

1.1 DESCRIPTION OF  
WORK

- .1 In general, work under this contract consists of but not limited to:
  - .1 Removal of wall dividing cells to create Pinel cells.
  - .2 Replacement of cell doors.
  - .3 Removal of cell furniture.
  - .4 Painting of cells and corridor.
  - .5 Supply and installation of chair lift.
  - .6 Supply and installation of washer / dryer unit and affiliated services.
- .2 Site of Work is at: Unit 4, Atlantic Institution, Renous, NB.

1.2 FAMILIARIZATION  
WITH SITE

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

1.3 CODES AND  
STANDARDS

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

1.4 INTERPRETATION  
OF DOCUMENTS

- .1 Supplementary to the Order of Precedence article of the General Conditions of the Contract, the Division 01 sections take precedence over the technical specification sections in other Divisions of the Specification Manual.

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

1.6 SETTING OUT WORK .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.

.2 Provide devices needed to lay out and construct work.

.3 Supply such devices as straight edges and templates required to facilitate Departmental Representative's inspection of work.

1.7 COST BREAKDOWN .1 Before submitting first progress claim submit breakdown of Contract price in detail as directed by Departmental Representative and aggregating contract price. Required forms will be provided for application of progress payment.

.2 List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by Departmental Representative.

.3 Upon approval, cost breakdown will be used as basis for progress payment.

1.8 DOCUMENTS REQUIRED .1 Maintain at job site, one copy each of the following:

.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 stipulated elsewhere in the Contract Documents.

1.9 PERMITS

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

1.10 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO EXISTING  
BUILDING

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

1.11 ROUGHING-IN

- .1 Be responsible for obtaining manufacturer's

literature and for correct roughing-in and hook-up of equipment, fixtures and appliances.

1.12 CUTTING,  
FITTING AND  
PATCHING

- .1 Ensure that cutting and patching required by all trades is included in total bid price submitted for the work.
- .2 Execute cutting including excavation, fitting and patching required to make work fit properly.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services.
- .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative.
- .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

1.13 EXISTING  
SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to tenant operations.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. This includes disconnection of electrical power and communication services to tenant's operational areas. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise Departmental Representative

and confirm findings in writing.

- .6 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.

1.14 BILINGUAL  
NOTATIONS

- .1 Any items supplied and installed under this contract which have operating instructions on them and which can be expected to be used by the building tenants, must have such operating instructions in bilingual format - English and French.
- .2 Factory embossed or recessed symbols illustrating equipment operation is an acceptable alternate to lettering.
- .3 Items supplied with factory - embossed or recessed lettering in one official language with an applied sticker or decal representing the second official language is not acceptable unless the Departmental Representative gives prior approval before any such items are ordered.
- .4 Internationally recognized colour coding such as red and blue center pieces for plumbing brass is acceptable.
- .5 No extra costs will be paid for re-stocking or re-ordering of materials and equipment due to Contractor's failure to fully meet bilingual signage requirements specified herein.
- .6 Ensure that all trades are made aware of above requirements.

1.15 BUILDING  
SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. No smoking.

1.16 CONTRACTORS REQUEST  
FOR INFORMATION

Contractor's Request for Information (RFI's) submitted by the Contractor is to be used for

Clarification purposes only.

- .2 All RFI requests are a tool for the Contractor to clarify questions to be contract documents. As all items submitted under RFI's are to help the Contractor maintain schedule / direction, all RFI's are to be submitted a minimum of 2 weeks prior to required response.
- .3 Note that RFI's made by Contractor which are found to be clearly shown or specified in the Contract Documents shall be subject to financial penalties in the form of progress payment reductions and holdback assessment made against the Contractor.

END OF SECTION

PART 1 General

1.1 WORK COVERED BY CONTRACT DOCUMENTS .1 Work of this Contract comprises of renovations to Unit 4 as indicated on the Drawings.

1.2 CONTRACT METHOD .1 Construct Work under single, stipulated price contract.

1.3 CONTRACTOR USE OF PREMISE .1 Use of site is restricted to area of contract.

1.4 DOCUMENTS REQUIRED .1 Maintain at job site, one copy each of the following:  
.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 Manufacturers' installation and application instructions.  
.11 Labour conditions and wage schedules.  
.12 Health and Safety Plan and Other Safety Related Documents.  
.13 Other documents as specified.

PART 2 Products

2.1 NOT USED .1 Not Used.

PART 3 Execution

3.1 NOT USED .1 Not Used.

---

Modifications to Unit 4	Summary of Work	Section 01 11 00
Atlantic Institution		Page 2
Renous, NB		
Project No. R.061888.001		2016-06-24

---

END OF SECTION

PART 1 General

1.1 USE OF SITE  
AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Where security is reduced by work provide temporary means to maintain security.
- .3 Refer to article 1.10 in Section 01 52 00 - Construction Facilities for information on sanitary facilities.
- .4 Closures: protect work temporarily until permanent enclosures are completed.

1.2 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO  
EXISTING BUILDING

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

1.3 EXISTING  
SERVICE

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions to a minimum.
- .3 Provide for personnel and vehicular traffic.

1.4 INSTITUTION  
REQUIREMENTS

- .1 Comply with the document "Correctional Service Canada Security Requirements" for Contractors Working at the Institution distributed by the Departmental Representative at the pre-tender site meeting. These Security Requirements generally cover restrictions/requirements

including, but not necessarily limited to contraband, prescription drugs, vehicles and their use, vehicle and worker searches, construction limits, security clearances, shipments to and from the site, tools and their use, and security and other hardware keys. Refer to Section 01 35 13 and 01 35 59.

<u>1.5 BUILDING</u>	.1	Comply with smoking restrictions. See Section 01
<u>SMOKING ENVIRONMENT</u>		35 13 - Security Requirements.

PART 2 Products

<u>2.1 NOT USED</u>	.1	Not Used.
---------------------	----	-----------

PART 3 Execution

<u>3.1 NOT USED</u>	.1	Not Used.
---------------------	----	-----------

END OF SECTION

1.1 SUBMITTALS

- .1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:
  - .1 Work Schedule as specified herein.
  - .2 Shop Drawing Submittal Schedule specified in Section 01 33 00.
  - .3 Hot Work Procedures specified in Section 01 35 24.
  - .4 Lockout Procedures specified in Section 01 35 25.
  - .5 Health and Safety Plan specified in Section 01 35 29.06.
  - .6 List of workers requiring security clearance and those to be placed on Site Security Control list as specified in Section 01 35 13.
  - .7 Dust Control Plan specified in Section 01 50 00.
  - .8 Waste Management Plan specified in Section 01 74 21.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
  - .1 Preliminary work schedule within 7 calendar days of contract award.
  - .2 Detailed work schedule within 14 calendar days of contract award.
- .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
- .3 Provide sufficient details to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Work schedule content to include as a minimum the following:
  - .1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
  - .2 Written narrative on key elements of work

- illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
- .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.
  - .5 Schedule work in cooperation with the Departmental Representative. Incorporate within Detailed Work Schedule, items identified by Departmental Representative during review of preliminary schedule.
  - .6 Completed schedule shall be reviewed by Departmental Representative. When reviewed, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
  - .7 Ensure that all subtrades and subcontractors are made aware of the work restraints and operational restrictions specified.
  - .8 Schedule Updates:
    - .1 Submit a revised schedule (if applicable) with each progress billing submission.
    - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
    - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
  - .9 Departmental Representative will make interim reviews and evaluate progress of work based on reviewed schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.
  - .10 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

1.3 OPERATIONAL  
RESTRICTIONS

- .1 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .2 See Section 01 35 13 in regards to:
  - .1 Special security requirements which must be observed in the course of work.
  - .2 Provision of security personnel by Contractor as part of the Work.
- .3 Limit Maneuvering Space on Site: To area indicated on drawings. Staging area for placement of construction trailer, goods storage and portable toilet will be on the Institution's site, outside the security wall, in the location designated by the Institution.
- .4 Facility circulation maintained:
  - .1 Ensure that entrances, corridors, stairwells, fire exits and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users at all times during the entire work.
  - .2 Maintain those areas clean and free of construction materials and equipment. Provide temporary dust barriers and other suitable enclosures to ensure users are not exposed to construction activities and are protected from exposure to dust, noise and hazardous conditions.
  - .3 Maintain fire escape routes accessible and firefighting access open all times for the duration of the project.
  - .4 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.
- .5 Safety Signage:
  - .1 Provide on site, and erect as required during progress of work, proper bilingual signage. Mount where directed and as required on self-supporting stands, or on fixed walls warning the building occupants of construction activities in progress and

- alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.
- .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
- .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be decided in conjunction with Institution and as directed by departmental representative.
- .4 Include costs for the supply and installation as well as removal of these signs and the related patching and making good of associated walls in the bid price.
- .6 Dust and Dirt Control:
  - .1 See Section 01 50 00 for dust control and cleaning requirements.
  - .2 Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Review all measures with the Departmental Representative before undertaking work, especially for major dust generating activities.
  - .3 Do not allow demolition debris and construction waste to accumulate on site and contribute to the propagation of dust.
  - .4 As work progresses, maintain construction areas in a tidy condition at all times. Remove dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.
  - .5 Immediately remove all debris and dust from within occupied areas as generated by work therein during a given workshift.
  - .6 Disconnect and seal-off ductwork of HVAC servicing the construction area to stop spread of dust into other areas of Facility.
  - .7 Avoid situations and practices which results in dust and dirt being brought from the construction areas or from the exterior and tracked inside the building into occupied areas.
  - .8 Stop workers with soiled footwear from entering building.

- .9 Inform workers and make them sensitive to the need for dust and dirt control. Stringently enforce rules and regulations, immediately address non-compliance.
- .10 Keep access doors to work areas closed at all times. Use only designated doors for entry or egress.
- .7 Cleaning of occupied areas used by Contractor:
  - .1 Clean circulation routes used by workers to gain access to work by conducting cleaning, vacuuming and washing of floors, walls and other soiled surfaces.
  - .2 Meager attempts at controlling dust and ineffective unprofessional cleaning procedures will not be tolerated.
  - .3 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas and building circulation areas will result in Contractor being ordered to immediately provide professional cleaning services without delay to remedy the situation and conduct all cleaning to the extent as determined by Departmental Representative.
- .8 Ensure that all sub-trades are made aware of and abide by the contents of this section and in particularly the work restrictions specified herein due to tenant operational requirements.

1.4 PROJECT MEETINGS

- .1 Schedule and administer project meetings, held on a minimum bi-weekly basis, for entire duration of work and more often when directed by Departmental Representative as deemed necessary due to progress of work or particular situation.
- .2 Prepare agenda for meetings.
- .3 Notify participants in writing 4 days in advance of meeting date.
  - .1 Ensure attendance of all subcontractors.
  - .2 Departmental Representative will provide list of other attendees to be notified.
- .4 Hold meetings at project site or where approved by Departmental Representative.

- .5 Preside at meetings and record minutes.
  - .1 Indicate significant proceedings and decisions. Identify action items by parties.
  - .2 Distribute to participants by mail or by facsimile within 3 calendar days after each meeting.
  - .3 Make revisions as directed by Departmental Representative.
  - .4 Departmental Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.

1.5 WORK  
COORDINATION

- .1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
  - .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 The General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
- .3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .4 Work Cooperation:
  - .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
  - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.

- .5 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

END OF SECTION

PART 1General

1.1 ADMINISTRATIVE

- .1 Submit to Departmental Representative submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed 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 coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.
- .6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Allow 15 days for Departmental Representative's review of submittals.
- .8 Verify field measurements and affected adjacent Work are coordinated.
- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10 Contractor's responsibility for deviations in

submission from requirements of Contract Documents is not relieved by Departmental Representative review.

- .11 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS  
AND PRODUCT DATA

- .1 Submit 6 prints of shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
- .2 Submit 6 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.
- .3 Delete information not applicable to project.
- .4 Supplement standard information to provide details applicable to project.
- .5 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.
- .6 The review of shop drawings by Departmental Representative is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Departmental Representative 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 all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for

co-ordination of Work of all sub-trades.

- .7 For all sections of Work which require the Contractor or Sub Contractor to provide professional engineering services, the Contractor's or Sub Contractor's Registered Professional Engineer in the Province of New Brunswick shall design and engineer components for the project which the Contractor's or Sub Contractor's Registered Professional Engineer is responsible for, and shall sign and seal all shop drawings and supporting documentation. The Contractor's or Sub Contractor's Registered Professional Engineer shall review all fabrication and installation of such components. At completion of the Work, each of the Contractor's and/or Sub Contractor's Registered Professional Engineers shall provide to the Consultant, a letter confirming that:
- .1 All structural, architectural, mechanical, electrical and other components are fabricated and erected in conformance with their design.
  - .2 All components are capable of supporting all the loads or capable of performance specified or indicated on the reviewed shop drawings.
  - .3 All changes to the contract documents have been reviewed and are acceptable.
  - .4 All components have been designed, fabricated and installed to substantially comply with the applicable requirements of the National Building Code.
  - .5 All components have been designed and installed to conform with the seismic restraint requirements of the National Building Code 2010.
  - .6 The fabrication and installation of such components has been reviewed and accepted by the Contractor's and/or Sub Contractor's Registered Professional Engineers.
  - .7 All components are fabricated and erected in accordance with the reviewed shop drawings.

### 1.3 SAMPLES

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

- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 MOCK-UPS

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

1.5 PROGRESS  
PHOTOGRAPHS

- .1 Employ a competent individual to take all photographs.
- .2 Upon commencement of Work and at monthly intervals thereafter, email to the Departmental Representative, digital electronic copies of photographs, of eight (8) different views to clearly indicate progress of all parts of the Work. Provide photos from locations as directed by the Departmental Representative. Electronic copies to indicate date when photos were taken.
- .3 Progress Photographs (Digital Format):
  - .1 Sizes: minimum 5 mega pixels image file size or 600 dpi print density.
  - .2 Type: digital colour with binding margin at one end.
  - .3 Format: jpeg.
  - .4 Number of copies: 1 set per month.
  - .5 Identification: Rich Text Format (\*.rtf) reference to photo file with name, location, purpose, and number of project and date of

exposure.

.6 Viewpoints: interior locations. Viewpoints determined by Departmental Representative.

.4 Distribution of Photographs:

.1 Submit one set of progress photographs to the Departmental Representative.

.2 Submit photographs with each Progress Claim, and continuing until Final Certificate.

.3 Submit progress photographs on CDROM, files compressed with file names referencing progress time when each photograph was prepared, e.g. 2010-10-15 Foundation 1, placement of reinforcing steel.

.4 Include all photographs in the final submission and submit on a CDROM files compressed with file names referencing progress time when each photograph was prepared e.g. 2010-10-15 Roof 10, Installation of roof vents.

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 PURPOSE

- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

1.2 DEFINITIONS

- .1 "Contraband" means:
- .1 an intoxicant, including alcoholic beverages, drugs and narcotics,
  - .2 a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
  - .3 an explosive or a bomb or a component thereof,
  - .4 currency over \$25, when possessed by an inmate without prior authorization, and
  - .5 any item not described in paragraphs (1) to (4) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization
- .2 "Unauthorized Smoking Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, electronic cigarettes, cigarette making machines, matches and lighters.
- .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
- .4 "CSC" means Correctional Service Canada.
- .5 "Construction employees" means persons working for the general Contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .6 "Departmental Representative" means the Public

Works and Government Services Canada (PWGSC) or the Correctional Service Canada (CSC) project manager depending on project.

- .7 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
- .8 "Construction zone" means the area as shown on the contract drawings where the contractor will be allowed to work. This area may or may not be isolated from the security area of the institution.

#### 1.3 PRELIMINARY PROCEEDINGS

- .1 Prior to the commencement of work, the Contractor will meet with the Departmental Representative to:
  - .1 Discuss the nature and extent of all activities involved in the Project.
  - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
- .2 The Contractor will:
  - .1 Ensure that all construction employees are aware of the CSC security requirements.
  - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site.
- .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

#### 1.4 CONSTRUCTION EMPLOYEES

- .1 Submit to the Departmental Representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee. (Institutional Access CPIC Clearance Request form CSC/SCC 1279).
- .2 Allow two (2) weeks for processing of security clearances. Construction employees will not be admitted to the Institution without a valid security clearance in place and a recent picture

identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at the institution where the project is taking place.

- .3 The Departmental Representative requires that facial photographs be taken of construction employees and these photographs be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The Departmental Representative requires that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the institution and shall be displayed prominently on the construction employees clothing at all time while employees are at the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
  - .1 Appear to be under the influence of alcohol, drugs or narcotics.
  - .2 Behave in an unusual or disorderly manner.
  - .3 Are in possession of contraband.

#### 1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle.
- .2 The Departmental Representative may limit at any time the number and type of vehicles allowed within the Institution.
- .3 Drivers of delivery vehicles for material required by the project shall require security clearances and must remain with their vehicle the entire time that the vehicle is in the Institution. The director may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.

1.6 PARKING

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

1.7 SHIPMENTS

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

1.8 TELEPHONES

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

1.9 WORK HOURS

- .1 Work hours within the Institution are: Monday to Friday 7:30 a.m. to 6:00 p.m.
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the Departmental Representative. A minimum of three (3) days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waived by the Departmental Representative.

1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Departmental Representative. Give a minimum twenty-four (24) hours advance notice when overtime work on the construction project is necessary and approved. If overtime work is required because of an emergency such the completion of a concrete pour or work to make the construction safe and secure, the contractor shall advise the Departmental Representative as soon as this condition is known and follow the directions given by the Departmental Representative. Costs to Canada for such events may be attributed to the contractor.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Departmental Representative, extra staff members may be posted by the Departmental Representative or his designate, to maintain the security surveillance. The actual cost of this extra staff may be attributed to the contractor.

1.11 TOOLS AND EQUIPMENT

- .1 Maintain on site a complete list of all tools and equipment to be used during the construction project. Make this inventory available for inspection when required.
- .2 Throughout the construction project maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge-driven tools, cartridges, files, saw

blades, rod saws, wire, rope, ladders and any sort of jacking device.

- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all toolboxes when not in use. Keys to remain in the possession of the construction employees of the Contractor.
- .6 Scaffolding shall be secured and locked when not erected and when erected, shall be secured in a manner agreed upon with the Departmental Representative.
- .7 All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.
- .8 The Departmental Representative will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
  - .1 At the beginning and conclusion of every construction project.
  - .2 Weekly, when the construction project extends longer than a one week period.
- .9 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Departmental Representative at the end of each day. All power "shot", Ram-set, Hilti or any other power-driven tool must have all cartridges accounted for including those which have been used. The correct count of these tools must be verified entering and leaving the institution at the beginning and end of each day. All broken blades and tools must be accounted for and broken tools are not to be thrown away. Particular attention must be given to power driven tools, files, saw blades, rod saws, wire, rope and ladders. Tool kits must be locked when the area is unattended.
- .10 If propane or natural gas is used for heating the construction, the institution will require that an employee of the contractor supervise the

construction site during non-working hours.

1.12 KEYS

- .1 Security Hardware Keys
  - .1 The Contractor shall arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to the Institution, specifically the Security Maintenance Officer (SMO).
  - .2 The SMO will provide a receipt to the Contractor for security hardware keys.
  - .3 The Contractor will provide a copy of the above-mentioned receipt to the Departmental Representative.
- .2 Other Keys
  - .1 The Contractor will use standard construction cylinders for locks for his use during the construction period.
  - .2 The Contractor will issue instructions to his construction employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
  - .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
    - .1 Prepare an operational keying schedule
    - .2 Accept the operational keys and cylinders directly from the lock manufacturer.
    - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
  - .4 Upon putting operational security keys into use, the CSC construction escort shall obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his construction employees advising them that all security keys shall always remain with the CSC construction escort.

1.13 SECURITY  
HARDWARE

- .1 Turn over all removed security hardware to the Departmental Representative of the Institution

for disposal or for safekeeping until required for re-installation.

1.14 PRESCRIPTION  
DRUGS

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

1.15 SMOKING  
RESTRICTIONS

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

1.16 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Departmental Representative.
- .3 Contractors should be vigilant with both their staff and the staff of their sub-contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of contractors, sub-contractors and suppliers or

employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

1.17 SEARCHES

- .1 All vehicles and persons entering institutional property may be subject to search.
- .2 When the Departmental Representative suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband or unauthorized items, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

1.18 ACCESS TO AND  
REMOVAL FROM  
INSTITUTIONAL  
PROPERTY

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

1.19 MOVEMENT OF  
VEHICLES

- .1 Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours:
  - .1 07:30 a.m. to 11:00 a.m.
  - .2 1:00 p.m. to 3:30 p.m.
- .2 Construction vehicles shall not leave the Institution until an inmate count is completed.
- .3 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .4 Vehicles shall be refused access to institutional property if, in the opinion of the Departmental Representative, they contain any article which may jeopardize the security of the institution.
- .5 Private vehicles of construction employees will

not be allowed within the security perimeter of medium or maximum security institutions without the authorization of the Departmental Representative. Contractor's employees will park their vehicles in a designated area outside the perimeter of the institution.

- .6 With the approval of the Departmental Representative, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Departmental Representative may require that the equipment be secured with a chain and padlock to another fixed object.

1.20 MOVEMENT OF  
CONSTRUCTION  
EMPLOYEES ON  
INSTITUTIONAL  
PROPERTY

- .1 Subject to the requirements of good security, the Departmental Representative will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Departmental Representative may:
  - .1 Prohibit or restrict access to any part of the institution.
  - .2 Require that in certain areas of the institution, either during the entire construction project or at certain intervals, construction employees only be allowed access when escorted by a member of the CSC security staff or a commissionaire.
- .3 During the lunch and coffee/health breaks, all construction employees will remain within the construction site.

1.21 SURVEILLANCE  
AND INSPECTION

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

1.22 STOPPAGE OF  
WORK

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

1.23 CONTACT WITH  
INMATES

- .1 Unless specifically authorized, the contractor is not encouraged to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above without permission will be removed from the site and his security clearance revoked.
- .2 It is to be noted that cameras are not allowed on CSC property except if required for photographic history of the project. In this case, the contractor will be asked to use a designated memory card for the project.
- .3 Notwithstanding the above paragraph, if the Departmental Representative approves of the usage of cameras, it is strictly forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

1.24 COMPLETION OF  
CONSTRUCTION PROJECT

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

Modifications to Unit 4	Security Requirements	Section 01 35 13
Atlantic Institution		Page 12
Renous, NB		
Project No. R.061888.001		2016-06-24

## PART 2 Products

2.11.25 USED .1 Not Used.

## PART 3 Execution

3.11.26 USED .1 Not Used.

END OF SECTION

- |                                     |                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.1 SECTION INCLUDES</u>         | .1 Fire Safety Requirements                                                                                                                                                                                                                                                                              |
|                                     | .2 Hot Work Permit                                                                                                                                                                                                                                                                                       |
|                                     | .3 Existing Fire Protection and Alarm Systems                                                                                                                                                                                                                                                            |
| <u>1.2 RELATED WORK</u>             | .1 Section 01 35 29.06 Health and Safety Requirements.                                                                                                                                                                                                                                                   |
|                                     | .2 Section 01 14 10 Scheduling and Management of Work.                                                                                                                                                                                                                                                   |
| <u>1.3 DEFINITIONS</u>              | .1 Hot Work defined as: <ul style="list-style-type: none"><li>.1 Welding work</li><li>.2 Cutting of materials by use of torch or other open flame devices</li><li>.3 Grinding with equipment which produces sparks.</li><li>.4 Use of open flame torches such as for roofing work.</li></ul>             |
| <u>1.4 SUBMITTALS</u>               | .1 Submit copy of Hot Work Procedures and sample of Hot Work permit to Departmental Representative for review, within 14 calendar days of acceptance of bid.                                                                                                                                             |
|                                     | .2 Submit in accordance with section 01 33 00.                                                                                                                                                                                                                                                           |
| <u>1.5 FIRE SAFETY REQUIREMENTS</u> | .1 Implement and follow fire safety measures during Work. Comply with following: <ul style="list-style-type: none"><li>.1 National Fire Code.</li><li>.2 Fire Protection Standards FCC 301 and FCC 302.</li><li>.3 Federal and Provincial Occupational Health and Safety Acts and Regulations.</li></ul> |
|                                     | .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action                                                       |

to be followed.

1.6 HOT WORK  
AUTHORIZATION

- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
  - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
  - .2 Description of the type and frequency of Hot Work required.
  - .3 Sample Hot Work Permit to be used.
- .3 Upon review and confirmation that effective fire safety measures will be implemented and followed during performance of hot work, Departmental Representative will give authorization to proceed as follows:
  - .1 Issue one written "Authorization to Proceed" covering the entire project for duration of work or;
  - .2 Subdivide the work into pre-determined, individual activities, each activity requiring a separately written authorization to proceed.
- .4 Requirement for individual authorization will be based on:
  - .1 Nature or phasing of work;
  - .2 Risk to Facility operations;
  - .3 Quantity of various trades needing to perform hot work on project or;
  - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.
- .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.
- .6 In coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed, perform Hot Work only during non-operative hours of the Facility. Follow Departmental Representative's directives

in this regard.

1.7 HOT WORK  
PROCEDURES

- .1 Develop and implement safety procedures and work practices to be followed during the performance of Hot Work.
- .2 Hot Work Procedures to include:
  - .1 Requirement to perform hazard assessment of site and immediate work area beforehand for each hot work event in accordance with Safety Plan specified in section 01 35 29.06.
  - .2 Use of a Hot Work Permit system with individually written permit issued by Contractor's Superintendent to specific worker or subcontractor granting permission to proceed with Hot Work.
  - .3 Permit required for each Hot Work event.
  - .4 Designation of a person on site as a Fire Safety Watcher responsible to conduct a fire safety watch for a minimum duration of 30 minutes immediately following the completion of the Hot Work.
  - .5 Compliance with fire safety codes, standards and occupational health and safety regulations specified.
  - .6 Site specific rules and procedures in force at the site as provided by the Facility Manager.
- .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific project conditions. Label document as being the Hot Work Procedures for this contract.
- .4 Procedures shall clearly establish responsibilities of:
  - .1 Worker performing hot work,
  - .2 Person issuing the Hot Work Permit,
  - .3 Fire Safety Watcher,
  - .4 Subcontractor(s) and Contractor.
- .5 Brief all workers and subcontractors on Hot Work Procedures and of Permit system. Stringently enforce compliance.

- .6 Failure to comply with fire safety procedures may result in the issue of a Non-Compliance notification as specified in Section 01 35 29.06.

1.8 HOT WORK  
PERMIT

- .1 Hot Work Permit to include the following:
  - .1 Project name and project number;
  - .2 Building name and specific room or area where hot work will be performed;
  - .3 Date of issue;
  - .4 Description of hot work type needed;
  - .5 Special precautions to be followed, including type of fire extinguisher needed;
  - .6 Name and signature of permit issuer.
  - .7 Name of worker to which the permit is issued.
  - .8 Permit validity period not to exceed 8 hours. Indicate start time/date and termination time/date.
  - .9 Worker's signature with time/date of hot work completion.
  - .10 Stipulated time period of safety watch.
  - .11 Fire Safety Watcher's signature with time/date.
- .2 Permit to be typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
- .3 Each Hot Work Permit to be completed in full, signed and returned to Contractor's Superintendent for safe keeping on site.

1.9 FIRE  
PROTECTION AND  
ALARM SYSTEMS

- .1 Fire protection and alarm systems shall not be:
  - .1 Obstructed.
  - .2 Shut-off, unless approved by Departmental Representative.
  - .3 Left inactive at the end of a working day or shift.
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.
- .3 Costs incurred, from the fire department, Facility owner and tenants, resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract.

1.10 DOCUMENTS ON  
SITE

---

- .1 Keep Hot Work Permits and Hazard assessment documentation on site for duration of Work.
- .2 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

END OF SECTION

<u>1.1 SECTION INCLUDES</u>	.1	Procedures to isolate and lockout electrical facility and other equipment from energy sources.
<u>1.2 RELATED WORK</u>	.1	Section 01 35 29.06: Health and Safety
	.2	Section 01 14 10 Scheduling and Management of the Work
	.3	Section 01 50 00: Temporary Facilities.
<u>1.3 REFERENCES</u>	.1	CSA C22.1-15 - Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.
	.2	CAN/CSA C22.3 No.1-15 - Overhead Systems.
	.3	CSA C22.3 No.7-15 - Underground Systems.
	.4	COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.
<u>1.4 DEFINITIONS</u>	.1	Electrical Facility: means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons.
	.2	Guarantee of Isolation: means a guarantee by a competent person in control or in charge that a particular facility or equipment has been isolated.
	.3	De-energize: in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD).
	.4	Guarded: means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any

person who might touch or go near such item.

- .5 Isolate: means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous.
- .6 Live/alive: means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons.

#### 1.5 COMPLIANCE REQUIREMENTS

- .1 Comply with the following in regards to isolation and lockout of electrical facilities and equipment:
  - .1 Canadian Electrical Code
  - .2 Federal and Provincial Occupational Health and Safety Acts and Regulations.
  - .3 Regulations and code of practice as applicable to mechanical equipment or other machinery being de-energized.
  - .4 Procedures specified herein.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

#### 1.6 SUBMITTALS

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

#### 1.7 ISOLATION OF EXISTING SERVICES

- .1 Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.

- .2 To obtain authorization, submit to Departmental Representative the following documentation:
  - .1 Written request to isolate the particular service or facility and;
  - .2 Copy of Contractor's Lockout Procedures.
- .3 Make a Request for Isolation for each event, unless directed otherwise by Departmental Representative, as follows:
  - .1 Fill-out standard form in current use at the Facility as provided by Departmental Representative or;
  - .2 Where no form exist, make written request indicating:
    - .1 The equipment, system or service to be isolated and its location;
    - .2 Duration of isolation period (ie: start time & date and completion time & date).
    - .3 Voltage of service feed to system or equipment being isolated.
    - .4 Name of person making the request.
- .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorizing to proceed with the work.
  - .1 Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
- .5 Conduct safe, orderly shut down of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility.
- .6 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.
- .7 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.

- .8 Conduct hazard assessment as part of the process in accordance with health and safety requirements specified Section 01 35 29.06.

#### 1.8 LOCKOUTS

- .1 De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
- .2 Develop and implement clear and specific lockout procedures to be followed as part of the Work.
- .3 Prepare typed written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tagout it's sources of energy.
- .4 Include as part of the Lockout Procedures a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in-charge" at the site.
  - .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
  - .2 Duties of person managing the permit system to include:
    - .1 Issuance of permits and lockout tags to workers.
    - .2 Determining permit duration.
    - .3 Maintaining record of permits and tags issued.
    - .4 Making a Request for Isolation to Departmental Representative when required as specified above.
    - .5 Designating a Safety Watcher, when one is required based on type of work.
    - .6 Ensuring equipment or facility has been properly isolated.
    - .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.
- .5 Clearly establish, describe and allocate

responsibilities of:

- .1 Workers.
  - .2 Person managing the lockout permit system.
  - .3 Safety Watcher.
  - .4 Subcontractor(s) and General Contractor.
- .6 Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
- .1 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through the Departmental Representative.
  - .2 Clearly label the document as being the Lockout procedures applicable to work of this contract.
- .7 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.
- .8 Use industry standard lockout tags.
- .9 Provide appropriate safety grounding and guards as required.

#### 1.9 CONFORMANCE

- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.
- .2 Failure to follow lockouts procedures specified herein may result in the issuance of a Non-Compliance notification as specified in Section 01 35 29.06.

#### 1.10 DOCUMENTS ON SITE

- .1 Post Lockout Procedures on site in common location for viewing by workers.
- .2 Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
- .3 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

END OF SECTION

PART 1General

- 1.1 SECTION INCLUDES
- .1 Health and safety considerations required to ensure that PWGSC shows due diligence towards health and safety on construction sites, and meets the requirements laid out in PWGSC/RPB Departmental Policy DP 073 - Occupational Health and Safety - Construction.
- 1.2 REFERENCES
- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
  - .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
    - .1 Material Safety Data Sheets (MSDS).
  - .3 Province of New Brunswick.
    - .1 Comply with the Occupational Health and Safety Act for the Province of New Brunswick, and the General Regulations made pursuant to the Act.
- 1.3 SUBMITTALS
- .1 Make submittals 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 2 copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative, weekly.
  - .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.

- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS MSDS - Material Safety Data Sheets.
- .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 7 days after receipt of comments from Departmental Representative.
- .8 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.
- .9 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.
- .10 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.

#### 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 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.

1.9 RESPONSIBILITY

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

1.10 COMPLIANCE  
REQUIREMENTS

- .1 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.11 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.

1.12 POSTING OF  
DOCUMENTS

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

- |                                              |    |                                                                                                                                                 |
|----------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.13 CORRECTION OF<br/>NON-COMPLIANCE</u> | .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.                                  |
| <u>1.14 POWDER ACTUATED<br/>DEVICES</u>      | .1 | Use powder actuated devices only after receipt of written permission from Departmental Representative.                                          |
| <u>1.15 WORK STOPPAGE</u>                    | .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

- |                     |    |           |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

## PART 3 Execution

- |                     |    |           |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

END OF SECTION

- |                                        |    |                                                                                                                                                                                                                                                                                                |
|----------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.1 RELATED WORK</u>                | .1 | Section 01 74 21: Construction / Demolition Waste Management and Disposal.                                                                                                                                                                                                                     |
|                                        | .2 | Section 01 14 10 Scheduling and Management of the Work                                                                                                                                                                                                                                         |
| <u>1.2 DEFINITIONS</u>                 | .1 | Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment. |
| <u>1.3 FIRES</u>                       | .1 | Fires and burning of rubbish on site not permitted.                                                                                                                                                                                                                                            |
| <u>1.4 HAZARDOUS MATERIAL HANDLING</u> | .1 | Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment                                                                                           |
|                                        | .2 | Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials.                                                                                                                                                                                          |
|                                        | .3 | Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began.                                                                                                                                                |
|                                        | .4 | Store and handle flammable and combustible materials in accordance with National Fire Code.                                                                                                                                                                                                    |
|                                        | .5 | Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations.                                                                                                                                                  |
| <u>1.5 DISPOSAL OF WASTES</u>          | .1 | Do not bury rubbish and waste materials on site.                                                                                                                                                                                                                                               |
|                                        | .2 | Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints,                                                                                                                                                                                                      |

thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites.

- .3 Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.

1.6 POLLUTION  
CONTROL

- .1 Control emissions from equipment and plant to local authorities emission requirements.
- .2 Report, spills of petroleum and other hazardous materials as well as accidents having potential of polluting the environment to Federal and Provincial Department of the Environment.
  - .1 Notify Departmental Representative and submit a written spill report to Departmental Representative within 24 hours of occurrence.

END OF SECTION

PART 1 General

1.1 CONSTRUCTION  
SAFETY MEASURES

- .1 Without restricting other provisions or requirements of the Contract, observe construction safety measures of National Building Code 2010, Part 8, Provincial Government, Workers'/Workmen's Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
- .2 Comply with requirements of FCC No. 301.
- .3 Provide fire extinguishers necessary to protect the work in progress and the Contractor's physical plant on site. Do not use specified permanent fire extinguishers for this purpose.

1.2 REFERENCES AND  
CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including all amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.
- .3 Contractor responsible for obtaining all necessary building permits from the City of Miramichi.

1.3 FALSEWORK

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

1.4 BUILDING  
SMOKING  
ENVIRONMENT

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

---

Modifications to Unit 4	Regulatory Requirements	Section 01 41 00
Atlantic Institution		Page 2
Renous, NB		
Project No. R.061888.001		2016-06-24

---

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 INSPECTION

- .1 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.
- .2 Give timely notice requesting inspection if Work is designated for special tests (minimum 48 hours), inspections or approvals by Departmental Representative instructions, or law of Place of Work.
- .3 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.
- .4 Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

1.2 INDEPENDENT  
INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection

and/or testing, 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 re-inspection.

1.3 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.

1.4 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 an orderly sequence so as not to cause delay 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.

1.5 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in opinion of Departmental Representative it is not expedient to correct defective Work

or Work not performed in accordance with Contract Documents, Owner may deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by Departmental Representative.

1.6 REPORTS

- .1 Submit 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.

1.7 TESTS AND MIX  
DESIGNS

- .1 Furnish test results and mix designs as may be requested.
- .2 The cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work shall be appraised by Departmental Representative and may be authorized as recoverable.

1.8 MOCK-UPS

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

will assist in preparing a schedule fixing dates for preparation.

- .6 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

## PART 2 Products

2.1 NOT USED .1 Not Used.

## PART 3 Execution

3.1 NOT USED .1 Not Used.

END OF SECTION

1.1 SITE ACCESS  
AND PARKING

- .1 The Departmental Representative will designate Contractor's access to project site as well as parking facilities for equipment and workers.
- .2 The Contractor is advised that while parking facilities for his workers and subcontractors will be on property, such parking facilities may be remote from the actual site of the work. In any case, follow all instructions from the Departmental Representative in regards to parking facilities.

1.2 BUILDING ACCESS

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

1.3 CONTRACTOR'S  
SITE OFFICE

- .1 Be responsible for and provide own site office, if required, including electricity, heat, lights and telephone. Locate site office as directed by Departmental Representative.

1.4 MATERIAL  
STORAGE

- .1 Locate site storage trailers where directed by Departmental Representative. Place in location of least interference with existing Facility operations.
- .2 Material storage space on site does not exist. Coordinate delivery to minimize storage period on site before being needed for incorporation into work.

1.5 SITE ENCLOSURES

- .1 Provide temporary fence where designated on by departmental and as agreed to by Site representative to enclose various construction areas of work site.
- .2 Make all gates lockable and provide keyed padlocks.
- .3 Obtain Departmental Representative's approval beforehand of location and layout of all temporary fence enclosures.

- .4 Provide warning signs affixed to all fenced areas, identifying those enclosed areas as "Construction Zones" with access restricted to only those persons so authorized by General Contractor.
- .5 Do not construe fencing as an acceptable replacement for pedestrian walkway and hoarding requirements specified below.

1.6 PEDESTRIAN  
WALKWAYS AND  
HOARDING

- .1 Ensure maximum safety and security to facility users during the course of work.
- .2 Be responsible for and provide temporary 2.4 metre high plywood construction hoarding when work is adjacent to circulation routes used by facility employees and inmates.
- .3 Maintain access and egress to building entrances and fire exits designated by Departmental Representative to remain in use.
- .4 Adequately frame and brace hoarding and walkways to resist site conditions.
- .5 Erect such protective devices during Facility's non-operational off hour periods.
- .6 Obtain Departmental Representative's concurrence prior to removal of hoarding and walkways.

1.7 INTERIOR DUST  
CONTROL AND  
DUST BARRIERS

- .1 Control creation and spread of dust and dirt to building interior and in particular to areas within premises still under use by occupants.
- .2 Develop and implement a dust control plan, addressing effective measures to carry out work with least amount of dust being created and propagated.
  - .1 Carefully evaluate the type of work to be undertaken and the physical layout of each work area on site.
  - .2 Provide specifically tailored strategy for each work area.
  - .3 Pre-determine location and placement of dust barriers to confine resulting dust to immediate work area.
  - .4 Inform Departmental Representative of the proposed dust control measures to be

followed at each work area and for each major dust generating activities. Obtain Departmental Representative's approval before proceeding with work.

- .3 Dust control plan to incorporate as a minimum the following dust protection and cleaning requirements:
  - .1 Erect dustproof partitions completely around work area to fully isolate construction from other parts of the building.
  - .2 Construct hoarding/dust partitions as follows:
    - .1 Use 10 mm polyethylene installed and sealed tightly to abutting walls, ceilings and floor with continuous duct tape along all edges and seams. Support in position with 38 x 89 wood framing at 400 mm o.c. Locate seams only at framing members and overlap sheeting by minimum of 150 mm.
    - .2 Use 19 mm thick plywood installed to wood stud framing spaced at 400 o.c.
      - .1 Erect from floor to underside of ceiling above, sheathing applied to occupied side of partition. Install polyethylene beneath plywood sheathing.
      - .2 Scribe, cut and fit sheathing tight to shape of structural steel, deck profile and to other obstructions in ceiling space and abutting walls.
      - .3 Use compressible neoprene gaskets around perimeter of partition and at all protrusions to achieve airtight construction.
  - .3 Provide a "dust tight" and lockable access door(s) within dust partition or between rooms for worker entry into work area. This is of particular importance for situations where excessive dust will be generated.
  - .4 Provide additional dust barriers, placed tightly to underside of the floor/roof deck above, in locations where existing walls are used as part of the dust barrier system but simply terminate at the finished ceiling level resulting in an open space above, or

- other similar condition, permitting dust to migrate beyond the construction areas.
- .5 Make all dust barriers airtight, effectively blocking and stopping all dust migration.
  - .6 Inspect dust barriers at various intervals during each work shift. Immediately fix tears, unsealed edges and maintain barriers effectively sealed for the entire work duration.
  - .7 Immediately clean areas in use by occupants contaminated by work.
    - .1 Vacuum, wash floors and walls. Remove accumulated dust from all surfaces. Clean and remove smears, scuffs and marks.
  - .4 Meager attempts at controlling dust will not be tolerated. Failure to provide effective dust control during work and to perform satisfactory cleaning thereafter will result in Departmental Representative to proceed and obtain a separate cleaning service agency to perform cleaning to tenant's satisfaction with cost for such services being charged against this Contract in the form of financial holdbacks.

1.8 SANITARY  
FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances. Facility to be located outside Institution's perimeter wall.
- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

1.9 POWER

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

- .2 Provide and pay all costs to supply and install temporary cabling, panelboards, switching devices and other equipment as required to connect into power source, provide adequate ground fault protection and extend power supply from existing source to work areas. Perform work and make all connections in accordance with the Canadian Electrical Code, in compliance with the federal and provincial Occupational Health and Safety Regulations as specified in section 01 35 29.06 and to lockout requirements specified in section 01 35 25.
- .3 Provide and maintain temporary lighting to conduct work. Ensure illumination level is not less than 162 lux in all locations.
- .4 Electrical power and lighting systems installed under this Contract can be used for construction requirements provided that guarantees are not affected thereby. Make good damage.

1.10 WATER SUPPLY

- .1 Water supply is available in existing building and will be provided for construction usage at no cost. Make arrangements for the use and transportation of such services to work area through the Departmental Representative.

1.11 VENTILATING

- .1 Provide temporary ventilation in enclosed areas as required to:
  - .1 Facilitate progress of work.
  - .2 Provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintain strict supervision of operation of temporary ventilating equipment to:
  - .1 Conform to applicable codes and standards.
  - .2 Enforce safe practices.
  - .3 Prevent abuse of services.
  - .4 Prevent damage to finishes.

1.12 CONSTRUCTION  
SIGN AND NOTICES

- .1 Contractor or subcontractor advertisement signboards are not permitted on site.
- .2 Safety and Instruction Signs and Notices:
  - .1 Signs and notices for safety and instruction

shall be in both official languages or commonly understood graphic symbols conforming to CAN3-Z321.

- .3 Maintenance and Disposal of Site Signs:
  - .1 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 REMOVAL OF  
TEMPORARY  
FACILITIES

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

END OF SECTION

PART 1 General

- |                                              |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.1 SUBMITTALS</u>                        | .1 | Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <u>1.2 INSTALLATION AND REMOVAL</u>          | .1 | Provide temporary utilities controls in order to execute work expeditiously.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                              | .2 | Remove from site all such work after use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>1.3 WATER SUPPLY</u>                      | .1 | The Departmental Representative shall provide a continuous supply of potable water for construction use in accordance with governing regulations and ordinances, from a designated existing source.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                              | .2 | Provide temporary connections and run all temporary piping or hoses to job locations requiring water service. Disconnect and remove upon completion of Work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <u>1.4 TEMPORARY HEATING AND VENTILATION</u> | .1 | Ventilating: <ul style="list-style-type: none"><li>.1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.</li><li>.2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.</li><li>.3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.</li><li>.4 Ventilate storage spaces containing hazardous or volatile materials.</li><li>.5 Continue operation of ventilation and exhaust system for a time after end of work process to assure removal of harmful contaminants.</li></ul> |
|                                              | .2 | The permanent heating system of the building, or portions thereof, may be used when available. Be responsible for damage thereto.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                              | .3 | Restore to new condition, any portion of the permanent heating system used during                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

construction. Replace all filters.

- .4 Pay costs for maintaining temporary heat, when using permanent heating system Departmental Representative will pay utility charges when temporary heat source is existing building equipment.
- .5 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
  - .1 Conform with applicable codes and standards.
  - .2 Enforce safe practices.
  - .3 Prevent abuse of services.
  - .4 Prevent damage to finishes.
  - .5 Vent direct-fired combustion units to outside.
- .6 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.5 TEMPORARY POWER  
AND LIGHT

- .1 The Departmental Representative will provide and pay for temporary power required during construction from a designated existing source for temporary lighting and operating power tools, to a maximum of 230 volts 30 amps, in accordance with governing regulations and ordinances.
- .2 The Departmental Representative is not responsible for interruptions to temporary power which may occur.
- .3 Provide all connections and power cords, from the designated existing source.
- .4 Temporary power shall not be used for welding. Use self-generator units for all welding power.
- .5 If Departmental Representative supplied power is insufficient, provide and pay for temporary power required during construction for temporary lighting and operating power tools, in accordance with governing regulations and ordinances.
- .6 Provide centrally located power panels for the use of all Subcontractors. Subcontractors shall provide their own extension cables c/w suitable fittings.

- .7 Provide and be responsible for necessary switching, fusing, wiring and connections in accordance with the Canadian Electrical Code.
- .8 Provide and maintain temporary lighting throughout the project. Provide a level of illumination on all floors and stairs of not less than 15 foot candles. Provide higher levels of illumination where required by specific sections of the specifications, to control quality of workmanship.
- .9 When work is performed at night or where daylight is obscured, provide artificial light sufficient to perform work properly and to permit thorough inspection.
- .10 Permanent electrical power and lighting system may be used for construction requirements provided no damage occurs or guarantees affected. Obtain Departmental Representative's approval before using permanent electrical power and lighting system. Pay all costs for use of permanent electrical power and lighting system during construction, until Substantial Performance of the Work.

1.6 TEMPORARY  
COMMUNICATION  
FACILITIES

- .1 Provide and pay for temporary telephone, fax and data hook up, lines, and equipment necessary for own use and use of Departmental Representative.
- .2 Cellular telephones are not permitted on site.

1.7 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

PART 2 Products

2.1 NOT USED

- .1 Not Used.

---

Modifications to Unit 4	Temporary Utilities	Section 01 51 00
Atlantic Institution		Page 4
Renous, NB		
Project No. R.061888.001		2016-06-24

---

PART 3 Execution

3.1 NOT USED .1 Not Used.

END OF SECTION

## PART 1 General

- |                                     |    |                                                                                                                                  |
|-------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------|
| <u>1.1 REFERENCES</u>               | .1 | Canadian General Standards Board (CGSB)                                                                                          |
|                                     | .1 | CAN/CGSB 1.189-00, Exterior Alkyd for Primer Wood.                                                                               |
|                                     | .2 | CGSB 1.59-97, Alkyd Exterior Gloss Enamel.                                                                                       |
|                                     | .2 | Canadian Standards Association (CSA International)                                                                               |
|                                     | .1 | CSA-A23.1/A23.2-14, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete. |
|                                     | .2 | CSA-0121-08(R2013), Douglas Fir Plywood.                                                                                         |
|                                     | .3 | CAN/CSA-S269.2-M87(R2003), Access Scaffolding for Construction Purposes.                                                         |
|                                     | .4 | CAN/CSA-Z321-96(R2006), Signs and Symbols for the Occupational Environment.                                                      |
| <u>1.2 SUBMITTALS</u>               | .1 | Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.                                                   |
| <u>1.3 INSTALLATION AND REMOVAL</u> | .1 | Provide construction facilities in order to execute work expeditiously.                                                          |
|                                     | .2 | Remove from site all such work after use.                                                                                        |
| <u>1.4 SCAFFOLDING</u>              | .1 | Scaffolding in accordance with CAN/CSA-S269.2.                                                                                   |
|                                     | .2 | Provide and maintain scaffolding, ramps, ladders, platforms.                                                                     |
| <u>1.5 SITE STORAGE/LOADING</u>     | .1 | Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.             |
|                                     | .2 | Do not load or permit to load any part of Work with a weight or force that will endanger the Work.                               |

- |                                                         |    |                                                                                                                                                                             |
|---------------------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.6 CONSTRUCTION<br/>PARKING</u>                     | .1 | Parking will be permitted on site in an area as directed by the Departmental Representative provided it does not disrupt performance of Work.                               |
|                                                         | .2 | Provide and maintain adequate access to project site.                                                                                                                       |
|                                                         | .3 | If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractors' use of roads. |
| <u>1.7 SECURITY</u>                                     | .1 | Refer to Section 01 35 13 - Security Requirements.                                                                                                                          |
| <u>1.8 OFFICES</u>                                      | .1 | Provide office heated to 22' C, lighted 750 lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.                    |
|                                                         | .2 | Provide a clearly marked and fully stocked first-aid case in a readily available location.                                                                                  |
|                                                         | .3 | Subcontractors may provide their own offices as necessary.                                                                                                                  |
|                                                         | .4 | Locate offices where directed by the Departmental Representative.                                                                                                           |
| <u>1.9 EQUIPMENT,<br/>TOOL AND MATERIAL<br/>STORAGE</u> | .1 | Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.                                          |
|                                                         | .2 | Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.                                      |
| <u>1.10 SANITARY<br/>FACILITIES</u>                     | .1 | Provide sanitary facilities for work force in accordance with governing regulations and ordinances.                                                                         |

- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

1.11 CONSTRUCTION  
SIGNAGE

- .1 No signs or advertisements, other than warning signs, are permitted on site.
- .2 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to CAN3-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.

1.12 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Store materials resulting from demolition activities that are salvageable.
- .3 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

## PART 1 General

- |                       |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.1 GENERAL</u>    | .1 | Individual product Sections: cutting and patching incidental to work of section. Advance notification to other sections required.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <u>1.2 SUBMITTALS</u> | .1 | Submittals: in accordance with Section 01 33 00 - Submittal Procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                       | .2 | Submit written request in advance of cutting or alteration which affects: <ul style="list-style-type: none"><li>.1 Structural integrity of any element of Project.</li><li>.2 Integrity of weather-exposed or moisture-resistant elements.</li><li>.3 Efficiency, maintenance, or safety of any operational element.</li><li>.4 Visual qualities of sight-exposed elements.</li><li>.5 Work of Departmental Representative or separate contractor.</li></ul>                                                                            |
|                       | .3 | Include in request: <ul style="list-style-type: none"><li>.1 Identification of Project.</li><li>.2 Location and description of affected Work.</li><li>.3 Statement on necessity for cutting or alteration.</li><li>.4 Description of proposed Work, and products to be used.</li><li>.5 Alternatives to cutting and patching.</li><li>.6 Effect on Work of Departmental Representative or separate contractor.</li><li>.7 Written permission of affected separate contractor.</li><li>.8 Date and time work will be executed.</li></ul> |
| <u>1.3 MATERIALS</u>  | .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.

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 Remove samples of installed Work for testing.
- .6 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .7 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .8 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .9 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .10 Restore work with new products in accordance with requirements of Contract Documents.
- .11 Fit Work airtight to pipes, sleeves, ducts,

conduit, and other penetrations through surfaces.

- .12 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with fire-stopping material, full thickness of the construction element.
- .13 Refinish surfaces to match adjacent finishes: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.
- .14 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.6 WASTE  
MANAGEMENT AND  
DISPOSAL

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

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Modifications to Unit 4	Construction /	Section 01 74 21
Atlantic Institution	Demolition Waste	Page 1
Renous, NB	Management and Disposal	
Project No. R.061888.001		2016-06-24

## PART 1 General

### 1.1 DEFINITIONS

- .1 Materials Source Separation Program (MSSP): consists of series of ongoing activities to separate reusable and recyclable waste material into material categories from other types of waste at point of generation.
- .2 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .3 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .4 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .5 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
  - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
  - .2 Returning reusable items including pallets or unused products to vendors.
- .6 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .7 Separate Condition: refers to waste sorted into individual types.
- .8 Source Separation: acts of keeping different types of waste materials separate beginning from first time they became waste.

### 1.2 DOCUMENTS

- .1 Maintain at job site, one copy of following documents:
  - .1 Material Source Separation Plan.

Modifications to Unit 4 Atlantic Institution Renous, NB Project No. R.061888.001	Construction / Demolition Waste Management and Disposal	Section 01 74 21 Page 2  2016-06-24
-------------------------------------------------------------------------------------------	---------------------------------------------------------------	----------------------------------------------

- |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.3 SUBMITTALS</u>                                         | <ul style="list-style-type: none"> <li>.1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.</li> <li>.2 Prepare and submit following prior to project start-up:             <ul style="list-style-type: none"> <li>.1 Submit 2 copies of Materials Source Separation Program (MSSP) description.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <u>1.4 MATERIALS<br/>SOURCE SEPARATION<br/>PROGRAM (MSSP)</u> | <ul style="list-style-type: none"> <li>.1 Prepare MSSP and have ready for use prior to project start-up.</li> <li>.2 Implement MSSP for waste generated on project in compliance with approved methods and as reviewed by Departmental Representative.</li> <li>.3 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.</li> <li>.4 Provide containers to deposit reusable and recyclable materials.</li> <li>.5 Locate containers in locations, to facilitate deposit of materials without hindering daily operations.</li> <li>.6 Locate separated materials in areas which minimize material damage.</li> <li>.7 Collect, handle, store on-site, and transport off-site, salvaged materials in separate condition.             <ul style="list-style-type: none"> <li>.1 Transport to approved and authorized recycling facility.</li> </ul> </li> <li>.8 Collect, handle, store on-site, and transport off-site, salvaged materials in combined condition.             <ul style="list-style-type: none"> <li>.1 Ship materials to site operating under Certificate of Approval.</li> <li>.2 Materials must be immediately separated into required categories for reuse or recycling.</li> </ul> </li> </ul> |

- 1.5  
STORAGE, HANDLING  
AND PROTECTION
- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
  - .2 Unless specified otherwise, materials for removal become Contractor's property.
  - .3 Protect, stockpile, store and catalogue salvaged items.
  - .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
  - .5 Protect surface drainage, mechanical and electrical from damage and blockage.
  - .6 Separate and store materials produced during dismantling of structures in designated areas.
  - .7 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated facilities.
    - .1 On-site source separation is recommended.
    - .2 Remove co-mingled materials to off-site processing facility for separation.
    - .3 Provide waybills for separated materials.
- 1.6 DISPOSAL OF  
WASTES
- .1 Do not bury rubbish or waste materials.
  - .2 Do not dispose of waste into waterways, storm, or sanitary sewers.
  - .3 Remove materials from deconstruction as deconstruction/disassembly Work progresses.
  - .4 Prepare project summary to verify destination and quantities on a material-by-material basis as identified in pre-demolition material audit.
- 1.7 USE OF SITE AND  
FACILITIES
- .1 Execute work with least possible interference or disturbance to normal use of premises.
  - .2 Provide temporary security measures approved by Departmental Representative.

<u>1.8 SCHEDULING</u>	.1	Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.
-----------------------	----	-----------------------------------------------------------------------------------------------

## PART 2 Products

<u>2.1 NOT USED</u>	.1	Not Used.
---------------------	----	-----------

## PART 3 Execution

<u>3.1 APPLICATION</u>	.1	Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.
------------------------	----	----------------------------------------------------------------------------------------------------------------

<u>3.2 CLEANING</u>	.1	Remove tools and waste materials on completion of Work, and leave work area in clean and orderly condition.
	.2	Clean-up work area as work progresses.
	.3	Source separate materials to be reused/recycled into specified sort areas.

<u>3.3 DIVERSION OF MATERIALS</u>	.1	The diversion of waste materials from landfills is highly encouraged. Separate, recyclable and reusable materials where possible.
	.2	On-site sale of salvaged, recovered, reusable, or recyclable materials is not permitted.

END OF SECTION

PART 1 General

1.1 INSPECTION AND  
DECLARATION

- .1 Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
  - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2 Request Departmental Representative's Inspection.
- .2 Departmental Representative's Inspection: Departmental Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
  - .1 Work has been completed and inspected for compliance with Contract Documents.
  - .2 Defects have been corrected and deficiencies have been completed.
  - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
  - .4 Certificates required by Boiler Inspection Branch, Fire Commissioner and Utility companies have been submitted.
  - .5 Operation of systems have been demonstrated to Owner's personnel.
  - .6 Work is complete and ready for Final Inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Departmental Representative and Contractor. If Work is deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.

<u>1.2 CLEANING</u>	.1	Remove waste and surplus materials, rubbish and construction facilities from the site in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
---------------------	----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PART 2 Products

<u>2.1 NOT USED</u>	.1	Not Used.
---------------------	----	-----------

PART 3 Execution

<u>3.1 NOT USED</u>	.1	Not Used.
---------------------	----	-----------

END OF SECTION

PART 1 General

- |                       |    |                                                                                                                                                                           |
|-----------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1.1 SUBMITTALS</u> | .1 | Submittals: in accordance with Section 01 33 00 - Submittal Procedures.                                                                                                   |
|                       | .2 | Prepare instructions and data using personnel experienced in maintenance and operation of described products.                                                             |
|                       | .3 | Copy will be returned after final inspection, with Departmental Representative's comments.                                                                                |
|                       | .4 | Revise content of documents as required prior to final submittal.                                                                                                         |
|                       | .5 | Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four (4) final copies of operating and maintenance manuals in English. |
|                       | .6 | Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.   |
|                       | .7 | If requested, furnish evidence as to type, source and quality of products provided.                                                                                       |
|                       | .8 | Defective products will be rejected, regardless of previous inspections. Replace products at own expense.                                                                 |
|                       | .9 | Pay costs of transportation.                                                                                                                                              |
| <u>1.2 FORMAT</u>     | .1 | Organize data in the form of an instructional manual.                                                                                                                     |
|                       | .2 | Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.                                                                            |
|                       | .3 | When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.                                              |
|                       | .4 | Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.                         |

Modifications to Unit 4	Closeout Submittals	Section 01 78 00
Atlantic Institution		Page 2
Renous, NB		
Project No. R.061888.001		2016-06-24

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

### 1.3 CONTENTS - EACH VOLUME

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

### 1.4 AS-BUILTS AND SAMPLES

- .1 In addition to requirements in General Conditions, maintain at the site for Departmental Representative one record copy of:
  - .1 Contract Drawings.

- .2 Specifications.
- .3 Addenda.
- .4 Change Orders and other modifications to the Contract.
- .5 Reviewed shop drawings, product data, and samples.
- .6 Field test records.
- .7 Inspection certificates.
- .8 Manufacturer's certificates.

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

#### 1.5 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Departmental Representative.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
  - .1 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
  - .2 Field changes of dimension and detail.
  - .3 Changes made by change orders.
  - .4 Details not on original Contract Drawings.
  - .5 References to related shop drawings and modifications.

- .5 Specifications: legibly mark each item to record actual construction, including:
  - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
  - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, and field test records, required by individual specifications sections.

#### 1.6 EQUIPMENT AND SYSTEMS

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

- .9 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .10 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .11 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .12 Include test and balancing reports as specified in Section 01 45 00 - Quality Control.
- .13 Additional requirements: As specified in individual specification sections.

#### 1.7 MATERIALS AND FINISHES

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Additional Requirements: as specified in individual specifications sections.

#### 1.8 SPARE PARTS

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

#### 1.9 MAINTENANCE MATERIALS

- .1 Provide maintenance and extra materials, in quantities specified in individual specification

sections.

- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

#### 1.10 SPECIAL TOOLS

- .1 Provide special tools, in quantities specified in individual specification section.
- .2 Provide items with tags identifying their associated function and equipment.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

#### 1.11 STORAGE, HANDLING AND PROTECTION

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

#### 1.12 WARRANTIES AND BONDS

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

- .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
- .4 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittal.

#### PART 2 Products

<u>2.1 NOT USED</u>	.1 Not Used.
---------------------	--------------

#### PART 3 Execution

<u>3.1 NOT USED</u>	.1 Not Used.
---------------------	--------------

END OF SECTION