



Banff National Park

Administration Building

Office and Reception Renovations

October 2016

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Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 35 43 – Environmental Procedures.
- .2 Section 01 14 00 – Work Restrictions.
- .3 Government of Canada, Standard Acquisition Clauses and Conditions (SACC) Manual R2850D GC 5.10
- .4 Appendices
 - .1 Appendix A – Renovation Plans and Specifications

1.2 DEFINITIONS

- .1 Departmental Representative: Within the context of these specifications, this refers to the person exercising the roles and attributes of Canada under the contract. Parks Canada Agency will be fulfilling the role of Departmental Representative for this Contract.
- .2 Owner: For the purpose of this Contract, the Owner is the Parks Canada Agency, who operates the site.
- .3 Contractor: The contractor to undertake the site management and operation services defined, within the context of these specifications, as the Contractor.

1.3 PROJECT LOCATION

- .1 Parks Canada Administration Building

1.4 OBJECTIVE

- .1 The objective of this project is to:
 - .1 Conversion of the reception area into two work stations and a waiting area;
 - .2 Install a new door way in reception corridor;
 - .3 Conversion of one open space to two offices on the 2nd floor (External Relations area);
 - .4 Conversion of one open space into one office on the 3rd floor (Visitor Experience area);
 - .5 Relocation of a doorway, conversion of an open area into a closed office and an smaller open area, reduce the size of one office (Executive Director's area);
 - .6 Supply and install furniture as noted on renovation plans

1.5 PROJECT SCHEDULE

- .1 It is imperative that this work be completed by February 28, 2017.
- .2 The contractor is expected to have enough resources to complete the project on time .

1.6 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Complete renovations as per plans and specifications (appendix A). Work to include:

- .1 All required adjustments to fire suppression system to maintain adherence to all relevant codes. To be verified by Banff Fire and Safety
- .2 All required adjustments to power and data receptacles, switches and related wiring. To be certified by a third party inspection agency.
- .3 All required structural installations. Structural work to be inspected and certified by a third party inspection agency.

1.7 CONTRACT METHOD

- .1 Construct Work under lump sum price contract.

1.8 PERMITS and INSPECTIONS

- .1 Contractor is to notify Departmental Representative at rough in stage so that structural work, fire suppression system and electrical can be inspected.

1.9 WORK BY OTHERS

- .1 Where it is necessary that work is to proceed in areas of this project common to both the Contractor and forces of others, the Contractor shall cooperate with the other Contractors and the Owner in reviewing their construction schedules, sharing his work space, and shall coordinate his operations with the other Contractors, including traffic management and construction staging.

1.10 WORK SEQUENCE

- .1 Complete all work by February 28, 2017.
- .2 All work is to be complete outside of normal business hours as per Section 01 14 00.
- .3 Maintain fire access/control.

1.11 CONTRACTOR USE OF PREMISES

- .1 Contractor has restricted use of site subject to Section 01 14 00 and until the Contract Completion date.
- .2 Notwithstanding SACC R2850D - GC 5.10, the Contractor shall be permitted to occupy sites where he will be working in Banff National Park, free of charge from the date of award of the contract up to and including the completion date of February 28, 2017.
- .3 The Contractor's occupancy of the site will be deemed to have ended, when both of the following conditions are met to the satisfaction of Parks Canada:
 - .1 All the work identified under this contract, has been completed.
 - .2 All site clean up and any outstanding deficiencies have been addressed to the satisfaction of the Departmental Representative.
- .4 Contractor shall limit use of premises for Work, for storage, and for access, to allow:
 - .1 Owner occupancy.
 - .2 Work by other Contractors.
- .5 Coordinate use of premises under direction of the Departmental Representative.
- .6 The Contractor and any Subcontractors shall obtain a business license from Realty Services in the Banff Park Administration building in Banff town site, prior to commencement of the contract.

- .7 All Contractor's business and private vehicles are required to display a vehicle work pass from Parks Canada. These permits may be obtained free of charge from PCA Environmental Surveillance Officer or as directed by the Departmental Representative.
- .8 At completion of renovation work the condition of existing work is to be equal to or better than that which existed before new work started.

1.12 WARRANTY

- .1 All work and materials will be warranted for a period of one year after completion date.

1.13 DOCUMENTS REQUIRED

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

1.14 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. Signs shall be diamond grade and 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 the Departmental Representative.

Part 2 Products

2.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 35 43 – Environmental Procedures.

1.2 USE OF SITE AND FACILITIES

- .1 The Work Site limits will be specified by Parks Canada and shall only be used for the purposes of the Work. The Work Site will be made available by Parks Canada to the Contractor for its non-exclusive use for the duration of the Work, unless otherwise provided in the Contract Documents.
- .2 Office-tool trailer may be set up at site.
- .3 The Contractor shall keep the Work Site clean and free from accumulation of waste materials and rubbish regardless of source. Snow shall be removed by the Contractor as necessary and at his cost for the performance and inspection of the Work.
- .4 Any damage to the Work Site caused by the Contractor shall be repaired by the Contractor at its expense.
- .5 The Contractor may work only during daytime Fridays, Saturdays and Sundays, and evenings and or overnight any day. Objective is to minimize work being performed during regular business hours.

1.3 ACCESS TO ADJACENT PROPERTIES

- .1 Construction operations shall be conducted so as to cause minimal inconvenience to the public.

1.4 SURVEY OF EXISTING PROPERTY CONDITIONS

- .1 Submission of tender is deemed to be confirmation that the Contractor has inspected the site and is conversant with all conditions affecting execution and completion of work.
- .2 The Contractor shall regularly monitor the condition of the Work Site and of property on and adjoining the Work Site throughout the construction period, and shall immediately notify the Owner if any deterioration in condition is detected. Such monitoring shall cover all pertinent features and property including, but not limited to, buildings, structures, roads, walls, fences, slopes, sewers, culverts and landscaped areas.

1.5 PROTECTION OF PERSONS AND PROPERTY

- .1 Comply with all applicable safety regulations of the Workers' Compensation Board of Alberta (WCB) including, but not limited to, WCB's Industrial Health and Safety Regulations, Industrial First Aid Regulations, and Workplace Hazardous Materials Information System Regulations.
- .2 The Contractor shall take all necessary precautions and measures to prevent injury or damage to persons and property on or near the Work Site.
- .3 The Contractor shall promptly take such measures as are required to repair, replace or compensate for any loss or damage caused by the Contractor to any property or, if Parks Canada so directs, shall promptly reimburse to Parks Canada the costs resulting from such loss or damage.

1.6 SUPERVISORY PERSONNEL

- .1 In accordance with Government of Canada GC 2.6 R28Z0D, within five Days after award notification, the Contractor shall submit to the Departmental Representative confirmation of the names of the supervisory personnel and other key staff designated for assignment on the Contract.
- .2 The following personnel shall be included in the list:
 - .1 Project Superintendent.
 - .2 Safety Representative.
- .3 The above personnel shall perform the following duties:
 - .1 The Project Superintendent shall be employed full time and shall be present on the Work Site each and every workday that Work is being performed, from the commencement of Work to Total Performance of the Work.
 - .2 The Project Superintendent shall nominate a Deputy Project Superintendent who shall have the authority of the Project Superintendent during the latter's absence.
 - .3 The Safety Representative shall possess safety experience in general construction. Duties shall encompass all matters of safety activities from commencement of Work until the Total Performance of the Work.

1.7 MEETINGS

- .1 The Work includes attending meetings between the Contractor and the Departmental Representative. The meetings will be called and chaired by the Departmental Representative as required. The Contractor shall be represented at such meetings to the satisfaction of the Departmental Representative.
- .2 The Departmental Representative will schedule an initial meeting to be held on site after award notification. Senior representatives of the Owner, Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors are to be in attendance.

1.8 WASTE DISPOSAL

- .1 All surplus, unsuitable and waste materials shall be removed from the job site to approved sites outside Banff National Park. Refer to Section 01 35 43 – Environmental Procedures and Environmental Protection Plan.
- .2 Cost for Waste Disposal described above shall be considered incidental to the lump sum price and no additional payment will be made except as identified herein.
- .3 Waste Disposal shall be completed in accordance with Section 01 35 43 – Environmental Procedures.

1.9 WORK STOPPAGE

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 11 00 – Summary of Work.

1.2 DESCRIPTION

- .1 Mobilization and Demobilization consists of preparatory work and operations including but not limited to, those necessary for the movement of personnel, equipment, camp, buildings, shops, offices, supplies and incidentals to and from the project site.

1.3 MEASUREMENT PROCEDURES

- .1 Mobilization and Demobilization:
 - .1 50% of Lump Sum Contract Price for Mobilization and Demobilization to be paid when mobilization to site is complete.
 - .2 The remainder of the Lump Sum Price for Mobilization and Demobilization to be paid after Contract Completion and the site has been cleaned and left in condition to the satisfaction of the Departmental Representative and all other Agencies having Jurisdiction.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 11 00 – Summary of Work.
- .2 Section 01 14 00 – Work Restrictions.
- .3 Section 01 33 00 – Submittal Procedures.
- .4 Section 01 35 43 – Environmental Procedures.
- .5 Section 01 45 00 – Quality Control.
- .6 Section 01 77 00 – Closeout Procedures.
- .7 Section 01 78 00 – Closeout Submittals.

1.2 MEASUREMENT PROCEDURES

- .1 This Work shall be incidental to the contract and will not be measured for payment.

1.3 COORDINATION

- .1 Perform coordination of progress schedules, submittals, use of site, temporary utilities, construction facilities, and construction Work, with progress of Work of other Contractors, and Work by Owner, under instructions of the Departmental Representative.

1.4 PROJECT MEETINGS

- .1 Attend project meetings throughout progress of Work and provide information as determined by the Departmental Representative. Meetings shall be chaired by the Departmental Representative who will prepare the minutes of the meetings.
- .2 Attend pre-installation meetings, when specified in specifications and when required to coordinate related or affected Work and provide information, as determined by the Departmental Representative.

1.5 CONSTRUCTION ORGANIZATION AND START UP

- .1 Within five (5) days after award of Contract, request a meeting of Contract Representatives to discuss and resolve administrative procedures and responsibilities. Meeting shall be chaired by the Departmental Representative who will prepare the minutes of the meeting.
- .2 Senior representatives of the Owner, Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors are to be in attendance.
- .3 Agenda to include following:
 - .1 Appointment of official representative of participants in Work.
 - .2 Schedule of Work.
 - .3 Schedule of submittals in accordance with Section 01 33 00.
 - .4 Requirements for temporary facilities, offices, storage sheds, utilities, fences
 - .5 Site safety and security in accordance with Sections 01 14 00 and 01 35 43.
 - .6 Quality Control in accordance with Section 01 45 00.

- .7 Proposed changes, change orders, procedures, approvals required, mark up percentages permitted, time extensions, overtime, and administrative requirements.
- .8 Administrative procedures, photographs, and holdbacks.
- .9 Close out procedures and submittals in accordance with Sections 01 77 00 and 01 78 00.
- .10 Insurances and transcript of policies.
- .11 Other business.
- .4 Comply with Departmental Representative's allocation of mobilization areas of site; for field offices and sheds, for access, traffic, and parking facilities.
- .5 During construction, coordinate use of site and facilities through Departmental Representative's procedures for intra project communications: Submittals, reports and records, schedules, coordination of Drawings, recommendations, and resolution of ambiguities and conflicts.
- .6 Comply with instructions of the Departmental Representative for use of temporary utilities and construction facilities.
- .7 Coordinate field engineering and layout work with the Departmental Representative.

1.6 ON SITE DOCUMENTS

- .1 Maintain at job site, one copy each of the following:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders.
 - .5 Other modifications to Contract.
 - .6 Traffic Management Plan.
 - .7 Safety Plan.
 - .8 Copy of approved Work schedule and most recent updated schedule.
 - .9 Notice of Project.

1.7 PROJECT SCHEDULES

- .1 Submit preliminary construction progress schedule to Departmental Representative
- .2 During progress of Work revise and resubmit as directed by the Departmental Representative.

1.8 CONSTRUCTION PROGRESS MEETINGS

- .1 During course of Work prior to project completion, schedule progress meetings as required by Departmental Representative.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance. Meetings shall be chaired by the Departmental Representative who will prepare the minutes of the meetings.

1.9 SUBMITTALS

- .1 Submit product data to Section 01 33 00 for review for compliance with Contract Documents.

- .2 Submit requests for payment for review, and for transmittal to Departmental Representative. Payment request on last day of the month.
- .3 Submit requests for interpretation of Contract Documents, and obtain instructions through Departmental Representative.
- .4 Process substitutions through Departmental Representative.
- .5 Process change orders through Departmental Representative.
- .6 Deliver closeout submittals for review and preliminary inspections, for transmittal to Departmental Representative.

1.10 CLOSEOUT PROCEDURES

- .1 Notify Departmental Representative when Work is considered ready for Substantial Performance.
- .2 Accompany Departmental Representative on preliminary inspection to determine items listed for completion or correction.
- .3 Comply with Departmental Representative's instructions for correction of items of Work listed in executed certificate of Substantial Performance.
- .4 Notify Departmental Representative of instructions for completion of items of Work determined in Departmental Representative's final inspection.
- .5 Schedule project meetings at the call of Departmental Representative.
- .6 Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- .7 Note that the Departmental Representative will be responsible for preparing agenda for meetings, notification of meeting dates and recording meeting minutes.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 14 00 – Work Restrictions.
- .2 Section 01 35 29.06 – Health and Safety Requirements.
- .3 Section 01 35 43 – Environmental Procedures.
- .4 Section 01 45 00 – Quality Control.
- .5 Section 01 78 00 – Closeout Submittals.

1.2 MEASUREMENT PROCEDURES

- .1 This work shall be incidental to contract and will not be measured for payment.

1.3 REFERENCES

- .1 Not Used.

1.4 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 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock ups in SI Metric units.
- .4 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.
- .5 Notify Departmental Representative in writing at time of submission, identifying any deviations from requirements of Contract Documents stating reasons for deviations.
- .6 Verify field measurements and affected adjacent Work is consistent.
- .7 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .8 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .9 Keep one reviewed copy of each submission on site.

1.5 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

1.6 REQUIRED CONTRACTOR SUBMITTALS

- .1 General

- .1 This Clause identifies the plans, programs, and documentation required prior to mobilization on site and during the construction phase.
- .2 Pre-Mobilization Submittals:
 - .1 Project schedule.
 - .2 List of subcontractors, suppliers and consultants, their role and their key personnel, including names and positions, addresses, telephone and cellular telephone numbers, as requested by Departmental Representative .
 - .3 Contractor shall develop an "Emergency Procedures Protocol" in consultation with Parks Canada.
- .3 Construction Phase Submittals
 - .1 Submit copies of reports or directions issued by Federal and Provincial health and safety inspectors.
 - .2 Submit copies of incident and accident reports.
- .4 The Contractor shall not construe the Departmental Representative's authorization of the submittals to imply approval of any particular method or sequence for conducting the Work, or for addressing health and safety concerns. Authorization of the programs shall not relieve the Contractor from the responsibility to conduct the Work in strict accordance with the requirements of Federal or Provincial regulations, this specification, or to adequately protect the health and safety of all workers involved in the project and any members of the public who may be affected by the project. The Contractor shall remain solely responsible for the adequacy and completeness of the programs and work practices, and adherence to them.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 14 00 – Work Restrictions.
- .2 Section 01 33 00 – Submittal Procedures.
- .3 Section 01 35 43 – Environmental Procedures.
- .4 Section 01 41 00 – Regulatory Requirements.
- .5 Section 02 81 01 – Hazardous Materials.

1.2 MEASUREMENT PROCEDURES

- .1 This work shall be incidental to contract and will not be measured for payment.

1.3 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 Alberta
 - .1 Occupational Health and Safety Act, R.S.A. 2000.

1.4 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Submit copies of reports or directions issued by Federal or Provincial health and safety inspectors.
- .3 Submit copies of incident and accident reports.
- .4 Submit WHMIS MSDS - Material Safety Data Sheets in accordance with Section 02 81 01 - Hazardous Materials.
- .5 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.5 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.
- .2 Parks Canada recognizes that federal Occupational Health and Safety legislation places specific responsibilities upon Parks Canada as owner of the work place. In order to meet those requirements, Parks Canada has implemented a contractor safety regime to ensure roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake work in Parks Canada work places, including on Parks Canada property.
- .3 After contract award and prior to commencement of any work under the contract, the Project Manager will hold a health and safety meeting with the Contractor. At this

meeting, the Contractor is required to complete and sign an Attestation to certify the Contractor will comply with the requirements set out in the Attestation and the terms and conditions of the contract.

1.6 SAFETY ASSESSMENT

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

1.7 MEETINGS

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

1.8 REGULATORY REQUIREMENTS

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

1.9 PROJECT/SITE CONDITIONS

1.10 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.

1.11 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.

1.12 COMPLIANCE REQUIREMENTS

- .1 Comply with Occupational Health and Safety Act, General Safety Regulation, Alberta.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.13 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.

1.14 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 working knowledge of occupational safety and health regulations.
 - .2 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.

- .3 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
- .4 Be on site during execution of Work and report directly to and be under direction of site supervisor.

1.15 CORRECTION OF NON-COMPLIANCE

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

1.16 WORK STOPPAGE

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

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 All Divisions 01, 02, 31, 32, and 35 Sections.

1.2 SUBMITTALS

- .1 Prior to the commencement of construction the Contractor must provide written confirmation that he has read and understood and will comply with environmental procedures as outlined in this section 01 35 43-Environmental Procedures

1.3 NATIONAL PARK REGULATIONS

- .1 The Contractor shall ensure that all work is performed in accordance with the ordinances, laws, rules and regulations set out in the Canada National Parks Act and Regulations.
- .2 The Contractor and any Sub-Contractors shall obtain a business license from the Parks Canada Administration Office in Banff, prior to commencement of the contract.
- .3 All Contractor's vehicles are required to display a vehicle work pass from Parks Canada. These permits may be obtained free of charge from the Departmental Representative, PCA Environmental Officer or at the Park Gate.

1.4 CANADIAN ENVIRONMENTAL ASSESSMENT ACT (CEAA)

- .1 Execution of the work is subject to the provisions within the *Canadian Environmental Assessment Act* (CEAA) Guidelines Order of 2012, subsequent amendments, and Parks Canada's Interim Directive on Implementation of the Canadian Environmental Assessment Act 2012.
- .2 Failure to comply with or observe environmental protection measures as identified in these specifications may result in the work being suspended pending rectification of the problems.

1.5 CONSTRUCTION SITE ACCESS AND PARKING

- .1 In consultation with the Departmental Representative, the Contractor shall formulate an agreement for worker transportation to and from the work sites and where workers shall park their private vehicles. Generally, personal vehicles shall be parked at least 10 metres distance from any watercourse.
- .2 The Contractor shall ensure that the environment beyond the work limits is not negatively impacted or damaged by workers' vehicles or construction machinery and shall instruct workers so that the "footprint" of the project is kept within defined boundaries.

1.6 MISCELLANEOUS SITE MANAGEMENT CONTINGENCIES

- .1 If required, a Contractor's office and work headquarters material laydown, equipment parking and storage area will be permitted at the work site.
- .2 The National Park Act regulations prohibit anyone working within Banff National Park from using public campground 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

1.1 RELATED SECTIONS

1.2 REFERENCES AND CODES

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

1.3 CANADIAN ENVIRONMENTAL PROTECTION ACT

- .1 Perform Work in accordance with Canadian Environmental Protection Act.

1.4 NATIONAL PARKS ACT

- .1 Perform Work in accordance with National Parks Act when projects are located within boundaries of National Park.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 All Division 01, 02 and 03 Sections.

1.2 MEASUREMENT PROCEDURES

- .1 This work shall be incidental to contract and will not be measured for payment.

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

1.4 INDEPENDENT INSPECTION AGENCIES

- .1 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 the Departmental Representative at no cost to the Departmental Representative.

1.5 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work.

1.6 PROCEDURES

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

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 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.

1.8 REPORTS

- .1 Submit one electronic copy of inspection and test reports to Departmental Representative in accordance with Section 01 33 00 – Submittals Procedures.

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 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 daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative Engineer.
- .3 Provide on-site containers for collection of waste materials and debris.
- .4 Dispose of waste materials and debris at designated dumping areas off site.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

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

tools, construction machinery and equipment.

- .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 Departmental Representative Engineer. Do not burn waste materials on site, unless approved by Departmental Representative.

1.3 ADDITIONAL CLEANING

- .1 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures.
- .2 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors and.
- .3 Clean lighting reflectors, lenses, and other lighting surfaces.
- .4 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .5 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .6 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .7 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .8 Remove dirt and other disfiguration from exterior surfaces.
- .9 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .10 Sweep and wash clean paved areas.
- .11 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .12 Clean roofs, downspouts, and drainage systems.
- .13 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

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PART 2 - PRODUCTS

CLEANING

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2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.

Part 1 General

1.1 PRECEDENCE

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

1.2 RELATED REQUIREMENTS

- .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 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 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.

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 PRECEDENCE

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

1.2 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures.
- .2 Section 01 45 00 – Quality Control.
- .3 Section 01 77 00 – Closeout Procedures.

1.3 RECORDING ACTUAL SITE CONDITIONS

- .1 Contractor to provide as built drawings to Departmental Representative at project completion.
- .2 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .3 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Field changes of dimension and detail.
 - .2 Changes made by change orders.
 - .3 Details not on original Contract Drawings.
 - .4 References to related shop drawings and modifications.

1.4 WARRANTIES AND BONDS

- .1 All work is to be warranted for a period of one year after all deficiencies identified during final inspection have been rectified.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures.
- .2 Section 01 74 11 – Cleaning.

1.2 REFERENCES

- .1 Definitions:
 - .1 Dangerous Goods: product, substance, or organism specifically listed or meets hazard criteria established in Transportation of Dangerous Goods Regulations.
 - .2 Hazardous Material: product, substance, or organism used for its original purpose; and is either dangerous goods or material that will cause adverse impact to environment or adversely affect health of persons, animals, or plant life when released into the environment.
 - .3 Hazardous Waste: hazardous material no longer used for its original purpose and that is intended for recycling, treatment or disposal.
- .2 Reference Standards:
 - .1 Canadian Environmental Protection Act, 1999 (CEPA 1999)
 - .1 Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations (SOR/2005-149).
 - .2 Department of Justice Canada (Jus)
 - .1 Transportation of Dangerous Goods Act, 1992 (TDG Act).
 - .2 Transportation of Dangerous Goods Regulations (T-19.01-SOR/2001-286).
 - .3 Health Canada / Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDS).
 - .4 National Research Council Canada Institute for Research in Construction (NRC-IRC)
 - .1 National Fire Code of Canada-2010.

1.3 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Transport hazardous materials and wastes in accordance with Transportation of Dangerous Goods Act, Transportation of Dangerous Goods Regulations, and applicable provincial regulations.
- .4 Storage and Handling Requirements:
 - .1 Co-ordinate storage of hazardous materials with Departmental Representative and abide by internal requirements for labelling and storage of materials and wastes.

- .2 Store and handle hazardous materials and wastes in accordance with applicable federal and provincial laws, regulations, codes, and guidelines.
- .3 Store and handle flammable and combustible materials in accordance with National Fire Code of Canada requirements.
- .4 Keep no more than 45 litres of flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use.
 - .1 Store flammable and combustible liquids in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval.
 - .2 Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires the written approval of the Departmental Representative.
- .5 Transfer flammable and combustible liquids away from open flames or heat-producing devices.
- .6 Solvents or cleaning agents must be non-flammable or have flash point above 38 degrees C.
- .7 Store flammable and combustible waste liquids for disposal in approved containers located in safe, ventilated area. Keep quantities to minimum.
- .8 Observe smoking regulations, smoking is prohibited in areas where hazardous materials are stored, used, or handled.
- .9 Storage requirements for quantities of hazardous materials and wastes in excess of 5 kg for solids, and 5 litres for liquids:
 - .1 Store hazardous materials and wastes in closed and sealed containers.
 - .2 Label containers of hazardous materials and wastes in accordance with WHMIS.
 - .3 Store hazardous materials and wastes in containers compatible with that material or waste.
 - .4 Segregate incompatible materials and wastes.
 - .5 Ensure that different hazardous materials or hazardous wastes are stored in separate containers.
 - .6 Store hazardous materials and wastes in secure storage area with controlled access.
 - .7 Maintain clear egress from storage area.
 - .8 Store hazardous materials and wastes in location that will prevent them from spilling into environment.
 - .9 Have appropriate emergency spill response equipment available near storage area, including personal protective equipment.
 - .10 Maintain inventory of hazardous materials and wastes, including product name, quantity, and date when storage began.
 - .11 When hazardous waste is generated on site:
 - .1 Co-ordinate transportation and disposal with Departmental Representative.
 - .2 Comply with applicable federal, provincial and municipal laws and regulations for generators of hazardous waste.
 - .3 Use licensed carrier authorized by provincial authorities to accept subject material.

- .4 Before shipping material obtain written notice from intended hazardous waste treatment or disposal facility it will accept material and it is licensed to accept this material.
- .5 Label container[s] with legible, visible safety marks as prescribed by federal and provincial regulations.
- .6 Only trained personnel handle, offer for transport, or transport dangerous goods.
- .7 Provide photocopy of shipping documents and waste manifests to Departmental Representative.
- .8 Track receipt of completed manifest from consignee after shipping dangerous goods. Provide photocopy of completed manifest to Departmental Representative.
- .9 Report discharge, emission, or escape of hazardous materials immediately to Departmental Representative and appropriate provincial authority. Take reasonable measures to control release.
- .12 Ensure personnel have been trained in accordance with Workplace Hazardous Materials Information System (WHMIS) requirements.
- .13 Report spills or accidents immediately to Departmental Representative. Submit a written spill report to Departmental Representative within 24 hours of incident.

Part 2 Products

2.1 MATERIALS

- .1 Description:
 - .1 Bring on site only quantities hazardous material required to perform Work.
 - .2 Maintain MSDS in proximity to where materials are being used. Communicate this location to personnel who may have contact with hazardous materials.

Part 3 Execution

3.1 CLEANING

- .1 Progress Cleaning:
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment.

END OF SECTION