems are fully operational.
- .4    Demonstration and Instructions:
  - .1    Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at scheduled times, at the equipment location.
  - .2    Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
  - .3    Review contents of manual in detail to explain aspects of operation and maintenance.
  - .4    Prepare and insert additional data in operations and maintenance manuals when needed during instructions.

**1.2            ACTION AND INFORMATIONAL SUBMITTALS**

- .1    Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2    Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.
- .3    Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .4    Give time and date of each demonstration, with list of persons present.
- .5    Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

**1.3            QUALITY ASSURANCE**

- .1    When specified in individual Sections requiring manufacturer to provide authorized representative to demonstrate operation of equipment and systems:
  - .1    Instruct Owner's personnel.

.2 Provide written report that demonstration and instructions have been completed.

**Part 2 Products**

**2.1 NOT USED**

.1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

.1 Not Used.

**END OF SECTION**

## **Part 1 General**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 General requirements relating to commissioning of project's components and systems, specifying general requirements to PV of components, equipment, sub-systems, systems, and integrated systems.
- .2 Acronyms:
  - .1 AFD - Alternate Forms of Delivery, service provider.
  - .2 BMM - Building Management Manual.
  - .3 Cx - Commissioning.
  - .4 EMCS - Energy Monitoring and Control Systems.
  - .5 O M - Operation and Maintenance.
  - .6 PI - Product Information.
  - .7 PV - Performance Verification.
  - .8 TAB - Testing, Adjusting and Balancing.

### **1.2 GENERAL**

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

### **1.3 COMMISSIONING OVERVIEW**

- .1 Commissioning (Cx) Plan.
- .2 For Cx responsibilities refer to Commissioning (Cx) Plan.
- .3 Cx to be a line item of Contractor's cost breakdown.
- .4 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .5 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built facility is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.
- .6 Departmental Representative will issue Interim Acceptance Certificate when:
  - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
  - .2 Equipment, components and systems have been commissioned.
  - .3 O M training has been completed.

### **1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS**

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

### **1.5 PRE-CX REVIEW**

- .1 Before Construction:
  - .1 Review contract documents, confirm by writing to Departmental Representative.
    - .1 Adequacy of provisions for Cx.
    - .2 Aspects of design and installation pertinent to success of Cx.
- .2 During Construction:
  - .1 Co-ordinate provision, location and installation of provisions for Cx.
- .3 Before start of Cx:
  - .1 Have completed Cx Plan up-to-date.
  - .2 Ensure installation of related components, equipment, sub-systems, systems is complete.
  - .3 Fully understand Cx requirements and procedures.
  - .4 Have Cx documentation shelf-ready.

- .5 Understand completely design criteria and intent and special features.
- .6 Submit complete start-up documentation to Departmental Representative.
- .7 Have Cx schedules up-to-date.
- .8 Ensure systems have been cleaned thoroughly.
- .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
- .10 Ensure "As-Built" system schematics are available.
- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

## **1.6 CONFLICTS**

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

## **1.7 ACTION AND INFORMATIONAL SUBMITTALS**

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

## **1.8 COMMISSIONING SCHEDULE**

- .1 Provide detailed Cx schedule as part of construction schedule in accordance with Section 01 32 16 - Construction Progress Schedule.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
  - .1 Approval of Cx reports.
  - .2 Verification of reported results.
  - .3 Repairs, retesting, re-commissioning, re-verification.
  - .4 Training.

## **1.9 COMMISSIONING MEETINGS**

- .1 Convene Cx meetings following project meetings: Section 01 32 16 - Construction Progress Schedule and as specified herein.
- .2 Purpose: to resolve issues, monitor progress, identify deficiencies, relating to Cx.

- .3 Continue Cx meetings on regular basis until commissioning deliverables have been addressed.
- .4 At 60% construction completion stage. Section 01 32 16 - Construction Progress, Departmental Representative to call a separate Cx scope meeting to review progress, discuss schedule of equipment start-up activities and prepare for Cx. Issues at meeting to include:
  - .1 Review duties and responsibilities of Contractor and subcontractors, addressing delays and potential problems.
  - .2 Determine the degree of involvement of trades and manufacturer's representatives in the commissioning process.
- .5 Thereafter Cx meetings to be held until project completion and as required during equipment start-up and functional testing period.
- .6 Meeting will be chaired by Contractor, who will record and distribute minutes.
- .7 Ensure subcontractors and relevant manufacturer representatives are present at 60% and subsequent Cx meetings and as required.

#### **1.10 STARTING AND TESTING**

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

#### **1.11 WITNESSING OF STARTING AND TESTING**

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

#### **1.12 MANUFACTURER'S INVOLVEMENT**

- .1 Factory testing: manufacturer to:
  - .1 Coordinate time and location of testing.
  - .2 Provide testing documentation for approval by Departmental Representative.
  - .3 Arrange for Departmental Representative to witness tests.
  - .4 Obtain written approval of test results and documentation from Departmental Representative before delivery to site.
- .2 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative.
  - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
  - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .3 Integrity of warranties:

- .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
- .2 Verify with manufacturer that testing as specified will not void warranties.
- .4 Qualifications of manufacturer's personnel:
  - .1 Experienced in design, installation and operation of equipment and systems.
  - .2 Ability to interpret test results accurately.
  - .3 To report results in clear, concise, logical manner.

### **1.13 PROCEDURES**

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

### **1.14 START-UP DOCUMENTATION**

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
  - .1 Factory and on-site test certificates for specified equipment.



- .2 Pre-start-up inspection reports.
- .3 Signed installation/start-up check lists.
- .4 Start-up reports,
- .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

#### **1.15 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS**

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

#### **1.16 TEST RESULTS**

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

#### **1.17 START OF COMMISSIONING**

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

#### **1.18 INSTRUMENTS / EQUIPMENT**

- .1 Submit to Departmental Representative for review and approval:
  - .1 Complete list of instruments proposed to be used.
  - .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.
- .2 Provide the following equipment as required:
  - .1 2-way radios.
  - .2 Ladders.
  - .3 Equipment as required to complete work.

#### **1.19 COMMISSIONING PERFORMANCE VERIFICATION**

- .1 Carry out Cx:
  - .1 Under actual and accepted simulated operating conditions, over entire operating range, in all modes.
  - .2 On independent systems and interacting systems.

- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.
- .4 EMCS trending to be available as supporting documentation for performance verification.

#### **1.20 WITNESSING COMMISSIONING**

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

#### **1.21 AUTHORITIES HAVING JURISDICTION**

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

#### **1.22 EXTRAPOLATION OF RESULTS**

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

#### **1.23 EXTENT OF VERIFICATION**

- .1 Laboratory areas:
  - .1 Provide manpower and instrumentation to verify up to 100 % of reported results.
- .2 Elsewhere:
  - .1 Provide manpower and instrumentation to verify up to 30 % of reported results, unless specified otherwise in other sections.
- .3 Number and location to be at discretion of Departmental Representative.
- .4 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .5 Review and repeat commissioning of systems if inconsistencies found in more than 20% of reported results.
- .6 Perform additional commissioning until results are acceptable to Departmental Representative.

#### **1.24 REPEAT VERIFICATIONS**

- .1 Assume costs incurred by Departmental Representative for third and subsequent verifications where:
  - .1 Verification of reported results fail to receive Departmental Representative's approval.

- .2 Repetition of second verification again fails to receive approval.
- .3 Departmental Representative deems Contractor's request for second verification was premature.

#### **1.25 SUNDRY CHECKS AND ADJUSTMENTS**

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

#### **1.26 DEFICIENCIES, FAULTS, DEFECTS**

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

#### **1.27 COMPLETION OF COMMISSIONING**

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

#### **1.28 ACTIVITIES UPON COMPLETION OF COMMISSIONING**

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

#### **1.29 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS**

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

#### **1.30 OCCUPANCY**

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

#### **1.31 INSTALLED INSTRUMENTATION**

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

#### **1.32 PERFORMANCE VERIFICATION TOLERANCES**

- .1 Application tolerances:

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

### **1.33 OWNER'S PERFORMANCE TESTING**

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

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**