

Specifications

Tender submission – SEPTEMBER 2017

VARIOUS LANDSCAPE IMPROVEMENTS- AREA B

CANADIAN COAST GUARD COLLEGE

SYDNEY, NS

PWGSC PROJECT NO. R.065476.132

**Procurement and Government Services Canada
Atlantic Region**

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LIST OF DRAWINGS:

1 SITE PLAN & DETAILS

1.1 DESCRIPTION OF
WORK

- .1 In general, work under this contract consists of but not limited to:
 - .1 Removal and replacement of concrete pavers.
 - .2 Removal and replacement of timber walls with new modular concrete walls.
 - .3 Supply/installation of precast concrete steps and galv. steel handrails.
 - .4 Supply/installation of new shrubs.
 - .5 Supply/installation of topsoil and sodding.
- .2 Site of Work is at: Canadian Coast Guard College, 1190 Westmount Road, Sydney, Nova Scotia.

1.2 FAMILIARIZATION
WITH SITE

- .1 Before submitting a bid, it is recommended that bidders visit the site to review and verify the form, nature and extent of the work, materials needed, the means of access and the temporary facilities required to perform the Work.
- .2 Obtain prior permission from the Departmental Representative before carrying out such site inspection. Security clearance required prior to entry to site.

1.3 CODES AND
STANDARDS

- .1 Perform work in accordance with the 2015 National Building Code of Canada and any other code of provincial or local application, including all amendments up to bid closing date, provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.
- .2 Materials and workmanship must meet or exceed requirements of specified standards, codes and referenced documents.

1.4 INTERPRETATION
OF DOCUMENTS

- .1 Supplementary to the Order of Precedence article of the General Conditions of the Contract, the Division 01 sections take precedence over the technical specification sections in other Divisions of the

Specification Manual.

- 1.5 TERM ENGINEER .1 Unless specifically stated otherwise, the term Engineer where used in the Specifications and on the Drawings shall mean the Departmental Representative as defined in the General Conditions of the Contract.
- 1.6 SETTING OUT WORK .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices needed to lay out and construct work.
- .3 Supply such devices as straight edges and templates required to facilitate Departmental Representative's inspection of work.
- 1.7 COST BREAKDOWN .1 Before submitting first progress claim submit breakdown of Contract price in detail as directed by Departmental Representative and aggregating contract price. Required forms will be provided for application of progress payment.
- .2 List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by Departmental Representative.
- .3 Upon approval, cost breakdown will be used as basis for progress payment.
- 1.8 DOCUMENTS REQUIRED .1 Maintain at job site, one copy each of the following:
- .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 stipulated elsewhere in the Contract Documents.

1.9 PERMITS

- .1 In accordance with the General Conditions, obtain and pay for building permit, certificates, licenses and other permits as required by municipal, provincial and federal authorities.
- .2 Provide appropriate notifications of project to municipal and provincial inspection authorities.
- .3 Obtain compliance certificates as prescribed by legislative and regulatory provisions of municipal, provincial and federal authorities as applicable to the performance of work.
- .4 Submit to Departmental Representative, copy of application forms and approval documents received from above referenced authorities.

1.10 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.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas which will be operative during such work.

1.11 ROUGHING-IN

- .1 Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment, fixtures and appliances.

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- 1.12 CUTTING,
FITTING AND
PATCHING
- .1 Ensure that cutting and patching required by all trades is included in total bid price submitted for the work.
 - .2 Execute cutting including excavation, fitting and patching required to make work fit properly.
 - .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services.
 - .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative.
 - .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
 - .6 Fit work airtight to pipes, sleeves ducts and conduits.
- 1.13 CONCEALMENT
- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- 1.14 LOCATION OF
FIXTURES
- .1 Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable.
 - .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 when impending installation conflicts with other new or existing components. Follow directives for actual location.
 - .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.15 EXISTING
SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to tenant operations.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. This includes disconnection of electrical power and communication services to tenant's operational areas. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .6 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.

1.16 BILINGUAL
NOTATIONS

- .1 Any items supplied and installed under this contract which have operating instructions on them and which can be expected to be used by the building tenants, must have such operating instructions in bilingual format - English and French.
- .2 Factory embossed or recessed symbols illustrating equipment operation is an acceptable alternate to lettering.
- .3 Items supplied with factory - embossed or recessed lettering in one official language with an applied sticker or decal representing the second official language is not acceptable unless the Departmental Representative gives prior approval before any such items are ordered.

- .4 Internationally recognized color coding such as red and blue center pieces for plumbing brass is acceptable.
- .5 No extra costs will be paid for re-stocking or re-ordering of materials and equipment due to Contractor's failure to fully meet bilingual signage requirements specified herein.
- .6 Ensure that all trades are made aware of above requirements.

1.17 BUILDING
SMOKING
ENVIRONMENT

- .1 Comply with smoking restrictions. No smoking.

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.
 - .3 Health and Safety Plan specified in Section 01 35 29.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
 - .1 Preliminary work schedule within 7 calendar days of contract award.
 - .2 Detailed work schedule within 14 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 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 Work schedule must take into consideration and reflect the work phasing, required sequence of work, special conditions and operational restrictions as specified below and indicated on drawings.
- .6 Schedule work in cooperation with the Departmental

Representative. Incorporate within Detailed Work Schedule, items identified by Departmental Representative during review of preliminary schedule.

- .7 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.
- .8 Ensure that all sub trades and subcontractors are made aware of the work restraints and operational restrictions specified.
- .9 Schedule Updates:
 - .1 Submit on a bi-weekly basis 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.
- .10 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.
- .11 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 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 Limit Maneuvering Space on Site: To areas approved by Departmental Representative.
- .4 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 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 Maintain fire escape routes accessible and fire-fighting access open all times for the duration of the project.
 - .4 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.
- .5 Safety Signage:
 - .1 Provide onsite, and erect as required during progress of work, proper bilingual signage. Mount where directed and as required on self-supporting stands, or on fixed walls warning the 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, colored 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 decided in conjunction with Institution and as directed by departmental representative.
 - .4 Include costs for the supply and installation as well as removal of these signs and the related patching and making good of associated walls in the bid price.
- .7 Dust and Dirt Control:
 - .1 See Section 01 74 22 for dust control and cleaning requirements.
 - .2 Effectively plan and implement dust control

measures and cleaning activities as an integral part of all construction activities. Review all measures with the Departmental Representative before undertaking work, especially for major dust generating activities.

.3 Do not allow demolition debris and construction waste to accumulate on site and contribute to the propagation of dust.

.4 As work progresses, maintain construction areas in a tidy condition at all times. Remove gross dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.

.5 Immediately remove all debris and dust from within occupied areas as generated by work therein during a given work shift.

.6 Avoid situations and practices which results in dust and dirt being brought from the construction areas or from the exterior and tracked inside the building into occupied areas used by tenants and the public.

.7 Stop workers with soiled footwear from entering building.

.8 Inform workers and make them sensitive to the need for dust and dirt control. Stringently enforce rules and regulations, immediately address non-compliance.

.9 Meager attempts at controlling dust and ineffective unprofessional cleaning procedures will not be tolerated.

.10 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas and building circulation areas will result in Contractor being ordered to immediately provide professional cleaning services without delay to remedy the situation and conduct all cleaning to the extent as determined by Departmental Representative. Alternatively, Departmental Representative may, at certain times and at own discretion, obtain the services of an independent building cleaning agency when cleaning being provided by Contractor is ineffective or tardy in response. Costs of such services will be charged against Contractor in the form of financial penalties or holdback assessments against the Contract.

.9 Ensure that all sub-trades are made aware of and abide by the contents of this section and in particularly the work restrictions specified herein due to tenant operational requirements.

1.4 PROJECT MEETINGS

- .1 Schedule and administer project meetings, held on a minimum bi-weekly basis, for entire duration of work and more often when directed by Departmental Representative as deemed necessary due to progress of work or particular situation.
- .2 Prepare agenda for meetings.
- .3 Notify participants in writing 4 days in advance of meeting date.
 - .1 Ensure attendance of all subcontractors.
 - .2 Departmental Representative will provide list of other attendees to be notified.
- .4 Hold meetings at project site or where approved by Departmental Representative.
- .5 Preside at meetings and record minutes.
 - .1 Indicate significant proceedings and decisions. Identify action items by parties.
 - .2 Distribute to participants by mail or by facsimile within 3 calendar days after each meeting.
 - .3 Make revisions as directed by Departmental Representative.
 - .4 Departmental Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.

1.5 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.
- .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.

1.1 RELATED
SECTIONS

- .1 Section 01 14 10 - SCHEDULING and MANAGEMENT OF THE WORK.
- .2 Section 01 35 29 - HEALTH AND SAFETY REQUIREMENTS.
- .3 Section 01 78 00 - CLOSEOUT SUBMITTALS.

1.2 SUBMITTAL
GENERAL REQUIREMENTS

- .1 Submit to Departmental Representative for review requested submittals specified in various sections of the specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.
- .2 Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
- .3 Do not proceed with work until relevant submissions have been reviewed.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units, provide soft converted values.
- .6 Review submittals prior to submission. Ensure that necessary requirements have been determined and verified and that each submittal has been checked and coordinated with requirements of Work and Contract Documents.
 - .1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Departmental Representative and considered rejected.
- .7 Verify field measurements and affected adjacent Work are coordinated.
- .8 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

- .9 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .10 Submittal format: paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
- .11 Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, identify in writing of any revisions other than those requested.
- .12 Keep one reviewed copy of each submittal document on site for duration of Work.

1.3 SHOP DRAWINGS
AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, technical product data, brochures and other data to be provided by Contractor to illustrate details of a portion of Work.
- .2 Shop Drawing Submittal Schedule:
 - .1 Submit within 15 working days of acceptance of bid a schedule listing all shop drawings to be submitted for project.
 - .2 Schedule shall be in format acceptable to Departmental Representative and indicate proposed submission date for each item, status of review and anticipated product delivery date to site. Track all submissions for entire project.
 - .3 Revise schedule as work progresses. Identify items which have been reviewed and finalized and indicating those outstanding.
 - .4 Update schedule at stipulated dates or project time intervals predetermined and agreed upon with Departmental Representative at commencement of Work.
- .3 Shop Drawing Quantities: submit sufficient copies required by the General Contractor and sub-contractors plus 3 copies which will be retained by Departmental

Representative.

- .1 Ensure sufficient copies are submitted to enable one complete set to be included in each of the maintenance manuals specified in 01 78 00.
- .4 Shop Drawings Format:
 - .1 Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specific to project requirements. Maximum sheet size to be 1000 x 707 mm.
 - .2 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be original full color brochures, clearly marked indicating applicable data and deleting information not applicable to project.
 - .3 Non-legible or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
- .5 Shop Drawings Content:
 - .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
 - .2 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
 - .3 Delete information not applicable to project on all submittals.
 - .4 Equipment installation/start-up data: include manufacturer's recommended installation instructions, pre-start and start-up checklists for those pieces of equipment and systems designated to be commissioned as specified in section.
- .6 Allow 7 calendar days for Departmental Representative's review of each submission.
- .7 Adjustments or corrections made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.
- .8 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and

installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.

- .9 Be advised that costs and expenses incurred by Departmental Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work may be assessed against the Contractor in the form of a financial holdback to the Contract.
- .10 Accompany each submissions with transmittal letter, in duplicate, containing:
 - .1 Date.
 - .2 Project title and project number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .11 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and project 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 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
 - .6 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.
- .12 After Departmental Representative's review,

distribute copies.

- .13 The review of shop drawings by the Departmental Representative or by an authorized Consultant or designate is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Canada approves the detail design inherent in the 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 all requirements of the construction and Contract Documents. 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 all sub-trades.

1.4 SAMPLES

- .1 Submit for review samples as specified in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples to Departmental Representative's office or to other address as directed. Do not drop off samples at construction site except for pre-approved circumstances previously approved by Departmental Representative.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where color, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments will result in a cost increase to the Contract notify Departmental Representative in writing 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.

1.1 DEFINITIONS

- .1 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labor Code.
- .2 Competent Person: means a person who is:
 - .1 Qualified by virtue of personal knowledge, training and experience to perform assigned work in a manner that will ensure the health and safety of persons in the workplace, and;
 - .2 Knowledgeable about the provisions of occupational health and safety statutes and regulations that apply to the Work and;
 - .3 Knowledgeable about potential or actual danger to health or safety associated with the Work.
- .3 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.
- .4 PPE: personal protective equipment
- .5 Work Site: where used in this section shall mean areas, located at the premises where Work is undertaken, used by Contractor to perform all of the activities associated with the performance of the Work.

1.2 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00.
- .2 Submit site-specific Health and Safety Plan prior to commencement of Work.
 - .1 Submit within 10 work days of notification of Bid Acceptance. Provide 3 copies.
 - .2 Departmental Representative will review Health and Safety Plan and provide comments.
 - .3 Revise the Plan as appropriate and resubmit within 5 work days after receipt of comments.
 - .4 Departmental Representative's review and comments made of the Plan shall not be construed as an endorsement, approval or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.
 - .5 Submit revisions and updates made to the Plan during the course of Work.
- .3 Submit name of designated Health & Safety Site Representative and support documentation specified in the Safety Plan.

- .4 Submit building permit, compliance certificates and other permits obtained.
- .5 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other department of labor organization.
 - .1 Submit update of Letter of Good Standing whenever expiration date occurs during the period of Work.
- .6 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .7 Submit copies of incident reports.
- .8 Submit WHMIS MSDS - Material Safety Data Sheets.

1.3 COMPLIANCE
REQUIREMENTS

- .1 Comply with the Occupational Health and Safety Act for the Province of Nova Scotia, and General Regulations made pursuant to the Act.
- .2 Comply with Canada Labor Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations (COSH) as well as any other regulations made pursuant to the Act.
 - .1 The Canada Labor Code can be viewed at:
[www.http://laws.justice.gc.ca/en/L-2/](http://laws.justice.gc.ca/en/L-2/)
 - .2 COSH can be viewed at:
[www.http://laws.justice.gc.ca/eng/SOR-86-304/ne.html](http://laws.justice.gc.ca/eng/SOR-86-304/ne.html)
 - .3 A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 Tel: (819) 956-4800 (1-800-635-7943) Publication No. L31-85/2000 E or F)
- .3 Observe and enforce construction safety measures required by:
 - .1 National Building Code of Canada;
 - .2 Provincial Worker's Compensation Board;
 - .3 Municipal statutes and ordinances
- .4 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.
- .5 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of

clearance through submission of Letter in Good Standing.

- .6 Medical Surveillance: Where prescribed by legislation or regulation, obtain and maintain worker medical surveillance documentation.

1.4 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons and environment adjacent to the site to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by all workers, sub-contractors and other persons granted access to Work Site with safety requirements of Contract Documents, applicable federal, provincial, and local by-laws, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.5 SITE CONTROL AND ACCESS

- .1 Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons. Immediately stop and remove non-authorized persons.
 - .1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.
- .2 Isolate Work Site from other areas of the premises by use of appropriate means.
 - .1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment.
 - .2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.
 - .3 Use professionally made signs with bilingual message in the 2 official languages or international known graphic symbols.

- .3 Provide safety orientation session to persons granted access to Work Site. Advise of hazards and safety rules to be observed while on site.
- .4 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.

1.6 PROTECTION

- .1 Give precedence to safety and health of persons and protection of environment over cost and schedule considerations for Work.
- .2 Should unforeseen or peculiar safety related hazard or condition become evident during performance of Work, immediately take measures to rectify situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.

1.7 FILING OF
NOTICE

- .1 File Notice of Project with pertinent provincial health and safety authorities prior to beginning of Work.
 - .1 Departmental Representative will assist in locating address if needed.

1.8 PERMITS

- .1 Post permits, licenses and compliance certificates, specified in section 01 10 10, at Work Site.
- .2 Where a particular permit or compliance certificate cannot be obtained, notify Departmental Representative in writing and obtain approval to proceed before carrying out applicable portion of work.

1.9 HAZARD
ASSESSMENTS

- .1 Perform site specific health and safety hazard assessment of the Work and its site.
- .2 Carryout initial assessment prior to commencement of Work with further assessments as needed during progress

of work, including when new trades and subcontractors arrive on site.

- .3 Record results and address in Health and Safety Plan.
- .4 Keep documentation on site for entire duration of the Work.

1.10 PROJECT/SITE
CONDITIONS

- .1 Be aware that the Institution will be operational during the Work.
 - .1 De-energize and isolate existing services and equipment, such as electrical power supply, in a safe manner when making new service connections. Coordinate this work with the Departmental Representative.
- .2 There are no existing contaminated materials or hazardous substances known by Departmental Representative at the site.
- .3 Above items shall not be construed as being complete or inclusive of potential health risks or safety hazards at the site but are provided for consideration during Contractor's hazard assessment of the Work.

1.12 MEETINGS

- .1 Attend pre-construction health and safety meeting, convened and chaired by Departmental Representative, prior to commencement of Work, at time, date and location determined by Departmental Representative. Ensure attendance of:
 - .1 Superintendent of Work
 - .2 Designated Health & Safety Site Representative
 - .3 Subcontractors
- .2 Conduct regularly scheduled tool box and safety meetings during the Work in conformance with Occupational Health and Safety regulations.
- .3 Keep documents on site.

1.13 HEALTH AND
SAFETY PLAN

- .1 Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
- .2 Health and Safety Plan shall include the following components:

- .1 List of health risks and safety hazards identified by hazard assessment.
- .2 Control measures used to mitigate risks and hazards identified.
- .3 On-site Contingency and Emergency Response Plan as specified below.
- .4 On-site Communication Plan as specified below.
- .5 Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.
- .6 Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.
- .3 On-site Contingency and Emergency Response Plan shall include:
 - .1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
 - .2 Evacuation Plan: site and floor plan layouts showing escape routes, marshalling areas. Details on alarm notification methods, fire drills, location of fire-fighting equipment and other related data.
 - .3 Name, duties and responsibilities of persons designated as Emergency Warden(s) and deputies.
 - .4 Emergency Contacts: name and telephone number of officials from:
 - .1 General Contractor and subcontractors.
 - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - .3 Local emergency resource organizations.
 - .5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- .4 On-site Communication Plan:
 - .1 Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.
 - .2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
- .5 Address all activities of the Work including those of subcontractors.
- .6 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or subcontractor arrive at Work Site.

- .7 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.
- .8 Post copy of the Plan, and updates, prominently on Work Site.

1.14 SAFETY
SUPERVISION

- .1 Employ Health & Safety Site Representative responsible for daily supervision of health and safety of the Work.
- .2 Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and shall be assigned the responsibility and authority to:
 - .1 Implement, monitor and enforce daily compliance with health and safety requirements of the Work
 - .2 Monitor and enforce Contractor's site-specific Health and Safety Plan.
 - .3 Conduct site safety orientation session to persons granted access to Work Site.
 - .4 Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
 - .5 Stop the Work as deemed necessary for reasons of health and safety.
- .3 Health & Safety Site Representative must:
 - .1 Be qualified and competent person in occupational health and safety.
 - .2 Have site-related working experience specific to activities of the Work.
 - .3 Be on Work Site at all times during execution of the Work.
- .4 All supervisory personnel assigned to the Work shall also be competent persons.
- .5 Inspections:
 - .1 Conduct regularly scheduled safety inspections of the Work on a minimum bi-weekly basis. Record deficiencies and remedial action taken.
- .6 Cooperate with Facility's Occupational Health and Safety representative should one be designated by Departmental Representative.

- .7 Keep inspection reports and supervision related documentation on site.

1.15 TRAINING

- .1 Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
- .2 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.
- .3 When unforeseen or peculiar safety-related 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.

1.16 MINIMUM
SITE SAFETY RULES

- .1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:
 - .1 Wear appropriate PPE pertinent to the Work or assigned task; minimum being hard hat, safety footwear, safety glasses and hearing protection.
 - .2 Immediately report unsafe condition at site, near-miss accident, injury and damage.
 - .3 Maintain site and storage areas in a tidy condition free of hazards causing injury.
 - .4 Obey warning signs and safety tags.
- .2 Brief persons of disciplinary protocols to be taken for non-compliance.

1.17 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 will stop Work if

non-compliance of health and safety regulations is not corrected in a timely manner.

1.18 INCIDENT
REPORTING

- .1 Investigate and report the following incidents to Departmental Representative:
 - .1 Incidents requiring notification to Provincial Department of Occupational Safety and Health, Workers Compensation Board or to other regulatory Agency.
 - .2 Medical aid injuries.
 - .3 Property damage in excess of \$10,000.00,
 - .4 Interruptions to Facility operations resulting in an operational lost to a Federal department in excess of \$5000.00.
- .2 Submit report in writing.

1.19 TOOLS AND
EQUIPMENT SAFETY

- .1 Routinely check tools and equipment for safe operation. Immediately tag and remove faulty items off site.

1.20 HAZARDOUS
PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep MSDS data sheets for all products delivered to site.
 - .1 Post on site.
 - .2 Submit copy to Departmental Representative.
 - .3 For interior work in an occupied Facility, post additional copy in one or more publically accessible locations.

1.21 BLASTING

- .1 Blasting or other use of explosives is not permitted on site without prior receipt of written permission and instructions from Departmental Representative.

1.22 POWDER ACTUATED
DEVICES

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

- 1.23 CONFINED SPACES
- .1 Abide by occupational health and safety regulations regarding work in confined spaces.
- 1.24 SITE RECORDS
- .1 Maintain on Work Site copy of safety related documentation and reports stipulated to be produced in compliance with Acts and Regulations of authorities having jurisdiction and of those documents specified herein.
 - .2 Upon request, make available to Departmental Representative or authorized Safety Officer for inspection.
- 1.25 POSTING OF DOCUMENTS
- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on Work Site in accordance with Acts and Regulations of Province having jurisdiction.
 - .2 Post other documents as specified herein, including:
 - .1 Site specific Health and Safety Plan
 - .2 WHMIS data sheets

1.1 GENERAL

- .1 Use new material and equipment unless otherwise specified.
- .2 Within 7 days of written request by Departmental Representative, submit following information for any materials and products proposed for supply:
 - .1 Name and address of manufacturer.
 - .2 Trade name, model and catalogue number.
 - .3 Performance, descriptive and test data.
 - .4 Compliance to specified standards.
 - .5 Manufacturer's installation or application instructions.
 - .6 Evidence of arrangements to procure.
 - .7 Evidence of manufacturer delivery problems or unforeseen delays.
- .3 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .4 Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified.
- .5 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.

1.2 PRODUCT QUALITY

- .1 Contractor shall be solely responsible for submitting relevant technical data and independent test reports to confirm whether a product or system proposed for use meets contract requirements and specified standards.
- .2 Final decision as to whether a product or system meets contract requirements rest solely with the Departmental Representative in accordance with the General Conditions of the Contract.

1.3 ACCEPTABLE
MATERIALS AND

- .1 Acceptable Materials: When materials specified include trade names or trade marks or manufacturer's or supplier's name as part of the material description,

ALTERNATIVES

select and only use one of the names listed for incorporation into the Work.

- .2 Alternative Materials: Submission of alternative materials to trade names or manufacturer's names specified must be done during the bidding period following procedures indicated in the Instructions to Bidders.
- .3 Substitutions: After contract award, substitution of a specified material will be dealt with as a change to the Work in accordance with the General Conditions of the Contract.

1.4 MANUFACTURERS
INSTRUCTIONS

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods to be used. Do not rely on labels or enclosure provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing of any conflict between these specifications and manufacturer's instructions, so that Departmental Representative will designate which document is to be followed.

1.5 AVAILABILITY

- .1 Immediately notify Departmental Representative in writing of unforeseen or unanticipated material delivery problems by manufacturer. Provide support documentation as per clause 1.1.2 above.

1.6 WORKMANSHIP

- .1 Ensure quality of work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed.
- .2 Remove unsuitable or incompetent workers from site as stipulated in the General Conditions of the Contract.
- .3 Ensure cooperation of workers in laying out work. Maintain efficient and continuous supervision on site at all times.
- .4 Coordinate work between trades and subcontractors. See

section 01 14 10 in this regard.

- .5 Coordinate placement of openings, sleeves and accessories.

1.7 FASTENINGS -
GENERAL

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work and in humid areas.
- .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood or organic material plugs not acceptable.
- .3 Keep exposed fastenings to minimum, space evenly and lay out neatly.
- .4 Fastenings which cause spalling or cracking of material to which anchorage is made, are not acceptable.
- .5 Do not use explosive actuated fastening devices unless approved by Departmental Representative. See section on Health and Safety Requirements in this regard.

1.8 FASTENINGS -
EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur and, use resilient washers with stainless steel.

1.9 STORAGE,
HANDLING AND
PROTECTION

- .1 Deliver, handle and store materials in manner to prevent deterioration and soiling and in accordance with manufacturer's instructions when applicable. Provide same degree of protection to materials supplied

by Departmental Representative.

- .2 Store packaged or bundled materials in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work. Provide additional cover where manufacturer's packaging is insufficient to provide adequate protection.
- .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 Immediately remove damaged or rejected materials from site.
- .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.

1.10 CONSTRUCTION
EQUIPMENT AND PLANT

- .1 On request, prove to the satisfaction of Departmental Representative that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
- .2 Maintain construction equipment and plant in good operating order.

1.1 GENERAL

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

1.2 MATERIALS

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.3 CLEANING DURING CONSTRUCTION

- .1 Maintain work areas in a tidy condition, free from accumulations of waste material and debris. Clean areas on a daily basis.
- .2 Keep building entrances, and occupied areas of building in a clean dust free condition at all times. Conduct thorough cleaning of these areas at end of each workshift when used by workers or affected by the Work.
- .3 Provide on-site lockable metal containers for collection of waste materials and debris. Locate where approved and directed by Derartmental Representative.
- .4 Use separate collection bins, clearly marked as to purpose, for source separation and recycling of waste and debris in accordance with waste management requirements specified.
- .5 Remove waste materials, and debris from site on a daily basis.
- .6 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- .7 Provide dust barriers, dividers, seals on doors and employ other dust control measures as required to ensure that dust and dirt, generated by work, are not

transmitted to other existing areas of building. Should dust migrate into adjacent areas of building, employ such means as may be necessary to immediately clean all contaminated surfaces to the satisfaction of the Departmental Representative.

1.4 FINAL CLEANING

- .1 In preparation for acceptance of the completed work perform final cleaning.
- .2 Remove grease, dust, dirt, stains, labels, fingerprints, marks and other foreign materials, from exterior finished surfaces. Clean and polish surfaces including glass, mirrors, hardware, stainless steel, chrome, baked enamel, mechanical and electrical fixtures.
- .3 Replace items with broken pieces, scratches or disfigured.
- .4 Inspect finishes, fitments and equipment. Ensure specified workmanship and operation.

1 DEFINITIONS

- .1 Hazardous Material: Product, substance, or organism that is used for its original purpose, and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.

2 WASTE MANAGEMENT

- .1 Incorporate environmental and sustainable practices in managing waste resulting from work.
- .2 Divert as much waste as possible from landfill.
- .3 Coordinate work of subtrades and subcontractors to ensure all possible waste reduction and recycling opportunities are taken. Follow waste management requirements specified in trade sections of the Specifications.
- .4 Reduce waste during installation of new materials. Undertake practices which will optimize full use of materials and minimize waste.
- .5 Develop innovative procedures to reduce quantity of waste generated by construction such as by delivering materials to site with minimal packaging etc.
- .6 Provide on-site facilities to collect, handle and store anticipated quantities of reusable, salvageable and recyclable materials.
- .7 During demolition and removal work separate materials and equipment at source, carefully dismantling, labelling and stockpiling alike items for the following purposes:
.1 Reinstallation into the work where indicated.
.2 Salvaging reusable items not needed in project which Contractor may sell to other parties.
.3 Sending as many items as possible to locally available recycling facility.
.4 Segregating remaining waste and debris into various individual waste categories for disposal in a "non-mixed state" as recommended by waste processing/landfill sites.
- .8 Isolate product packaging and delivery containers from general waste stream. Send to recycling facility or return to supplier/manufacturer.

- .9 Send leftover material resulting from installation work for recycling whenever possible.
- .10 Establish methods whereby hazardous and toxic materials, and their containers used on site are properly handled, stored and disposed in accordance with applicable federal, provincial and municipal laws and regulations.

3 DISPOSAL
REQUIREMENTS

- .1 Burying or burning of rubbish and waste materials is prohibited.
- .2 Disposal of volatile materials, mineral spirits, oil, paint, and other hazardous materials into waterways, storm, or sanitary sewers is prohibited.
- .3 Dispose of waste only at approved waste processing facility or landfill sites approved by authority having jurisdiction.
- .4 Contact the authority having jurisdiction prior to commencement of work, to determine what, if any, demolition and construction waste materials have been banned from disposal in landfills and at transfer stations. Take appropriate action to isolate such banned materials at site of work and dispose in strict accordance with provincial and municipal regulations.
- .5 Transport and dispose of waste intended for waste processing plant or landfill facility in separated condition and to Operator's rules and recommendations in support of their effort to recycle, reduce and divert certain waste stream from general landfill.
- .6 Collect, bundle and transport salvaged materials to be recycled in separated categories and condition as directed by recycling facility. Ship materials only to approved recycling facilities.
- .7 Sale of salvaged items by Contractor to other parties not permitted on site.

- 1.1 SECTION INCLUDES .1 Administrative procedures preceding inspection and acceptance of Work by Departmental Representative.
- 1.2 RELATED SECTIONS .1 Section 01 78 00 - Closeout Submittals.
- 1.3 INSPECTION AND DECLARATION .1 Contractor's Inspection: Coordinate and perform, in concert with subcontractors, an inspection and check of all Work. Identify and correct deficiencies, defects, repairs and perform outstanding items as required to complete work in conformance with Contract Documents.
- .1.1 Notify Departmental Representative in writing when deficiencies from Contractor's inspection have been rectified and that Work is deemed to be complete and ready for Departmental Representative's inspection of the completed work.
- .2 Departmental Representative's Inspection: Accompany Departmental Representative during all substantial and final inspections of the Work.
- .1 Address defects, faults and outstanding items of work identified by such inspections.
- .2 Advise Departmental Representative when all deficiencies identified have been rectified.
- .3 Note that Departmental Representative will not issue a Certificate of Substantial Performance of the work until such time that Contractor performs following work and turns over the specified documents:
- .1 Project record as-built documents;
- .2 Final Operations and Maintenance manuals;
- .3 Maintenance materials, parts and tools;
- .4 Compliance certificates from applicable authorities;
- .5 Reports resulting from designated tests;
- .6 Demonstration and training complete with user manuals;
- .7 Manufacturer's Guarantee certificates.
- .8 Testing, adjusting and balancing of equipment and systems complete with submission of test reports.
- .9 Commissioning of equipment and systems specified.

- .4 Correct all discrepancies before Departmental Representative will issue the Certificate of Completion.

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- 1.1 RELATED SECTIONS
- .1 Section 01 14 10 SCHEDULING and MANAGEMENT of WORK.
 - .2 Section 01 33 00 - SUBMITTAL PROCEDURES.
 - .3 Section 01 77 00 - CLOSEOUT PROCEDURES.
- 1.2 SECTION INCLUDES
- .1 Project Record Documents.
 - .2 Operations and Maintenance data.
- 1.3 PROJECT RECORD DOCUMENTS
- .1 Departmental Representative will provide 2 white print sets of contract drawings and 2 copies of Specifications Manual specifically for 'AS-BUILT' purposes.
 - .2 Maintain at site one set of the contract drawings and specifications to record actual 'AS-BUILT' site conditions.
 - .3 Maintain up-to-date, real time as-built drawings and specifications in good condition and make available for inspection by the Departmental Representative upon request.
 - .4 'AS-BUILT': Drawings:
 - .1 Record changes in red ink on the prints. Mark only on one set of prints and at completion of work, neatly transfer notations to second set (also by use of red ink).
 - .2 Submit both sets to Departmental Representative prior to application for Certificate of Substantial Performance.
 - .3 Stamp all drawings with "As-Built Drawings". Label and place Contractor's signature and date.
 - .4 Show all modifications, substitutions and deviations from what is shown on the contract drawings or in specifications including change order and addendum.
 - .5 Record following information:
 - .1 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure;

- .2 Field changes of dimension and detail;
- .3 Location of all capped or terminated services and utilities.
- .4 Chases for mechanical, electrical and other services;
- .5 All design details dimensioned and marked-up to consistently report finished installation conditions;
- .6 Any details produced in the course of the contract by the Departmental Representative to supplement or to change existing design drawings;
- .7 All change orders issued over the course of the contract must be documented on the finished 'AS-BUILT' documents, accurately and consistently depicting the changed condition as it applies to all affected drawing details.

- .6 'AS-BUILT' Specifications: legibly mark in red each item to record actual construction, including:
- .7 Maintain 'AS-BUILT' documents current as the contract progresses. Departmental Representative will conduct reviews and inspections of the documents on a regular basis. Failure to maintain as-builts current and complete to satisfaction of the Departmental Representative shall be subject to financial penalties in the form of progress payment reductions and holdback assessments.

1.4 REVIEWED
SHOP DRAWINGS

- .1 Provide a complete set of all shop drawings reviewed for project to incorporate into each copy of the Operations & Maintenance manuals.
- .2 Submit full sets at same time and as part of the contents of the Operation and Maintenance manuals specified.

1.5 OPERATIONS &
MAINTENANCE MANUAL

- .1 Operations & Maintenance Manual - Definition: an organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of the specifications.
- .2 Manual Language: final manuals to be in English language.

1.5 OPERATIONS &
MAINTENANCE MANUAL
contd

- .3 Number of copies required:
 - .1 Submit 2 interim paper copies of the manual and 1 electronic copy (pdf format) for review and inspection by Departmental Representative. Make revisions and additions as directed and resubmit.
 - .2 Upon review and acceptance by Departmental Representative, submit 3 final paper copies plus 1 electronic copy (pdf format). Interim copies are not to be considered as part of the final copies unless they have been fully revised and are identical to the final approved version.
- .4 Submission Date: submit complete operation and maintenance manual to Departmental Representative 3 weeks prior to application for Certificate of Substantial Performance of the work.
- .5 Binding:
 - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
 - .2 Use vinyl, hard covered, 3 "D" ring binders, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
 - .3 Where multiple binders are needed, correlate data into related consistent groupings.
 - .4 Identify contents of each binder on spine.
 - .5 Organize and divide data following same numerical system as the section numbers of the Specification Manual.
 - .6 Dividers: separate each section by use of cardboard dividers and labels. Provide tabbed fly leaf for each individual product and system and give description of product or component.
 - .7 Type lists and notes. Do not hand write.
 - .8 Drawings, diagrams and manufacturers' literature must be legible. Provide with reinforced, punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .6 Manual Contents:
 - .1 Cover sheet containing:
 - .1 Date submitted.
 - .2 Project title, location and project number.
 - .3 Names and addresses of Contractor, and all Sub-contractors.
 - .2 Table of Contents: provide full table of contents in each binder(s), clearly indicate which contents are in each binder.
 - .3 List of maintenance materials.
 - .4 List of spare parts.
 - .5 List of special tools.

1.5 OPERATIONS &
MAINTENANCE MANUAL
contd

- .6 Original or certified copy of warranties and product guarantees.
- .7 Copy of approval documents and certificates issued by Inspection Authorities.
- .8 Copy of reports and test results performed by Contractor as specified.
- .9 Product Information (PI Data) on materials, equipment and systems as specified in various sections of the specifications. Data to include:
 - .1 List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
 - .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts list.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.
 - .7 Maintenance instructions for finishes.
- .7 Shop drawings:
 - .1 Include complete set of reviewed shop drawings into each copy of the operations and maintenance manual.
 - .2 Fold and bind material professionally in a manner that corresponds with the specification section numbering system.
 - .3 When large quantity of data is submitted, place into separate binders of same size as Operations & Maintenance binders.
- .8 Equipment and Systems Data: the following list indicates the type of data and extent of information required to be included for each item of equipment and for each system:
 - .1 Description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include complete nomenclature and commercial number of replaceable parts.
 - .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
 - .3 Include installed colour coded wiring diagrams.
 - .4 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
 - .5 Manufacturer's printed operation and

maintenance instructions.

.6 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

.7 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

.8 Include test and balancing reports.

.9 Additional requirements as specified in individual specification sections.

.9 Materials and Finishes Maintenance Data:

.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 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.

1.6 SPARE PARTS,
TOOLS AND MAINTENANCE
MATERIALS

.1 Provide spare parts, special tools and extra materials for maintenance purposes in quantities specified in individual specification sections.

.2 Tag all items with associated function or equipment.

.3 Provide items of same manufacture and quality as items in Work.

.4 Deliver to site in well packaged condition. Store in location as directed by Departmental Representative.

.5 Clearly mark as to contents indicating:

.1 Part number.

.2 Identification of equipment or system for which parts are applicable.

.3 Installation instructions or intended use as applicable.

.4 Name, address and telephone number of nearest supplier.

- .6 Prepare and submit complete inventory list of items supplied. Include list within Maintenance Manual.