

1. General

1.1 Work Covered By Contract Documents

- .1 Work of this Contract comprises the removal and replacement of 80 existing cell windows in the Unit 6 of the Saskatchewan Penitentiary (SKPen), Prince Albert.

1.2 Contract Method

- .1 Construct Work under stipulated price contract.

1.3 Work By Others

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from Departmental Representative.
- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Departmental Representative, in writing, any defects which may interfere with proper execution of Work.

1.4 Work Sequence

- .1 Construct Work in stages to accommodate continued use of site during construction.
- .2 Co-ordinate Progress Schedule and co-ordinate with Occupancy during construction.
- .3 Construct Work in stages to provide for continuous public usage. Do not close off public usage of facilities until use of one stage of Work will provide alternate usage.
- .4 Maintain fire access/control.

1.5 Contractor Use Of Premises

- .1 Restricted use of designated site until Substantial Performance.
- .2 Limit use of premises for Work, for storage, and for access, to allow:
 - .1 Occupancy.
 - .2 Partial occupancy.
 - .3 Work by other contractors.
 - .4 Public usage.
- .3 Co-ordinate use of premises under direction of Departmental Representative.
- .4 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .5 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .6 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.6 Alterations, Additions Or Repairs To Existing Building

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

1.7 Existing Services

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance.
- .3 Provide alternative routes for pedestrian and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .7 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .8 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .9 Record locations of maintained, re-routed and abandoned service lines.
- .10 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.8 Documents Required

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

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 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant Federal regulations.

1.2 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 Use only elevators, existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .6 Closures: protect work temporarily until permanent enclosures are completed.

1.3 EXISTING SERVICES

- .1 Notify, Departmental Representative of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.4 INSTITUTIONAL REQUIREMENTS FOR PWGSC CONTRACTORS

.1 Establishment of Requirements

- .1 Carry out an efficient operation of a penitentiary, it is absolutely necessary for civilian personnel, who are employed on the penitentiary property, to observe established rules and procedures.
- .2 Prior to commencing work, the contractor shall meet with the Warden or his designate to discuss the nature and extent of all activities involved, and to establish mutually acceptable requirements to ensure that both the project and institution operation may proceed without undue disruption or hindrance except where unavoidable. Such

requirements shall include the matters specified in this instruction as well as others peculiar to the immediate locality.

.2 Working Conditions

- .1 Subject to Institutional Security requirements, the warden or his designate shall permit the contractor as much freedom of action and movement as is reasonably possible, and the contractor in turn shall be expected to cooperate with institutional personnel in ensuring that security requirements are observed by construction workers.

.3 Observation and Inspection

- .1 Construction activity and all related movement of personnel & vehicles shall be subject to observation & inspection by institutional staff to ensure that security requirements are met, and understanding of the need for this action is established and maintained throughout.

.4 Personnel Security

- .1 The names of all construction personnel to be employed on the site shall be submitted in writing via SMI form #85 (Security Clearance Request) which may be obtained from Security Intelligence Officer (SIO), Correctional Supervisor In Charge of Construction and/or Public Works Supervisor. All contractors and their employees, including subcontractors and their employees, involved in the contract, must report to the SIO or CS I/C of Construction prior to the first day of employment for the purpose of obtaining a "pass" (photo identification card) and receiving a security briefing. This will only be done after a Security Clearance Request form is completed and approved by the Warden. The Warden or his designate may require close-up facial photographs to be taken of construction personnel, and may have such photographs displayed at appropriate locations in the institution for identification purposes. When the contractors and employees are required to work on the prison property, they will enter and exit the premises via the Service Entrance (Sally Port) if authorized by the CS I/C Construction or designated due to job requirements. The Warden or his designate has the right to refuse permission to enter institutional property to any person whom he has reason to believe may be a security risk.

.5 Parking

- .1 The Warden or his designate shall assign the parking area or areas to be used by the construction personnel and indiscriminate parking in other locations shall not be permitted.
- .2 All unattended vehicles must have windows closed, doors and trunks locked, and keys removed. Vehicles must not contain any type of weapons, ammunition or spirits (empty, partial or full).

.6 Shipping and Access to the Site

- .1 The contractor shall verify with the Warden or his designate the hours during which vehicles will be allowed to enter or leave the institution. Vehicles or personnel will not be admitted to the institution after normal working hours or on weekends/holidays without prior arrangement with the Warden or his designate. Normal construction work hours are 07:30 hours to 16:30 hours Monday thru Friday.
- .2 Note: Service Entrance is closed between 11:00 to 13:00 hours unless arrangements are made in advance. The contractor shall have all project material and equipment addressed in his name to avoid confusion with the institutions own shipments. The contractor shall, when overtime work is necessary, inform the Warden or his designate at least 24 hours in advance so that extra staff may be arranged to maintain the

institution's observation inspection of construction activity. The Warden or his designate may prohibit or restrict access to any part of the institution. He may require that, in certain areas or at certain times, no civilian is allowed unless accompanied by an officer of the Correctional Service of Canada. Private vehicles will not be allowed within the institution's security wall or fence without special permission of the Warden or his designate. All vehicles entering the institution's security wall or fence must comply with institution's security requirements (ie. lockable gas caps or wheel covers, no wheel hub caps, lockable doors and windows, tools in a lockable container and locked when not in use). Trucks delivering materials, equipment and tools to the job will be allowed access when the contents are certified by the contractor or his representative as being strictly necessary for the execution of the work. Security requirements such as wheel covers, lockable fuel caps, lockable doors and windows are still required unless special provisions are made thru the CS I/C Construction. Trucks or vehicles, after being unloaded, are to be parked in the designated area outside the security wall or fence. All vehicles are subject to search and will be refused access if, in the opinion of the Warden or his designate, they contain any article that may jeopardize the security of the institution. Examples: weapons, alcohol, cell phones, drugs or narcotics.

.3

Tools & Equipment

.1 **Commissioner's Directive 573 Control of Items Critical to the Security & Safety of the Institution under section 10 and Institutional Standing Order 573:** The contractor shall maintain an inventory of all tools and equipment, including the number of cartridges for power-driven tools brought on site, and a record of every shot fired. (Empty cartridges to taken out after completion of work and counted with live cartridges. Total cartridges taken in must add up to those taken out, counting those that have been fired.) A copy of these tool lists shall be kept in the Security Construction Trailer when manned or with the officer in charge of the service entrance. The contractor shall keep all tools and equipment under constant supervision and not leave them unattended, paying particular attention to power-driven tools, files, saw blades, rod saw, wire, rope, extension cords and ladders. The contractor shall store all tools and equipment in places and under conditions approved by the Warden or his designate and locks all toolboxes when not in use. He shall report immediately all missing or lost tools or equipment to the Warden or his designate and complete Missing Tool Report form. This form is available to the General Contractor. The contractor shall provide permanent identification (engraving) to all tools indicating that they are the personal property of the employee/tradesperson or employing company. Negligence in this regard may result in confiscation of tools.

.4

Telephones & Installations

.1 The contractor shall obtain approval from the Warden or his designate for the installation of telephones that shall be located so that they are not accessible to inmates. Cell phones are NOT allowed inside the security wall or fence.

.5

Two-way Radio Communications

.1 The Warden or his designate must approve all two-way radio communication devices. All radio devices requested for use on job site must be checked with institutional ADGA technicians to ensure no interference with institution equipment. All radio devices brought into SMI are not to be accessible to inmates.

.6 **Alcohol & Narcotics**

- .1 There is a Zero tolerance policy for alcohol beverages and narcotics on site. These items are not permitted on institutional property. Discovery of such items on site, and identification of the person or persons responsible for them, shall be reported immediately to the Warden or his designate. Any persons employed in the project that appear to be intoxicated or under the influence of any drug or narcotic, or who behaves in an unusual manner, shall be subject to immediate removal from institutional property.

.7 **Control of Contraband – General**

- .1 The contractor is responsible for ensuring that all persons employed by him directly or indirectly upon the project are familiar with Correctional and Conditional Release Act section 45 Summary Convictions.
- .2 CCRA Summary Conviction Offences:
- .1 **45.** Every person commits a summary conviction offence who
- (a) is in possession of contraband beyond the visitor control point in a penitentiary;
 - (b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point at a penitentiary;
 - (c) delivers contraband to, or receives contraband from, an inmate;
 - (d) without prior authorization, delivers jewellery to, or receives jewellery from, an inmate; or
- .2 **Search:** Where the Warden or his designate suspects, on reasonable grounds, that an employee of the contractor is in possession of contraband, he may order that person to be searched, under, Correctional Conditional Release Regulations Section 42.1 Contraband, Sections 43-46, 54.1-2, 55.1 Search and Seizure and Section 57 Seizure, Commissioner's Directives 566-8 section 9-16.

.8 **Key Control:**

- .1 Commissioner's Directive 573 Control of Items Critical to the Security & Safety of the **Institution under section 3 C & E and Institutional Standing Order 573** The general contractor shall maintain control of all new keys as follows:
- .1 Upon receipt of keys from the security hardware supplier/installer; Provide a receipt to the security hardware supplier, listing all keys and quantity of each, by key code.
- .1 Provide a copy of the receipt to the appropriate Correctional Service of Canada representative at the site.
 - .2 Locks are to be handed over to SMO Officer for the purpose of repining of lock to CSC standards. Once locks have been repined, locks will be returned to General Contractor for installation.
 - .3 Keys for locks will be made available to the Security Construction Gate to maintain CSC regulation control.
- .2 Upon putting operational keys into use:
- .1 Keys will be issued thru the Security personnel as per CSC standards and to ensure that keys are issued to responsible personnel only and the keys are turned in at the end of the

days work. No keys are to be retained by an employee for any period longer than that for which the key is required.

- .2 The issue and receipt of all keys is recorded, showing the date, time, key code number, issued to, including the name of the recipient and employer. The time of return should be signed in by the key control officer (Gate Security) and witnessed by CSC site representative at the end of each working day.
- .3 Report, in writing, any untoward circumstances, such as loss, disfigurement, misuse, or mishandling, etc., to the security hardware supplier or CSC/SMO, identifying keys by code and/or number, so that appropriate action may be taken to effect replacement or abandonment of that particular code as circumstances may warrant. Send a copy of these reports to the CSC site representative.
- .4 Misuse or improper control of CSC keys can result in that employee being denied access to keys or removal from CSC property.
- .5 No inmates are allowed to handle or be given access to CSC keys.

- .3 Upon completion of the contract and takeover of the buildings:
 - .1 Provide a list of all keys, by number and/or key code, with space for the signature of recipients (both Public Works & Government Services Canada representative and CSC representative) and the date of receipt.
 - .2 Provide certification to Public Works & Government Services Canada that all reasonable caution and care has been exercised in accordance with these instructions, and include a copy for CSC.
- .4 Once locks have been installed on new installation, all keys pertaining to that lock and code shall immediately be turned over to the CSC/SMO. All locks removed during demolition must immediately be turned over to CSC/SMO.

.9 Work Areas

- .1 The contractors and their employees shall be confined to their work area. All other buildings and grounds shall be considered "Out of Bounds". The contractors and their employees shall not contact or attempt to contact or deal in any way with inmates.

.10 Confined Space Entry

- .1 Confined Space Entry Regulations are now in effect. Personnel entering confined space areas must have passed the required Confined Space Training Course to enter Class "A" or "B" areas.
- .2 Institution.
 - .1 Confined Spaces Area "A" are typically areas below grade within the duct areas of the Institution. Confined Space Area "A" requires the issue of a permit from the SMI Works Department prior to entry of area or issue of keys. This includes all necessary equipment and safety personnel.
 - .2 Confined Spaces Area "B" are all areas above grade within a confined space area such as attics, mechanical rooms and ducts. This does not require a permit from Works Department, but does require that you sign a waiver form. This form is for you to indicate that you have had

the Confined Space Training. To enter Confined Spaces you are required to have all necessary equipment. The waiver form must be completed prior to entry or before the issuance of any keys.

1.5 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not allowed.

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

1.3 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representatives.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Record the minutes. Include significant proceedings and decisions. Identify action by the parties.
- .7 Reproduce and distribute copies of minutes within three days after each meeting and transmit to meeting participants, affected parties not in attendance, the Departmental Representative.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings shall be qualified and authorized to act on behalf of the party each represents.

1.4 PRE-CONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of the Departmental Representative, Contractor, major Sub-Contractors, and supervisor will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include the following:
 - .1 Appointment of official representative of participants in the Work,
 - .2 Schedule of Work, progress scheduling (Section 013216)
 - .3 Schedule of submission of shop drawings, samples, colour chips, (Section 013300)
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences (Section 015600)
 - .5 Delivery schedule of specified equipment
 - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .7 Departmental Representative provided Products
 - .8 Record drawings (Section 017800)
 - .9 Take-over procedures, acceptance, warranties (Section 017700)
 - .10 Monthly progress claims, administrative procedures, photographs, holdbacks.
 - .11 Insurances, transcript of policies (GC and modifications).

1.5 PROGRESS MEETINGS

- .1 During course of Work schedule progress meetings bi-weekly. Prior to project completion, schedule meetings more often to facilitate project completion and take over.
- .2 Contractor, major Subcontractors involved in Work, Departmental Representative are to be in attendance.
- .3 Notify parties minimum 5 days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance

within 7 days after meeting.

- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting
 - .2 Review of Work progress since previous meeting
 - .3 Field observations, problems, conflicts
 - .4 Problems which impede construction schedule
 - .5 Review of off-site fabrication delivery schedules
 - .6 Corrective measures and procedures to regain projected schedule
 - .7 Revision to construction schedule
 - .8 Progress schedule, during succeeding work period
 - .9 Review submittal schedules: expedite as required
 - .10 Maintenance of quality standards
 - .11 Review proposed changes for affect on construction schedule and on completion date.
 - .12 Other business.

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 Definitions

- .1 Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3 Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5 Critical Path: series of activities that determines duration of Project. In deterministic model, critical path is usually defined as those activities with float less than or equal to specified value, often zero.
- .6 Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as workdays or workweeks.
- .7 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .8 Milestone: significant event in project, usually completion of major deliverable.
- .9 Project Schedule: planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.

1.2 Requirements

- .1 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2 Plan to complete Work in accordance with prescribed milestones and time frame.
- .3 Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting.
- .4 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.3 Submittals

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

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- .2 Submit to Departmental Representative within 10 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
 - .3 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

1.4 Master Plan

- .1 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT). Clearly demonstrate milestones and the Critical Path.
- .2 Departmental Representative will review and return revised schedules within 5 working days.
- .3 Revise impractical schedule and resubmit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

1.5 Project Schedule

- .1 Develop detailed Project Schedule derived from Master Plan.

1.6 Project Schedule Reporting

- .1 Update Project Schedule on bi-weekly basis reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

1.7 Project Meetings

- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
- .2 Weather related delays with their remedial measures will be discussed and negotiated.

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 Administrative

- .1 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for 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 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and 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 considered rejected.
- .6 Notify Departmental Representative, 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 co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .10 Keep one reviewed copy of each submission on site.

1.2 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 Submit shop drawings bearing stamp and signature of qualified professional engineer registered or licensed in Province of Saskatchewan, Canada.
- .3 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 co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 10 working days for Departmental Representative's review of each submission.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.

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- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
 - .7 Accompany submissions with transmittal letter, 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.
 - .8 Submissions 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 Contractor's 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.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
 - .9 After Departmental Representative's review, distribute copies.
 - .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
 - .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
 - .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within 3 years of date of contract award for project.
 - .13 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.

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- .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
 - .14 Submit electronic copies of manufacturers instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
 - .15 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
 - .16 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
 - .17 Delete information not applicable to project.
 - .18 Supplement standard information to provide details applicable to project.
 - .19 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
 - .20 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that PWGSC 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 requirements of construction and Contract Documents.
 - .2 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 sub-trades.

1.3 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 Departmental Representative's business address.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.

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- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
 - .6 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
 - .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 Mock-ups

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

1.5 Progress Photographs

- .1 Provide construction photographs of existing site conditions, adjacent buildings and grounds prior to construction to accurately record existing conditions.
- .2 Photographs provided on digital format are acceptable and can be present utilizing CD or DVD, unless printed copies specifically requested by Departmental Representative.
- .3 Provide photographs of Site features during progress of Work.
- .4 Interior and exterior viewpoint of locations to be determined by Departmental Representative.
- .5 Frequency:
 - .1 Weekly during and at completion of demolition.
 - .2 Thereafter bi-weekly with progress statement.
 - .3 As directed by Departmental Representative.
- .6 Allow for final photograph format to be submitted in digital.
- .7 Keep one printed set of pre-construction and progress digital photographs on Site or in Contractor's office.
- .8 Provide one digital set of pre-construction, progress and final photographs to Departmental Representative.

1.6 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 construction site meets the requirements laid out in PWGSC/RPB Departmental Policy DP 073 - Occupational Health and Safety - Construction.

1.2 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Saskatchewan
 - .1 Occupational Health and Safety Act, 1993, S.S. 2005.

1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor no more than 5 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative for approval before commencing work.
- .4 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .5 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .6 Submit copies of incident and accident reports.
- .7 Submit WHMIS MSDS - Material Safety Data Sheets
- .8 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations, to be reviewed with Departmental Representative.

1.4 FILING OF NOTICE

- .1 File Notice of Project with appropriate authorities prior to beginning of Work.

1.5 SAFETY ASSESSMENT

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

1.6 MEETINGS

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

1.7 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.8 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.

1.9 COMPLIANCE REQUIREMENTS

- .1 Comply with Occupational Health and Safety Regulations, 1996.
- .2 Comply with Occupational Health and Safety Act, General Safety Regulations, O.I.C.
- .3 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.10 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.

1.11 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 site-related working experience specific to associated activities.
 - .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.

1.12 POSTING OF DOCUMENTS

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

1.13 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.

1.14 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices only after receipt of written permission from [Departmental Representative].

1.15 WORK STOPPAGE

- .1 Give precedence to safety and health of all individuals on site 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 References And Codes

- .1 Perform Work in accordance with National Building Code of Canada (NBC) 2015 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.

1.2 Building Smoking Environment

- .1 Comply with smoking restrictions.

Part 2 Products

2.1 Not Used

- .1 Not Used.

Part 3 Execution

3.1 Not Used

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 Inspection

- .1 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, 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.

1.2 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. Provide sufficient space to store and cure test samples.
- .4 Conduct work in accordance with Correctional Service Canada (CSC) Technical Criteria, 2015.

1.3 Rejected Work

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

1.4 Reports

- .1 Submit electronic copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested and manufacturer or fabricator of material being inspected or tested.

1.5 Mock-ups

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations acceptable to Departmental Representative as specified in specific Section.
- .3 Prepare mock-ups for Departmental Representative review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Departmental Representative will assist in preparing schedule fixing dates for preparation.
- .6 Mock-ups may remain as part of Work.
- .7 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.
- .8 Mock-up required for Section 08 56 63 Detention Windows:
 - .1 Provide printed site photographs of rough opening preparation, substrate installation and vapor barrier tie-in at mock-up review.
 - .2 Construct at least one mock-up to demonstrate:
 - .1 Window Installation including Structural, Vapour Barrier and Flashing tie-ins, including welds on two sides of installed window, and finished exterior.
 - .3 Provide photographs of finished work as requested by Departmental Representative as requested prior to proceeding with the remainder installation.

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 REFERENCES

- .1 Canadian Standards Association (CSA International)
 - .1 CSA-A23.1/A23.2, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA-0121, Douglas Fir Plywood.
 - .3 CAN/CSA-S269.2, Access Scaffolding for Construction Purposes.
 - .4 CAN/CSA-Z321, Signs and Symbols for the Occupational Environment.
- .2 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as of: May 14, 2004.

1.2 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures

1.3 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be fenced and used by Contractor, number of trailers to be used, avenues of ingress/egress to fenced area and details of fence installation.
- .2 Indicate use of supplemental or other staging area.
- .3 Provide construction facilities in order to execute work expeditiously.
- .4 Remove from site all such work after use.

1.4 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2 and CSC requirements for Maximum Security Facilities.

1.5 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.6 CONSTRUCTION PARKING

- .1 Parking will be permitted on site.
- .2 Provide and maintain adequate access to project site.

1.7 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.

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

1.8 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 References

- .1 Canadian General Standards Board (CGSB)
 - .1 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
 - .2 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
- .2 Canadian Standards Association (CSA International)
 - .1 CSA-O121-M1978(R2003), Douglas Fir Plywood.
- .3 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as Of: May 14, 2004.
- .4 ASTM F2919 – Welded Mesh Fence

1.2 Installation And Removal

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

1.3 Hoarding

- .1 Erect temporary site enclosures using 1800 mm H chain link fencing as requested by Departmental Representative.
- .2 Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

1.4 Guard Rails And Barricades

- .1 Provide as required by governing authorities.
- .2 Site Fencing and Barricades to be approved by Departmental Representative
- .3 Site Fencing to conform to CSC Technical Criteria and ASTM F2919 – Welded Mesh Fence.

1.5 Dust Tight Screens

- .1 Provide dust tight screens or 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 roads, sidewalk crossings, ramps and construction runways 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.
- .3 Confirm with Departmental Representative locations and installation schedule 3 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

1.10 Waste Management And Disposal

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

Part 2 Products

2.1 Not Used

- .1 Not Used.

Part 3 Execution

3.1 Not Used

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 References

- .1 Within text of each specifications section, reference may be made to reference standards.
- .2 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3 Work to be done as per drawings and Correctional Service Canada (CSC) Technical Criteria, 2015
- .4 If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .5 Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.

1.2 Quality

- .1 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .3 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.
- .4 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6 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.
- .7 Acceptable Products/Materials:
 - .1 Acceptable Products/Materials means, those items named and specified by manufacturers' reference, meet the specification in all respects and are acceptable to Departmental Representative.
- .8 No Substitution:
 - .1 All products listed as No Substitution in various sections are to be supplied as specified.

1.3 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, and lumber 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 Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.4 Transportation

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

1.5 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 Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.6 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 Departmental Representative if required Work is such as to make it impractical to produce required results.

-
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative 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 Departmental Representative, whose decision is final.

1.7 Co-ordination

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

1.8 Concealment

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

1.9 Remedial Work

- .1 Refer to Section 01 73 00 - Execution Requirements.
- .2 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .3 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.10 Location Of Fixtures

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.

1.11 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.

1.12 Protection Of Work In Progress

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Departmental Representative.
- .2 Coordinate the requirements of work in progress with the Departmental Representative before beginning construction.

1.13 Existing Utilities

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and/or building occupants and pedestrian and vehicular traffic.
- .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.

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 Existing Services

- .1 Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings.

1.2 Location Of Equipment And Fixtures

- .1 Inform Departmental Representative of impending installation and obtain approval for actual location.
- .2 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.3 Submittals

- .1 On request of Departmental Representative, submit documentation to verify accuracy of field engineering work.

1.4 SUBSURFACE CONDITIONS

- .1 After prompt investigation, should Departmental Representative determine that conditions do differ materially, instructions will be issued for changes in Work as provided in Changes and Change Orders.

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 Submittals

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of operational elements.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of Departmental Representative or separate contractor.
- .3 Include in request:
 - .1 Identification of project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of Departmental Representative or separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.2 Materials

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

1.3 Preparation

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of Work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .5 Provide protection from elements for areas which are to be exposed by uncovering work; maintain excavations free of water.

1.4 Execution

- .1 Execute cutting, fitting, and patching including excavation and fill, to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.

- .4 Remove and replace defective and non-conforming Work.
- .5 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .6 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .7 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .8 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .9 Restore work with new products in accordance with requirements of Contract Documents.
- .10 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .11 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .12 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.5 Waste Management And Disposal

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

Part 2 Products

2.1 Not Used

- .1 Not Used.

Part 3 Execution

3.1 Not Used

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 References

- .1 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions "C", In Effect as Of: May 14, 2004.

1.2 Project Cleanliness

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by 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.
- .3 Dispose of waste materials and debris off site.
- .4 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .7 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.3 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 including that caused by Departmental Representative or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .6 Clean and polish glass, frames, brick and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .7 **Remove stains, spots, marks and dirt from all brick work affected by construction.**
- .8 Clean lighting reflectors, lenses, and other lighting surfaces.
- .9 Vacuum clean and dust building interiors, behind grilles, louvres and screens.

- .10 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .11 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.

1.4 Waste Management And Disposal

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

Part 2 Products

2.1 Not Used

- .1 Not Used.

Part 3 Execution

3.1 Not Used

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 Waste Management Goals

- .1 Prior to start of Work conduct meeting with Departmental Representative to review and discuss PWGSC's Waste Management Plan and Goals.
- .2 Accomplish maximum control of solid construction waste.
- .3 Preserve environment and prevent pollution and environment damage.

1.2 Definitions

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

1.3 Storage, Handling And Protection

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect 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 Departmental Representative.
- .7 Separate and store materials produced during dismantling of structures in designated areas.
- .8 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.

1.4 Disposal Of Wastes

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil or paint thinner into waterways, storm, or sanitary sewers.
- .3 Remove materials from deconstruction as deconstruction/disassembly Work progresses.
- .4 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .5 Provide containers to deposit reusable and recyclable materials

1.5 Use Of Site And Facilities

- .1 Execute work with least possible interference or disturbance to normal use of premises.
- .2 Provide temporary security measures approved by Departmental Representative.

1.6 Scheduling

- .1 Co-ordinate 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
Saskatchewan	Saskatchewan Environment and Resource Management 3211 Albert Street Regina SK S4S 5W6	306-787-2700	306-787-3941

END OF SECTION

Part 1 General

1.1 Inspection And Declaration

- .1 Contractor's Inspection: Contractor and Subcontractors: conduct 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 Inspection.
- .2 Departmental Representative Inspection: Departmental Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor to correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
 - .1 Work has been completed and inspected for compliance with Contract Documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
 - .4 Certificates required by Utility companies have been submitted.
 - .5 Operation of systems have been demonstrated to Departmental Representative's personnel.
 - .6 Work is complete and ready for final inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Departmental Representative, and Contractor. If Work is deemed incomplete by Departmental Representative, complete outstanding items and request reinspection.

1.2 Cleaning

- .1 In accordance with Section 01 74 11 - Cleaning.
- .2 Remove waste and surplus materials, rubbish and construction facilities from the site in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

Part 2 Products

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 Submittals

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3 Copy will be returned after final inspection, with Departmental Representative's comments.
- .4 Revise content of documents as required prior to final submittal.
- .5 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four 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 Furnish evidence, if requested, for 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.

1.2 Format

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings. Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5 Arrange content by systems, process flow, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dwg format on CD.

1.3 Contents - Each Volume

- .1 Table of Contents: provide title of project;
 - .1 Date of submission; names.
 - .2 Addresses, and telephone numbers of Departmental Representative and 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 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.

1.4 As-builts And Samples

- .1 Maintain, in addition to requirements in General Conditions, at site, for Departmental Representative, one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.5 Recording Actual Site Conditions

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Departmental Representative.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.

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- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
 - .4 Contract Drawings and shop drawings: 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: 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.
- 1.6 Final Survey**
- .1 Submit final site survey certificate in accordance with Section 01 71 00 - Examination and Preparation, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.
- 1.7 Equipment And Systems**
- .1 Provide servicing schedule, and list of materials required for maintenance.
 - .2 Include manufacturer's printed operation and maintenance instructions.
 - .3 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
 - .4 Additional requirements: as specified in individual specification sections.
- 1.8 Materials And Finishes**
- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
 - .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
 - .3 Additional Requirements: as specified in individual specifications sections.
- 1.9 Spare Parts**
- .1 Provide spare parts, in quantities specified in individual specification sections.

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

1.10 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 location as directed; place and store.
- .4 Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.11 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 location as directed; place and store.
- .4 Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

1.12 Storage, Handling And Protection

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

1.13 Warranties And Bonds

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative approval.
- .3 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.

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- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
 - .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
 - .6 Assemble approved information in binder and submit upon acceptance of work. Organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
 - .4 Verify that documents are in proper form, contain full information, and are notarized.
 - .5 Co-execute submittals when required.
 - .6 Retain warranties and bonds until time specified for submittal.
 - .7 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
 - .8 Conduct joint 4 month and 9 month warranty inspection, measured from time of acceptance, by Departmental Representative.
 - .9 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Provide list for each warranted equipment, item, feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.
 - .3 Location where installed.
 - .4 Name and phone numbers of manufacturers or suppliers.
 - .5 Names, addresses and telephone numbers of sources of spare parts.
 - .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
 - .7 Cross-reference to warranty certificates as applicable.
 - .8 Starting point and duration of warranty period.
 - .9 Summary of maintenance procedures required to continue warranty in force.
 - .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
 - .11 Organization, names and phone numbers of persons to call for warranty service.
 - .12 Typical response time and repair time expected for various warranted equipment.
 - .3 Contractor's plans for attendance at 4 and 9 month post-construction warranty inspections.
 - .4 Procedure and status of tagging of equipment covered by extended warranties.

- .5 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in a timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification will follow oral instructions. Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.14 Pre-warranty Conference

- .1 Meet with Departmental Representative, to develop understanding of requirements of this section. Schedule meeting prior to contract completion, and at time designated by Departmental Representative.
- .2 Departmental Representative will establish communication procedures for:
 - .1 Notification of construction warranty defects.
 - .2 Determine priorities for type of defect.
 - .3 Determine reasonable time for response.
- .3 Provide name, telephone number and address of licensed and bonded company that is authorized to initiate and pursue construction warranty work action.
- .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

1.15 Warranty Tags

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
 - .1 Type of product/material.
 - .2 Model number.
 - .3 Serial number.
 - .4 Contract number.
 - .5 Warranty period.
 - .6 Inspector's signature.
 - .7 Construction Contractor.

Part 2 Products

2.1 Not Used

- .1 Not Used.

Part 3 Execution

3.1 Not Used

.1 Not Used.

END OF SECTION