

**1**                **GENERAL**

**1.1**                **RELATED SECTIONS**

- .1            Section 01 33 00 - Submittal Procedures.
- .2            Section 02 41 13 – Selective Site Demolition
- .3            Section 01 78 00 - Closeout Submittals.

**1.2**                **SUBMITTALS**

- .1            Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2            Shop drawings; submit drawings stamped and signed for approval by Departmental Representative.
- .3            Shop drawings to show:
  - .1            Mounting arrangements.
  - .2            Operating and maintenance clearances.
- .4            Shop drawings and product data accompanied by:
  - .1            Detailed drawings of bases, supports, and anchor bolts.
  - .2            Acoustical sound power data, where applicable.
  - .3            Points of operation on performance curves.
  - .4            Manufacturer to certify current model production.
  - .5            Certification of compliance to applicable codes.
- .5            In addition to transmittal letter referred to in Section 01 33 00 - Submittal Procedures: use MCAC "Shop Drawing Submittal Title Sheet". Identify section and paragraph number.
- .6            Closeout Submittals:
  - .1            Provide operation and maintenance data for incorporation into manual specified in Section 01 78 00 - Closeout Submittals.
  - .2            Operation and maintenance manual approved by, and final copies deposited with, Departmental Representative before final inspection.
  - .3            Operation data to include:
    - .1            Control schematics for systems including environmental controls.
    - .2            Description of systems and their controls.
    - .3            Description of operation of systems at various loads together with reset schedules and seasonal variances.
    - .4            Operation instruction for systems and component.

- .5 Description of actions to be taken in event of equipment failure.
- .6 Colour coding chart.
- .4 Maintenance data to include:
  - .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
  - .2 Data to include schedules of tasks, frequency, tools required and task time.
- .5 Performance data to include:
  - .1 Equipment manufacturer's performance datasheets with point of operation as left after commissioning is complete.
  - .2 Equipment performance verification test results.
  - .3 Special performance data as specified.
  - .4 Testing, adjusting and balancing reports as specified in Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.
- .6 Approvals:
  - .1 Submit 2 copies of draft Operation and Maintenance Manual to Departmental Representative for approval. Submission of individual data will not be accepted unless directed by Departmental Representative.
  - .2 Make changes as required and re-submit as directed by Departmental Representative.
- .7 Additional data:
  - .1 Prepare and insert into operation and maintenance manual additional data when need for it becomes apparent during specified demonstrations and instructions.
- .8 Site records:
  - .1 Departmental Representative will provide 1 set of reproducible mechanical drawings or AutoCAD files. Provide sets of white prints as required for each phase of work. Mark changes as work progresses and as changes occur. Include changes to existing mechanical systems, control systems and low voltage control wiring.
  - .2 Transfer information weekly to reproducibles, revising reproducibles to show work as actually installed.
  - .3 Use different colour for each service.
  - .4 Make available for reference purposes and inspection.
- .9 As-built drawings:
  - .1 Prior to start of Testing, Adjusting and Balancing for HVAC, finalize production of as-built drawings.
  - .2 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: - "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL SYSTEMS AS INSTALLED" (Signature of Contractor) (Date).

- .3 Submit to Departmental Representative for approval and make corrections as directed.
- .4 Perform testing, adjusting and balancing for HVAC using as-built drawings.
- .5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
- .10 Submit copies of as-built drawings for inclusion in final TAB report.

### **1.3 QUALITY ASSURANCE**

- .1 Quality Assurance: in accordance with Section 01 45 00 - Quality Control.
- .2 Health and Safety Requirements: do construction occupational health and safety in accordance with Section 01 35 29.06 - Health and Safety Requirements.

### **1.4 MAINTENANCE**

- .1 Furnish spare parts in accordance with Section 01 78 00 - Closeout Submittals as follows:
  - .1 One filter cartridge or set of filter media for each filter or filter bank in addition to final operating set.
  - .2 Provide one set of special tools required to service equipment as recommended by manufacturers and in accordance with Section 01 78 00 - Closeout Submittals.

### **1.5 DELIVERY, STORAGE, AND HANDLING**

- .1 Waste Management and Disposal:
  - .1 Construction/Demolition Waste Management and Disposal: separate waste materials for reuse and recycling in accordance with Section 02 41 99 – Demolition for Minor Works.

## **2 PRODUCTS**

### **2.1 MATERIALS**

- .1 All materials used on this project shall be new and CSA approved unless noted otherwise.

## **3 EXECUTION**

### **3.1 PAINTING, REPAIRS AND RESTORATION**

- .1 Do painting in accordance with Section 09 91 99 – Painting for Minor Works.
- .2 Prime and touch up marred finished paintwork to match original.

- .3 Restore to new condition, finishes which have been damaged.

### 3.2 **CLEANING**

- .1 Clean interior and exterior of all systems. Protect open ends of ducts, diffusers, grilles and registers during construction to prevent ingress of dust and dirt into interior of ducts. If dust or dirt is detected prior to startup, vacuum interior of all ducts and air handling units. Prior to vacuuming use video camera to record condition of ductwork. Also, use video camera to record condition of ducts after cleaning.

### 3.3 **FIELD QUALITY CONTROL**

- .1 Site Tests: conduct following tests in accordance with Section 01 45 00 - Quality Control and submit report as described in PART 1 - SUBMITTALS.
  - .1 Submit tests as specified in other sections of this specification.
- .2 Manufacturer's Field Services:
  - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - SUBMITTALS.
  - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.
  - .3 Schedule site visits, to review Work, as directed in PART 1 - QUALITY ASSURANCE.

### 3.4 **DEMONSTRATION**

- .1 Departmental Representative will use equipment and systems for test purposes prior to acceptance. Contractor to supply labour, material, and instruments required for testing.
- .2 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
- .3 Use operation and maintenance manual, as-built drawings, and audio visual aids as part of instruction materials.
- .4 Instruction duration time requirements as specified in appropriate sections.
- .5 Departmental Representative may record these demonstrations on video tape for future reference.

**3.5**

**PROTECTION**

- .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system

**END OF SECTION**