

1.1 DESCRIPTION OF WORK

- .1 In general, work under this contract consists of:
 - .1 Removal of existing carpet tile and carpet wall base and installation of new carpet tile and rubber cove wall base.
- .2 Site of Work is at: 275 Pope Road, Summerside, PE.

1.2 CODES AND STANDARDS

- .1 Perform work in accordance with the [National Building Code of Canada (NBC) [2015]] 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.

1.3 INTERPRETATION OF DOCUMENTS

- .1 For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

1.4 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.

1.5 SETTING OUT WORK

- .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices needed to lay out and construct work.
- .3 Supply such devices as straight edges and templates required to facilitate Departmental Representative's inspection of work.

1.6 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 Upon approval, cost breakdown will be used as basis for progress payment.

1.7 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;
 - .10 Health and Safety Plan and other safety related documents;
 - .11 Other documents as stipulated elsewhere in the Contract Documents.

1.8 PERMITS

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

approval documents received from above referenced authorities.

1.9 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas which will be operative during such work.

1.10 ROUGHING-IN

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

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, fitting and patching required to make work fit properly.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services.
- .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative.
- .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .6 Fit work airtight to pipes, sleeves ducts and conduits.

1.12 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.13 LOCATION OF FIXTURES

- .1 Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Departmental Representative when impending installation conflicts with other new or existing components. Follow directives for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.14 EXISTING SERVICES

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

by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.

1.15 BILINGUAL NOTATIONS

- .1 Any items supplied and installed under this contract which have operating instructions on them such as door hardware, and which can be expected to be used by the building tenants, must have such operating instructions in bilingual format - English and French.
- .2 Factory embossed or recessed symbols illustrating equipment operation is an acceptable alternate to lettering.
- .3 Items supplied with factory - embossed or recessed lettering in one official language with an applied sticker or decal representing the second official language is not acceptable unless the Departmental Representative gives prior approval before any such items are ordered.
- .4 Internationally recognized colour coding such as red and blue center pieces for plumbing brass is acceptable.
- .5 No extra costs will be paid for re-stocking or re-ordering of materials and equipment due to Contractor's failure to fully meet bilingual signage requirements specified herein.
- .6 Ensure that all trades are made aware of above requirements.

1.16 BUILDING SMOKING ENVIRONMENT

- .1 Smoking is not permitted within building premises

1.17 ASBESTOS DISCOVERY

- .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.

END OF SECTION