

**Part 1 General**

**1.1 REGULATORY REQUIREMENTS**

- .1 Building Smoking Environment:
  - .1 Smoking is not permitted in the Building. Obey smoking restrictions on building property.
- .2 Hazardous Material Discovery:
  - .1 Stop work immediately when material resembling spray or trowel-applied asbestos, Polychlorinated Biphenyl (PCB), mould or other designated substance and/or hazardous substance is encountered during demolition work. Refer to Section 01 14 25 – Designated Substances.
    - .1 Take preventative measure and promptly notify Departmental Representative.
    - .2 Do not proceed until written instructions have been received from Departmental Representative.

**1.2 EXAMINATION AND PREPARATION**

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Before commencing work, establish location and extent of services lines in area of work and notify Departmental Representative of findings.

**1.3 WASTE MANAGEMENT**

- .1 Comply with Environmental Protection Act, Ontario Regulations: O. Reg. 102/94 – Waste Audits and Waste Reduction Work Plans; and O. Reg. 103/94 – Industrial, Commercial and Institutional Source Separation Programs; for waste management on construction and demolition projects.
- .2 Conduct "waste audit" to determine what waste will be generated during construction and demolition operations. Prepare written "waste reduction work plan" and implement the principles to reduce, reuse and recycle materials to the extent that is possible.
- .3 Provide a "source separation program" to disassemble and collect in an orderly fashion the following "materials designated for alternative disposal" from the "general waste" stream:
  - .1 cardboard;
  - .2 gypsum board;
  - .3 steel; and
  - .4 wood (not including painted, treated or laminated wood).
- .4 Submit complete records of all removals from site for both "materials designated for alternative disposal" and "general waste" including:
  - .1 time and date of removal;

- .2 description of material and quantities; and
- .3 proof that materials have been received at an approved Waste Processing Site or certified Waste Disposal Site as required.
- .5 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from site.

#### **1.4 SANDING MANAGEMENT**

- .1 Contractors doing any dusty work such as sanding and prepping for painting must use sanders equipped with built-in vacuums with HEPA filters.

#### **1.5 CLOSEOUT SUBMITTALS**

- .1 Operational and Maintenance Manuals:
  - .1 Submit to Departmental Representative one (1) soft copy (USB stick) and one (1) hard copy of approved Operations Data and Maintenance Manual in both official languages, compiled as follows:
    - .1 Bind data in vinyl hard cover 3 "D" ring type loose-leaf binders for 212 x 275mm size paper. Binders must not exceed 75mm thick or be more than 2/3 full.
    - .2 Enclose title sheet labelled "Operation Data and Maintenance Manual," project name, date and list of contents. Project name must appear on binder face and spine.
    - .3 Organize contents into applicable sections of work to parallel project specifications breakdown. Mark each section by labelled tabs protected with celluloid covers fastened to hard paper dividing sheets.
  - .2 Include following information plus data specified:
    - .1 Maintenance instruction for finished surface and materials.
    - .2 Copy of hardware and paint schedules.
    - .3 Description: operation of the equipment and systems defining start-up, shut-down and emergency procedures, and any fixed or adjustable set points that affect the efficiency of the operation. Include nameplate information such as make, size, capacity and serial number.
    - .4 Maintenance: use clear drawings, diagrams or manufacturers' literature which specifically apply and detail the following:
      - .1 lubrication products and schedules;
      - .2 trouble shooting procedures;
      - .3 adjustment techniques; and
      - .4 operational checks.
    - .5 Suppliers' names, addresses and telephone numbers and components supplied by them must be included in this section.

Components must be identified by a description and manufacturers part number.

- .6 Guarantees showing:
  - .1 name and address of projects;
  - .2 guarantee commencement date (date of Interim Certificate of Completion);
  - .3 duration of guarantee;
  - .4 clear indication of what is being guaranteed and what remedial action will be taken under guarantee; and
  - .5 signature and seal of Guarantor.
- .7 Additional material used in project listed under various Sections showing name of manufacturer and source of supply.
- .3 Spare parts: list all recommended spares to be maintained on site to ensure optimum efficiency. List all special tools appropriate to unique application. All parts/tools detailed must be identified as to manufacturer, manufacturer part number and supplier (including address).
- .4 Include one complete set of final shop drawings (bound separately) indicating corrections and changes made during fabrication and installation.
- .2 Records:
  - .1 As work progresses, maintain accurate records to show deviations from contract drawings. Just prior to Departmental Representative's inspection for issuance of final certificate of completion, supply to the Departmental Representative one (1) set of white prints with all deviations neatly inked in, and one scanned coloured copy. The Departmental Representative will provide two sets of clean white prints for this purpose.
- .3 Guarantees and Warranties:
  - .1 Before completion of work collect all manufacturer's guarantees or warranties and deposit with Departmental Representative.

## **1.6 CLEANING**

- .1 Clean up as work progresses. At the end of each work period, and more often if ordered by the Departmental Representative, remove debris from site, neatly stack material for use, and clean up generally.
- .2 Upon completion remove scaffolding, temporary protection and surplus materials. Make good defects noted at this stage.
- .3 Clean and polish glass, mirrors, ceramic tile, aluminum, chrome, stainless steel, baked or porcelain enamel, plastic laminate and other plastic surfaces, floors, hardware and washroom fixtures. Clean manufactured articles in accordance with manufacturer's written instructions.
- .4 Clean areas under contract to a condition equal to what previously existed and to approval of Departmental Representative.

- .5 Vacuum the work area (if required) and adjacent spaces affected by traffic or construction activity. Wash with mild soap solution walls, floors and hardware. Clean manufactured articles in accordance with manufacturer's directions.
- .6 Disinfect work area and adjacent space with scent free bacteriological solution approved by Food Production Facilities and confirmed via the Departmental Representative.

## **1.7 COST BREAKDOWN**

- .1 After Contract award, submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative cost breakdown will be used as the basis of progress payments.

**END OF SECTION**