

**NATIONAL GALLERY OF
CANADA**

380 SUSSEX DRIVE, OTTAWA, ONTARIO

**PARKING GARAGE
SOFFIT FINISH
REPLACEMENT**

SPECIFICATIONS

Issued for Tender

March 23, 2018



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Part 1 General

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises of the replacement of the parking garage soffit finish at the National Gallery of Canada (NGC) located at 380 Sussex Drive, Ottawa.

1.2 WORK SEQUENCE

- .1 Construct Work as not to affect other occupied areas of the building and accommodate Owner's continued use of building during construction.
- .2 Coordinate Progress Schedule and co-ordinate with Owner Occupancy of surrounding spaces during construction.
- .3 Maintain fire access/control at all times

1.3 CONTRACTOR USE OF PREMISES

- .1 Coordinate use of premises under direction of Consultant.
- .2 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .3 Parking is available in the garage during "off hours".
 - .1 Do not restrict any access lanes and fire routes on property.
- .4 Remove or alter existing work to prevent injury or damage to portions of existing work which is to remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Consultant.
- .6 At completion of operations condition of existing work: equal to or better than that which existed before new work started.
- .7 Generally, carry out work during "off hours", Monday to Wednesday and Friday from 18:00 to 06:30 hours and Thursday from 20:30 to 06:30 hours.
- .8 There is no space on the property for garbage containers. Garbage is to be removed from site daily.
- .9 Locations of staging area to be determined at a later date.

1.4 OWNER OCCUPANCY

- .1 Owner will occupy building during entire construction period for execution of normal operations.
- .2 Building entrances and exits to remain safe and operational at all times. Provide Consultant minimum 5 working days notice should any entrances or exits require interruption.



- .3 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 occupants and normal use of premises. Arrange with Consultant to facilitate execution of work.

1.6 EXISTING CONDITIONS

- .1 All existing surfaces and finishes, impacted or damaged by work must be repaired to match existing conditions.

1.7 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each document as follows:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed Shop Drawings.
 - .5 List of Outstanding Shop Drawings.
 - .6 Change Orders.
 - .7 Other Modifications to Contract.
 - .8 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

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION



Part 1 General

1.1 ADMINISTRATIVE

- .1 Contractor to schedule and administer project meetings throughout the progress of the work.
- .2 Contractor to prepare agenda for meetings.
- .3 Contractor to distribute written notice of each meeting four days in advance of meeting date.
- .4 Contractor to preside at meetings.
- .5 Contractor to record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .6 Contractor to reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants affected parties not in attendance.
- .7 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- .8 National Gallery of Canada to provide progress meeting room space.

1.2 PRECONSTRUCTION MEETING

- .1 Within 10 days after award of Contract, Consultant to request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Consultant, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Consultant to establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Consultant to 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: in accordance with Section 01 32 16.06 - Construction Progress Schedule - Critical Path Method (CPM) .
 - .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.



1.3 PROGRESS MEETINGS

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

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION



Part 1 General

1.1 REFERENCES

.1 Definitions:

- .1 Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (Gantt chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars.
- .3 Baseline: original approved plan (for Project, work package, or activity), plus or minus approved scope changes.
- .4 Cash Flow: projection of progress payment requests based on cash loaded construction schedule.
- .5 Completion Milestones: they are firstly Substantial Completion and secondly Final Certificate.
- .6 Constraint: applicable restriction or limitation, either internal or external to project, that will affect performance of Project. Factors that affect activities can be scheduled.
- .7 Control: process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate corrective action as needed.
- .8 Critical Activity: any activity on a critical path.
 - .1 Most commonly determined by using critical path method.
- .9 Critical Path: sequence of activities that determines duration of Project. Generally, it is the longest path through Project.
 - .1 Usually defined as those activities with float less than or equal to specified value, often zero.
- .10 Critical Path Method (CPM): network analysis technique used to determine the amount of scheduling flexibility (amount of float) on various logical network paths in Project schedule network, and to determine the minimum total Project duration.
- .11 Data Date: date through which project status and progress were last determined and reported for analyses, such as scheduling and performance measurements.
- .12 Duration: total number of work periods (not including holidays or other non-working periods) required to complete activity or other Project element.
 - .1 Usually expressed as workdays or work weeks.



- .13 Early Finish Date: in critical path method, earliest possible point in time on which uncompleted portions of activity (or Project) can finish, based on network logic and schedule constraints.
 - .1 Early finish dates can change as Project progresses and changes are made to Project plan.
- .14 Early Start Date: in critical path method, earliest possible point in time on which uncompleted portions of activity (or Project) can start, based on network logic and schedule constraints.
 - .1 Early start dates can change as Project progresses and changes are made to Project Plan.
- .15 Finish Date: point in time associated with activity's completion.
 - .1 Usually qualified by one of following: actual, planned, estimated, scheduled, early, late, baseline, target, or current.
- .16 Float: amount of time that activity may be delayed from its early start without delaying Project finish date.
 - .1 This resource is available to both the NGC and Contractor.
- .17 Impact Analysis: schedule analysis technique that adds a modeled delay to an accepted construction schedule to determined possible outcome of that delay on project completion.
- .18 Lag: modification of logical relationship that directs delay in successor activity.
- .19 Late Finish Date (LF): in critical path method, latest possible point in time that activity may be completed without delaying specified milestone (usually Project finish date).
- .20 Late Start Date (LS): in critical path method, latest possible point in time that activity may begin without delaying specified milestone (usually Project finish date).
- .21 Lead: modification of logical relationship that allows acceleration of successor task.
- .22 Logic Diagram: see Project network diagram.
- .23 Master Schedule: summary-level schedule that identifies major deliverable; work breakdowns structure and key milestones.
- .24 Milestone: significant point or event in Project, usually completion of major deliverable.
- .25 Monitoring: capture, analysis, and reporting of Project performance, usually as compared to plan.
- .26 Non-Critical Activities: activities which when delayed, do not affect specified Contract duration.
- .27 Project Control System: fully computerized system utilizing commercially available software packages.
- .28 Project Network Diagram: schematic display of logical relationships of Project activities.
 - .1 Always drawn from left to right to reflect Project chronology.



- .29 Project Plan: formal, approved document used to guide both Project execution and Project control.
 - .1 Primary uses of Project plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines.
 - .2 Project plan may be summary or detailed.
- .30 Project Planning: development and maintenance of Project Plan.
- .31 Project Planning, Monitoring and Control System: overall system operated to enable monitoring of Project Work in relation to established milestones.
- .32 Project Schedule: planned dates for performing activities and planned dates for meeting milestones.
- .33 Quantified days duration: working days based on 5 day work week, discounting statutory holidays.
- .34 Risk: uncertain event or condition that, if it occurs, has positive or negative effect on Project's objectives.
- .35 Start Date: point in time associated with activity's start, usually qualified by one of following: actual, planned, estimated, scheduled, early, late, target, baseline, or current.
- .36 Work Breakdown Structure (WBS): deliverable-oriented hierarchical decomposition of Work to be executed by contractor to accomplish project objectives and create required deliverables. It organizes and defines total scope of Project. Each descending level represents an increasingly detailed definition of Project Work. WBS is decomposed into Work packages.

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Project Meeting:
 - .1 Meet with Consultant within 10 working days of Award of Contract date, to establish Work requirements and approach to project construction operations.
 - .2 Participate in regular project progress meetings with Consultant specifically intended to discuss update of detailed schedule and contract changes.
- .2 Scheduling:
 - .1 Planning: ensure that planning process is iterative and results in generally top-down processing with more detail being developed as planning progresses, and decisions concerning options and alternatives are made.
 - .2 Ensure project schedule efficiencies through monitoring of Project in detail to ensure integrity of Critical Path, by comparing actual completions of individual activities with their scheduled completions, and review progress of activities that has started but are not yet completed..



- .3 Monitor sufficiently often so that causes of delays can immediately be identified and removed.
- .3 Project monitoring and reporting:
 - .1 Keep team aware of changes to schedule, and possible consequences as project progresses.
 - .2 Use narrative reports to provide advice on seriousness of difficulties and measures to overcome them.
 - .3 Begin narrative reporting with statement on general status of Project followed by summarization of delays, potential problems, corrective measures and Project status criticality.
- .4 Critical Path Method (CPM) Requirements:
 - .1 Ensure Master Plan and Detail Schedule are practical and remain within specified Contract duration.
 - .2 Revise Master Schedule and Detail Schedule deemed impractical by Consultant and resubmit for approval.
 - .3 Change to Contract Duration:
 - .1 Acceptance of Master Schedule and Detail Schedule showing scheduled Contract duration shorter than specified Contract duration does not constitute change to Contract.
 - .2 Duration of Contract may only be changed through bilateral Agreement.
 - .4 Consider Master Schedule and Detail Schedule deemed practical by Consultant, showing Work completed in less than specified Contract duration, to have float.
 - .5 First Milestone on Master Schedule and Detail Schedule will identify start Milestone with an "ES" constraint date equal to Award of Contract date.
 - .6 Calculate dates for completion milestones from Plan and Schedule using specified time periods for Contract.
 - .7 Interim Certificate with "LF" constraint equal to calculated date.
 - .8 Calculations on updates to be such that if early finish of Interim Certificate falls later than specified Contract duration then float calculation to reflect negative float.
 - .9 Delays to non-critical activities, those with float may not be basis for time extension.
 - .10 Do not use float suppression techniques such as imposed dates other than required by Contract.
 - .11 Allow for and show Master Plan and Detail Schedule adverse weather conditions normally anticipated.
 - .1 Specified Contract duration has been predicated assuming normal amount of adverse weather conditions.
 - .12 Provide necessary crews and manpower to meet schedule requirements for performing Work within specified Contract duration.



- .1 Simultaneous use of multiple crews on multiple fronts on multiple critical paths may be required.
- .13 Arrange participation on and off site of subcontractors and suppliers, as required by Consultant, for purpose of network planning, scheduling, updating and progress monitoring.
 - .1 Approvals by Consultant of original networks and revisions do not relieve Contractor from duties and responsibilities required by Contract.
- .14 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.3 SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Consultant Project Control System for planning, scheduling, monitoring and reporting of project progress.
- .3 Submit Project Control System to Consultant for approval.
 - .1 Failure to comply with each required submission, may result in progress payment being withheld in accordance with Federal Government's GC 5 Terms of Payment.
- .4 Include costs for execution, preparation and reproduction of schedule submittals in bid documents.
- .5 Submit letter ensuring that schedule has been prepared in co-ordination with major sub-contractors.
- .6 Refer to article "PROGRESS MONITORING AND REPORTING" of this specification Section for frequency of Project control system submittals.
- .7 Submit impact analysis of schedule for changes that result in extension of contract duration.
 - .1 Include draft schedule update and report as outlined in article "PROGRESS MONITORING AND REPORTING".
- .8 Submit Project planning, monitoring and control system data as part of initial schedule submission and monthly status reporting in following form.
 - .1 Master Schedule Bar Chart.
 - .2 Construction Detail schedule Bar Chart.
 - .3 Listing of project activities including milestones and logical connectors, networks (sub-networks) from Project start to end. Sort activities by activity identification number and accompany with descriptions. List early and late start and finish dates together with durations, codes and float.
 - .4 Criticality report listing activities and milestones with zero total float used as first sort for ready identification of critical paths through entire project. List early and late starts and finishes dates, together with durations, codes and float for critical activities.



- .5 Progress report in early start sequence, listing for each trade, activities or finished within 2 months from monthly update date. List activity identification number, description and duration. Provide columns for entry of actual start and finish dates, duration remaining and remarks concerning action required.

1.4 QUALITY ASSURANCE

- .1 Use experienced personnel, fully qualified in planning and scheduling to provide services from start of construction to Final Certificate, including Commissioning.

1.5 WORK BREAKDOWN STRUCTURE (WBS)

- .1 Prepare construction Work Breakdown Structure (WBS) within 10 working days of Award of Contract date.
 - .1 Develop WBS through at least five levels: project, stage, element, sub-element and work package.

1.6 MASTER SCHEDULE

- .1 Structure and base CPM construction networks system on WBS coding in order to ensure consistency throughout Project.
- .2 Prepare comprehensive construction Master Schedule (CPM logic diagram) within 10 working days of finalizing Agreement to confirm validity or alternates of identified milestones.
 - .1 Master Schedule will be used as baseline.
 - .1 Revise baseline as conditions dictate and as required by Consultant.
 - .2 Consultant as Project progresses will review and return revised baseline within 7 work days.
- .3 Reconcile revisions to Master Schedule and Cash Flow Projections with previous baseline to provide continuous audit trail.
- .4 Initial and subsequent Master Schedule will include:
 - .1 Bar chart identifying coding, activity durations, early/late and start/finish dates, total float, completion as percentile, current status and budget amounts.
 - .2 Network diagram showing coding, activity sequencing (logic), total float, early/late dates, current status and durations.

1.7 DETAIL SCHEDULE

- .1 Provide detailed project schedule (CPM logic diagram) within 10 working days of Award of Contract date showing activity sequencing, interdependencies and duration estimates. Include listed activities as follows:
 - .1 Shop drawings.
 - .2 Samples.



- .3 Approvals.
- .4 Procurement.
- .5 Construction.
- .6 Installation.
- .7 Site works.
- .8 Testing.
- .9 Commissioning and acceptance.
- .2 Relate Detail Schedule activities to basic activities and milestones developed and approved in Master Schedule.
- .3 Clearly show sequence and interdependence of construction activities and indicate:
 - .1 Start and completion of all items of Work, their major components, and interim milestone completion dates.
 - .2 Activities for procurement, delivery, installation and completion of each major piece of equipment, materials and other supplies, including:
 - .1 Time for submittals, resubmittals and review.
 - .2 Time for fabrication and delivery of manufactured products for Work.
 - .3 Interdependence of procurement and construction activities.
 - .3 Include sufficient detail to assure adequate planning and execution of Work. Activities should generally range in duration from 3 to 15 workdays each.
- .4 Provide level of detail for project activities such that sequence and interdependency of Contract tasks are demonstrated and allow co-ordination and control of project activities. Show continuous flow from left to right.
- .5 Ensure activities with no float are calculated and clearly indicated on logical CPM construction network system as being, whenever possible, continuous series of activities throughout length of Project to form "Critical Path". Increased number of critical activities is seen as indication of increased risk.
- .6 Insert Change Orders in appropriate and logical location of Detail Schedule. After analysis, clearly state and report to Consultant for review effects created by insertion of new Change Order.

1.8 PROGRESS MONITORING AND REPORTING

- .1 On ongoing basis, Detail Schedule on job site must show "Progress to Date". Arrange participation on and off site of subcontractors and suppliers, as, and when necessary, for purpose of network planning, scheduling, updating and progress monitoring. Inspect Work with Consultant at least once monthly to establish progress on each current activity shown on applicable networks.
- .2 Update and reissue project Work Breakdown Structure and relevant coding structures as project develops and changes.



- .3 Perform Detail Schedule update monthly with status dated (Data Date) on last working day of month. Update to reflect activities completed to date, activities in progress, logic and duration changes.
- .4 Do not automatically update actual start and finish dates by using default mechanisms found in project management software.
- .5 Submit to Consultant copies of updated Detail Schedule.
- .6 Requirements for monthly progress monitoring and reporting are basis for progress payment request.
- .7 Submit monthly written report based on Detail Schedule, showing Work to date performed, comparing Work progress to planned, and presenting current forecasts. Report must summarize progress, defining problem areas and anticipated delays with respect to Work schedule, and critical paths. Explain alternatives for possible schedule recovery to mitigate any potential delay. Include in report:
 - .1 Description of progress made.
 - .2 Pending items and status of: shop drawings,.
 - .3 Status of Contract completion date and milestones.
 - .4 Current and anticipated problem areas, potential delays and corrective measures.
 - .5 Review of progress and status of Critical Path activities.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION



Part 1 General

1.1 ADMINISTRATIVE

- .1 Submit to Consultant 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 Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated 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 Consultant, 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 coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Consultant's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consultant review.
- .10 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Province of Ontario, Canada.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 10 days for Consultant's review of each submission.



- .5 Adjustments made on shop drawings by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .6 Make changes in shop drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of revisions other than those requested.
- .7 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.
- .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .9 After Consultant's review, distribute copies.
- .10 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Consultant where shop drawings will not be prepared due to standardized manufacture of product.



- .11 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Consultant.
 - .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 8 years of date of contract award for project.
- .12 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Consultant.
 - .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 copies of manufacturer's instructions for requirements requested in specification Sections and as requested by Consultant.
 - .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 copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Consultant.
- .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 copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Consultant.
- .17 Delete information not applicable to project.
- .18 Supplement standard information to provide details applicable to project.
- .19 If upon review by Consultant, 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 Consultant is for sole purpose of ascertaining conformance with general concept.



- .1 This review shall not mean that Consultant 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 Consultant's business address.
- .3 Notify Consultant 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.
- .5 Adjustments made on samples by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .6 Make changes in samples which Consultant may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 MOCK-UPS

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

1.5 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.



Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION



Part 1 General

1.1 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Province of Ontario
 - .1 Occupational Health and Safety Act and Regulations for Construction Projects, R.S.O. 1991, as amended by O. Reg. 252/142005

1.2 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 contract award 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 authority having jurisdiction.
- .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 Consultant will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 7 days after receipt of plan. Revise plan as appropriate and resubmit plan to Consultant within 5 days after receipt of comments from Consultant.
- .7 Consultant'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.
- .8 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.3 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.
- .2 Contractor shall be responsible and assume the Principal Contractor role for each work zone location and not the entire complex. Contractor shall provide a written acknowledgement of this responsibility within 2 weeks of contract award.
- .3 Contractor shall agree to install proper site separation and identification in order to maintain time and space at all times throughout life of project.



1.4 SAFETY ASSESSMENT

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

1.5 SITE SPECIFIC SAFETY TRAINING

- .1 All personnel must attend a mandatory site specific safety training session. Provide minimum 72 hours notice to Consultant requesting site training.

1.6 MEETINGS

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

1.7 REGULATORY REQUIREMENTS

- .1 Do Work in accordance with Section 01 41 00 – Regulatory Requirements.

1.8 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 Consultant may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.9 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 Contractor will be responsible and assume the role Constructor as described in the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
- .3 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.

1.10 UNFORESEEN HAZARDS

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Consultant verbally and in writing.
- .2 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, advise Health and Safety co-ordinator and follow procedures in accordance with Acts and Regulations of Province having jurisdiction and advise Consultant verbally and in writing.



1.11 HEALTH AND SAFETY COORDINATOR

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Coordinator. Health and Safety Coordinator must:
 - .1 Have site-related working experience specific to activities associated with project.
 - .2 Have working knowledge of occupational safety and health regulations.
 - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
 - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
 - .5 Be on site during execution of Work and report directly to site supervisor.

1.12 POSTING OF DOCUMENTS

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

1.13 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Consultant.
- .2 Provide Consultant with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Consultant may stop Work if non-compliance of health and safety regulations is not corrected.

1.14 BLASTING

- .1 Blasting or other use of explosives is not permitted.

1.15 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices only after receipt of written permission from Consultant.

1.16 WORK STOPPAGE

- .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

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION



Part 1 General

1.1 REFERENCES AND CODES

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.2 HAZARDOUS MATERIAL DISCOVERY

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify Consultant.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Consultant.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Consultant.

1.3 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions and municipal by-laws.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 INSPECTION

- .1 Allow Consultant 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 Consultant, 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 Consultant 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.

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 Consultant in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

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 Consultant 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.

1.5 REPORTS

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



1.6 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Consultant and may be authorized as recoverable.

1.7 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations as specified on drawings.
- .3 Prepare mock-ups for Consultant review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.8 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION



Part 1 General

1.1 INSTALLATION AND REMOVAL

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

1.2 WATER SUPPLY

- .1 Provide own continuous supply of potable water for construction use. Site and building water services are not to be used.
- .2 Make arrangements and pay to deliver any water required for construction activities.

1.3 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heat and ventilation in enclosed areas as required to:
 - .1 Facilitate progress of Work.
 - .2 Protect Work and products against dampness and cold.
 - .3 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .2 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
 - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
 - .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
 - .4 Ventilate storage spaces containing hazardous or volatile materials.
 - .5 Ventilate temporary sanitary facilities.
 - .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .3 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.



- .4 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.4 TEMPORARY POWER AND LIGHT

- .1 Supplementary to the Invitation to Tender, clause 3.3.4 in Appendix D, the Owner will provide 120V power during construction. Should higher voltages be required, the Contractor to provide connection to existing panel.

1.5 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION



Part 1 General

1.1 SUBMITTALS

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

1.2 INSTALLATION AND REMOVAL

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.3 SITE STORAGE/LOADING

- .1 Confine work and operations of employees to work area as indicated in contract documents. Do not encumber premises with products.
- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.4 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .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 staging area identified in contract documents.

1.5 SANITARY FACILITIES

- .1 Contractor is permitted to use the public washroom facilities during regular Gallery hours and escorted during the public closed off and off hours periods.

1.6 CONSTRUCTION SIGNAGE

- .1 No signs or advertisements, other than warning and safety signs, are permitted on site.
- .2 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .3 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 Consultant.

1.7 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Maintain and protect traffic on any roads during construction period except as otherwise specifically directed by Consultant.
- .2 Do not restrict or inhibit regular use and access of all roads and access routes.
- .3 Protect building occupants and public from damage to person and property.



- .4 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with regular traffic.
- .5 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .6 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.

1.8 CLEAN-UP

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 INSTALLATION AND REMOVAL

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

1.2 HOARDING

- .1 Erect temporary hoarding as indicated.

1.3 DUST TIGHT SCREENS

- .1 Provide dust tight screens to localize dust generating activities and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

1.4 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.5 PROTECTION OF BUILDING AND SITE FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers and hoardings.
- .3 Be responsible for damage incurred due to lack of or improper protection.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 REFERENCES

- .1 Conform to these reference standards, in whole or in part as specifically requested in specifications.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .3 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .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.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Consultant of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Consultant at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Consultant reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.



- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber materials on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Consultant.
- .9 Touch-up damaged factory finished surfaces to Consultant's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 TRANSPORTATION

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

1.6 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Consultant in writing, of conflicts between specifications and manufacturer's instructions, so that Consultant will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Consultant to require removal and re-installation at no increase in Contract Price or Contract Time.

1.7 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Consultant if required Work is such as to make it impractical to produce required results.



- .2 Do not employ anyone unskilled in their required duties. Consultant reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Consultant, whose decision is final.

1.8 CO-ORDINATION

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

1.9 CONCEALMENT

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

1.10 REMEDIAL WORK

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

1.11 LOCATION OF FIXTURES

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

1.12 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.



- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.13 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. Use No. 304 stainless steel for exterior areas.
- .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. Use resilient washers with stainless steel.

1.14 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Consultant.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Efficiency, maintenance, or safety of operational elements.
 - .3 Visual qualities of sight-exposed elements.
 - .4 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.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .5 Provide protection from elements for areas which are to be exposed by uncovering work; maintain excavations free of water.

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching to complete Work.
- .2 Fit several parts together, to integrate with other Work.



- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .6 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .7 Cut rigid materials using precise hand tools, masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .8 Restore work with new products in accordance with requirements of Contract Documents.
- .9 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .10 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 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 other than that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times. Do not burn waste materials on site.
- .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, floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 ADMINISTRATIVE 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 Consultant in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request Consultant's inspection.
 - .2 Consultant's Inspection:
 - .1 Consultant 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 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, balanced and fully operational.
 - .4 Certificates required by Utility companies: submitted.
 - .5 Operation of systems: demonstrated to Owner's personnel.
 - .6 Work: complete and ready for final inspection.
 - .4 Final Inspection:
 - .1 When completion tasks are done, request final inspection of Work by Consultant, and Contractor.
 - .2 When Work incomplete according to Consultant, complete outstanding items and request re-inspection.
 - .5 Declaration of Substantial Performance: when Consultant considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
 - .6 Commencement Warranty Period: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period.
 - .7 Final Payment:



- .1 When Consultant 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.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 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 Consultant, four final copies of operating and maintenance manuals in English. Include one complete soft copy of the operating and maintenance manuals in PDF format on a CD. All documents within the soft copy will be full-size.
- .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.

1.2 FORMAT

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings.
 - .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.

1.3 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.
- .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.

1.4 AS -BUILT DOCUMENTS AND SAMPLES

- .1 Maintain, at site for Consultant 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.
- .5 Keep record documents and samples available for inspection by Consultant.

1.5 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record information on set of black line opaque drawings, provided by Consultant.
- .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 References to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain field test records, required by individual specifications sections.
- .7 Provide digital photos, if requested, for site records.

1.6 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 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 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.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.



- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's co-ordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in specification sections.
- .15 Additional requirements: as specified in individual specification sections.

1.7 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.

1.8 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; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Consultant.
 - .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; place and store.
- .4 Receive and catalogue items.
 - .1 Submit inventory listing to Consultant.
 - .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; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Consultant.
 - .2 Include approved listings in Maintenance Manual.

1.9 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.
- .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 Consultant.

1.10 WARRANTIES AND BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Warranty management plan to include required actions and documents to assure that Consultant receives warranties to which it is entitled.
- .3 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .4 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.
- .5 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.
- .6 Conduct joint 10 month warranty inspection, measured from time of acceptance, by Consultant.
- .7 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 Procedure and status of tagging of equipment covered by extended warranties.



- .4 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .8 Respond in timely manner to oral or written notification of required construction warranty repair work.

1.11 WARRANTY TAGS

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Consultant.
- .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.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION



Part 1 General

1.1 SITE CONDITIONS

- .1 Review "Designated Substance Report- Final Report from Greenough Environmental Consulting Inc", dated September 2010 and take precautions to protect environment.
- .2 If material resembling spray or trowel-applied asbestos or other designated substance listed as hazardous are encountered, stop work, take preventative measures, and notify Consultant immediately.
 - .1 Proceed only after receipt of written instructions have been received from Consultant.
- .3 Review "Final Report – Limited Mould Survey" from InAIR Environmental Ltd., dated March 29, 2017. Take precautions for the removal and disposal of material listed as containing mould.
- .4 Notify Consultant before disrupting building access or services.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 EXAMINATION

- .1 Inspect site with Consultant and verify extent and location of items designated for removal, disposal, alternative disposal, recycling, salvage and items to remain.
- .2 Locate and protect utilities. Preserve active utilities traversing site in operating condition.
- .3 Notify and obtain approval of utility companies before starting demolition.
- .4 Disconnect, cap, plug or divert, as required, existing public utilities within the property where they interfere with the execution of the work, in conformity with the requirements of the authorities having jurisdiction. Mark the location of these and previously capped or plugged services on the site and indicate location (horizontal and vertical) on the record drawings. Support, shore up and maintain pipes and conduits encountered.
 - .1 Immediately notify Consultant and utility company concerned in case of damage to any utility or service
 - .2 Immediately notify the Consultant should uncharted utility or service be encountered, and await instruction in writing regarding remedial action.



3.2 PREPARATION

- .1 Protection of In-Place Conditions:
 - .1 Prevent movement, settlement, or damage to adjacent and parts of building to remain in place. Provide bracing and shoring required.
 - .2 Keep noise, dust, and inconvenience to occupants to minimum. Building must remain fully operational and occupied at all times.
 - .3 Protect building systems, services and equipment.
 - .4 Provide temporary dust screens, covers, railings, supports and other protection as required.
- .2 Demolition/Removal:
 - .1 Remove items as indicated.
 - .2 Remove parts of existing building to permit new construction.
 - .3 Trim edges of partially demolished building and elements to suit new work.

3.3 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Leave Work area clean at end of each day.

END OF SECTION



Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 33 00 - Submittal Procedures
- .2 Section 01 45 00 – Quality Control
- .3 Section 01 74 11 – Cleaning
- .4 Section 01 78 00 – Closeout Submittals

1.2 REFERENCES

- .1 American Society for Testing and Materials International (ASTM)
 - .1 ASTM C165-07(2017), Standard Test Method for Measuring Compressive Properties of Thermal Insulation
 - .2 ASTM C303-10(2016)e1, Standard Test Method for Dimensions and Density of Preformed Block and Board-Type Thermal Insulation
 - .3 ASTM C518-17, Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus
 - .4 ASTM C612-14, Standard Specification for Mineral Fibre Block and Board Thermal Insulation.
- .2 Underwriter’s Laboratories of Canada (ULC)
 - .1 CAN/ULC-S702(2014), Standard for Mineral Fibre Insulation for Buildings.

1.3 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures
- .2 Product Data: Provide manufacturer's printed product literature, specifications and data sheets.
- .3 Provide manufacturer's installation instructions.
- .4 Test Reports: Provide certified test reports demonstrating compliance with specified performance characteristics and physical properties.

Part 2 Products

2.1 INSULATION

- .1 Semi-rigid mineral fibre board: basalt rock slag fibers, to ASTM C612 and ULC S-702
 - .1 Type: IVA to ASTM C612



- .2 Compressive strength: minimum 4.3 kPa @ 10% compression and 10.8 kPa @ 25% compression to ASTM C165
 - .3 Long term thermal resistance: minimum RSI 0.74 per 25.4mm thickness @ 24 °C to ASTM C518
 - .4 Thickness: 76 mm.
 - .5 Density: minimum 64 kg/m³ to ASTM C303.
- .2 Insulation clips: impale type, perforated 50 x 50 mm cold rolled carbon steel 0.8 mm thick, adhesive back, spindle of 2.5 mm diameter annealed steel, length to suit insulation, 25 diameter washers of self locking type. Washers to be white. Adhesive to be compatible with existing air seal membrane.

Part 3 Execution

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written data, including product technical bulletins, product catalogue installation instructions, product carton installation instructions, and data sheets.

3.2 EXAMINATION

- .1 Examine substrates and immediately inform Consultant in writing of defects.
- .2 Prior to commencement of work ensure substrates are firm, straight, smooth, dry, free of snow, ice or frost, and clean of dust and debris

3.3 SOFFIT INSTALLATION

- .1 Install insulation boards over impaling clips. Provide a minimum of 4 clips per board, increased to 5 clips per board when any one side dimension exceeds 750 mm.
- .2 Each clip shall be capable of supporting a tensile force of 90 N and shall be supplemented with a mechanical fastener as necessary to sustain such force.
- .3 For clip type fastening system, impale insulation over clip spindles to ensure surface contact of insulation with substrate material. Install washer on clip spindle following the installation of the scrim sheet. Clip excess hanger spindle flush with or slightly below surface of the washer lip.
- .4 Install insulation boards in strict accordance with manufacturer's printed recommendations. Finished Work shall be installed neatly, tightly fitted and level.
- .5 Surfaces to receive insulation shall be dry and free of dew, frost, voids, loose material, oil, grease, asphalt, curing compounds and other material detrimental to bond of the adhesive or fasteners.
- .6 Carefully cut and fit insulation in narrow pieces to fit all surfaces of structural members to which insulation bear contact. Carefully cut around projecting brackets and anchors.



- .7 Butt each board against adjacent boards. Wherever practicable, stagger joints in each row. Cut backs of pieces as required to fit over projecting anchors, fastenings, or similar projections. Fit boards neatly with tight joints around pipes, ducts, obstructions, openings, corners and all structural members.
- .8 Do not install damaged insulation, or insulation with abraded surfaces.

3.4 CLEANING

- .1 Upon completion of installation, remove surplus materials, rubbish, tools and equipment barriers.

END OF SECTION