

## **PART 1 GENERAL**

### **1.1 MINIMUM STANDARDS**

- .1 Materials shall be new and work shall conform to the minimum applicable standards of the Canadian General Standards Board, the Canadian Standards Association, the National Building Code of Canada 2010 (NBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.

### **1.2 WORK COVERED BY CONTRACT DOCUMENTS**

- .1 Work of this Contract comprises of cladding repairs of the Sir William Logan Building, located at 580 Booth Street, Ottawa, ON K1R 7L2; and further identified as Exterior Cladding Repair.
- .2 The scope of work covered for the contract generally consists, but not limited to:
  - .1 Replace pressure plate cap with new pressure plate cap to match existing color and profile.
  - .2 Provide new pressure plate and replace existing curtain wall pressure plates as well as replace all associated hardware and rubber gasket seal.
  - .3 Hoarding around the building, including covered pedestrian paths.
  - .4 Protect from elements and maintain temperatures for installation of products per manufacturer's instructions.

### **1.3 WORK RESTRICTIONS**

- .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 Provide in form acceptable to Departmental Representative, within 5 working days of contract award, schedule showing dates:
  - .1 Commencement and completion of work of each section of specifications.
  - .2 Final Completion date within time period required by Contract Documents.
- .3 Carry out work:
  - .1 Interior Building works: After hours, co-ordinate with Departmental Representative if after hours or weekend work will be required, such as any work that involves excessive noise, vibration, and/or strong odours,
  - .2 Coordinate any additional security requirements with Departmental Representative. Departmental Representative to bear cost of security escorts if required.
  - .3 Coordinate with Departmental Representative for all security and fire alarm bypasses required to facilitate work.
  - .4 Coordinate with Departmental Representative if scheduled work affects the Tenant's use of the entrance to Tenant office areas. Schedule work to minimize disruption to the Tenants. Do not proceed with any work that affects the Tenant's use of space without approval from Departmental Representative.

#### **1.4 CONTRACTOR USE OF PREMISES**

- .1 The exterior construction site can be used without restrictions. Interior construction work is restricted due to building occupancy.
- .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.

#### **1.5 BUILDING OCCUPANCY**

- .1 Departmental Representative will occupy building during entire construction period for execution of normal operations.
- .2 For interior work Contractor to provide 5 working days' notice of floors/areas required for construction.
- .3 Coordinate outside or inside work being conducted at and or near the 21<sup>st</sup> storey with Departmental Representative. The floor's occupant is critical of any disruptions or any type of audible work. Disruptive and/or audible work must be coordinated with departmental representative and accounted for in the work schedule.
- .4 Coordinate work schedule on the east façade with Departmental Representative, due to adjacent daycare playground.

#### **1.6 CONSTRUCTION PROGRESS SCHEDULE**

- .1 Schedule and execute work with least possible interference or disturbance to the normal use of premises.
- .2 On award of contract submit bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When the Departmental Representative has reviewed schedule, incorporate corrections, issue revised baseline schedule for approval or further correction, and take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.
- .3 Ensure that Project Schedule includes, at minimum, milestone and activity types as follows (item 1-3 listed once at the start, the rest listed for each of the four phase):
  - .1 Award
  - .2 Submittals
  - .3 Permits
  - .4 Mobilization

.5 Demolition

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

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
- .2 Use only elevators existing in building for moving workers and material.
  - .1 Protect walls of passenger elevators, for approval of Departmental Representative prior to use.
  - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .3 Where elevators and conveyors exist in building, only those assigned for Contractor's use may be used for moving personnel and materials with the building. Protect walls of passenger elevators, for approval of Departmental Representative before use. Accept liability for damage, safety to equipment and overloading of existing equipment.

**1.8 EXISTING SERVICES**

- .1 Where Work involves breaking into or connecting to existing services, give Departmental Representative 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 tenant operations.
- .2 Provide alternative routes for personnel.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .4 Submit schedule to and obtain approval from 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.
- .5 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .7 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .8 Record locations of maintained, re-routed and abandoned service lines.
- .9 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

**1.9 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.

#### **1.10 WORK HOUR RESTRICTIONS**

- .1 Work to be performed between 7:00am and 6:00pm on weekdays and unrestricted hours on the weekend.

#### **1.11 TAXES**

- .1 Pay all taxes properly levied by law (including Federal, Provincial and Municipal).

#### **1.12 FEES, PERMITS, AND CERTIFICATES**

- .1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.

#### **1.13 FIRE SAFETY REQUIREMENTS**

- .1 Comply with both the National Building Code of Canada 2010 and the National Fire Code of Canada 2010 for safety of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows;
  - .1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.
  - .2 The National Fire Code (NFC):
    - .1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
    - .2 The conduct of activities that might cause fire hazards in and around buildings.
    - .3 Limitations on hazardous contents in and around buildings.
    - .4 The establishment of fire safety plans.
    - .5 Fire safety at construction and demolition sites.
- .2 Welding and cutting:
  - .1 At least one week prior to commencing cutting, welding or soldering procedure, provide to Departmental Representative:
    - .1 Notice of intent, indicating devices affected, time and duration of isolation or bypass.
    - .2 Completed welding permit as defined in NFC.
    - .3 Return welding permit to Departmental Representative immediately upon completion of procedures for which permit was issued.

**1.14 EXAMINATION AND PREPERATION**

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Provide photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.

**1.15 TEMPORARY UTILITIES**

- .1 Existing services required for the work, may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .2 Notify the Departmental Representative and utility companies of intended interruption of services, obtain requisite permission.
- .3 Give the Departmental Representative 48 hours' notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum. Carry out all interruptions after normal working hours of the occupants, preferably on weekends.

**1.16 PRECEDENCE**

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

**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 REGULATORY REQUIREMENTS**

- .1 An investigation into the presence of designated substances for the Cladding Repairs Project, scheduled to be completed at 580 Booth Street, Ottawa, Ontario was performed in order to meet the requirements of the Canada Labour Code under Part II, Section 124 that every employer shall ensure that the health and safety at work of every person employed by the employer is protected. Furthermore, Section 125(1) (z.14) of the Canada Labour Code stipulates that the employer, to the extent that he controls the activity, will take all reasonable care to ensure that all persons granted access to the work place, other than the employer's employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed in the work place. In addition, it was performed to meet the requirements of Section 30 of the Ontario Occupational Health and Safety Act, Revised Statutes of Ontario, 1990, Chapter 0.1. By having a Designated Substances Report (DSR) conducted, the PWGSC Departmental Representative will be able to inform his or her employees, contractors, and tenants of any designated substances that may be present and possibly disturbed throughout the duration of the project. The informed Departmental Representative will then be able to impose appropriate health and safety precautions for all applicable personnel as required.
- .2 The designated substances identified in the *Occupational Health and Safety Act* and its corresponding regulations are:
  - .1 **Acrylonitrile:** “*Designated Substances*”  
O. Reg. 490/09 (as amended)
  - .2 **Arsenic:** “*Designated Substances*” O. Reg. 490/09 (as amended)
  - .3 Asbestos:
    - .1 “*Designated Substances*”  
O. Reg. 490/09 (as amended)
    - .2 “*General – Waste Management*”  
O. Reg. 347/90 (as amended)
    - .3 “*Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations*”  
O.Reg 278/05 (as amended)
  - .4 **Benzene:** “*Designated Substances*”  
O. Reg. 490/09 (as amended)
  - .5 **Coke Oven Emissions:** “*Designated Substances*” O. Reg. 490/09 (as amended)
  - .6 **Ethylene Oxide:** “*Designated Substances*”  
O. Reg. 490/09 (as amended)

- .7 **Isocyanates:** "Designated Substances"  
O. Reg. 490/09 (as amended)
- .8 **Lead:**
  - .1 *"Designated Substances"*  
O. Reg. 490/09 (as amended)
  - .2 *"General – Waste Management"*  
O. Reg. 347/90 (as amended)
  - .3 *Canada Consumer Product Safety Act's Surface Coating Materials Regulations SOR/2005-109* (as amended)
- .9 **Mercury:**
  - .1 *"Designated Substances"*  
O. Reg. 490/09 (as amended)
  - .2 *"General – Waste Management"*  
O. Reg. 347/90 (as amended)
- .10 **Silica:** *"Designated Substances"*  
O. Reg. 490/09 (as amended)
- .11 **Vinyl Chloride:** *"Designated Substances"*  
O. Reg. 490/09 (as amended)
- .3 All contractors requesting tenders from subcontractors shall furnish this report to subcontractors. **This report must be read in its entirety, including text and tables.**

## 1.2 VALIDITY DATE

- .1 The on-site survey for this report was completed on February 27, 2015 by DST Consulting Engineers Inc. (DST).
- .2 The project area consists of the exterior cladding of the building. The survey was limited to one (1) representative elevated test location located on the South facing façade as chosen by project architects Civitas Architecture Inc., and a representative area of precast concrete at the base of the South facing façade. The elevated test location was accessed via mechanical lift. A test cut into a spandrel panel was also made by the inspection team. The DSS did not include any additional areas in the building or facility.
  - .1 The scope of work for this report involved a visual inspection of building materials and contents for the presence of suspected designated substances in the project areas on February 27, 2015.
  - .2 From the visual inspection suspect materials were sampled and analyzed, where appropriate, for the above substances. On the basis of the visual inspection, a total of fifteen (15) bulk samples of suspected asbestos-containing materials (ACMs) were collected. Bulk ACM samples were collected in order to

satisfy the requirements of *O. Reg. 278/05* (as amended).

The bulk samples were then submitted for analysis to Paracel Laboratories Ltd (Paracel) (accredited by the Canadian Association for Laboratory Accreditation (CALA) and National Voluntary Laboratory Accreditation Program (NVLAP)) located at 2319 St. Laurent Blvd, unit 300, Ottawa, Ontario, K1G 4J8.

The bulk asbestos samples were analyzed using Polarized Light Microscopy (PLM). This analytical method complies with the United States Environmental Protection Agency (U.S. EPA) Method 600/R-93/116.

No lead paint samples were collected by DST for lead content analysis, as no paints were encountered in the project areas.

- .4 The visual inspection and sampling included destructive testing as part of the investigation. Due to the nature of the structures, some inherent limitations exist as to the possible thoroughness of the designated substance survey.
- .5 It is possible that the designated substances aforementioned are present in non-accessible areas and concealed spaces. No other areas outside the defined work boundaries have been assessed.
- .6 Prior to beginning work, it must be confirmed with the Departmental Representative that no additional designated substances have been brought to the project area.
- .7 In addition, the survey refers to polychlorinated biphenyls (PCBs) and halocarbons; however, it does not refer to other substances that may be present in the day-to-day usage for specialized equipment or areas in buildings (i.e. lead shields, fume hoods, etc.).
- .8 There is a possibility that materials which could not be reasonably identified within the scope of this assessment or which were not apparent during previous site visits may exist. Should any designated substance be encountered in the course of demolition, work must be stopped, precautionary measures taken, and the Departmental Representative must be notified immediately. **Do not proceed until written instructions have been received.**

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## PART 2 - DESIGNATED SUBSTANCES

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### 2.1 SURVEY RESULTS

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- .1 **ACRYLONITRILE:** Not Identified
- .2 **ARSENIC:** Not Identified
- .3 **ASBESTOS: Identified**

Asbestos is a naturally occurring material. In general, it has historically been intentionally added to many building materials in the construction industry to increase thermal or chemical resistance properties. More common uses are thermal insulation for pipes and boilers, structural steelwork fireproofing, floor tiles and in-wall and ceiling plasters. There are two classes of asbestos- containing materials: friable and non-friable. Friable asbestos-containing materials are loose in composition or can be easily crumbled using hand pressure. Non-friable asbestos-containing materials are more durable and are held together by a binder such as cement, vinyl or asphalt.

Table 1 summarizes the analytical results of bulk samples collected during the site investigation:

Table 1: Summary of Bulk Samples Analyzed for Asbestos Content by PLM			
Sample I.D.	Sample Location	Sample Description	Asbestos Content and Type
020567-01A	South Façade, Intrusive Test Cut – Floor slab at base within induction unit	Firestopping	<b>30% Chrysotile</b>
020567-01B			<b>Not Analysed – Positive Stop</b>
020567-01C			<b>Not Analysed – Positive Stop</b>
020567-02A	South Façade, Mullion Strip	Black Caulking	None Detected
020567-02B			None Detected
020567-02C			None Detected
020567-03A	South Façade, Pan	Grey Caulking at Fibreglass Batt	None Detected
020567-03B			None Detected
020567-03C			None Detected
020567-04A	Base of South Façade	Grey Caulking	None Detected
020567-04B			None Detected
020567-04C			None Detected
020567-05A	Base of South Façade	Precast Concrete and Stones	None Detected
020567-05B			None Detected
020567-05C			None Detected

**Note:** **Bold** items exceed the 0.5% regulated concentration of asbestos, as per O.Reg. 278/05, as amended

Based on analytical results and limited visual observations, the following friable ACMs were identified in the project areas:

- Friable firestopping material at the floor slab within the perimeter induction units, contains 30%

Chrysotile asbestos. This material is packed at the base of the building's perimeter induction units at the floor slab and is assumed to wrap around the lateral edge of building floor slabs (behind the aluminum spandrel panels), extending to the underside of the floor slabs. This material was generally observed to be in good condition.

- .4 **BENZENE:** Not Identified
- .5 **COKE OVEN EMISSIONS:** Not Identified
- .6 **ETHYLENE OXIDE:** Not Identified
- .7 **ISOCYANATES:** Not Identified
- .8 **LEAD:** Not Identified
- .9 **MERCURY:** Not Identified
- .10 **SILICA: Identified**

Free crystalline silica is present in concrete and cement materials, including floor slabs, precast concrete, etc.
- .11 **VINYL CHLORIDE MONOMER:** Not Identified
- .12 **POLYCHLORINATED BIPHENYLS (PCBs):** Not identified
- .13 **HALOCARBONS:** Not Identified
- .14 **OTHER HAZARDOUS MATERIALS:** Not Identified

## 2.2 RECOMMENDATIONS

### **1. ASBESTOS**

- .1 All work must be done in accordance with *O.Reg. 278/05* (as amended). *O.Reg. 278/05* (as amended) outlines the precautions required when performing work involving asbestos-containing materials. The regulation stipulates appropriate respiratory protection, work procedures and ventilation requirements that must be utilized during the disturbance of any asbestos-containing materials, or materials suspected to contain asbestos.
- .1 Due to the location of this identified friable fire stopping material immediately adjacent to the exterior metal panel that forms part of the exterior cladding elements, and the fact that this exterior metal panel would require removal as part of the proposed cladding replacement project, disturbance of this friable ACM will occur. More than one (1) square metre of the friable ACM will be disturbed along each façade of each floor of the building during the cladding repair project. As such, removal of the metal panels that separate the induction units from the

exterior must be performed under Type 3 asbestos abatement procedures in accordance with Ontario Regulation 278/05, as amended. Due to the fact that the induction units will be fully exposed during the metal panel removal, which will result in friable asbestos disturbance, interior building areas must be isolated from the exterior work operations through the use of polyethylene sheeting. The location and construction of this isolation barrier must consider the requirement of thoroughly cleaning the induction units and any other interior building surfaces potentially impacted by asbestos removal/disturbance work.

- .3 Some ACMs may be concealed and thus not observed at the time of the survey. Should any previously unidentified suspect ACMs be encountered as part of future work, these materials are to be treated as ACMs and handled accordingly, unless sampling proves otherwise. Materials that have not been analyzed, but are visibly similar to other materials identified as asbestos-containing, must be considered asbestos-containing unless proven otherwise by laboratory analysis.
- .4 Disposal of asbestos waste is controlled by "*General – Waste Management*" O.Reg 347/90 (as amended) under the Ontario *Environmental Protection Act*. This regulation requires that asbestos waste be sealed in double containers resistant to puncture and tears, and appropriately labeled. The waste must be disposed at a licensed waste disposal site. Proper notification must be issued to the site representative prior to transportation of waste. The transport of the waste to the disposal site is controlled by the federal *Transportation of Dangerous Goods Act*, 1992 (TDGA).

## 2. SILICA

- .1 Silica is governed by the *Regulation 490/09* (as amended) under the Ontario *Occupational Health and Safety Act*. The regulation provides requirements for allowable exposure levels.
- .2 Silica dust can be generated through such processes as blasting, grinding, crushing, and sandblasting silica-containing material. Since silica is present in select materials within the project areas, appropriate respiratory protection and ventilation must be donned during the demolition and modifications of these structures.

- .3 The Occupational Health and Safety Branch of the Ontario Ministry of Labour (MoL) has published the document entitled "*Guideline: Silica on Construction Projects*". This document classifies the disturbance of materials containing silica as Type 1, Type 2 or Type 3 work, and assigns different levels of respiratory protection and work procedures for each classification. These work procedures should be followed when performing work involving the disturbance of silica-containing materials.

### **3. CONTRACTORS DUTIES**

The contractor must review the designated substance report and take the necessary precautions to protect the health and safety of the workers and the environment. As per Section 30(4) of the *Ontario Occupational Health and Safety Act*, the party hiring the contractor (i.e. Departmental Representative) shall ensure that the contractor and subcontractor (if any) for the project have received a copy of the designated substance report prior to entering a binding contract for the supply of work on the project. As per Section 27(2) (a, b, and c) of the *Ontario Occupational Health and Safety Act*, while onsite, the contractor supervisor shall exercise every reasonable precaution for the protection of a worker. If you have any questions about the designated substance report, please contact the Departmental Representative.

**END OF SECTION**



**Part 1 General****1.1 RELATED REQUIREMENTS**

- .1 Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
- .2 Section 01 33 00 - Submittal Procedures
- .3 Section 01 52 00 - Construction Facilities.
- .4 Section 01 56 00 - Temporary Barriers and Enclosures.
- .5 Section 01 78 00 - Closeout Submittals.

**1.2 ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the work 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 Departmental Representative.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

**1.3 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 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
- .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
- .5 Delivery schedule of specified equipment in accordance.
- .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 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .9 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .10 Monthly progress claims, administrative procedures, photographs, hold backs.
- .11 Appointment of inspection and testing agencies or firms.
- .12 Insurances, transcript of policies.

#### 1.4 PROGRESS MEETINGS

- .1 During course of Work and 2 weeks prior to project completion, schedule progress meetings bi-weekly.
- .2 Contractor, major Subcontractors involved in Work Departmental Representative are to be in attendance.
- .3 Notify parties minimum 5 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



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**Part 1 General****Part 2 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.

**2.2 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.

## **2.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative within 5 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.

## **2.4 MASTER PLAN**

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

## **2.5 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Shop Drawings, Samples.
  - .3 Permits.
  - .4 Mobilization.
  - .5 Glazing Systems.
  - .6 Interior Work.
  - .7 Testing and Commissioning.
  - .8 Supplied equipment long delivery items.
  - .9 Engineer supplied equipment required dates.

## **2.6 PROJECT SCHEDULE REPORTING**

- .1 Update Project Schedule on bi-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.

## **2.7 PROJECT MEETINGS**

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

## **Part 3 Products**

### **3.1 NOT USED**

- .1 Not used.

## **Part 4 Execution**

### **4.1 NOT USED**

- .1 Not used.

**END OF SECTION**

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**Part 1            General**

**1.1            RELATED SECTIONS**

- .1            Section 01 45 00 –Quality Control

**1.2            REFERENCES**

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

**1.3            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, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and 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.

**1.4            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 Ontario, 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 5 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 Relationship to adjacent work.
- .10 After Departmental Representative's review, distribute copies.
- .11 Submit in (.pdf) format of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .12 Submit in (.pdf) format copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .13 Submit in (.pdf) format copies 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 copies 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 in (.pdf) format copies 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 in (.pdf) format copies 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 in (.pdf) format copies 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, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .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.

## **1.5 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative's.
- .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.

## **1.6 MOCK-UPS**

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

## **1.7 PHOTOGRAPHIC DOCUMENTATION**

- .1 Submit electronic copy of colour digital photography in (.jpg) format, high resolution for as directed by Departmental Representative.

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- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 2 locations.
  - .1 Viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: as directed by Departmental Representative.
  - .1 Upon completion of: Demolition, of Work, and as directed by Departmental Representative.

**1.8 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**

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**Part 1        General****1.1        RELATED REQUIREMENTS**

- .1        Section 01 33 00 - Submittal Procedures.
- .2        Section 02 81 01 - Hazardous Materials.
- .3        Section 01 41 00 - Regulatory Requirements.

**1.2        REFERENCES**

- .1        Province of Ontario
  - .1        Occupational Health and Safety Act and Regulations for Construction Projects, R.S.O. 1990, c.O.1, as amended and O. Reg. 213/91, current edition.

**1.3        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 3 copies of Contractor's authorized representative's work site health and safety inspection reports to authority having jurisdiction, weekly.
- .4        Submit copies of reports or directions issued by Federal, Provincial health and safety inspectors.
- .5        Submit copies of incident and accident reports within 24 hours.
- .6        Submit WHMIS MSDS - Material Safety Data Sheets in accordance with Section 02 81 01 - Hazardous Materials.
- .7        Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 7 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 3 days after receipt of comments from Departmental Representative.
- .8        Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 7 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 3 days after receipt of comments from Departmental Representative.

- .9 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.
- .10 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.
- .11 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

#### **1.4 FILING OF NOTICE**

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.
- .2 Contractor shall agree to install proper site separation and identification in order to maintain time and space at all times throughout life of project.

#### **1.5 SAFETY ASSESSMENT**

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

#### **1.6 MEETINGS**

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

#### **1.7 REGULATORY REQUIREMENTS**

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

#### **1.8 PROJECT/SITE CONDITIONS**

- .1 Work at site will involve contact with:
  - .1 Heights.
  - .2 Winds.
  - .3 Variable weather.
  - .4 Falling objects.

#### **1.9 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.

**1.10 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 Contractor will be responsible and assume the role Constructor as described in the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
- .3 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

**1.11 COMPLIANCE REQUIREMENTS**

- .1 Comply with Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1 and Ontario Regulations for Construction Projects, O. Reg. 213/91.
- .2 Comply with CAN/CSA, Z462-12 (Workplace Electrical Safety Standard).
- .3 Comply with CAN/CSA-Z460-05 (R2010) - Control of Hazardous Energy.

**1.12 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 and follow procedures in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

**1.13 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 curtain wall installation.
  - .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.

**1.14 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.

**1.15 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.

**1.16 POWDER ACTUATED DEVICES**

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

**1.17 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 AND CODES**

- .1 Comply with both the National Building Code of Canada 2010 and the National Fire Code of Canada 2010 for safety of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows;
  - .1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.
  - .2 The National Fire Code (NFC):
    - .1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
    - .2 The conduct of activities that might cause fire hazards in and around buildings.
    - .3 Limitations on hazardous contents in and around buildings.
    - .4 The establishment of fire safety plans.
    - .5 Fire safety at construction and demolition sites.
- .2 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.

**1.2 HAZARDOUS MATERIAL DISCOVERY**

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify Departmental Representative.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Departmental Representative.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative.

**1.3 BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions and municipal by-laws.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.



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**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 Contractor.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and reinspection.

**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 is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Departmental Representative 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 four (4) copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested and manufacturer or fabricator of material being inspected or tested.

**1.8 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 at conclusion of Work or when acceptable to Departmental Representative.
- .7 Mock-ups may remain as part of Work.
- .8 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

**1.9 MILL TESTS**

- .1 Submit mill test certificates as requested.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

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**Part 1            General**

**1.1            RELATED REQUIREMENTS**

- .1        Section 01 33 00 - Submittal Procedures.

**1.2            REFERENCES**

- .1        Canadian Construction Documents Committee (CCDC)
  - .1            CCDC 2-08, 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.
  - .5            CAN/CSA Standard Z91-02 - Health and Safety Code for Suspended Equipment Operations.
  - .6            CAN/CSA-Z271-10 - Safety code for suspended platforms.
  - .7            CAN/CSA Standard Z259 -10 "Full Body Harness".
  - .8            CAN/CSA Standard 3-Z11-M81 - Ladders.
- .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.

**1.3            ACTION AND INFORMATIONAL SUBMITTALS**

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

**1.4            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.

## **1.5 SCAFFOLDING**

- .1 Scaffolding in accordance with CAN/CSA-S269.2 and CSA Z797-09.
- .2 Provide design drawings, signed and sealed by qualified Professional Engineer licensed in the province of Ontario, where prescribed.
- .3 Additions or modifications to scaffolding must be approved by Professional Engineer in writing.
- .4 Provide and maintain scaffolding, ramps, ladders, swing staging, platforms and temporary stairs.

## **1.6 SWING STAGES**

- .1 Swing stage suspended platforms in accordance with CAN/CSA-Z271-10.
- .2 Provide and maintain swing stage.

## **1.7 ELEVATORS**

- .1 Designated existing elevators to be used by construction personnel and transporting of materials. Co-ordinate use with Departmental Representative.
- .2 Provide protective coverings for finish surfaces of cars and entrances.

## **1.8 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.

## **1.9 CONSTRUCTION PARKING**

- .1 Parking will not be permitted on site.
- .2 Provide and maintain adequate access to project site.

## **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.
- .3 When permanent water and drain connections are completed, provide temporary water closets and urinals complete with temporary enclosures, inside building. Permanent facilities may be used on approval of Departmental Representative.

#### **1.12 CONSTRUCTION SIGNAGE**

- .1 No other signs or advertisements, other than warning signs, are permitted on site.
- .2 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .3 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 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 NOT USED**

- .1 Not Used.

**END OF SECTION**



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**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 enclosures using 38 x 89 mm construction grade lumber framing at 600 mm centres and 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121.
- .2 Apply plywood panels vertically flush and butt jointed.
- .3 Provide one lockable truck entrance gate and at least one pedestrian door as directed and conforming to applicable traffic restrictions on adjacent streets. Equip gates with locks and keys.
- .4 Erect and maintain pedestrian walkways including roof and side covers, complete with signs and electrical lighting as required by law.
- .5 Paint public side of site enclosure in selected colours with one coat primer to CAN/CGSB 1.189 and one coat exterior paint to CGSB 1.59. Maintain public side of enclosure in clean condition.
- .6 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. Provide one lockable truck gate. Maintain fence in good repair.
- .7 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 open shafts, open stair wells, open edges of floors and roofs.

- .2 Provide as required by governing authorities.

## **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 AIRTIGHT SCREENS ASBESTOS REMOVAL**

- .1 Refer to Section 02 82 00 - Asbestos Precautionary Measures.

## **1.8 ACCESS TO SITE**

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

## **1.9 PUBLIC TRAFFIC FLOW**

- .1 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

## **1.10 FIRE ROUTES**

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

## **1.11 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.

## **1.12 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 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

**1.13 WASTE MANAGEMENT AND DISPOSAL**

- .1 Separate waste materials for recycling.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

END OF SECTION

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**Part 1 General****1.1 REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-08, 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 borne 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 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.

**1.4 TRANSPORTATION**

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

**1.5 MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .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.

**1.6 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.

**1.7 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.

**1.8 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.

**1.9 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.
- .4 Inform Departmental Representative of conflicting installation. Install as directed.

**1.10 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.

#### 1.11 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.

#### 1.12 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.

#### 1.13 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, 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        RELATED REQUIREMENTS**

- .1        Section 01 33 00 - Submittal Procedures.
- .2        Section 07 84 00 – Firestopping.

**1.2        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 Departmental Representative 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 Departmental Representative or separate contractor.
  - .7        Written permission of affected separate contractor.
  - .8        Date and time work will be executed.

**1.3        MATERIALS**

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

**1.4        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.

## 1.5 EXECUTION

- .1 Execute cutting, fitting, and patching, to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .6 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .7 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .8 Restore work with new products in accordance with requirements of Contract Documents.
- .9 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with firestopping material in accordance with Section 07 84 00 - Firestopping, full thickness of the construction element.
- .10 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.

## 1.6 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for recycling.

## 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 2-08, Stipulated Price Contract.

**1.2 PROJECT CLEANLINESS**

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Departmental Representative or other Contractors.
- .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, unless approved by Departmental Representative.
- .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.
- .7 Dispose of waste materials and debris off site.
- .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 other than that caused by Departmental Representative or other Contractors.
- .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, unless approved by Departmental Representative.
- .7 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .8 Clean and polish glass, steel, aluminum and baked enamel. Replace broken, scratched or disfigured glass.
- .9 Remove stains, spots, marks and dirt from walls, glazing, metal pieces.
- .10 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .11 Remove dirt and other disfiguration from exterior surfaces.
- .12 Sweep and wash clean paved areas.
- .13 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .14 Clean roofs drainage systems.
- .15 Remove snow and ice from access to building.

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

- .1 Separate waste materials for recycling.

#### **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 Related Requirements**

- .1 Section 01 33 00 - Submittal Procedures.
- .2 Section 01 91 31 – Commissioning (CX) Plan.

**1.2 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.

**1.3 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.

**1.4 COMMISSIONING OVERVIEW**

- .1 Section 01 91 31 - Commissioning (Cx) Plan.

- .2 For Cx responsibilities refer to Section 01 91 31 - 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 Components and systems have been commissioned.
  - .3 O M training has been completed.

## 1.5 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

- .1 Should 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.

## 1.6 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 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 "As-Built" system schematics are available.
- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

## **1.7 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.

## **1.8 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 Name of Contractor's Cx agent.
    - .2 Draft Cx documentation.
    - .3 Preliminary Cx schedule.
  - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval at least 4 weeks prior to start of Cx.
  - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 4 weeks prior to start of Cx.
  - .4 Provide additional documentation relating to Cx process required by Departmental Representative.

## **1.9 COMMISSIONING DOCUMENTATION**

- .1 Departmental Representative to review and approve Cx documentation.
- .2 Provide completed and approved Cx documentation to Departmental Representative.

## **1.10 COMMISSIONING SCHEDULE**

- .1 Provide detailed Cx schedule as part of construction 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.

#### **1.11 COMMISSIONING MEETINGS**

- .1 Convene Cx meetings following project meetings.
- .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. 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 Departmental Representative, Contractor and Cx Agent, who will record and distribute minutes.
- .7 Ensure subcontractors and relevant manufacturer representatives are present at 60% and subsequent Cx meetings and as required.

#### **1.12 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.

#### **1.13 WITNESSING OF STARTING AND TESTING**

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

#### **1.14 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.

#### 1.15 PROCEDURES

- .1 Verify that 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.

#### **1.16 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.

#### **1.17 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.

#### **1.18 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.

#### **1.19 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.

## **1.20 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 Equipment as required to complete work.

## **1.21 COMMISSIONING PERFORMANCE VERIFICATION**

- .1 Carry out Cx:
  - .1 Under actual operating conditions, over entire operating range.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.

## **1.22 WITNESSING COMMISSIONING**

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

## **1.23 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.

## **1.24 COMMISSIONING CONSTRAINTS**

- .1 It is necessary to complete Cx of occupancy, weather, and seasonal sensitive systems before issuance of the Interim Certificate, using, if necessary, simulated thermal loads.

## **1.25 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.

#### **1.26 EXTENT OF VERIFICATION**

- .1 Number and location to be at discretion of Departmental Representative.
- .2 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .3 Review and repeat commissioning of systems if inconsistencies found in more than 20% of reported results.
- .4 Perform additional commissioning until results are acceptable to Departmental Representative.

#### **1.27 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.

#### **1.28 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.

#### **1.29 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.

#### **1.30 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.

**1.31 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.

**1.32 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS**

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

**1.33 OCCUPANCY**

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

**1.34 DEPARTMENTAL REPRESENTATIVE PERFORMANCE TESTING**

- .1 Performance testing of 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

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**PART 1 GENERAL**

**1.1 Related Sections:**

- .1 Section 01 91 31 – Commissioning (CX) Plan.

**1.2 REFERENCES**

- .1 Public Works and Government Services Canada (PWGSC)
  - .1 PWGSC - Commissioning Guidelines CP.4 -3rd edition-03.
- .2 Underwriters' Laboratories of Canada (ULC)

**1.3 GENERAL**

- .1 Provide a functional curtain wall:
  - .1 Systems and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies under normal loads.
  - .2 O&M personnel have been fully trained in aspects of installed systems.
  - .3 Optimized life cycle costs.
  - .4 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
  - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
  - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
  - .3 Sets out deliverables relating to O&M, process and administration of Cx.
  - .4 Describes process of verification of how built works meet Departmental Representative requirements.
  - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.
  - .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
    - .1 Overview of Cx.
    - .2 General description of elements that make up Cx Plan.
    - .3 Process and methodology for successful Cx.
- .4 Acronyms:
  - .1 Cx - Commissioning.
  - .2 MSDS - Material Safety Data Sheets.
  - .3 PI - Product Information.
  - .4 PV - Performance Verification.
  - .5 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
  - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
  - .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

**1.4 DEVELOPMENT OF 100% CX PLAN**

- .1 Cx Plan to be 95% completed before added into Project Specifications.
- .2 Cx Plan to be 100% completed within 8 weeks of award of contract to take into account:



- .1 Approved shop drawings and product data.
  - .2 Approved changes to contract.
  - .3 Contractor's project schedule.
  - .4 Cx schedule.
  - .5 Contractor's, sub-contractor's, suppliers' requirements.
  - .6 Project construction team's and Cx team's requirements.
- .3 Submit completed Cx Plan to Departmental Representative and obtain written approval.

#### 1.5 REFINEMENT OF CX PLAN

- .1 During construction phase, revise, refine and update Cx Plan to include:
- .1 Changes resulting from Client program modifications.
  - .2 Approved design and construction changes.
- .2 Revise, refine and update every 6 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.
- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

#### 1.6 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Project Manager will select Cx Team consisting of following members:
- .1 PWGSC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
  - .2 PWGSC Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:
    - .1 Review of Cx documentation from operational perspective.
    - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
    - .3 Protection of health, safety and comfort of occupants and O&M personnel.
    - .4 Monitoring of Cx activities, training and development of Cx documentation.
    - .5 Work closely with members of Cx Team.
  - .3 Departmental Representative is responsible for:
    - .1 Organizing Cx.
    - .2 Monitoring operations Cx activities.
    - .3 Witnessing, certifying accuracy of reported results.
    - .4 Ensuring implementation of final Cx Plan.
    - .5 Performing verification of performance of installed systems and equipment.
    - .6 Implementation of Training Plan.
  - .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with contract documents, including:
    - .1 Testing.
    - .2 Performance of Cx activities.
    - .3 Delivery of training and Cx documentation.
    - .4 Assigning one person as point of contact with Departmental Representative and PWGSC Cx Manager for administrative and coordination purposes.
  - .5 Contractor's Cx agent implements specified Cx activities including:
    - .1 Demonstrations.

- .2 Training.
- .3 Testing.
- .4 Preparation, submission of test reports.
- .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
  - .1 Receiving facility.
  - .2 Day-To-Day operation and maintenance of facility.

## 1.7 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
  - .1 Installation contractor/subcontractor:
    - .1 Equipment and systems except as noted.
  - .2 Equipment manufacturer: equipment specified to be installed and started by manufacturer.
    - .1 To include performance verification.
  - .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
  - .4 Specialist Cx agency:
    - .1 Possessing specialist qualifications and installations providing environments essential to client's program but are outside scope or expertise of Cx specialists on this project.
  - .5 Client: responsible for intrusion and access security systems.
  - .6 Ensure that Cx participant:
    - .1 Could complete work within scheduled time frame.
    - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
      - .1 Modify ventilation rates to meet changes in off-gassing.
      - .2 Changes to heating or cooling loads beyond scope of EMCS.
      - .3 Changes to EMCS control strategies beyond level of training provided to O&M personnel.
      - .4 Redistribution of electrical services.
      - .5 Modifications of fire alarm systems.
      - .6 Modifications to voice communications systems.
  - .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3 months prior to starting date of Cx for review and approval.

## 1.8 EXTENT OF CX

- .1 Cx Structural and Architectural Systems:
  - .1 Architectural and structural:
    - .1 Exterior systems:
      - .1 Curtain Wall and Spandrel Panels.

## 1.9 DELIVERABLES RELATING TO O&M PERSPECTIVES

- .1 General requirements:
- .2 Compile English documentation.
- .3 Documentation to be computer-compatible format ready for inputting for data management.

- .4 Provide deliverables:
  - .1 Warranties.
  - .2 Project record documentation.
  - .3 Inventory of spare parts, special tools and maintenance materials.
  - .4 Maintenance Management System (MMS) identification system used.
  - .5 WHMIS information.
  - .6 MSDS data sheets.
  - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

#### 1.10 DELIVERABLES RELATING TO THE CX PROCESS

- .1 General:
  - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
  - .1 Cx as used in this section includes:
    - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
    - .2 Factory inspections and performance verification tests.
- .3 Deliverables: provide:
  - .1 Cx Specifications.
  - .2 Startup, pre-Cx activities and documentation for systems, and equipment.
  - .3 Completed installation checklists (ICL).
  - .4 Completed product information (PI) report forms.
  - .5 Completed performance verification (PV) report forms.
  - .6 Results of Performance Verification Tests and Inspections.
  - .7 Description of Cx activities and documentation.
  - .8 Description of Cx of integrated systems and documentation.
  - .9 Tests of following witnessed by PWGSC Design Quality Review Team:
    - .1 Building envelope thermography.
  - .10 Tests performed by Department Representative.
  - .11 Training Plans.
  - .12 Cx Reports.
  - .13 Prescribed activities during warranty period.
- .4 Departmental Representative to witness and certify tests and reports of results provided to Departmental Representative.
- .5 Departmental Representative to participate.

#### 1.11 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in this Cx Plan include the following:
  - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to Departmental Representative's satisfaction.
  - .2 Departmental Representative to use approved check lists.
  - .3 Departmental Representative will monitor some of these pre-start-up inspections.
  - .4 Include completed documentation with Cx report.
  - .5 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Departmental Representative and does not form part of Cx specifications.
  - .6 Departmental Representative will monitor some of these inspections and tests.
  - .7 Include completed documentation in Cx report.

- .2 Pre-Cx activities - ARCHITECTURAL AND STRUCTURAL:
  - .1 Exterior walls: conduct thermographic surveys to ensure appropriate level of tightness after exterior envelope has been completed. Permanent HVAC systems are able to provide appropriate negative or positive pressure, a temperature of at 20 degrees C can be maintained between inside and outside and wind speed is less than 10 kph.

#### **1.12 START-UP**

- .1 Start-up components, equipment and systems.
- .2 Departmental Representative to monitor some of these start-up activities.
  - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .3 Performance Verification (PV):
  - .1 Approved Cx Agent to perform.
    - .1 Repeat when necessary until results are acceptable to Departmental Representative.
  - .2 Use procedures modified generic procedures to suit project requirements.
  - .3 Departmental Representative to witness and certify reported results using approved PI and PV forms.
  - .4 Departmental Representative to approve completed PV reports and provide to Departmental Representative.
  - .5 Departmental Representative reserves right to verify up to 30% of reported results at random.
  - .6 Failure of randomly selected item shall result in rejection of PV report or report of system startup and testing.

#### **1.13 CX ACTIVITIES AND RELATED DOCUMENTATION**

- .1 Perform Cx by specified Cx agency using procedures developed by Departmental Representative and approved by Departmental Representative.
- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.
- .4 Departmental Representative to witness, certify reported results of, Cx activities and forward to Departmental Representative.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

#### **1.14 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION**

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative and approved by Departmental Representative.
- .2 Tests to be witnessed by Departmental Representative and documented on approved report forms.
- .3 Upon satisfactory completion, Cx specialist to prepare Cx Report, to be certified by Departmental Representative and submitted to Departmental Representative for review.
- .4 Departmental Representative reserves right to verify percentage of reported results.
- .5 Identification:
  - .1 In later stages of Cx, before hand-over and acceptance Departmental Representative, Contractor and Cx Manager to co-operate to complete inventory

data sheets and provide assistance to PWGSC in full implementation of MMS identification system of components, equipment, sub-systems, systems.

#### **1.15 DELIVERABLES RELATING TO ADMINISTRATION OF CX**

- .1 General:
  - .1 Because of risk assessment, complete Cx of occupancy, weather and seasonal-sensitive equipment and systems in these areas before building is occupied.

#### **1.16 CX SCHEDULES**

- .1 Prepare detailed critical path Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:
  - .1 Milestones, testing, documentation, training and Cx activities of components, equipment, subsystems, systems and integrated systems, including:
    - .1 Design criteria, design intents.
    - .2 Cx agents' credentials: 60 days before start of Cx.
    - .3 Cx procedures: 1 month after award of contract.
    - .4 Cx Report format: 1 month after contract award.
    - .5 Submission of list of instrumentation with relevant certificates: 21 days before start of Cx.
    - .6 Notification of intention to start Cx: 14 days before start of Cx.
    - .7 Cx reports: immediately upon successful completion of Cx.
  - .2 6 months in Cx schedule for verification of performance in all seasons and wear conditions.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Departmental Representative, Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

#### **1.17 CX REPORTS**

- .1 Submit reports of tests, witnessed and certified by Departmental Representative to Departmental Representative who will verify reported results.
- .2 Include completed and certified PV reports in properly formatted Cx Reports.
- .3 Before reports are accepted, reported results to be subject to verification by Departmental Representative.

#### **1.18 TESTS TO BE PERFORMED BY DEPARTMENTAL REPRESENTATIVE**

- .1 None is anticipated on this project.

#### **1.19 FINAL SETTINGS**

- .1 Upon completion of Cx to satisfaction of Departmental Representative lock control devices in their final positions, indelibly mark settings marked and include in Cx Reports.

### **PART 2 PRODUCTS**

#### **2.1 NOT USED**

- .1 Not Used.

### **PART 3 EXECUTION**

**3.1 NOT USED**

.1 Not Used.

**END OF SECTION**

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