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| 1.1 DESCRIPTION OF WORK | .1 | In general, work under this contract consist of:
.1 Vegetation removal, maintenance and planting.
.2 Minor grading and lawn revitalization.
.3 Gravel paving maintenance.
.4 Replacement of replica historic fence and gates.
.5 Construction of asphalt pavement and concrete sidewalks with integral curbs.
.6 Placement of new sewer line. |
| | .2 | Site of Work is at: Ardgowan National Historic Site of Canada, 2 Palmers Ln, Charlottetown, Prince Edward Island. |
| 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. |
| 1.3 CODES AND STANDARDS | .1 | Perform work in accordance with the National Building Code of Canada (NBC) 2015 for Charlottetown, Prince Edward Island and National Fire Code of Canada (NFC) 2015, NFPA 101-2012 Life Safety Code and NFPA 1-2012 Fire Code for rural Prince Edward Island, 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 | For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
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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.

.4 Supply stakes and other survey markers required for laying out work.

1.7 COST BREAKDOWN .1 Before submitting first progress claim submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating contract amount. 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 and amendments.

.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.

1.8 DOCUMENTS
REQUIRED
(Cont'd)

- .1 (Cont'd)
 - .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 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, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.11 CUTTING,
FITTING AND
PATCHING

- .1 Ensure that cutting and patching required by all trades is included in total bid amount 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.

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| 1.11 CUTTING,
FITTING AND
PATCHING
<u>(Cont'd)</u> | .5 | Make cuts with clean, true, smooth edges.
Make patches inconspicuous in final assembly. |
| | .6 | Fit work airtight to pipes, sleeves ducts and conduits. |

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| 1.12 LOCATION OF
FIXTURES
<u></u> | .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. |

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| 1.13 EXISTING
SERVICES
<u></u> | .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 pedestrian, vehicular traffic and 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. Adhere to approved schedule and provide notice to affected parties. |
| | .4 | Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic. |
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| <u>1.13 EXISTING
SERVICES
(Cont'd)</u> | .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. |
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<u>1.14 BUILDING
SMOKING
ENVIRONMENT</u> |
.1 |
No smoking permitted on site. Any violation will result in removal from site. |
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<u>1.15 ASBESTOS
DISCOVERY</u> |
.1 |
Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed with relevant work until written instructions have been received from Departmental Representative. |

PART 1 - GENERAL

1.1 APPOINTMENT AND .1
PAYMENT

Departmental Representative will appoint and pay for services of testing laboratory except follows:

- .1 Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
- .2 Inspection and testing performed exclusively for Contractor's convenience.
- .3 Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems.
- .4 Mill tests and certificates of compliance.
- .5 Tests specified to be carried out by Contractor under supervision of Departmental Representative.

- .2 Where tests or inspections by designated testing laboratory reveal Work not in accordance with contract requirements, pay costs for additional tests or inspections as required by Departmental Representative to verify acceptability of corrected work.

1.2 CONTRACTOR'S .1
RESPONSIBILITIES

Provide labour, equipment and facilities to:

- .1 Provide access to Work for inspection and testing.
- .2 Facilitate inspections and tests.
- .3 Make good Work disturbed by inspection and test.
- .4 Provide storage on site for laboratory's exclusive use to store equipment and cure test samples.

- .2 Notify Departmental Representative 48 hours minimum sufficiently in advance of operations to allow for assignment of laboratory personnel and scheduling of test.

- .3 Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.

- .4 Pay costs for uncovering and making good Work that is covered before required inspection or testing is completed and approved by Departmental Representative.
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PART 2 - PRODUCTS

2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.

1.1 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 co-ordinated 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:
 - .1 Submit paper originals, or alternatively clear and fully legible photocopies of

1.1 SUBMITTAL
GENERAL
REQUIREMENTS
(Cont'd)

- .10 Submittal format:(Cont'd)
.1 (Cont'd)
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.
.2 Submit in electronic format as pdf files. Forward pdf and in the native program format, NMSEdit Professional spp, MS Word, MS Excel, MS Project, Autocad dwg and photograph jpg files on USB compatible with PWGSC encryption requirements or through email or alternate electronic file sharing service such as ftp, as directed by Departmental Representative.
- .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.

1.2 SHOP DRAWINGS
AND PRODUCT DATA

- .1 The term "shop drawings" means fabrication drawings, erection drawings, diagrams, illustrations, schedules, performance charts, technical product data, brochures, specifications, test reports installation instructions and other data which are to be provided by Contractor to illustrate compliance with specified materials and details of a portion of work.
- .2 Shop Drawing Quantities: submit one copy digitally.
- .3 Shop Drawings Format:
.1 Digital portable document format (PDF) of sufficient resolution and quality 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 colour brochures, clearly marked indicating

- 1.2 SHOP DRAWINGS .3 Shop Drawings Format:(Cont'd)
AND PRODUCT DATA .2 (Cont'd)
(Cont'd) applicable data and deleting information not
applicable to project.
.3 Non or poorly legible digital files,
drawings, photocopies or facsimiles will not
be accepted and returned not reviewed.
- .4 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 01 29 83
Public Sanitary Utility Sewerage Piping.
- .5 Allow 5 calendar days for Departmental
Representative's review of each submission.
- .6 Adjustments or corrections made on shop
drawings by Departmental Representative are
not intended to change Contract Amount. If
adjustments affect value of Work, advise
Departmental Representative in writing prior
to proceeding with Work.
- .7 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.

- 1.2 SHOP DRAWINGS .8
AND PRODUCT DATA
(Cont'd)
- Accompany each submissions with transmittal letter, 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.
- .9 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.
- .10 After Departmental Representative's review, distribute copies.
- .11 The review of shop drawings by the Departmental Representative 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

1.2 SHOP DRAWINGS .11
AND PRODUCT DATA
(Cont'd)

(Cont'd)
fabrication processes or to techniques of
construction and installation and for
co-ordination of Work of all sub-trades.

1.3 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 Adjustments made on samples by Departmental
Representative are not intended to change
Contract Amount. If adjustments will result in
a cost increase to the Contract notify
Departmental Representative in writing prior
to proceeding with Work.
- .5 Make changes in samples which Departmental
Representative may require, consistent with
Contract Documents.
- .6 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 Labour 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 5 work days of notification of Bid Acceptance.
 - .2 Departmental Representative will review Health and Safety Plan and provide comments.
 - .3 Revise the Plan as appropriate and resubmit within 3 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.
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- 1.2 SUBMITTALS
(Cont'd)
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- .3 Submit name of designated Health and 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 labour 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
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- .1 Comply with Occupational Health and Safety Act for Province of Prince Edward Island, and Occupational Health and Safety Regulations made pursuant to the Act.
 - .2 Comply with Canada Labour Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations as well as any other regulations made pursuant to the Act.
 - .1 The Canada Labour Code can be viewed at: [www.http://laws-lois.justice.gc.ca/eng/acts/L2_fulltext.html](http://laws-lois.justice.gc.ca/eng/acts/L2_fulltext.html).
 - .2 Canadian Occupational Health and Safety Regulations can be viewed at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>.
 - .3 A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 Tel: 819-956-4800 or 1-800-635-7943 Publication No. L31-85/2000 (E or F).
 - .3 Treasury Board of Canada Secretariat (TBS):
 - .1 Treasury Board, Fire Protection Standard April 1, 2010
www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316§ion=text.
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1.3 COMPLIANCE REQUIREMENTS (Cont'd)

- .4 Canadian Standards Association (CSA):
 - .1 CSA S350-M1980(R2003), Code of Practice for Safety in Demolition of Structures.
- .5 Comply with safety standards and procedures of the International Society of Arboriculture.
- .6 Observe construction safety measures of:
 - .1 NBC 2015, Division B, Part 8.
 - .2 Municipal by-laws and ordinances.
- .7 In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.
- .8 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.
- .9 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
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| 1.5 SITE CONTROL
AND ACCESS
(Cont'd) | .1 | (Cont'd)
.1 (Cont'd)
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. |
| | .5 | Secure Work Site against entry when inactive
or unoccupied and to protect persons against
harm.. |
| 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. |
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- 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 There are no known potential health, environmental and safety hazards at the site for which Work may involve contact with, beyond that which are inherent to the Work.
- 1.11 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.
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1.12 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.

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| 1.12 HEALTH AND
SAFETY PLAN
(Cont'd) | .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. |
| 1.13 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. |
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1.13 SAFETY
SUPERVISION
(Cont'd)

- .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. 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.

1.14 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.

1.15 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, reflective safety vest, and hearing protection.
 - .2 Immediately report unsafe condition at site, near-miss accident, injury and damage.
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| 1.15 MINIMUM
SITE SAFETY RULES
(Cont'd) | .1 | (Cont'd) |
| | .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. Post rules on site. |
| 1.16 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. |
| 1.17 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 \$5,000.00. |
| | .2 | Submit report in writing. |
| 1.18 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. |
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| <u>1.19 BLASTING</u> | .1 | Blasting or other use of explosives is not permitted on site. |
| <u>1.20 POWDER
ACTUATED DEVICES</u> | .1 | Use powder actuated fastening devices only after receipt of written permission from Departmental Representative. |
| <u>1.21 CONFINED
SPACES</u> | .1 | Abide by occupational health and safety regulations regarding work in confined spaces. |
| <u>1.22 SITE RECORDS</u> | .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. |
| <u>1.23 POSTING OF
DOCUMENTS</u> | .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: <ul style="list-style-type: none"> .1 Site specific Health and Safety Plan. .2 WHMIS data sheets. |

- 1.1 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 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
 - .3 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.
- 1.2 FIRES
- .1 Fires and burning of rubbish on site not permitted.
- 1.3 HAZARDOUS MATERIAL HANDLING
- .1 Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment
 - .2 Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials.
 - .3 Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began.
 - .4 Store and handle flammable and combustible materials in accordance with National Fire Code.
 - .5 Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations.
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| <u>1.4 DISPOSAL OF
WASTES</u> | .1 | Do not bury rubbish and waste materials on site. Dispose in accordance with project waste management requirements specified in Section 01 74 21. |
| | .2 | Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites. |
| | .3 | Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines. |
|
<u>1.5 DRAINAGE</u> | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with governing regulations and requirements. |
| | .4 | Provide control devices such as filter fabrics, sediment traps and settling ponds to control drainage and prevent erosion of adjacent lands. Maintain in good order for duration of work. |
|
<u>1.6 SITE AND
PLANT PROTECTION</u> | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | .3 | Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Departmental Representative. |
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1.7 POLLUTION
CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads and around entire construction site.
- .5 Have appropriate emergency spill response equipment and rapid clean-up kit (min 250 L spill kit) on site located adjacent to hazardous materials storage area. Provide personal protective equipment required for clean-up.
- .6 Report, spills of petroleum and other hazardous materials as well as accidents having potential of polluting the environment to Federal and Provincial Department of the Environment.
 - .1 Notify Departmental Representative and submit a written spill report to Departmental Representative within 24 hours of occurrence.

1.8 WILDLIFE
PROTECTION

- .1 Should nests of migratory birds be encountered during work, immediately notify Departmental Representative for directives to be followed.
 - .1 Do not disturb nest site and neighbouring vegetation until nesting is completed.
 - .2 Minimize work immediately adjacent to such areas until nesting is completed.
 - .3 Protect these areas by following recommendations of Canadian Wildlife Service.

1.9 ARCHAEOLOGICAL
PROTECTION

- .1 Provide archaeological protection plan. Plan is to define:
 - .1 procedures for identifying and protecting archaeological and other historic cultural resources on project site.
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1.9 ARCHAEOLOGICAL .1
PROTECTION
(Cont'd)

(Cont'd)

.2 procedures to be followed if previously
unknown archaeological or historic cultural
resources are discovered during construction.

.3 lines of communication between
Contractor personnel and Departmental
Representative in relation to identification
and protection of archaeological and other
historic cultural resources.

1.1 INSPECTION

- .1 Give timely notice requesting inspection of Work designated for special tests, inspections or approvals by Departmental Representative or by inspection authorities having jurisdiction.
- .2 In accordance with the General Conditions, Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents.
- .3 If Contractor covers or permits to be covered Work designated for special tests, inspections or approvals before such is made, uncover Work until particular inspections or tests have been fully and satisfactorily completed and until such time as Departmental Representative gives permission to proceed.
- .4 Pay costs to uncover and make good work disturbed by inspections and tests.

1.2 TESTING

- .1 Tests on materials, equipment and building systems as specified in various sections of the Specifications is the responsibility of the Contractor except where stipulated otherwise.
 - .1 Provide all necessary instruments, equipment and qualified personnel to perform tests.
 - .2 At completion of tests, turn over 2 sets of fully documented tests reports to the Departmental Representative. Submit in accordance with Section 01 33 00.
 - .3 Unspecified tests may also be made by Departmental Representative, at the discretion of the Departmental Representative. The costs of these tests will be paid for by the Departmental Representative.
 - .4 Where tests or inspections reveal work not in accordance with contract requirements, Contractor shall pay costs for additional tests and inspections incurred by Departmental Representative as required to verify acceptability of corrected work.
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- 1.3 REJECTED WORK
- .1 Remove and replace defective Work, whether result of poor workmanship, use of defective or damaged products and whether incorporated in Work or not, which has been identified by Departmental Representative as failing to conform to Contract Documents.
 - .2 Make good damages to new and existing construction and finishes resulting from removal or replacement of defective work.

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 site and work areas in a tidy condition, free from accumulations of waste material and debris. Clean areas on a daily basis.
- .2 Keep building entrances, corridors, stairwells 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 dump type containers for collection of waste materials and debris.
- .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 minimum weekly 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 areas of building. Should dust migrate into tenant occupied areas of building, employ

1.3 CLEANING DURING .7
CONSTRUCTION
(Cont'd)

(Cont'd)
such means as may be necessary to immediately clean all contaminated surfaces to the satisfaction of the Departmental Representative.

- .8 Immediately clean all dust, dirt, smears, scuffs and soiled surfaces in lobbies, corridors, stairwells and within tenant occupied areas resulting from the Work.
 - .1 Perform cleaning, dusting and washing operations, carpet vaccuming (including shampooing if deemed required by Departmental Representative) and floor washing as necessary to thoroughly clean all soiled surfaces.
- .9 Remove snow and ice from access doors used by workforce.

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 interior and exterior finished surfaces.
- .3 Replace items with broken pieces, scratches or disfigured.
- .4 Inspect finishes, fitments and equipment. Ensure specified workmanship and operation.
- .5 Broom clean and wash exterior paved surfaces and walks; rake clean other surfaces of grounds.
- .6 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

<u>1.1 DEFINITIONS</u>	.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.
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<u>1.2 WASTE MANAGEMENT</u>	.1	Incorporate environmental and sustainable practises 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: <ul style="list-style-type: none"> .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.

- 1.2 WASTE
MANAGEMENT
(Cont'd)
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- .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.

- 1.3 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 preceeding inspection and acceptance of Work by Departmental Representative.

1.2 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 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 Compliance certificates from applicable authorities;
 - .3 Reports resulting from designated tests;
- .4 Correct all discrepancies before Departmental Representative will issue the Certificate of Completion.

1.1 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". Label and place Contractor's signature and date.
 - .4 Show all modifications, substitutions and deviations from what is shown on the contract drawings.
 - .5 Record following information:
 - .1 Horizontal and vertical location of exterior underground utilities and appurtenances referenced to permanent surface improvements.
 - .2 Horizontal and vertical location of various elements in relation to Geodetic Datum;
 - .3 Field changes of dimension and detail;
 - .4 Location of all capped or terminated services and utilities.
 - .5 Any details produced in the course of the contract by the Departmental Representative to supplement or to change existing design drawings;
 - .6 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.

- 1.1 PROJECT RECORD .5 As-Built Specifications: legibly mark in red
DOCUMENTS each item to record actual construction,
(Cont'd) including:
- .1 Changes made by Addenda and Change Orders.
 - .2 Mark up both copies of specifications; stamp "As-Built", sign and date similarly to drawings as per above clause.
- .6 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.
- .7 Submit on paper and in electronic format as pdf files. Forward pdf and in the native program format, [NMSEdit Professional spp,] [MS Word], [MS Excel,] [MS Project] and [Autocad dwg] [and] [photograph jpg] files on USB compatible with PWGSC encryption requirements or through email or alternate electronic file sharing service such as ftp, as directed by Departmental Representative.
- 1.2 REVIEWED .1 Provide a complete set of all shop drawings
SHOP DRAWINGS reviewed for project.