

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS .1 Work of this Contract comprises replacement and upgrades of the exterior lighting, located at Canso Canal in Cape Breton, NS; and further identified as Canso Canal.

1.2 WORK SEQUENCE .1 Construct Work in stages to accommodate Owner's continued use of premises during construction.

.2 Co-ordinate Progress Schedule and co-ordinate with Owner Occupancy during construction.

.3 Required stages:

.1 Isolate and lock out affected exterior lights circuits.

.2 Remove existing light fixtures, yokes, and accessories.

.3 Install new LED light fixtures, yokes, and accessories.

.4 Supply and apply "Never-Seez" or approved equivalent to all fasteners for each new light fixture.

.5 Re-energize circuit for normal operation.

1.3 CONTRACTOR USE OF PREMISES .1 Limit use of premises for Work, for storage, and for access, to allow:

.1 Owner occupancy.

.2 Work by other contractors.

.2 Co-ordinate use of premises under direction of Departmental Representative.

.3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.

.4 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.

1.3 CONTRACTOR USE
OF PREMISES
(Cont'd)

- .5 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.
- .6 At completion of operations condition of existing work: equal to or better than that which existed before new work started.
- .7 Provide snow removal to access each light pole location if necessary.

1.4 OWNER OCCUPANCY

- .1 Owner will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.5 ALTERATIONS,
ADDITIONS OR
REPAIRS TO EXISTING
BUILDING

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

1.6 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 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 to vehicular traffic and tenant operations.
- .3 Provide alternative routes for personnel and vehicular traffic.

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| 1.6 EXISTING
SERVICES
<u>(Cont'd)</u> | .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 | Where unknown services are encountered, immediately advise Consultant and confirm findings in writing. |
| | .7 | Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction. |
| | .8 | Record locations of maintained, re-routed and abandoned service lines. |
| | .9 | Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures. |
| 1.7 DOCUMENTS
REQUIRED
<u> </u> | .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 Field Test Reports.
.9 Copy of Approved Work Schedule.
.10 Health and Safety Plan and Other Safety Related Documents.
.11 Other documents as specified. |

PART 2 - PRODUCTS

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| <u>2.1 NOT USED</u> | .1 | Not used. |
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PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

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| <u>1.1 ACCESS AND
EGRESS</u> | .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 municipal, provincial and other regulations. |
| <u>1.2 USE OF SITE AND
FACILITIES</u> | .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 and vehicle access. |
| | .3 | Closures: protect work temporarily until permanent enclosures are completed. |
| <u>1.3 ALTERATIONS,
ADDITIONS OR
REPAIRS TO EXISTING
BUILDING</u> | .1 | Execute work with least possible interference or disturbance to building operations, occupants, and normal use of premises. Arrange with Departmental Representative to facilitate execution of work. |
| <u>1.4 EXISTING
SERVICES</u> | .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 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 | Provide for personnel and vehicular traffic. |
| | .4 | Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures. |
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| <u>1.5 SPECIAL REQUIREMENTS</u> | .1 | Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations. |
| | .2 | Keep within limits of work and avenues of ingress and egress. |
| | .3 | Ingress and egress of Contractor vehicles at site is limited to normal operating hours. |
| | .4 | Deliver materials outside of peak traffic hours 17:00 to 07:00 and 13:00 to 15:00 unless otherwise approved by Departmental Representative. |

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| <u>1.6 BUILDING SMOKING ENVIRONMENT</u> | .1 | Comply with smoking restrictions. Smoking is not permitted. |
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PART 2 - PRODUCTS

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| <u>2.1 NOT USED</u> | .1 | Not Used. |
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PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.

PART 1 - GENERAL

- 1.1 ADMINISTRATIVE
- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
 - .2 Prepare agenda for meetings.
 - .3 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representative.
 - .4 Provide physical space and make arrangements for meetings.
 - .5 Preside at meetings.
 - .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
 - .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and, affected parties not in attendance and Departmental Representative.
 - .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- 1.2 PRECONSTRUCTION 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 Departmental Representative, Senior representatives of, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
 - .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
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1.2 PRECONSTRUCTION
MEETING
(Cont'd)

- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work.
 - .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .5 Delivery schedule of specified equipment.
 - .6 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .8 Owner provided products.
 - .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
 - .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
 - .12 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .13 Appointment of inspection and testing agencies or firms.
 - .14 Insurances, transcript of policies.

1.3 PROGRESS
MEETINGS

- .1 During course of Work, schedule progress meetings bi-weekly.
 - .2 Contractor, major Subcontractors involved in Work and Departmental Representative and Facilities Maintenance Staff are to be in attendance.
 - .3 Notify parties minimum 5 days prior to meetings.
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| 1.3 PROGRESS
MEETINGS
<u>(Cont'd)</u> | .4 | Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 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

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| <u>2.1 NOT USED</u> | .1 | Not Used. |
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PART 3 - EXECUTION

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| <u>3.1 NOT USED</u> | .1 | Not Used. |
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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.
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| <u>1.1 ADMINISTRATIVE
(Cont'd)</u> | .10 | Keep one reviewed copy of each submission on site. |
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| <u>1.2 SHOP DRAWINGS
AND PRODUCT DATA</u> | .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 | 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. |
| | .3 | Allow 10 days for Departmental Representative's review of each submission. |
| | .4 | 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. |
| | .5 | 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. |
| | .6 | Accompany submissions with transmittal letter, in duplicate, 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. |
| | .7 | Submissions include:
.1 Date and revision dates.
.2 Project title and number. |
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1.2 SHOP DRAWINGS
AND PRODUCT DATA
(Cont'd)

- .7 (Cont'd)
 - .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.
- .8 After Departmental Representative's review, distribute copies.
- .9 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .10 Submit electronic copy 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.
- .11 Submit electronic copy 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.

1.2 SHOP DRAWINGS
AND PRODUCT DATA
(Cont'd)

- .12 Submit electronic copy of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - .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.
 - .13 Submit electronic copy 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.
 - .14 Submit electronic copy of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .15 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
 - .16 Submit electronic copy 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.
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1.2 SHOP DRAWINGS
AND PRODUCT DATA
(Cont'd)

- .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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1.3 SAMPLES
(Cont'd)

- .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 PHOTOGRAPHIC
DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, standard resolution as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 2 locations.
 - .1 Viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: as directed by Departmental Representative.
 - .1 Upon completion of: Work, and as directed by Departmental Representative.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not Used.

PART 1 - GENERAL

1.1 REFERENCE
STANDARDS

- .1 Canada Labour Code, Part 2, Canada
Occupational Safety and Health Regulations
- .2 Province of Nova Scotia
 - .1 Occupational Health and Safety Act,
S.N.S. - Updated 2013.

1.2 ACTION AND
INFORMATIONAL
SUBMITTALS

- .1 Submit 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 Submit 2 copies of Contractor's authorized
representative's work site health and safety
inspection reports to Departmental
Representative and or authority having
jurisdiction, weekly.
 - .4 Submit copies of reports or directions issued
by Federal, Provincial and Territorial health
and safety inspectors.
 - .5 Submit copies of incident and accident
reports.
 - .6 Submit WHMIS MSDS - Material Safety Data
Sheets.
 - .7 Departmental Representative will review
Contractor's site-specific Health and Safety
Plan and provide comments to Contractor within
10 days after receipt of plan. Revise plan as
appropriate and resubmit plan to Departmental
Representative within 5 days after receipt of
comments from Departmental Representative.
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1.2 ACTION AND
INFORMATIONAL
SUBMITTALS
(Cont'd)

- .8 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.
- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.
- .10 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.3 SAFETY
ASSESSMENT

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

1.4 MEETINGS

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

1.5 PROJECT/SITE
CONDITIONS

- .1 Work at site will involve contact with:
 - .1 Energized Electrical Equipment.
 - .2 Working at Heights.

1.6 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.
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- 1.7 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.
- 1.8 COMPLIANCE REQUIREMENTS
- .1 Comply with Occupational Health and Safety Act, Occupational Safety General Regulations, N.S. Reg..
 - .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.
- 1.9 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 Nova Scotia having jurisdiction and advise Departmental Representative verbally and in writing.
- 1.10 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 Nova Scotia having jurisdiction, and in consultation with Departmental Representative.
- 1.11 CORRECTION OF NON-COMPLIANCE
- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
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| <u>1.11 CORRECTION OF
NON-COMPLIANCE
(Cont'd)</u> | .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. |
| <u>1.12 WORK STOPPAGE</u> | .1 | Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work. |

PART 2 - PRODUCTS

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| <u>2.1 NOT USED</u> | .1 | Not used. |
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PART 3 - EXECUTION

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| <u>3.1 NOT USED</u> | .1 | Not used. |
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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 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

1.3 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
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1.3 PROCEDURES
(Cont'd)

- .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.

1.4 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, Owner 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.

1.5 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to subcontractor of work being inspected or tested manufacturer or fabricator of material being inspected or tested.

1.6 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.
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PART 2 - PRODUCTS

2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.

PART 1 - GENERAL

1.1 REFERENCE
STANDARDS

- .1 Canadian Standards Association (CSA International)
 - .1 CAN/CSA-S269.2-M1987(R2003), Access Scaffolding for Construction Purposes.
 - .2 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.

1.2 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 Identify areas which have to be gravelled to prevent tracking of mud.
- .3 Indicate use of supplemental or other staging area.
- .4 Provide construction facilities in order to execute work expeditiously.
- .5 Provide snow removal to access each light pole location if necessary.
- .6 Remove from site all such work after use.

1.3 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2.
- .2 Provide and maintain scaffolding ramps ladders swing staging platforms temporary stairs.

1.4 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.
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| <u>1.5 CONSTRUCTION
PARKING</u> | .1 | Parking will be permitted on site provided it does not disrupt performance of Work. |
| | .2 | Provide and maintain adequate access to project site. |
| | .3 | Clean runways and taxi areas where used by Contractor's equipment. |
| <u>1.6 EQUIPMENT, TOOL
AND MATERIALS
STORAGE</u> | .1 | Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials. |
| | .2 | Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities. |
| <u>1.7 SANITARY
FACILITIES</u> | .1 | Provide sanitary facilities for work force in accordance with governing regulations and ordinances. |
| | .2 | Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition. |
| <u>1.8 CONSTRUCTION
SIGNAGE</u> | .1 | Provide and erect project sign, within three weeks of signing Contract, in a location designated by Departmental Representative. |
| | .2 | Construction sign 1 x 1 m, of wood frame and plywood construction painted with exhibit lettering produced by a professional sign painter. |
| | .3 | Indicate on sign, name of Owner, Consultant and Contractor and Subcontractor, of design style established by Departmental Representative as detailed. |
| | .4 | No other signs or advertisements, other than warning signs, are permitted on site. |
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1.8 CONSTRUCTION
SIGNAGE
(Cont'd)

- .5 Direct requests for approval to erect Consultant/Contractor signboard to Departmental Representative. For consideration general appearance of Consultant/Contractor signboard must conform to project identification site sign. Wording in both official languages.
- .6 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .7 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Departmental Representative.

1.9 PROTECTION AND
MAINTENANCE OF
TRAFFIC

- .1 Provide access and temporary relocated roads as necessary to maintain traffic.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Departmental Representative.
- .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and direction signs
- .4 Protect travelling public from damage to person and property.
- .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .6 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Construct access and haul roads necessary.

1.9 PROTECTION AND
MAINTENANCE OF
TRAFFIC
(Cont'd)

- .8 Haul roads: constructed with suitable grades and widths; sharp curves, blind corners, and dangerous cross traffic shall be avoided.
- .9 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .10 Dust control: adequate to ensure safe operation at all times.
- .11 Location, grade, width, and alignment of construction and hauling roads: subject to approval by Departmental Representative.
- .12 Lighting: to assure full and clear visibility for full width of haul road and work areas during night work operations.
- .13 Provide snow removal during period of Work.
- .14 Remove, upon completion of work, haul roads designated by Departmental Representative.

1.10 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

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

- | | | |
|--|----|---|
| <u>1.1 REFERENCE
STANDARDS</u> | .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. |
| <u>1.2 INSTALLATION
AND REMOVAL</u> | .1 | Provide temporary controls in order to execute Work expeditiously. |
| | .2 | Remove from site all such work after use. |
| <u>1.3 GUARD RAILS AND
BARRICADES</u> | .1 | Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs. |
| | .2 | Provide as required by governing authorities. |
| <u>1.4 ACCESS TO SITE</u> | .1 | Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to Work. |
| <u>1.5 FIRE ROUTES</u> | .1 | Maintain access to property including overhead clearances for use by emergency response vehicles. |
| <u>1.6 PROTECTION FOR
OFF-SITE AND PUBLIC
PROPERTY</u> | .1 | Protect surrounding private and public property from damage during performance of Work. |
| | .2 | Be responsible for damage incurred. |
-

- | | | |
|--|----|--|
| <u>1.7 PROTECTION OF
BUILDING FINISHES</u> | .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. |

- | | | |
|--|----|---|
| <u>1.8 WASTE
MANAGEMENT AND
DISPOSAL</u> | .1 | Separate waste materials for reuse and recycling. |
|--|----|---|

PART 2 - PRODUCTS

- | | | |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not Used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- | | | |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not Used. |
|---------------------|----|-----------|

PART 1 - GENERAL

- | | | |
|--|----|--|
| <u>1.1 REFERENCE
STANDARDS</u> | .1 | Owner's identification of existing survey control points and property limits. |
| <u>1.2 EXISTING
SERVICES</u> | .1 | Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings. |
| <u>1.3 LOCATION OF
EQUIPMENT AND
FIXTURES</u> | .1 | Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate. |
| | .2 | Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance. |
| | .3 | Inform Departmental Representative of impending installation and obtain approval for actual location. |
| | .4 | Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative. |
| <u>1.4 RECORDS</u> | .1 | Maintain a complete, accurate log of control work as it progresses. |
| <u>1.5 ACTION AND
INFORMATIONAL
SUBMITTALS</u> | .1 | On request of Departmental Representative , submit documentation to verify accuracy of field engineering work. |

PART 2 - PRODUCTS

- | | | |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not Used. |
|---------------------|----|-----------|
-

PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.

PART 1 - GENERAL

1.1 ACTION AND
INFORMATIONAL
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 Owner 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 Owner 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.
-

- | | | |
|-------------------------------------|----|--|
| <u>1.3 PREPARATION
(Cont'd)</u> | .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. |

- | | | |
|----------------------|----|--|
| <u>1.4 EXECUTION</u> | .1 | Execute cutting, fitting, and patching 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 | Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing. |
| | .6 | Restore work with new products in accordance with requirements of Contract Documents. |

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|--|----|---|
| <u>1.5 WASTE
MANAGEMENT AND
DISPOSAL</u> | .1 | Separate waste materials for reuse and recycling. |
|--|----|---|

PART 2 - PRODUCTS

- | | | |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not Used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- | | | |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not Used. |
|---------------------|----|-----------|

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
 - .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
 - .3 Clear snow and ice from access to building, and all required locations bank/pile snow in designated areas only.
 - .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
 - .5 Provide on-site dump containers for collection of waste materials and debris.
 - .6 Dispose of waste materials and debris off site.
 - .7 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
 - .8 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
 - .9 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
 - .10 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
 - .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
-

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
 - .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
 - .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
 - .4 Remove waste products and debris including that caused by Owner or other Contractors.
 - .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
 - .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
 - .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
 - .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
 - .9 Clean lighting reflectors, lenses, and other lighting surfaces.
 - .10 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
 - .11 Remove dirt and other disfiguration from exterior surfaces.
 - .12 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
 - .13 Remove snow and ice from access to building and all required locations.
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<u>1.3 WASTE MANAGEMENT AND DISPOSAL</u>	.1	Separate waste materials for reuse and recycling.
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PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not Used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not Used.
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PART 1 - GENERAL

1.1 ADMINISTRATIVE
REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: Contractor:
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 submit
verification that corrections have been
made.
 - .2 Request Departmental Representative
inspection.
 - .2 Departmental Representative Inspection:
 - .1 Departmental Representative and
Contractor to inspect Work and identify
defects and deficiencies.
 - .2 Contractor to correct Work as
directed.
 - .3 Completion Tasks: submit written
certificates in English and French that tasks
have been performed as follows:
 - .1 Work: completed and inspected for
compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies
completed.
 - .3 Equipment and systems: tested,
adjusted and fully operational.
 - .4 Operation of systems: demonstrated
to Owner's personnel.
 - .5 Work: complete and ready for final
inspection.
 - .4 Final Inspection:
 - .1 When completion tasks are done,
request final inspection of Work by
Departmental Representative, and
Contractor.
 - .2 When Work incomplete according to
Departmental Representative, complete
outstanding items and request
re-inspection.
 - .5 Declaration of Substantial Performance:
when Departmental Representative considers
deficiencies and defects corrected and
requirements of Contract substantially
performed, make application for Certificate of
Substantial Performance.

1.1 ADMINISTRATIVE
REQUIREMENTS
(Cont'd)

- .1 (Cont'd)
 - .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
 - .7 Final Payment:
 - .1 When Departmental Representative considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.
 - .8 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

1.2 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for reuse and recycling.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not Used.

PART 1 - GENERAL

1.1 ADMINISTRATIVE
REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting one week prior to contract completion with contractor's representative and Departmental Representative, in accordance with Section 01 31 19 - Project Meetings to:
 - .1 Verify Project requirements.
 - .2 Review manufacturer's installation instructions and warranty requirements.
 - .2 Departmental Representative to establish communication procedures for:
 - .1 Notifying construction warranty defects.
 - .2 Determine priorities for type of defects.
 - .3 Determine reasonable response time.
 - .3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for 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.

1.2 ACTION AND
INFORMATIONAL
SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of operating and maintenance manuals in English and French.
- .3 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .4 Provide evidence, if requested, for type, source and quality of products supplied.

1.3 FORMAT

- .1 Organize data as instructional manual.

1.3 FORMAT
(Cont'd)

- .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.
 - .1 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, 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.
 - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dwg format on CD.

1.4 CONTENTS -
PROJECT RECORD
DOCUMENTS

- .1 Table of Contents for Each Volume: provide title of project;
 - .1 Date of submission; names.
 - .2 Addresses, and telephone numbers of Consultant 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.
-

1.4 CONTENTS -
PROJECT RECORD
DOCUMENTS
(Cont'd)

- .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.
 - .1 Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.
- .6 Training: refer to Section 01 79 00 - Demonstration and Training.

1.5 AS -BUILT
DOCUMENTS 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.
 - .1 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.
 - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
 - .4 Maintain record documents in clean, dry and legible condition.
 - .1 Do not use record documents for construction purposes.
-

1.5 AS -BUILT
DOCUMENTS AND
SAMPLES
(Cont'd)

- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.6 RECORDING
INFORMATION ON
PROJECT RECORD
DOCUMENTS

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Departmental Representative.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress.
 - .1 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 Referenced Standards 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 RECORDING
INFORMATION ON
PROJECT RECORD
DOCUMENTS
(Cont'd)

- .7 Provide digital photos, if requested, for site records.
- .8 The Consultant is not responsible for confirming As-Built conditions.

1.7 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.

1.8 EQUIPMENT AND
SYSTEMS

- .1 For each item of equipment and each system include description of unit or system, and component parts.
 - .1 Give function, normal operation characteristics and limiting conditions.
 - .2 Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
 - .2 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences.
 - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
 - .2 Include summer, winter, and any special operating instructions.
 - .3 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
 - .4 Provide servicing and lubrication schedule, and list of lubricants required.
 - .5 Include manufacturer's printed operation and maintenance instructions.
 - .6 Include sequence of operation by controls manufacturer.
-

1.8 EQUIPMENT AND
SYSTEMS
(Cont'd)

- .7 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .8 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .9 Include test and balancing reports as specified in Section 01 45 00 - Quality Control and 01 91 13 - General Commissioning (Cx) Requirements.
- .10 Additional requirements: as specified in individual specification sections.

1.9 MATERIALS AND
FINISHES

- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
 - .1 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 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: as specified in individual specifications sections.

1.10 MAINTENANCE
MATERIALS

- .1 Spare Parts:
 - .1 Provide spare parts, in quantities specified in individual specification sections.
 - .2 Provide items of same manufacture and quality as items in Work.
 - .3 Deliver to site location as directed; place and store.
 - .4 Receive and catalogue items.

1.10 MAINTENANCE
MATERIALS
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior to final payment.
- .2 Extra Stock 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 site location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior to final payment.
- .3 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 site location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.

1.11 DELIVERY,
STORAGE AND
HANDLING

- .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.

1.11 DELIVERY,
STORAGE AND
HANDLING

(Cont'd)

- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and for review by Departmental Representative.

1.12 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.
- .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, submit upon acceptance of work and 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.

1.12 WARRANTIES AND
BONDS
(Cont'd)

- .7 Except for items put into use with Owner'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.

1.12 WARRANTIES AND
BONDS
(Cont'd)

- .9 (Cont'd)
 - .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 timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification to follow oral instructions.
 - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.13 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.

PART 1 - GENERAL

1.1 ADMINISTRATIVE
REQUIREMENTS

- .1 Demonstrate scheduled operation and maintenance of equipment and systems to Owner's personnel two weeks prior to date of substantial performance.
- .2 Owner: provide list of personnel to receive instructions, and co-ordinate their attendance at agreed-upon times.
- .3 Preparation:
 - .1 Verify conditions for demonstration and instructions comply with requirements.
 - .2 Verify designated personnel are present.
 - .3 Ensure equipment has been inspected and put into operation.
 - .4 Ensure testing, adjusting, and balancing has been performed in accordance with Section 01 91 13 - General Commissioning (Cx) Requirements and equipment and systems are fully operational.
- .4 Demonstration and Instructions:
 - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at scheduled agreed upon times, at the equipment location.
 - .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
 - .3 Review contents of manual in detail to explain aspects of operation and maintenance.
 - .4 Prepare and insert additional data in operations and maintenance manuals when needed during instructions.

1.2 ACTION AND
INFORMATIONAL
SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.

1.2 ACTION AND
INFORMATIONAL
SUBMITTALS
(Cont'd)

- .3 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .4 Give time and date of each demonstration, with list of persons present.
- .5 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.3 QUALITY
ASSURANCE

- .1 When specified in individual Sections requiring manufacturer to provide authorized representative to demonstrate operation of equipment and systems:
 - .1 Instruct Owner's personnel.
 - .2 Provide written report that demonstration and instructions have been completed.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not Used.

PART 1 - GENERAL

1.1 SUMMARY

- .1 Section Includes:
 - .1 General requirements relating to commissioning of project's components and systems, specifying general requirements to PV of components, equipment, sub-systems, systems, and integrated systems.
- .2 Related Requirements
 - .1 Section 26 56 19 Roadway Lighting.
- .3 Acronyms:
 - .1 AFD - Alternate Forms of Delivery, service provider.
 - .2 BMM - Building Management Manual.
 - .3 Cx - Commissioning.
 - .4 EMCS - Energy Monitoring and Control Systems.
 - .5 O&M - Operation and Maintenance.
 - .6 PI - Product Information.
 - .7 PV - Performance Verification.
 - .8 TAB - Testing, Adjusting and Balancing.

1.2 GENERAL

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project. Cx is performed after systems and integrated systems are completely installed, functional and Contractor's Performance Verification responsibilities have been completed and approved. Objectives:
 - .1 Verify installed equipment, systems and integrated systems operate in accordance with Contract Documents and design criteria and intent.
 - .2 Effectively train O&M staff.
 - .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
 - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively with each other as intended in accordance with Contract Documents and design criteria.
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| <u>1.2 GENERAL
(Cont'd)</u> | .2 | (Cont'd)
.2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements. |
| | .3 | Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements. |
| <u>1.3 COMMISSIONING
OVERVIEW</u> | .1 | Cx activities supplement field quality and testing procedures described in relevant technical sections. |
| | .2 | Departmental Representative will issue Interim Acceptance Certificate when:
.1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
.2 Equipment, components and systems have been commissioned.
.3 O&M training has been completed. |
| <u>1.4 NON-CONFORMANCE
TO PERFORMANCE
VERIFICATION
REQUIREMENTS</u> | .1 | Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance. |
| | .2 | Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. Above costs to be in form of progress payment reductions or hold-back assessments. |
| <u>1.5 PRE-CX REVIEW</u> | .1 | Before Construction:
.1 Review Contract Documents, confirm by writing to Departmental Representative.
.1 Adequacy of provisions for Cx.
.2 Aspects of design and installation pertinent to success of Cx. |
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- 1.5 PRE-CX REVIEW
(Cont'd)
- .1 (Cont'd)
 - .1 (Cont'd)
 - .2 During Construction:
 - .1 Co-ordinate provision, location and installation of provisions for Cx.
 - .3 Before start of Cx:
 - .1 Have completed Cx Plan up-to-date.
 - .2 Ensure installation of related components, equipment, sub-systems, systems is complete.
 - .3 Fully understand Cx requirements and procedures.
 - .4 Have Cx documentation shelf-ready.
 - .5 Understand completely design criteria and intent and special features.
 - .6 Submit complete start-up documentation to Departmental Representative.
 - .7 Have Cx schedules up-to-date.
 - .8 Ensure systems have been cleaned thoroughly.
 - .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
 - .10 Ensure "As-Built" system schematics are available.
 - .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.
- 1.6 CONFLICTS
- .1 Report conflicts between requirements of this section and other sections to Departmental Representative before start-up and obtain clarification.
 - .2 Failure to report conflict and obtain clarification will result in application of most stringent requirement.
- 1.7 COMMISSIONING
DOCUMENTATION
- .1 Departmental Representative to review and approve Cx documentation.
 - .2 Provide completed and approved Cx documentation to Departmental Representative.
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| <u>1.8 COMMISSIONING
SCHEDULE</u> | .1 | Provide detailed Cx schedule as part of construction schedule. |
| | .2 | Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including: <ul style="list-style-type: none">.1 Approval of Cx reports..2 Verification of reported results..3 Repairs, retesting, re-commissioning, re-verification..4 Training. |
| <u>1.9 STARTING AND
TESTING</u> | .1 | Contractor assumes liabilities and costs for inspections. Including disassembly and re-assembly after approval, starting, testing and adjusting, including supply of testing equipment. |
| <u>1.10 WITNESSING OF
STARTING AND
TESTING</u> | .1 | Provide 14 days notice prior to commencement. |
| | .2 | Departmental Representative to witness of start-up and testing. |
| | .3 | Contractor's Cx Agent to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers. |
| <u>1.11 MANUFACTURER'S
INVOLVEMENT</u> | .1 | Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative <ul style="list-style-type: none">.1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer..2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up. |
| | .2 | Integrity of warranties: <ul style="list-style-type: none">.1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty..2 Verify with manufacturer that testing as specified will not void warranties. |
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- 1.11 MANUFACTURER'S INVOLVEMENT
(Cont'd)
- .3 Qualifications of manufacturer's personnel:
- .1 Experienced in design, installation and operation of equipment and systems.
 - .2 Ability to interpret test results accurately.
 - .3 To report results in clear, concise, logical manner.
- 1.12 PROCEDURES
- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
- .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
 - .2 Visual inspection of quality of installation.
 - .2 Start-up: follow accepted start-up procedures.
 - .3 Operational testing: document equipment performance.
 - .4 System PV: include repetition of tests after correcting deficiencies.
 - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
- .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.
 - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
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| <u>1.12 PROCEDURES
(Cont'd)</u> | .4 | (Cont'd)
.3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.
.1 Rejected equipment to be remove from site and replace with new.
.2 Subject new equipment/systems to specified start-up procedures. |
| <u>1.13 START-UP
DOCUMENTATION</u> | .1 | Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning. |
| | .2 | Start-up documentation to include:
.1 Factory and on-site test certificates for specified equipment.
.2 Pre-start-up inspection reports.
.3 Signed installation/start-up check lists.
.4 Start-up reports,
.5 Step-by-step description of complete start-up procedures, to permit Departmental Representative/Consultant to repeat start-up at any time. |
| <u>1.14 OPERATION AND
MAINTENANCE OF
EQUIPMENT AND
SYSTEMS</u> | .1 | After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer. |
| | .2 | With assistance of manufacturer develop written maintenance program and submit Departmental Representative/Consultant for approval before implementation. |
| | .3 | Operate and maintain systems for length of time required for commissioning to be completed. |
| | .4 | After completion of commissioning, operate and maintain systems until issuance of certificate of interim acceptance. |
| <u>1.15 TEST RESULTS</u> | .1 | If start-up, testing and/or PV produce unacceptable results, repair, replace or repeat specified starting and/or PV procedures until acceptable results are achieved. |
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| <u>1.15 TEST RESULTS
(Cont'd)</u> | .2 | Provide manpower and materials, assume costs for re-commissioning. |
| <u>1.16 COMMISSIONING
PERFORMANCE
VERIFICATION</u> | .1 | Carry out Cx:
.1 Under actual operating conditions, over entire operating range, in all modes.
.2 On independent systems and interacting systems. |
| | .2 | Cx procedures to be repeatable and reported results are to be verifiable. |
| | .3 | Follow equipment manufacturer's operating instructions. |
| | .4 | EMCS trending to be available as supporting documentation for performance verification. |
| <u>1.17 WITNESSING
COMMISSIONING</u> | .1 | Departmental Representative to witness activities and verify results. |
| <u>1.18 AUTHORITIES
HAVING JURISDICTION</u> | .1 | Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility. |
| | .2 | Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction. |
| | .3 | Provide copies to Departmental Representative within 5 days of test and with Cx report. |
| <u>1.19 COMMISSIONING
CONSTRAINTS</u> | .1 | Building site will be occupied throughout construction and commissioning. All activities shall not disturb building occupants. Cx activities to be performed after hours or on weekends as required. Coordinate such activities with Owner 14 days before hand. |
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1.20 EXTRAPOLATION
OF RESULTS .1 Where Cx of weather, occupancy, or seasonal-sensitive equipment or systems cannot be conducted under near-rated or near-design conditions, extrapolate part-load results to design conditions when approved by Departmental Representative in accordance with equipment manufacturer's instructions, using manufacturer's data, with manufacturer's assistance and using approved formulae.

1.21 SUNDRY CHECKS
AND ADJUSTMENTS .1 Make adjustments and changes which become apparent as Cx proceeds.
.2 Perform static and operational checks as applicable and as required.

1.22 DEFICIENCIES,
FAULTS, DEFECTS .1 Correct deficiencies found during start-up and Cx to satisfaction of Departmental Representative.
.2 Report problems, faults or defects affecting Cx to Departmental Representative in writing. Stop Cx until problems are rectified. Proceed with written approval from Departmental Representative.

1.23 COMPLETION OF
COMMISSIONING .1 Upon completion of Cx leave systems in normal operating mode.
.2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to issuance of Interim Certificate of Completion.
.3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

1.24 ACTIVITIES
UPON COMPLETION OF
COMMISSIONING .1 When changes are made to baseline components or system settings established during Cx process, provide updated Cx form for affected item.

- 1.25 TRAINING .1 In accordance with Section 01 79 00 -
Demonstration and Training.
- 1.26 MAINTENANCE
MATERIALS, SPARE
PARTS, SPECIAL
TOOLS .1 Supply, deliver, and document maintenance
materials, spare parts, and special tools as
specified in contract.
- 1.27 OCCUPANCY .1 Cooperate fully with Departmental
Representative during stages of acceptance and
occupancy of facility.
- 1.28 PERFORMANCE
VERIFICATION
TOLERANCES .1 Application tolerances:
.1 Specified range of acceptable deviations
of measured values from specified values or
specified design criteria. Except for special
areas, to be within +/- 10% of specified
values.
.2 Measurement tolerances during verification:
.1 Unless otherwise specified actual values
to be within +/- 2 % of recorded values.
- 1.29 OWNER'S
PERFORMANCE TESTING .1 Performance testing of equipment or system by
Departmental Representative will not relieve
Contractor from compliance with specified
start-up and testing procedures.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not Used.