1.1 Submittals

.1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:

- .1 Work Schedule as specified herein.
- .2 Shop Drawing Submittal Schedule specified in Section 01 33 00 - Submittal Procedures.
- .3 Waste Management Plan specified in Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .4 Health and Safety Plan specified in section 01 35 29 - Health and Safety Requirements.
- .5 Hot Work Procedures specified in Section 01 35 24 - Special Procedures On Fire Safety Requirements.
- .6 Lockout Procedures specified in Section 01 35 25 - Special Procedures On Lockout Requirements.
- .7 Dust Control Plan specified in Section 01 50 00 - Temporary Facilities.
- .8 List of workers requiring security clearance and those to be placed on Site Security Control list as specified in Section 01 35 54 - Site Security Requirements.

1.2 Work Schedule

.1 Upon acceptance of bid submit:

- .1 Work schedule within seven (7) calendar days of contract award.

.2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.

.3 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.

.4 Work schedule content to include as a minimum the following:

.1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;

.2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.

.3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.

.5 Schedule work in cooperation with the Departmental Representative. Incorporate within Work Schedule, items identified by Departmental Representative during review of schedule.

.6 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.

.7 Ensure that all subtrades and subcontractors are made aware of the work restraints and operational restrictions specified.

.8 Schedule Updates:

.1 Submit when requested by Departmental Representative.

.2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.

.3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.

.9 Departmental Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.

.10 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

1.3 Project Phasing

.1 Be aware that Facility and tenants must be kept operational for the full duration of work of this contract. Building services to areas under use by tenants must also be maintained at all times during the Facility's operational hours and as specifically defined in operational restrictions specified in this section.

.2 Unless indicated or approved otherwise, complete all work of a particular phase prior to commencement of another phase.

1.4 Operational Restrictions

.1 The Contractor must recognize that building occupants will be affected by implementation of this contract. The Contractor must perform the work with utmost regard to the safety and convenience of building occupants and users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the building without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.

.2 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.

.3 Off Hours: means a period of time which is outside the daily operational hours of the tenants of the Facility. For the purposes of this contract, Off-Hours are defined as follows:

.1 Weeknight Off-Hours: between the hours of 18:00 and 07:00 for each weekday Monday to Thursday inclusive.

.2 Weekend Off-Hours: between the hours of 18:00 Friday evening to 07:00 Monday morning.

.3 Dependent on the nature and location of the construction activity and due to an unanticipated operational requirement of the Tenant, certain off-hour periods may be redefined by adjusting the start and end time periods or cancellation of a specific off-hour work shift during the course of the Work.

.4 Departmental Representative reserves the right to stop certain daytime work activities, if the nature of that activity generates excessive noise or dust and have Contractor re-schedule that particular work to be performed during the Off-Hour period.

.5 Facility circulation maintained:

.1 Ensure that entrances, corridors, stairwells, fire exits and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users and public at all times during the entire work.

.2 Maintain those areas clean and free of construction materials and equipment. Provide temporary dust barriers and other suitable enclosures to ensure users are not exposed to construction activities and are protected from exposure to dust, noise and hazardous conditions.

.3 Provide temporary corridors, walkways, passageways, access to offices, etc. when required due to nature of work. Such circulation routes must be constructed to barrier free requirements unless approved otherwise by Departmental Representative.

.4 Maintain fire escape routes accessible and firefighting access open all times for the duration of the project.

.5 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.

.6 Safety Signage:

.1 Provide on site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and building occupants of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.

.2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.

.3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.

.4 Include costs for the supply and installation of these signs in the bid price.

.2 Cleaning of tenant occupied areas used by Contractor:

.1 Clean lobbies, corridors, stairs and other circulation routes used by workers to gain access to work by conducting cleaning, vacuuming and washing of floors, walls and other soiled surfaces.

## 1.5 Project Meetings

.1 Departmental Representative will schedule project meetings on a bi-weekly basis and will minute minutes.

## 1.6 Work Coordination

.1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.

.1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.

.2 The General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.

.1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.

.2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.

.1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.

.2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.

.3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.

.4 Plan and coordinate work in such a way to minimize quantity of service line offsets.

.5 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.

.3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.

.4 Work Cooperation:

.1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.

.2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.

.5 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

END OF SECTION