

**PROJECT TECHNICAL SPECIFICATION**  
**CANADIAN COAST GUARD**  
**CONSTRUCTION OF TWO (2) EQUIPMENT SHELTERS**  
**Lumsden & Campbellton, NL**

**PROJECT NO.: F683916-5556**

**ISSUED FOR TENDER**

**AUGUST 2016**



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**Part 1          General****1.1              SECTION INCLUDES**

- .1      Work covered by contract documents.
- .2      Codes.
- .3      Required documents.
- .4      Work Schedule.
- .5      Contractor use of premises.
- .6      Partial Owner occupancy.
- .7      Setting out of work.
- .8      Location of equipment and fixtures.
- .9      Cutting and patching.
- .10     Existing services.
- .11     Oral agreement.
- .12     Taxes and permits.

**1.2              PRECEDENCE**

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

**1.3              WORK COVERED BY CONTRACT DOCUMENTS**

- .1      The work covered under this Contract consists of construction of two (2) 3.7m x 9.75 m wood frame equipment shelters as per these specifications and drawings.
- .2      The supply and installation of all mechanical and electrical equipment/systems, as indicated on the contract drawings and more particularly, specified herein.
- .3      The supply and installation of foundations as indicated on the contract drawings.
- .4      Construction of equipment unit at following Canadian Coast Guard sites:

Lumsden VHF Site

Lumsden, Newfoundland and Labrador

Latitude:        49° 17' 14" North

Longitude:      53° 35' 05" West

## SUMMARY OF WORK

Loon Bay Hill VHF Site

Campbellton, Newfoundland and Labrador

Latitude: 49° 16' 26" North

Longitude: 54° 52' 32" West

- .5 Site preparation, including site grading; services, etc. as indicated on the contract drawings.
- .6 The contractor is responsible for the testing of all systems in presence of Coast Guard personnel at delivery and a report of the testing results to be delivered to owner no later than ten (10) working days after completion of all the testing. Testing shall include but not be limited to:
  - .1 Ventilation System
  - .2 Lighting
  - .3 Heating System
  - .4 All alarm points back to alarm cabinet
  - .5 Verification of electrical circuit designations
  - .6 Verification of documentation
  - .7 Physical inspection of equipment shelters
- .7 Documentation on the system and subsystem is to be provided by the contractor. This shall include but not limited to:
  - .1 Complete set of as-built drawings.
  - .2 A complete maintenance manual indicating required maintenance for all installed components, schedule and parts list.
  - .3 A complete report on all system testing.
- .8 The work included in this contract is specified in the format of general specification document with specific works identified on drawings. The contractor remains responsible for the appropriation of the work between the trade, contractors, his own forces and suppliers. The Engineer will not be responsible for determination of or for providing opinion on the scope of work split between sub-contractors and trade jurisdictions.

**1.4 CODES**

- .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents,
  - .2 Specified standards, codes and referenced documents.

**1.5 REQUIRED DOCUMENTS**

- .1 Maintain on job site, one copy of each of the following:
  - .1 Specifications.

## SUMMARY OF WORK

- .2 Contract drawings.
- .3 Addenda.
- .4 Reviewed shop drawings.
- .5 Change orders.
- .6 Other modifications to Contract.
- .7 Copy of approved work schedule.
- .8 Manufacturers' installation and application instructions.
- .9 Health and Safety Plan and other safety related documents.

**1.6 WORK SCHEDULE**

- .1 Provide in form acceptable to Engineer, within 10 working days after Contract award, schedule showing dates for:
  - .1 Submission of shop drawings, material lists and samples.
  - .2 Delivery of equipment and materials.
  - .3 Commencement and completion of major work.
  - .4 Final completion date within time period required by Contract documents.
- .2 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to approval of Engineer.
- .3 Schedule work to accommodate Owner's continued use of premises during construction.
- .4 When schedule has been approved by Engineer, take necessary measures to complete work within scheduled time. Do not change schedule without Engineers approval.

**1.7 CONTRACT METHOD**

- .1 Construct the Work under a single lump sum contract.

**1.8 COST BREAKDOWN**

- .1 Before submitting first progress claims submit breakdown of Contract price in detail as directed by Engineer. After approval by Engineer, cost breakdown will be used as basis for progress payments.

**1.9 CONTRACTOR USE OF PREMISES**

- .1 Contractor shall follow security procedures as established by Canadian Coast Guard, within existing procedures at the site, and any project – specific requirements as directed by Engineer.
- .2 Maintain parking, storage of materials, construction trailers, etc., within the confines directed by the Engineer.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.

## SUMMARY OF WORK

**1.10 PARTIAL OWNER OCCUPANCY**

- .1 Existing facilities to remain open and fully operational during the course of this project.
- .2 Coordinate use of premises under direction of Engineer.

**1.11 PROJECT MEETINGS**

- .1 Project meetings will be held at times and locations as determined by Engineer.
- .2 Engineer will arrange project meetings and record/distribute minutes.

**1.12 SETTING OUT OF WORK**

- .1 Assume full responsibility for and execute complete layout of work to locations indicated.
- .2 Provide devices needed to lay out and construct work.
- .3 Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work.

**1.13 LOCATION OF EQUIPMENT AND FIXTURES**

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

**1.14 CUTTING AND PATCHING**

- .1 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .2 Cut and patch as required to make work fit.
- .3 Make cuts with clean, true, smooth edges.
- .4 Where new work connects with existing and where existing work is altered, cut, patch and make good existing work.
- .5 Contractor shall be responsible for repair of any damage to existing work resulting from construction activities.



## SUMMARY OF WORK

**1.15 EXISTING SERVICES**

- .1 Where works involves breaking into or connecting to existing services, carry out work at times directed by Engineer, by authorities having jurisdiction, with minimum of disturbance to operation.
- .2 Before commencing work, establish location and extent of service lines in area of Work and notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .4 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

**1.16 ORAL AGREEMENT**

- .1 No oral order, objection, claim or notice by any party to the others shall affect or modify any of the terms or obligations contained in any of the Contract Documents and none of the provisions of the Contract Documents shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof in writing, and no evidence shall be introduced in any proceeding of any other waiver or modification.

**1.17 TAXES AND PERMITS**

- .1 Obtain and pay for all other necessary permits and taxes required to complete the work specified herein and detailed on the drawing.

**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        SECTION INCLUDES**

- .1        Inspecting and testing by inspecting firms or testing laboratories designated by Engineer.

**1.2        RELATED REQUIREMENTS SPECIFIED ELSEWHERE**

- .1        Particular requirements for inspection and testing to be carried out by testing laboratory designated by Engineer are specified under various sections.

**1.3        APPOINTMENT AND PAYMENT**

- .1        Engineer will appoint and pay for services of testing laboratory except follows:
  - .1        Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
  - .2        Inspection and testing performed exclusively for Contractor's convenience.
  - .3        Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems.
  - .4        Mill tests and certificates of compliance.
  - .5        Tests specified to be carried out by Contractor under the supervision of Engineer.
  - .6        Additional tests specified in the following paragraph.
- .2        Where tests or inspections by designated testing laboratory reveal Work not in accordance with contract requirements, pay costs for additional tests or inspections as required by Engineer to verify acceptability of corrected work.

**1.4        CONTRACTOR'S RESPONSIBILITIES**

- .1        Provide labour, equipment and facilities to:
  - .1        Provide access to Work to be inspected and tested.
  - .2        Facilitate inspections and tests.
  - .3        Make good Work disturbed by inspection and test.
  - .4        Provide storage on site for laboratory's exclusive use to store equipment and cure test samples.
- .2        Notify Engineer sufficiently in advance of operations to allow for assignment of laboratory personnel and scheduling of test.
- .3        Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.
- .4        Pay costs for uncovering and making good Work that is covered before required inspection or testing is completed and approved by Engineer.

**Part 2            Products**

**2.1                NOT USED**

.1                Not Used.

**Part 3            Execution**

**3.1                NOT USED**

.1                Not Used.

**END OF SECTION**

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**Part 1            General****1.1                SECTION INCLUDES**

- .1      Shop drawings and product data.
- .2      Samples.
- .3      Certificates and transcripts.

**1.2                RELATED SECTIONS**

- .1      Section 01 45 00 - Quality Control.
- .2      Section 01 78 00 - Closeout Submittals.

**1.3                ADMINISTRATIVE**

- .1      Submit to Engineer 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 Engineer. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.
- .6      Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7      Verify field measurements and affected adjacent Work are coordinated.
- .8      Contractor's responsibility for errors and omissions in submission is not relieved by Engineers review of submittals.
- .9      Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineers review of submittals.
- .10     Keep one reviewed copy of each submission on site.

**1.4 SHOP DRAWINGS AND PRODUCT DATA**

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow seven days for Engineer's review of each submission.
- .4 Adjustments made on shop drawings by Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Engineer prior to proceeding with Work.
- .5 Make changes in shop drawings as Engineer may require, consistent with Contract Documents. When resubmitting, notify Engineer in writing of any revisions other than those requested.
- .6 Accompany submissions with transmittal letter, in duplicate, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractors authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.

## SUBMITTAL PROCEDURES

- .7 Operating weight.
- .8 Wiring diagrams.
- .9 Single line and schematic diagrams.
- .10 Relationship to adjacent work.
- .8 After Engineer's review, distribute copies.
- .9 Submit 4 copies of shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
- .10 Submit 4 copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Engineer where shop drawings will not be prepared due to standardized manufacture of product.
- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by Engineer, 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.
- .14 The review of shop drawings by Canadian Coast Guard (CCG) is for sole purpose of ascertaining conformance with general concept. This review shall not mean that CCG 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.

**1.5 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Engineer's business address.
- .3 Notify Engineer 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 Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Engineer prior to proceeding with Work.
- .6 Make changes in samples which Engineer may require, consistent with Contract Documents.

## SUBMITTAL PROCEDURES

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- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

**1.6 SCHEDULES, PERMITS AND CERTIFICATES**

- .1 Upon award of contract, submit to Engineer a copy of the Work Schedule and various other schedules, permits, certification documents and project management plans as specified in other sections of the specifications.
- .2 Submit copy of permits, notices, compliance certificates received by Regulatory Agencies having jurisdiction and as applicable to work.

**1.7 CERTIFICATES AND TRANSCRIPTS**

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

**Part 2 Products****2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution****3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 General****1.1 SECTION INCLUDES**

- .1 Health and safety considerations required to ensure that CCG shows due diligence towards health and safety on construction sites.

**1.2 RELATED SECTIONS**

- .1 Section 01 33 00 - Submittal Procedures.

**1.3 REFERENCES**

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Province of Newfoundland and Labrador
  - .1 Occupational Health and Safety Act, R.S.N. 1990.

**1.4 SUBMITTALS**

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within seven 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.
- .3 Submit two copies of Contractor's authorized representative's work site health and safety inspection reports to Engineer and authority having jurisdiction, weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit Material Safety Data Sheets (MSDS) to Engineer.
- .7 Engineer will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within seven days after receipt of plan. Revise plan as appropriate and resubmit plan to Engineer within two days after receipt of comments from Engineer.
- .8 Engineer'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 during emergency situations.
- .10 On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.



**1.5 MEETINGS**

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

**1.6 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 Engineer may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

**1.7 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.

**1.8 COMPLIANCE REQUIREMENTS**

- .1 Comply with Occupational Health and Safety Act, Occupational Health and Safety Regulations, C. Nfld.
- .2 Comply with Occupational Health and Safety Regulations, 1996.
- .3 Comply with Canada Labour Code Part II, Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- .4 Observe and enforce construction safety measures required by:
  - .1 Latest edition of the National Building Code of Canada.
  - .2 Provincial Worker's Compensation Board.
  - .3 Municipal statutes and ordinances.
- .5 In the event of conflict between any provisions of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Engineer will advise on the course of action to be followed.

**1.9 UNFORESEEN 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 Engineer verbally and in writing.

**1.10 HEALTH AND SAFETY CO-ORDINATOR**

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

**1.11 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 Engineer.

**1.12 CORRECTION OF NON-COMPLIANCE**

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

**1.13 WORK STOPPAGE**

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

**END OF SECTION**

**Part 1        General****1.1        REPORTING FIRES**

- .1        Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2        Report immediately all fire incidents to Fire Department as follows:
  - .1        telephone.
- .3        When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

**1.2        FIRE EXTINGUISHERS**

- .1        Supply fire extinguishers necessary to protect work in progress and contractor's physical plant on site.

**1.3        SMOKING PRECAUTIONS**

- .1        Observe smoking regulations at all times.

**1.4        RUBBISH AND WASTE MATERIALS**

- .1        Rubbish and waste materials are to be kept to a minimum.
- .2        Burning of rubbish is prohibited.
- .3        Removal:
  - .1        Remove all rubbish from work site at end of work day or shift or as directed.
- .4        Storage:
  - .1        Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2        Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 1.8.3.1.

**1.5        FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1        Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2        Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3        Transfer of flammable and combustible liquids is prohibited within buildings or jetties.

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**FIRE SAFETY REQUIREMENTS**

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- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C, such as naphtha or gasoline, will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

**1.6 HAZARDOUS SUBSTANCES**

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with the latest edition of the National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving the use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.

**1.7 FIRE INSPECTION**

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .3 Immediately remedy all unsafe fire situations observed by Fire Chief.

**Part 2 Products****2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution****3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

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**Part 1            General****1.1                DISPOSAL OF WASTES**

- .1        Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2        Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3        All wastes materials must be disposed at an approved landfill site. The Contractor is responsible for obtaining permission from the operator of the landfill prior to disposing of wastes. The Contractor shall provide the Engineering with written permission from the operator of the landfill prior to final disposal of wastes.

**1.2                DRAINAGE**

- .1        Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2        Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3        Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

**1.3                SITE CLEARING AND PLANT PROTECTION**

- .1        Protect trees and plants on site and adjacent properties where indicated.
- .2        Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .3        Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4        Minimize stripping of topsoil and vegetation.
- .5        Restrict tree removal to areas indicated or designated by Engineer.

**1.4                WORK ADJACENT TO WATERWAYS**

- .1        Do not operate construction equipment in waterways.
- .2        Do not use waterway beds for borrow material.
- .3        Do not dump excavated fill, waste material or debris in waterways.
- .4        Design and construct temporary crossings to minimize erosion to waterways.
- .5        Do not skid logs or construction materials across waterways.

- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.

**1.5 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

**END OF SECTION**

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**Part 1           General****1.1           SECTION INCLUDES**

- .1    Inspection and testing, administrative and enforcement requirements.
- .2    Tests and mix designs.
- .3    Equipment and system adjust and balance.

**1.2           RELATED SECTIONS**

- .1    Section 01 33 00 - Submittal Procedures.
- .2    Section 01 78 00 - Closeout Submittals.

**1.3           INSPECTION**

- .1    Allow Engineer 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, inspections or approvals by Engineer or by inspection authority having jurisdiction.
- .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    Engineer 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.

**1.4           INDEPENDENT INSPECTION AGENCIES**

- .1    Independent Inspection/Testing Agencies will be engaged by Engineer for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Engineer.
- .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 Engineer at no cost to Engineer. Pay costs for retesting and re-inspection.

## QUALITY CONTROL

**1.5 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.

**1.6 PROCEDURES**

- .1 Notify appropriate agency and Engineer 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.

**1.7 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 Engineer 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 Engineer 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 Engineer.

**1.8 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 Engineer and may be authorized as recoverable.

**1.9 EQUIPMENT AND SYSTEMS**

- .1 Submit adjustment and balancing reports for mechanical systems.

**Part 2 Products****2.1 NOT USED**

- .1 Not Used.



QUALITY CONTROL

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**Part 3          Execution**

**3.1              NOT USED**

.1          Not Used.

**END OF SECTION**

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**CONSTRUCTION FACILITIES**

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**Part 1            General****1.1                SECTION INCLUDES**

- .1      Office and sheds.
- .2      Parking.

**1.2                INSTALLATION AND REMOVAL**

- .1      Provide construction facilities in order to execute work expeditiously.
- .2      Remove from site all such work after use.

**1.3                CONSTRUCTION PARKING**

- .1      Parking will be permitted on site provided it does not disrupt performance of Work.
- .2      Provide and maintain adequate access to project site.
- .3      Build and maintain temporary roads where indicated by Engineer and provide snow removal during period of Work.
- .4      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.

**1.4                EQUIPMENT, TOOL AND MATERIALS STORAGE**

- .1      Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2      Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.

**1.5                SANITARY FACILITIES**

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

**1.6                EXISTING SITE INFRASTRUCTURE**

- .1      Existing communications site to be protected from construction activities (dust and debris). Site shall remain in continuous operation except that shut down may be considered for periods, up to fifteen minutes, based on prior approval coordinated with

CONSTRUCTION FACILITIES

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Engineer. Exact times of shut down to be predetermined and necessitate Notice to Mariners.

- .2 Engineer shall be notified 72 hours in advance of any planned power outages that will effect communications equipment.

**END OF SECTION**

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**Part 1            General****1.1                SECTION INCLUDES**

- .1        Barriers.

**1.2                RELATED SECTIONS**

- .1        Section 01 52 00 - Construction Facilities.

**1.3                INSTALLATION AND REMOVAL**

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

**1.4                GUARD RAILS AND BARRICADES**

- .1        Provide secure, rigid guard rails and barricades around deep excavations.
- .2        Provide as required by governing authorities.

**1.5                DUST TIGHT SCREENS**

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

**1.6                ACCESS TO SITE**

- .1        Provide and maintain access road as may be required for access to Work.

**1.7                FIRE ROUTES**

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

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

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

**1.9                PROTECTION OF BUILDING FINISHES**

- .1        Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2        Provide necessary screens, covers, and hoardings.

TEMPORARY BARRIERS AND ENCLOSURES

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- .3 Confirm with Engineer locations and installation schedule 7 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

**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            SECTION INCLUDES**

- .1      Product quality, availability, storage, handling, protection, and transportation.
- .2      Manufacturer's instructions.
- .3      Quality of Work, coordination and fastenings.
- .4      Existing facilities.

**1.2            PRECEDENCE**

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

**1.3            REFERENCE STANDARDS**

- .1      Within text of each specifications section, reference may be made to reference standards. List of standards reference writing organizations is contained in Section 01 42 00 - References.
- .2      Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3      If there is question as to whether any product or system is in conformance with applicable standards, Engineer reserves right to have such products or systems tested to prove or disprove conformance.
- .4      Cost for such testing will be born by Engineer in event of conformance with Contract Documents or by Contractor in event of non-conformance.
- .5      Conform to latest date of issue of referenced standards in effect on date of submission of Tenders, except where specific date or issue is specifically noted.

**1.4            QUALITY**

- .1      Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2      Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3      Should any dispute arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents.

## COMMON PRODUCT REQUIREMENTS

- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

**1.5 AVAILABILITY**

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

**1.6 STORAGE, HANDLING AND PROTECTION**

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

**1.7 TRANSPORTATION**

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

## COMMON PRODUCT REQUIREMENTS

**1.8 MANUFACTURER'S INSTRUCTIONS**

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

**1.9 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Engineer if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Engineer reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Engineer, whose decision is final.

**1.10 CO-ORDINATION**

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

**1.11 CONCEALMENT**

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

**1.12 REMEDIAL WORK**

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

**1.13 LOCATION OF FIXTURES**

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.



## COMMON PRODUCT REQUIREMENTS

- .2 Inform Engineer of conflicting installation. Install as directed.

**1.14 FASTENINGS**

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

**1.15 FASTENINGS - EQUIPMENT**

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 316 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

**1.16 PROTECTION OF WORK IN PROGRESS**

- .1 Prevent overloading of any part of building. Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated without written approval of Engineer.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

**END OF SECTION**

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**Part 1            General****1.1                SECTION INCLUDES**

- .1      Progressive cleaning.
- .2      Final cleaning.

**1.2                RELATED SECTION**

- .1      Section 01 74 19 - Construction/Demolition Waste Management And Disposal.
- .2      Section 01 77 00 - Closeout Procedures.

**1.3                PROJECT CLEANLINESS**

- .1      Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2      Remove waste materials from site at regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site, unless approved by Engineer.
- .3      Clear snow and ice from access to building, bank/pile snow in designated areas only.
- .4      Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5      Provide on-site containers for collection of waste materials and debris.
- .6      Provide and use clearly marked separate bins for recycling. Refer to Section 01 74 19 - Construction/Demolition Waste Management And Disposal.
- .7      Remove waste material and debris from site at end of each working day.
- .8      Dispose of waste materials and debris at designated dumping areas on Crown property.
- .9      Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .10     Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .11     Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .12     Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

**1.4                FINAL CLEANING**

- .1      When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.

## CLEANING

- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site, unless approved by Engineer.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Remove stains, spots, marks and dirt from electrical and mechanical fixtures, walls, ceilings and floors.
- .8 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .9 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .10 Remove dirt and other disfiguration from exterior surfaces.
- .11 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.

**END OF SECTION**

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**Part 1            General****1.1                STORAGE, HANDLING AND PROTECTION**

- .1        Store, materials to be reused, recycled and salvaged in locations as directed by Engineer.
- .2        Unless specified otherwise, materials for removal become Contractor's property.
- .3        Protect, stockpile and store salvaged items.
- .4        Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5        Protect structural components not removed for demolition from movement or damage.
- .6        Support affected structures. If safety of building is endangered, cease operations and immediately notify Engineer.
- .7        Protect surface drainage, mechanical and electrical from damage and blockage.
- .8        Separate and store materials produced during dismantling of structures in designated areas.
- .9        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.

**1.2                DISPOSAL OF WASTES**

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

**1.3                USE OF SITE AND FACILITIES**

- .1        Execute work with least possible interference or disturbance to normal use of premises.
- .2        Maintain security measures established by existing facility.

**1.4                SCHEDULING**

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

**Part 2 Products****2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution****3.1 APPLICATION**

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

**3.2 CLEANING**

- .1 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.

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

- .1 Schedule E - Government Chief Responsibility for the Environment

Province	Address	General Inquires	Fax
Newfoundland	Department of Environment, Confederation Building, Box 8700, St. John's, NF A1B 4J6	(709) 729-2664	(709) 729-1930

**END OF SECTION**

**Part 1 General****1.1 SECTION INCLUDES**

- .1 Administrative procedures preceding preliminary and final inspections of Work.

**1.2 RELATED SECTIONS**

- .1 Section 01 78 00 - Closeout Submittals.

**1.3 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 Engineer in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2 Request Consultant's Inspection.
- .2 Consultant's Inspection: Consultant 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, balanced and are fully operational.
  - .4 Operation of systems have been demonstrated to Owner's personnel.
  - .5 Work is complete and ready for Final Inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Owner, and Consultant. If Work is deemed incomplete by Owner and Consultant, complete outstanding items and request re-inspection.
- .5 Declaration of Substantial Performance: when Owner and Consultant consider deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for certificate of Substantial Performance.
- .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance shall be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment: When Owner and Consultant consider final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed, make application for final payment.

CLOSEOUT PROCEDURES

- .8 Payment of Holdback: After issuance of certificate of Substantial Performance of Work, submit an application for payment of holdback amount in accordance with general conditions.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

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**Part 1           General****1.1               SECTION INCLUDES**

- .1    As-built, samples, and specifications.
- .2    Equipment and systems.
- .3    Product data, materials and finishes, and related information.
- .4    Operation and maintenance data.
- .5    Spare parts, special tools and maintenance materials.
- .6    Warranties and bonds.

**1.2               RELATED SECTIONS**

- .1    Section 01 45 00 - Quality Control.
- .2    Section 01 77 00 - Closeout Procedures.
- .3    Section 01 79 00 - Demonstration and Training.

**1.3               SUBMISSION**

- .1    Submit (2) copies of 'As-Built' drawings for approval by the Engineer.
- .2    Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3    Copy will be returned after final inspection, with Engineer'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 Engineer, four 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.

**1.4               FORMAT**

- .1    Organize data in the form of an instructional manual.



## CLOSEOUT SUBMITTALS

- .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.
- .5 Arrange content by 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.

**1.5 CONTENTS - EACH VOLUME**

- .1 Table of Contents: provide title of project;
  - .1 date of submission; names,
  - .2 addresses, and telephone numbers of Contractor with name of responsible parties;
  - .3 schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
  - .1 list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to 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 and systems, to show control and flow diagrams.
- .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.
- .6 Training: Refer to Section [01 79 00 - Demonstration and Training].

**1.6 AS-BUILTS AND SAMPLES**

- .1 In addition to requirements in General Conditions, maintain at the site for Owner one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.

## CLOSEOUT SUBMITTALS

- .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 Engineer.

**1.7 RECORDING ACTUAL SITE CONDITIONS**

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Engineer.
- .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 depths of elements of foundation in relation to finish first floor datum.
  - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
  - .4 Field changes of dimension and detail.
  - .5 Changes made by change orders.
  - .6 Details not on original Contract Drawings.
  - .7 References to related shop drawings and modifications.
- .5 Specifications: 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, field test records, required by individual specifications sections.

## CLOSEOUT SUBMITTALS

**1.8 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 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .12 Additional requirements: As specified in individual specification sections.

**1.9 MATERIALS AND FINISHES**

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

**1.10 SPARE PARTS**

- .1 Provide spare parts, in quantities specified in individual specification sections.

## CLOSEOUT SUBMITTALS

- .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 Engineer. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

**1.11 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 Engineer. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

**1.12 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 Engineer. Include approved listings in Maintenance Manual.

**1.13 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 Engineer.

**1.14 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.

CLOSEOUT SUBMITTALS

- .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 Owner'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**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**