



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Library Renovation	
Solicitation No. - N° de l'invitation EW038-192924/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client NRCAN-EW038-192924	Date 2019-03-28
GETS Reference No. - N° de référence de SEAG PW-\$PWU-183-11596	
File No. - N° de dossier PWU-8-41297 (183)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-08	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tikhonovitch (RPC), Alex	Buyer Id - Id de l'acheteur pwu183
Telephone No. - N° de téléphone (780) 901-7940 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

ADDENDUM NO. 1

Project:	Natural Resources Canada Northern Forestry Center Library Renovation	Project / File No:	200254
Project Address:	5320 122 Street	Date:	2019-03-27
	Edmonton, AB	Tender Issue Date:	2019-03-13
		Tender Close Date:	2019-04-01

This addendum shall form part of, and be included in, the contract drawings and specifications originally issued for the above named project and no consideration will be given to request for extras to this Contract due to the Contractor not being familiar with the Addendum. Please acknowledge receipt of the Addendum on the Tender Form.

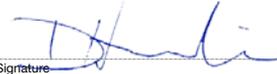
The following attached information forms part of this Addendum:

Item:	Description:	No of Pages:
1	Architectural Addendum 01	
2	Mechanical Addendum 01	
3	Electrical Addendum 01	

Kasian Architecture Interior Design and Planning Ltd

DJ Hamelin

Name and Title of Person Signing



Signature

Thursday, March 28, 2019

Date

**KASIAN
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LTD**

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Edmonton
Toronto
Doha

ADDENDUM NO. 1

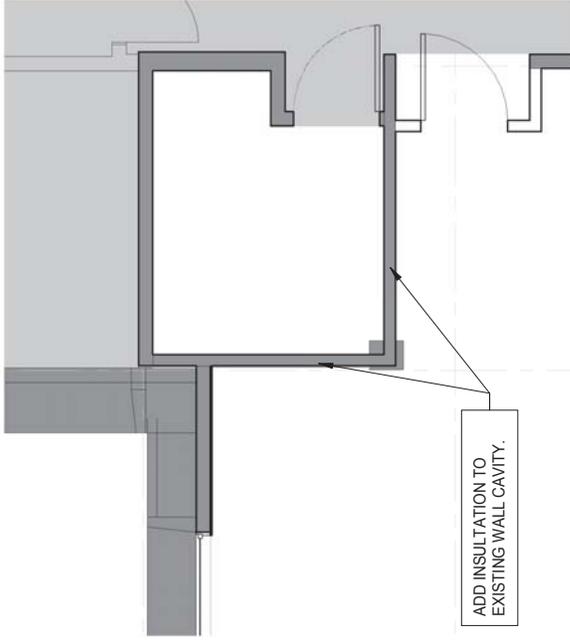
Project:	Natural Resources Canada Northern Forestry Center Library Renovation	Project / File No:	200254
Project Address:	5320 122 Street	Date:	2019-03-27
	Edmonton, AB	Tender Issue Date:	2019-03-13
		Tender Close Date:	2019-04-01

DRAWINGS:

1. Architectural
 - a. **Clarification:** All ceiling that appear to be levelled to an unacceptable tolerance should be adjusted to assume a more acceptable level of tolerance.
 - b. **Clarification:** Departmental representative to supply carpet tiles for areas where new carpet tiles are required.
 - c. **ADDITION** of insulation in 2 existing partitions. Refer to attached sketch ADDSK_01 for reference to the location of existing partitions. Remove portion of drywall and add layer of insulation to fill cavity. Patch and repair as required. Paint to match existing adjacent surfaces. Minimize demolition of existing partitions as much as possible.
2. Mechanical
 - a. Refer to attached Mechanical Addendum M01
3. Electrical
 - a. Refer to attached Electrical Addendum E01

SPECIFICATIONS:

4. Architectural
 - a. **Clarification:** Duplicate pages found in specification document removed. Please see the attached specification document for review for architectural sections
 - b. **ADDITION** of Mechanical and Electrical specifications omitted from the original tender documents.



1 Partition Plan ADD CALLOUT

ADDSK-01 SCALE: 1:50

	PROJECT	PROJECT NO. 200254	S.I. NO.
	DRAWING TITLE	ISSUED DATE 03/27/19	DWG. REF.
		SCALE 1:50	
		DRAWN AM	DWG. NO.
	EXISTING WALLS REQUIRING INSULATION	REVIEWED DH	ADDSK-01

NRCAN Surveyor General of Canada Office Level 02 Fit Up

Mechanical Addendum M-01

Project Name: NRCAN		
Client: Kasian Architecture		
Project No.: 38920.00	Date: March 27, 2019	
Distribution List:		
Name	Company	Email
DJ Hamelin	Kasian	DJ.hamelin@kasian.com

This addendum forms part of the Contract Documents and is to be read, interpreted, and coordinated with all other parts. The cost of all work contained herein is to be included in the Contract Sum. The specifications and drawings are complementary. Items listed under the specification in this addendum and having influence on the drawings are so deemed to alter the drawings. Items listed under the drawings in this addendum and having influence on the specification are so deemed to alter the specification.

1. Revisions to Drawings

1.1 Drawing M-01

- .1 REVISE: Remove existing middle radiant panel instead of trimming. Install two new 600 width TWA panels to accommodate new full-height wall. Lengths to be approximately 1960mm and 1220mm.

Prepared by,

Williams Engineering Canada Inc.

GILLIAN DALEY-DEGROOT, C.E.T., LEED® AP

Mechanical

Suite 200, 10065 Jasper Avenue | Edmonton | AB | T5J 3B1

T: 780.409.3180 W: williamsengineering.com

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gcd

Enclosure(s): None

End of Addendum No. M-01

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Electrical Addendum E-01R1

Project Name: NRCAN		
Client: Kasian Architecture		
Project No.: 38920.00	Date: March 27, 2019	
Distribution List:		
Name	Company	Email
DJ Hamelin	Kasian	DJ.hamelin@kasian.com

This addendum forms part of the Contract Documents and is to be read, interpreted, and coordinated with all other parts. The cost of all work contained herein is to be included in the Contract Sum. The specifications and drawings are complementary. Items listed under the specification in this addendum and having influence on the drawings are so deemed to alter the drawings. Items listed under the drawings in this addendum and having influence on the specification are so deemed to alter the specification.

1. Revisions to Specifications

1.1 Section 28 31 00 1.1 Fire Alarm System - General

- .1 Revise: The fire alarm system at Northern Forestry is a single stage Notifier NFS2-3030.

1.2 Section 27 05 29 1.1.1 Voice and Data Cabling System - General

- .1 Clarifications: Rycom is the data contractor for the building. Conduit rough-in will need to be provided by contractor, cabling will be pulled by Shared Services Canada + Rycom.

2. Revisions to Drawings

2.1 Drawing E-01 - Demo Plan

- .1 Add General Note #3: the electrical contractor is to remove the existing smoke detectors and revise the programming at the fire alarm panel to take them off the system.

Prepared by,
Williams Engineering Canada Inc.

ROKSANA KIANIAN, P.Eng., PMP
Electrical

T 403.755.4060 F 403.755.4049
E rkianian@williamsengineering.com
Enclosure(s):

End of Addendum E-01R1

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Natural Resources Canada (NRCAN) Northern Forestry Center Renovation



5320 122 STREET, 2ND FLOOR

Edmonton, Alberta

Project No: 200254 / R.094501.001

Issued for Tender – March 5, 2018

Specifications



Commerce Place
10150 Jasper Avenue, Suite 251
Edmonton, AB Canada T5J 1W4
Tel: 780 990 0800
Fax 780 990 0809
www.kasian.com

Section Number	Section Title	Pages
01 11 00	Summary of Work	3
01 14 00	Work Restrictions	2
01 31 19	Project Meetings	3
01 32 16	Construction Progress Schedule - Barr(Gantt) Chart	3
01 33 00	Submittal Procedures	4
01 35 29	Health and Safety Requirements	3
01 61 00	Common Product Requirements	4
01 74 11	Cleaning	2
01 74 21	Construction-Demolition Waste Management and Disposal	9
01 77 00	Closeout Procedures	2
01 78 00	Closeout Submittals	8
01 79 00	Demonstration and Training	2
01 91 13	General Commissioning (CX) Requirements	10
01 91 31	Commissioning (CX) Plan	9
01 91 33	Commissioning Forms	3
01 91 41	Commissioning Training	3
01 91 51	Building Management Manual (BMM)	3
02 41 99	Demolition of Small Works	3
Divisions 21-23	Mechanical Specifications	13
Divisions 26-27	Electrical Specificaitons	34

END OF SECTION

Part 1 General

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises of interior tenant improvements dividing an existing library space into two meeting rooms and a hoteling area; and further identified as Project Number R.094501.001.

1.2 CONTRACT METHOD

- .1 Construct Work under single stipulated price contract.

1.3 WORK BY OTHERS

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from Departmental Representative.
- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Departmental Representative, in writing, any defects which may interfere with proper execution of Work.

1.4 WORK SEQUENCE

- .1 Construct Work in stages to accommodate Owner's continued use of premises during construction.
- .2 Co-ordinate Progress Schedule and co-ordinate with Owner Occupancy during construction.
- .3 Maintain fire access/control.

1.5 CONTRACTOR USE OF PREMISES

- .1 Co-ordinate use of premises under direction of Department Representative.
- .2 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .3 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .4 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .5 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.6 OWNER OCCUPANCY

- .1 Owner will occupy premises during entire construction period for execution of normal operations.

- .2 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.7 EXISTING SERVICES

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .3 Provide temporary services to maintain critical building and tenant systems.
- .4 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .5 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.

1.8 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 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

1.2 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 Closures: protect work temporarily until permanent enclosures are completed.

1.3 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.

1.4 EXISTING SERVICES

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Provide for personnel traffic.

1.5 SPECIAL REQUIREMENTS

- .1 Carry out noise generating Work Monday to Friday from 18:00 to 07:00 hours and on Saturdays.
- .2 Submit schedule in accordance with Section 01 32 16.07 - Construction Progress Schedule - Bar (GANTT) Chart.
- .3 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .4 Keep within limits of work and avenues of ingress and egress.
- .5 Ingress and egress of Contractor vehicles at site is limited to one.
- .6 Security escort:

- .1 Personnel employed on this project must be escorted when executing work in all areas.
- .2 Submit an escort request to Departmental Representative at least 14 days before service is needed. For requests submitted within time noted above, costs of security escort will be paid for by Departmental Representative. Cost incurred by late request will be Contractor's responsibility.
- .3 Any escort request may be cancelled free of charge if notification of cancellation is given at least 4 hours before scheduled time of escort. Cost incurred by late request will be Contractor's responsibility.
- .4 Calculation of costs will be based on average hourly rate of security officer for minimum of 8 hours per day for late service request and of 4 hours for late cancellations.

1.6 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not permitted.

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 RELATED SECTIONS

- .1 Section 01 32 16.07 - Construction Progress Schedule - Bar (Gantt) Chart
- .2 Section 01 33 00 - Submittal Procedures
- .3 Section 01 78 00 - Closeout Submittals

1.2 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and, affected parties not in attendance.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

1.3 PRECONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 10 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
 - .3 Schedule of submission of shop drawings, samples, and 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.

- .5 Delivery schedule.
- .6 Site security.
- .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
- .8 Owner provided products.
- .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .12 Monthly progress claims, administrative procedures, photographs, hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

1.4 PROGRESS MEETINGS

- .1 During course of Work and 2 weeks prior to project completion, schedule progress meetings monthly.
- .2 Contractor, major Subcontractors involved in Work and a Departmental Representative are to be in attendance.
- .3 Notify parties minimum 7 days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 days after meeting.
- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.
 - .8 Progress schedule, during succeeding work period.
 - .9 Review submittal schedules: expedite as required.
 - .10 Maintenance of quality standards.
 - .11 Review proposed changes for affect on construction schedule and on completion date.
 - .12 Other business.

Part 2 Products

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 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal Procedures

1.2 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. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3 Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5 Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: significant event in project, usually completion of major deliverable.
- .8 Project Schedule: planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.
- .9 Project Planning, Monitoring and Control System: overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

1.3 REQUIREMENTS

- .1 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2 Plan to complete Work in accordance with prescribed milestones and time frame.
- .3 Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting.

- .4 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.

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative within 10 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

1.5 PROJECT MILESTONES

- .1 Project milestones form interim targets for Project Schedule.
 - .1 Interim Certificate (Substantial Completion) within 100 working days of Award of Contract date.

1.6 MASTER PLAN

- .1 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT).
- .2 Departmental Representative will review and return schedules within 5 working days.
- .3 Revise impractical schedule and resubmit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

1.7 PROJECT SCHEDULE

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
 - .1 Award.
 - .2 Shop Drawings, Samples.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Plumbing.
 - .6 Electrical.
 - .7 Piping.
 - .8 Controls.
 - .9 Heating, Ventilating, and Air Conditioning.
 - .10 Testing and Commissioning.
 - .11 Supplied equipment long delivery items.

1.8 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule on weekly basis reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

1.9 PROJECT MEETINGS

- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
- .2 Weather related delays with their remedial measures will be discussed and negotiated.

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 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .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 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 co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 5 working days for Departmental Representative's review of each submission.

- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, 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 Departmental Representative's review, distribute copies.
- .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.

- .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within 3 years of date of contract award for project.
- .13 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit electronic copies of manufacturer's instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .21 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.3 SAMPLES

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative's business address.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic and hard copy of colour digital photography in jpg format, fine resolution monthly with progress statement.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 4 locations.
 - .1 Viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: weekly.

1.5 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

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 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal Procedures.

1.2 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Province of Alberta
 - .1 Occupational Health and Safety Act, R.S.A. - Updated 2013..

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit copies of Contractor's authorized representative's work site health and safety inspection reports to authority having jurisdiction, weekly.
- .4 Submit copies of reports or directions issued by Federal and Provincial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 5 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 5 days after receipt of comments from Departmental Representative.
- .7 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .8 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.
- .9 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.4 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.

1.5 SAFETY ASSESSMENT

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

1.6 MEETINGS

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

1.7 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.8 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.9 COMPLIANCE REQUIREMENTS

- .1 Comply with Occupational Health and Safety Act, General Safety Regulation, Alberta Reg.
- .2 Comply with Occupational Health and Safety Act, General Safety Regulations, O.I.C.

1.10 UNFORSEEN HAZARDS

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

1.11 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 Departmental Representative.

1.12 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 may stop Work if non-compliance of health and safety regulations is not corrected.

1.13 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

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section .

1.2 REFERENCES

- .1 Within text of each specifications section, reference may be made to reference standards.
- .2 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3 If there is question as to whether products or systems are in conformance with applicable standards, Department Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .4 Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor Design-Builder in event of non-conformance.

1.3 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 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6 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.

1.4 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 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.
- .6 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative .
- .7 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 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 Departmental Representative . 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 Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative 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 Departmental Representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative 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 Departmental Representative , 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 if there is interference. Install as directed by Departmental Representative.

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 Departmental Representative 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 Departmental Representative.

1.15 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and building occupants.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

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 RELATED REQUIREMENTS

- .1 Section 01 74 21 - Construction/Demolition Waste Management And Disposal.

1.2 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 or dispose of as directed by Departmental Representative
- .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 Provide and use marked separate bins for recycling. Refer to Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
- .6 Dispose of waste materials and debris off site.
- .7 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .8 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .10 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.3 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 or dispose of as directed by Departmental Representative. 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 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .8 Remove dirt and other disfiguration from exterior surfaces.
- .9 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.

1.4 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse/recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management And Disposal.

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 WASTE MANAGEMENT GOALS

- .1 Prior to start of Work conduct meeting with Departmental Representative to review and discuss PWGSC's waste management goal and Contractor's proposed Waste Reduction Workplan for Construction, Renovation and /or Demolition (CRD) waste to be project generated.
- .2 PWGSC's waste management goal: to divert a minimum 75 percent of total Project Waste from landfill sites. Prior to project completion provide Departmental Representative documentation certifying that waste management, recycling, reuse of recyclable and reusable materials have been extensively practiced. The overall waste diversion goal for this project is 80 percent.
- .3 Specific material target percentages for reuse and/or recycling:
 - .1 Metals: 90%.
 - .2 Mechanical - HVAC: 75%.
 - .3 Mechanical - plumbing piping: 90%.
- .4 Target percentage goals are achievable for waste diversion. Contractor to review and confirm Departmental Representative's Waste Audit acceptable values.
- .5 Minimize amount of non-hazardous solid waste generated by project and accomplish maximum source reduction, reuse and recycling of solid waste produced by CRD activities.
- .6 Protect environment and prevent environmental pollution damage.

1.2 RELATED REQUIREMENTS

- .1 Section .

1.3 REFERENCES

- .1 Definitions:
 - .1 Approved/Authorized recycling facility: waste recycler approved by applicable provincial authority or other users of material for recycling approved by the Departmental Representative .
 - .2 Class III: non-hazardous waste - construction renovation and demolition waste.
 - .3 Construction, Renovation and/or Demolition (CRD) Waste: Class III solid, non-hazardous waste materials generated during construction, demolition, and/or renovation activities
 - .4 Cost/Revenue Analysis Workplan (CRAW): based on information from Waste Reduction Workplan, and intended as financial tracking tool for determining economic status of waste management practices (Schedule E).
 - .5 Inert Fill: inert waste - exclusively asphalt and concrete.

- .6 Waste Source Separation Program (WSSP): implementation and co-ordination of ongoing activities to ensure designated waste materials will be sorted into pre-defined categories and sent for recycling and reuse, maximizing diversion and potential to reduce disposal costs.
- .7 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .8 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .9 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .10 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
 - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
 - .2 Returning reusable items including pallets or unused products to vendors.
- .11 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .12 Separate Condition: refers to waste sorted into individual types.
- .13 Source Separation: act of keeping different types of waste materials separate beginning from the point they became waste.
- .14 Waste Audit (WA): detailed inventory of estimated quantities of waste materials that will be generated during construction, demolition, deconstruction and/or renovation. Involves quantifying by volume/weight amounts of materials and wastes that will be reused, recycled or landfilled. Refer to Schedule A.
- .15 Waste Diversion Report: detailed report of final results, quantifying cumulative weights and percentages of waste materials reused, recycled and landfilled over course of project. Measures success against Waste Reduction Workplan (WRW) goals and identifies lessons learned.
- .16 Waste Management Co-ordinator (WMC) : contractor representative responsible for supervising waste management activities as well as co-ordinating required submittal and reporting requirements.
- .17 Waste Reduction Workplan (WRW): written report which addresses opportunities for reduction, reuse, or recycling of materials generated by project. Specifies diversion goals, implementation and reporting procedures, anticipated results and responsibilities. Waste Reduction Workplan (Schedule B) information acquired from Waste Audit.
- .2 Reference Standards:
 - .1 Public Works and Government Services Canada (PWGSC)
 - .1 2002 National Construction, Renovation and Demolition Non-Hazardous Solid Waste Management Protocol.
 - .2 CRD Waste Management Market Research Report (available from PWGSC's Environmental Services).

- .3 Sustainable Development Strategy 2007-2009: Target 2.1 Environmentally Sustainable Use of Natural Resources.
 - .1 Real Property projects over \$1 million and in communities where industrial recycling is supported, implementation of CRD waste management practices will be completed, with waste materials being reused or recycled.
 - .2 Contractually ensure resources used in construction or maintenance are consumed and recovered in a sustainable manner.

1.4 DOCUMENTS

- .1 Post and maintain in visible and accessible area at job site, one copy of following documents:
 - .1 Waste Reduction Workplan (Schedule B).
 - .2 Waste Source Separation Program.
 - .3 Schedules B completed for project.

1.5 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare and submit following prior to project start-up:
 - .1 1 electronic copy of completed Waste Reduction Workplan (WRW): Schedule B.
 - .2 1 electronic copy of Cost/Revenue Analysis Workplan (CRAW): Schedule E.
 - .3 1 electronic copy of Waste Source Separation Program (WSSP).
- .3 Prepare and submit on weekly basis, throughout project or at intervals agreed to by Departmental Representative the following:
 - .1 Receipts, scale tickets, waybills, and/or waste disposal receipts that show quantities and types of materials reused, recycled, or disposed of.
 - .2 Updated Waste Materials Tracking form (Schedule D).
 - .3 Written monthly summary report detailing cumulative amounts of waste materials reused, recycled and landfilled, and brief status of ongoing waste management activities.
- .4 Submit prior to final payment the following:
 - .1 Waste Diversion Report, indicating final quantities by material types salvaged for reuse, recycling or disposal in landfill and recycling centres, re-use depots, landfills and other waste processors that received waste materials (See Schedule C).
 - .2 Provide receipts, scale tickets, waybills, waste disposal receipts that confirm quantities and types of materials reused, recycled or disposed of and destination.

1.6 WASTE REDUCTION WORKPLAN (WRW)

- .1 Prepare and submit WRW (Schedule B) at least 10 days prior to project start-up.

- .2 WRW identifies strategies to optimize diversion through reduction, reuse, and recycling of materials and comply with applicable regulations, based on information acquired from WA.
- .3 WRW should include but not limited to:
 - .1 Applicable regulations.
 - .2 Specific goals for waste reduction, identify existing barriers and develop strategies to overcome them.
 - .3 Destination of materials identified.
 - .4 Deconstruction/disassembly techniques and schedules.
 - .5 Methods to collect, separate, and reduce generated wastes.
 - .6 Location of waste bins on-site.
 - .7 Security of on-site stock piles and waste bins.
 - .8 Protection of personnel, sub-contractors.
 - .9 Clear labelling of storage areas.
 - .10 Training plan for contractor and sub-contractors.
 - .11 Methods to track and report results reliably (Schedule D).
 - .12 Details on materials handling and removal procedures.
 - .13 Recycler and reclaimer requirements.
 - .14 Quantities of materials to be salvaged for reuse or recycled and materials sent to landfill.
 - .15 Requirements for monitoring on-site wastes management activities.
- .4 Structure WRW to prioritize actions and follow 3R's hierarchy, with Reduction as first priority, followed by Reuse, then Recycle.
- .5 Post WRW or summary where workers at site are able to review content.
- .6 Monitor and report on waste reduction by documenting total volume (in tonnes) and cost of actual waste removed from project (Schedule D).

1.7 WASTE SOURCE SEPARATION PROGRAM (WSSP)

- .1 As part of Waste Reduction Workplan, prepare WSSP prior to project start-up.
- .2 WSSP will detail methodology and planned on-site activities for separation of reusable and recyclable materials from waste intended for landfill.
- .3 Provide list and drawings of locations that will be made available for sorting, collection, handling and storage of anticipated quantities of reusable and recyclable materials.
- .4 Provide sufficient on-site facilities and containers for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .5 Locate containers to facilitate deposit of materials without hindering daily operations.
- .6 Provide training for sub-contractors and workers in handling and separation of materials for reuse and/or recycling.
- .7 Locate separated materials in areas which minimizes material damage.

- .8 Clearly and securely label containers to identify types/conditions of materials accepted and assist sub-contractors and workers in separating materials accordingly.
- .9 Monitor on-site waste management activities by conducting periodic site inspections to verify: state of signage, contamination levels, bin locations and condition, personnel participation, use of waste tracking forms and collection of waybills, receipts and invoices.
- .10 On-site sale of salvaged materials is not permitted unless authorized in writing by Departmental Representative and provided that site safety regulations and security requirements are adhered to.

1.8 USE OF SITE AND FACILITIES

- .1 Execute Work with minimal interference and disturbance to normal use of premises.
- .2 Maintain security measures established by facility provide temporary security measures approved by Departmental Representative .

1.9 WASTE PROCESSING SITES

- .1 Contractor is responsible to research and locate waste diversion resources and service providers. Salvaged materials are to be transported off site to approved and/or authorized recycling facilities or to users of material for recycling.

1.10 QUALITY ASSURANCE

- .1 After award of Contract, a mandatory site examination will be held for this Project for Contractor responsible for construction, renovation demolition/deconstruction waste management.
 - .1 Date, time and location will be arranged by Departmental Representative .
- .2 Waste Management Meeting: Waste Management Co-ordinator is to provide an update on status of waste diversion and management activities at each meeting. Written bi-weekly Waste Diversion Report summary to be provided by Waste Management Coordinator (refer to the Waste Diversion Report form in Schedule C and Waste Materials Tracking form in Schedule D).

1.11 STORAGE, HANDLING AND PROTECTION

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect structural components not removed and salvaged materials from movement or damage.
- .4 Support affected structures. If safety of building is endangered, cease operations and immediately notify Departmental Representative .
- .5 Protect surface drainage, mechanical and electrical from damage and blockage.
- .6 Provide on-site facilities and containers for collection and storage of reusable and recyclable materials.

- .7 Separate and store materials produced during project in designated areas.
- .8 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated processing facilities.
 - .1 On-site source separation is recommended.
 - .2 Remove co-mingled materials to off site processing facility for separation.
 - .3 Obtain waybills, receipts and/or scale tickets for separated materials removed from site.
 - .4 Materials reused on-site are considered to be diverted from landfill and as such are to be included in all reporting.

1.12 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil, paint thinner into waterways, storm, or sanitary sewers.
- .3 Keep records of construction waste including:
 - .1 Number and size of bins.
 - .2 Waste type of each bin.
 - .3 Total tonnage generated.
 - .4 Tonnage reused or recycled.
 - .5 Reused or recycled waste destination.
- .4 Remove materials on-site as Work progresses.
- .5 Prepare project summary to verify destination and quantities on a material-by-material basis as identified in the waste audit.

1.13 SCHEDULING

- .1 Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 APPLICATION

- .1 Do Work in compliance with WRW and WSSP.
- .2 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.2 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11 - Cleaning.
- .3 Waste Management: separate waste materials for reuse/recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.
 - .2 Source separate materials to be reused/recycled into specified sort areas.

3.3 DIVERSION OF MATERIALS

- .1 From following list, separate materials from general waste stream and stockpile in separate piles or containers, as reviewed by Departmental Representative, and consistent with applicable fire regulations.
 - .1 Mark containers or stockpile areas.
 - .2 Provide instruction on disposal practices.
- .2 On-site sale of salvaged/recovered/reusable/recyclable materials is not permitted.

3.4 WASTE DIVERSION REPORT

- .1 At completion of Project, prepare written Waste Diversion Report indicating quantities of materials reused, recycled or disposed of as well as the following:
 - .1 Identify final diversion results and measure success against goals from Waste Reduction Workplan.
 - .2 Compare final quantities/percentages diverted with initial projections in Waste Audit and Waste Reduction Workplan and explain variances.
 - .1 Supporting documentation.
 - .2 Waybills and tracking forms.
 - .3 Description of issues, resolutions and lessons learned.

3.5 WASTE REDUCTION WORKPLAN (WRW)

- .1 Schedule B

(1) Material Category	(2) Person(s) Respon- sible	(3) Total Quantity of Waste (unit)	(4) Reused Amount (units) Projected	Actual	(5) Recycled Amount (unit) Projected	Actual	(6) Material(s) Destina- tion
Wood and Plastics Material							

Description							
Chutes							
Warped Pallet Forms							
Plastic Packaging							
Card- board Packaging							
Other							
Wood							
Metal							
Other							

3.6 COST/REVENUE ANALYSIS WORKPLAN (CRAW)

.1 Schedule E - Cost/Revenue Analysis Workplan (CRAW)

(1) Material Description	(2) Total Quantity (unit)	(3) Volume (cum)	(4) Weight (cum)	(5) Disposal Cost/Credit \$(+/-)	(6) Category Sub-Total \$(+/-)
Wood					
Steel					
		(7) Cost (-) / Revenue (+)			\$

3.7 CANADIAN GOVERNMENTAL DEPARTMENTS CHIEF RESPONSIBILITY FOR THE ENVIRONMENT

.1 Schedule G - Government Chief Responsibility for the Environment:

Province	Address	General Inquires	Fax
Alberta	Alberta Environmental Protection Petroleum Plaza, South Tower 9915 - 108 th Street Edmonton AB T5K 2G8	403-427-2739	
	Alberta Special Waste Management Corporation Pacific Plaza, Suite 610 10909 Jasper Avenue NW Edmonton AB T5J 3L9	403-422-5029	403-428-9627

3.8 SCHEDULES

.1 Following Schedules are attached to this Specification:

- .1 Waste Reduction Workplan Form - Schedule B.
- .2 Waste Diversion Report Form - Schedule C.
- .3 Waste Materials Tracking Form - Schedule D.
- .4 Cost/Revenue Analysis Workplan - Schedule E.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 74 11 - Cleaning.
- .2 Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

1.2 REFERENCES

- .1 Canadian Environmental Protection Act (CEPA)
 - .1 SOR/2008-197, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations.

1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request Departmental Representative's inspection.
 - .2 Departmental Representative's Inspection:
 - .1 Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
 - .2 Contractor to correct Work as directed.
 - .3 Completion Tasks: submit written certificates in English that tasks have been performed as follows:
 - .1 Work: completed and inspected for compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies completed.
 - .3 Equipment and systems: tested, adjusted, balanced and fully operational.
 - .4 Certificates required by Boiler Inspection Branch: submitted.
 - .5 Operation of systems: demonstrated to Owner's personnel.
 - .6 Commissioning of mechanical systems: completed in accordance with 01 91 13 - General Commissioning (Cx) Requirements and copies of final Commissioning Report submitted to Departmental Representative.
 - .7 Work: complete and ready for final inspection.
- .4 Final Inspection:
 - .1 When completion tasks are done, request final inspection of Work by Departmental Representative, and Contractor.
 - .2 When Work incomplete according to Departmental Representative, complete outstanding items and request re-inspection.

- .5 Declaration of Substantial Performance: when Departmental Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.

1.4 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for reuse recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

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 RELATED REQUIREMENTS

- .1 Section 01 31 19 - Project Meetings
- .2 Section 01 33 00 - Submittal Procedures
- .3 Section 01 79 00 - Demonstration and Training
- .4 Section 01 91 13 - General Commissioning (Cx) Requirements

1.2 REFERENCES

- .1 Canadian Environmental Protection Act (CEPA)
 - .1 SOR/2008-197, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations.

1.3 ADMINISTRATIVE REQUIREMENTS

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

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of operating and maintenance manuals in English.
- .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.

1.5 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.
- .9 Provide 1:1 scaled CAD files in dwg format on CD.

1.6 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.
- .6 Training: refer to Section 01 79 00 - Demonstration and Training.

1.7 AS -BUILT DOCUMENTS AND SAMPLES

- .1 Maintain, at site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.

- .6 Field test records.
- .7 Inspection certificates.
- .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction.
 - .1 Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
 - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition.
 - .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.8 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Departmental Representative.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress.
 - .1 Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 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 manufacturer's certifications, inspection certifications, and field test records, required by individual specifications sections.
- .7 Provide digital photos, if requested, for site records.

1.9 FINAL SURVEY

- .1 Submit final site survey certificate, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.

1.10 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 Section 01 91 13 - General Commissioning (Cx) Requirements.
- .15 Additional requirements: as specified in individual specification sections.

1.11 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.

1.12 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 Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior to final payment.
- .2 Extra Stock Materials:
 - .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
 - .2 Provide items of same manufacture and quality as items in Work.
 - .3 Deliver to site; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior to final payment.
- .3 Special Tools:
 - .1 Provide special tools, in quantities specified in individual specification section.
 - .2 Provide items with tags identifying their associated function and equipment.
 - .3 Deliver to site; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.

1.13 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 Departmental Representative.

1.14 WARRANTIES AND BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative approval.
- .3 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
 - .4 Verify that documents are in proper form, contain full information, and are notarized.
 - .5 Co-execute submittals when required.
 - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 4 month and 9 month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Listing and status of delivery of Certificates of Warranty for extended warranty items, to include HVAC balancing, pumps, motors.
 - .3 Provide list for each warranted equipment, item, and 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.
- .4 Contractor's plans for attendance at 4 and 9 month post-construction warranty inspections.
- .5 Procedure and status of tagging of equipment covered by extended warranties.
- .6 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification to follow oral instructions.
 - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.15 WARRANTY TAGS

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
 - .1 Type of product/material.
 - .2 Model number.
 - .3 Serial number.
 - .4 Contract number.
 - .5 Warranty period.
 - .6 Inspector's signature.
 - .7 Construction Contractor.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal Procedures
- .2 Section 01 91 13 - General Commissioning (Cx) Requirements
- .3 23 52 00 - Heating Boilers
- .4 23 65 10 - Condensers, Coolers and Cooling Towers
- .5 23 09 33 - Electric and Electronic Control System for HVAC

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Demonstrate scheduled operation and maintenance of equipment and systems to Owner's personnel two weeks prior to date of final inspection.
- .2 Owner: provide list of personnel to receive instructions, and co-ordinate their attendance at agreed-upon times.
- .3 Preparation:
 - .1 Verify conditions for demonstration and instructions comply with requirements.
 - .2 Verify designated personnel are present.
 - .3 Ensure equipment has been inspected and put into operation.
 - .4 Ensure testing, adjusting, and balancing has been performed in accordance with Section 01 91 13 - General Commissioning (Cx) Requirements and equipment and systems are fully operational.
- .4 Demonstration and Instructions:
 - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at scheduled agreed upon times, at the equipment location.
 - .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
 - .3 Review contents of manual in detail to explain aspects of operation and maintenance.
 - .4 Prepare and insert additional data in operations and maintenance manuals when needed during instructions.
- .5 Time Allocated for Instructions: ensure amount of time required for instruction of each item of equipment or system as follows:
 - .1 Section 23 52 00 - Heating Boilers - Heating Plant: 2 hours of instruction.
 - .2 Section 23 65 10 - Condensers, Coolers and Cooling Towers - Cooling and Ventilation System: 2 hours of instruction.
 - .3 Section 23 09 33 - Electric and Electronic Control System for HVAC - Control System: 2 hours of instruction.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.
- .3 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .4 Give time and date of each demonstration, with list of persons present.
- .5 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.4 QUALITY ASSURANCE

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Section Includes:
 - .1 General requirements relating to commissioning of project's components and systems, specifying general requirements to PV of components, equipment, sub-systems, systems, and integrated systems.
- .2 Related Requirements
 - .1 Section - 01 91 31 Commissioning (Cx) Plan
 - .2 Section - 01 91 33 commissioning forms
 - .3 Section - 01 91 41 Commissioning: Training
- .3 Acronyms:
 - .1 AFD - Alternate Forms of Delivery, service provider.
 - .2 BMM - Building Management Manual.
 - .3 Cx - Commissioning.
 - .4 EMCS - Energy Monitoring and Control Systems.
 - .5 O M - Operation and Maintenance.
 - .6 PI - Product Information.
 - .7 PV - Performance Verification.
 - .8 TAB - Testing, Adjusting and Balancing.

1.2 GENERAL

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project. Cx is performed after systems and integrated systems are completely installed, functional and Contractor's Performance Verification responsibilities have been completed and approved. Objectives:
 - .1 Verify installed equipment, systems and integrated systems operate in accordance with contract documents and design criteria and intent.
 - .2 Ensure appropriate documentation is compiled into the BMM.
 - .3 Effectively train O&M staff.
- .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
 - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively with each other as intended in accordance with Contract Documents and design criteria.
 - .2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements.

- .3 Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements.

1.3 COMMISSIONING OVERVIEW

- .1 Section 01 91 31 - Commissioning (Cx) Plan.
- .2 For Cx responsibilities refer to Section 01 91 31 - Commissioning (Cx) Plan.
- .3 Cx to be a line item of Contractor's cost breakdown.
- .4 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .5 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built facility is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.
- .6 Departmental Representative will issue Interim Acceptance Certificate when:
 - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
 - .2 Equipment, components and systems have been commissioned.
 - .3 O&M training has been completed.

1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

- .1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance.
- .2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. Above costs to be in form of progress payment reductions or hold-back assessments.

1.5 PRE-CX REVIEW

- .1 Before Construction:
 - .1 Review contract documents, confirm by writing Departmental Representative.
 - .1 Adequacy of provisions for Cx.
 - .2 Aspects of design and installation pertinent to success of Cx.
- .2 During Construction:
 - .1 Co-ordinate provision, location and installation of provisions for Cx.
- .3 Before start of Cx:
 - .1 Have completed Cx Plan up-to-date.

- .2 Ensure installation of related components, equipment, sub-systems, systems is complete.
- .3 Fully understand Cx requirements and procedures.
- .4 Have Cx documentation shelf-ready.
- .5 Understand completely design criteria and intent and special features.
- .6 Submit complete start-up documentation to Departmental Representative.
- .7 Have Cx schedules up-to-date.
- .8 Ensure systems have been cleaned thoroughly.
- .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
- .10 Ensure "As-Built" system schematics are available.
- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

1.6 CONFLICTS

- .1 Report conflicts between requirements of this section and other sections to Departmental Representative before start-up and obtain clarification.
- .2 Failure to report conflict and obtain clarification will result in application of most stringent requirement.

1.7 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
 - .1 Submit no later than 4 weeks after award of Contract:
 - .1 Name of Contractor's Cx agent.
 - .2 Draft Cx documentation.
 - .3 Preliminary Cx schedule.
 - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval at least 8 weeks prior to start of Cx.
 - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 8 weeks prior to start of Cx.
 - .4 Provide additional documentation relating to Cx process required by Departmental Representative.

1.8 COMMISSIONING DOCUMENTATION

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms for requirements and instructions for use.
- .2 Departmental Representative to review and approve Cx documentation.
- .3 Provide completed and approved Cx documentation to Departmental Representative.

1.9 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction schedule in accordance with Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
 - .1 Approval of Cx reports.
 - .2 Verification of reported results.
 - .3 Repairs, retesting, re-commissioning, re-verification.
 - .4 Training.

1.10 COMMISSIONING MEETINGS

- .1 Convene Cx meetings following project meetings: Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart and as specified herein.
- .2 Purpose: to resolve issues, monitor progress, identify deficiencies, relating to Cx.
- .3 Continue Cx meetings on regular basis until commissioning deliverables have been addressed.
- .4 At 60% construction completion stage. Section 01 32 16.07 - Construction Progress Schedules - Bar (GANTT) Chart. Departmental Representative to call a separate Cx scope meeting to review progress, discuss schedule of equipment start-up activities and prepare for Cx. Issues at meeting to include:
 - .1 Review duties and responsibilities of Contractor and subcontractors, addressing delays and potential problems.
 - .2 Determine the degree of involvement of trades and manufacturer's representatives in the commissioning process.
- .5 Thereafter Cx meetings to be held until project completion and as required during equipment start-up and functional testing period.
- .6 Meeting will be chaired by Departmental Representative, who will record and distribute minutes.
- .7 Ensure subcontractors and relevant manufacturer representatives are present at 60% and subsequent Cx meetings and as required.

1.11 STARTING AND TESTING

- .1 Contractor assumes liabilities and costs for inspections. Including disassembly and re-assembly after approval, starting, testing and adjusting, including supply of testing equipment.

1.12 WITNESSING OF STARTING AND TESTING

- .1 Provide 14 days' notice prior to commencement.
- .2 Departmental Representative to witness of start-up and testing.
- .3 Contractor's Cx Agent to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers.

1.13 MANUFACTURER'S INVOLVEMENT

- .1 Factory testing: manufacturer to:
 - .1 Coordinate time and location of testing.
 - .2 Provide testing documentation for approval by Departmental Representative.
 - .3 Arrange for Departmental Representative to witness tests.
 - .4 Obtain written approval of test results and documentation from Departmental Representative before delivery to site.
- .2 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative
 - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
 - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .3 Integrity of warranties:
 - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
 - .2 Verify with manufacturer that testing as specified will not void warranties.
- .4 Qualifications of manufacturer's personnel:
 - .1 Experienced in design, installation and operation of equipment and systems.
 - .2 Ability to interpret test results accurately.
 - .3 To report results in clear, concise, logical manner.

1.14 PROCEDURES

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
 - .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
 - .2 Visual inspection of quality of installation.
 - .2 Start-up: follow accepted start-up procedures.
 - .3 Operational testing: document equipment performance.
 - .4 System PV: include repetition of tests after correcting deficiencies.
 - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Document require tests on approved PV forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results

reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:

- .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.
- .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
- .3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.
 - .1 Rejected equipment to be remove from site and replace with new.
 - .2 Subject new equipment/systems to specified start-up procedures.

1.15 START-UP DOCUMENTATION

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
 - .1 Factory and on-site test certificates for specified equipment.
 - .2 Pre-start-up inspection reports.
 - .3 Signed installation/start-up check lists.
 - .4 Start-up reports,
 - .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

1.16 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS

- .1 After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer.
- .2 With assistance of manufacturer develop written maintenance program and submit Departmental Representative for approval before implementation.
- .3 Operate and maintain systems for length of time required for commissioning to be completed.
- .4 After completion of commissioning, operate and maintain systems until issuance of certificate of interim acceptance.

1.17 TEST RESULTS

- .1 If start-up, testing and/or PV produce unacceptable results, repair, replace or repeat specified starting and/or PV procedures until acceptable results are achieved.
- .2 Provide manpower and materials, assume costs for re-commissioning.

1.18 START OF COMMISSIONING

- .1 Notify Departmental Representative at least 21 days prior to start of Cx.
- .2 Start Cx after elements of building affecting start-up and performance verification of systems have been completed.

1.19 INSTRUMENTS / EQUIPMENT

- .1 Submit to Departmental Representative for review and approval:
 - .1 Complete list of instruments proposed to be used.
 - .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.
- .2 Provide the following equipment as required:
 - .1 2-way radios.
 - .2 Ladders.
 - .3 Equipment as required to complete work.

1.20 COMMISSIONING PERFORMANCE VERIFICATION

- .1 Carry out Cx:
 - .1 Under accepted simulated operating conditions, over entire operating range, in all modes.
 - .2 On independent systems and interacting systems.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.
- .4 EMCS trending to be available as supporting documentation for performance verification.

1.21 WITNESSING COMMISSIONING

- .1 Departmental Representative to witness activities and verify results.

1.22 AUTHORITIES HAVING JURISDICTION

- .1 Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility.
- .2 Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction.
- .3 Provide copies to Departmental Representative within 5 days of test and with Cx report.

1.23 COMMISSIONING CONSTRAINTS

- .1 Since access into secure or sensitive areas will be very difficult after occupancy it is necessary to complete Cx of occupancy, weather, and seasonal sensitive equipment and systems in these areas before issuance of the Interim Certificate, using, if necessary, simulated thermal loads.

1.24 EXTRAPOLATION OF RESULTS

- .1 Where Cx of weather, occupancy, or seasonal-sensitive equipment or systems cannot be conducted under near-rated or near-design conditions, extrapolate part-load results to design conditions when approved by Departmental Representative in accordance with

equipment manufacturer's instructions, using manufacturer's data, with manufacturer's assistance and using approved formulae.

1.25 EXTENT OF VERIFICATION

- .1 Laboratory areas:
 - .1 Provide manpower and instrumentation to verify up to 100 % of reported results.
- .2 Elsewhere:
 - .1 Provide manpower and instrumentation to verify up to 30 % of reported results, unless specified otherwise in other sections.
- .3 Number and location to be at discretion of Departmental Representative.
- .4 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .5 Review and repeat commissioning of systems if inconsistencies found in more than 20% of reported results.
- .6 Perform additional commissioning until results are acceptable to Departmental Representative.

1.26 REPEAT VERIFICATIONS

- .1 Assume costs incurred by Departmental Representative for third and subsequent verifications where:
 - .1 Verification of reported results fail to receive Departmental Representative's approval.
 - .2 Repetition of second verification again fails to receive approval.
 - .3 Departmental Representative deems Contractor's request for second verification was premature.

1.27 SUNDRY CHECKS AND ADJUSTMENTS

- .1 Make adjustments and changes which become apparent as Cx proceeds.
- .2 Perform static and operational checks as applicable and as required.

1.28 DEFICIENCIES, FAULTS, DEFECTS

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

1.29 COMPLETION OF COMMISSIONING

- .1 Upon completion of Cx leave systems in normal operating mode.
- .2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to issuance of Interim Certificate of Completion.

- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

1.30 ACTIVITIES UPON COMPLETION OF COMMISSIONING

- .1 When changes are made to baseline components or system settings established during Cx process, provide updated Cx form for affected item.

1.31 TRAINING

- .1 In accordance with Section 01 91 41 - Commissioning (Cx) - Training.

1.32 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

- .1 Supply, deliver, and document maintenance materials, spare parts, and special tools as specified in contract.

1.33 OCCUPANCY

- .1 Cooperate fully with Departmental Representative during stages of acceptance and occupancy of facility.

1.34 INSTALLED INSTRUMENTATION

- .1 Use instruments installed under Contract for TAB and PV if:
 - .1 Accuracy complies with these specifications.
 - .2 Calibration certificates have been deposited with Departmental Representative.
- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

1.35 PERFORMANCE VERIFICATION TOLERANCES

- .1 Application tolerances:
 - .1 Specified range of acceptable deviations of measured values from specified values or specified design criteria. Except for special areas, to be within +/- 10% of specified values.
- .2 Instrument accuracy tolerances:
 - .1 To be of higher order of magnitude than equipment or system being tested.
- .3 Measurement tolerances during verification:
 - .1 Unless otherwise specified actual values to be within +/- 2 % of recorded values.

1.36 OWNER'S PERFORMANCE TESTING

- .1 Performance testing of equipment or system by Departmental Representative will not relieve Contractor from compliance with specified start-up and testing procedures.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Section Includes:
 - .1 Description of overall structure of Cx Plan and roles and responsibilities of Cx team.
- .2 Related Requirements
 - .1 Section - 01 91 13 General Commissioning (Cx) Requirements
 - .2 Section - 01 91 33 commissioning forms
 - .3 Section - 01 91 41 Commissioning: Training

1.2 REFERENCES

- .1 Public Works and Government Services Canada (PWGSC)
 - .1 PWGSC - Commissioning Guidelines CP.4 -3rd edition-03.
- .2 Underwriters' Laboratories of Canada (ULC)

1.3 GENERAL

- .1 Provide fully functional:
 - .1 Systems, equipment and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
 - .2 Facility user and O&M personnel have been fully trained in aspects of installed systems.
 - .3 Optimized life cycle costs.
 - .4 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
 - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
 - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
 - .3 Sets out deliverables relating to O M, process and administration of Cx.
 - .4 Describes process of verification of how built works meet Owner design requirements.
 - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.
 - .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
 - .1 Overview of Cx.

- .2 General description of elements that make up Cx Plan.
- .3 Process and methodology for successful Cx.
- .4 Acronyms:
 - .1 Cx - Commissioning.
 - .2 BMM - Building Management Manual.
 - .3 EMCS - Energy Monitoring and Control Systems.
 - .4 MSDS - Material Safety Data Sheets.
 - .5 PI - Product Information.
 - .6 PV - Performance Verification.
 - .7 TAB - Testing, Adjusting and Balancing.
 - .8 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
 - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
 - .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

1.4 DEVELOPMENT OF 100% CX PLAN

- .1 Cx Plan to be 95% completed before added into Project Specifications.
- .2 Cx Plan to be 100% completed within 8weeks of award of contract to take into account:
 - .1 Approved shop drawings and product data.
 - .2 Approved changes to contract.
 - .3 Contractor's project schedule.
 - .4 Cx schedule.
 - .5 Contractor's, sub-contractor's, suppliers' requirements.
 - .6 Project construction team's and Cx team's requirements.
- .3 Submit completed Cx Plan to Departmental Representative and obtain written approval.

1.5 REFINEMENT OF CX PLAN

- .1 During construction phase, revise, refine and update Cx Plan to include:
 - .1 Changes resulting from Client program modifications.
 - .2 Approved design and construction changes.
- .2 Revise, refine and update every 4 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.
- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

1.6 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Project Manager will select Cx Team consisting of following members:
 - .1 PWGSC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
 - .2 PWGSC Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:
 - .1 Review of Cx documentation from operational perspective.
 - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
 - .3 Protection of health, safety and comfort of occupants and O M personnel.
 - .4 Monitoring of Cx activities, training, development of Cx documentation.
 - .5 Work closely with members of Cx Team.
 - .3 Departmental Representative is responsible for:
 - .1 Organizing Cx.
 - .2 Monitoring operations Cx activities.
 - .3 Witnessing, certifying accuracy of reported results.
 - .4 Witnessing and certifying TAB and other tests.
 - .5 Developing BMM.
 - .6 Ensuring implementation of final Cx Plan.
 - .7 Performing verification of performance of installed systems and equipment.
 - .8 Implementation of Training Plan.
 - .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with contract documents, including:
 - .1 Testing.
 - .2 TAB.
 - .3 Performance of Cx activities.
 - .4 Delivery of training and Cx documentation.
 - .5 Assigning one person as point of contact with Departmental Representative and PWGSC Cx Manager for administrative and coordination purposes.
 - .5 Contractor's Cx agent implements specified Cx activities including:
 - .1 Demonstrations.
 - .2 Training.
 - .3 Testing.
 - .4 Preparation, submission of test reports.
 - .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:

- .1 Receiving facility.
- .2 Day-To-Day operation and maintenance of facility.

1.7 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
 - .1 Installation contractor/subcontractor:
 - .1 Equipment and systems except as noted.
 - .2 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
 - .3 Ensure that Cx participant:
 - .1 Could complete work within scheduled time frame.
 - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
 - .1 Modify ventilation rates to meet changes in off-gassing.
 - .2 Changes to heating or cooling loads beyond scope of EMCS.
 - .3 Changes to EMCS control strategies beyond level of training provided to O M personnel.
 - .4 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3 months prior to starting date of Cx for review and approval.

1.8 EXTENT OF CX

- .1 Commission mechanical systems and associated equipment:
 - .1 HVAC and exhaust systems:
 - .1 HVAC systems: Boilers, Rooftop and Condensing units
 - .2 Controls:
 - .1 Integration of controls into new Boilers, Rooftop Units and Condensing Units..

1.9 DELIVERABLES RELATING TO O M PERSPECTIVES

- .1 General requirements:
 - .1 Compile English documentation.
 - .2 Documentation to be computer-compatible format ready for inputting for data management.
- .2 Provide deliverables:
 - .1 Warranties.
 - .2 Project record documentation.
 - .3 Inventory of spare parts, special tools and maintenance materials.
 - .4 Maintenance Management System (MMS) identification system used.

- .5 WHMIS information.
- .6 MSDS data sheets.
- .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

1.10 DELIVERABLES RELATING TO THE CX PROCESS

- .1 General:
 - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
 - .1 Cx as used in this section includes:
 - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
 - .2 Factory inspections and performance verification tests.
- .3 Deliverables: provide:
 - .1 Cx Specifications.
 - .2 Startup, pre-Cx activities and documentation for systems, and equipment.
 - .3 Completed installation checklists (ICL).
 - .4 Completed product information (PI) report forms.
 - .5 Completed performance verification (PV) report forms.
 - .6 Results of Performance Verification Tests and Inspections.
 - .7 Description of Cx activities and documentation.
 - .8 Description of Cx of integrated systems and documentation.
 - .9 Tests of following witnessed by PWGSC Design Quality Review Team:
 - .1 Boilers
 - .2 Rooftop Units
 - .3 Condensing Units
 - .10 Tests performed by Owner/User.
 - .11 Training Plans.
 - .12 Cx Reports.
 - .13 Prescribed activities during warranty period.
- .4 Departmental Representative to witness and certify tests and reports of results provided to Departmental Representative.

1.11 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in this Cx Plan include the following:
 - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to Departmental Representative's satisfaction.
 - .2 Departmental Representative to use approved check lists.

- .3 Include completed documentation with Cx report.
- .4 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections.
- .5 Include completed documentation in Cx report.
- .2 Pre-Cx activities - MECHANICAL:
 - .1 HVAC equipment and systems:
 - .1 "Bump" each item of equipment in its "stand-alone" mode.
 - .2 At this time, complete pre-start-up checks and complete relevant documentation.
 - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
 - .4 Perform TAB on systems. TAB reports to be approved by Departmental Representative.

1.12 START-UP

- .1 Start up components, equipment and systems.
- .2 Equipment manufacturer, supplier, installing specialist sub-contractor, as appropriate, to start-up, under Contractor's direction, following equipment, systems:
 - .1 Boilers
 - .2 Rooftop Units
 - .3 Condensing Units
- .3 Performance Verification (PV):
 - .1 Approved Cx Agent to perform.
 - .1 Repeat when necessary until results are acceptable to Departmental Representative.
 - .2 Use procedures modified generic procedures to suit project requirements.
 - .3 Departmental Representative to witness and certify reported results using approved PI and PV forms.
 - .4 Departmental Representative to approve completed PV reports and provide to Departmental Representative.
 - .5 Departmental Representative reserves right to verify up to 30% of reported results at random.
 - .6 Failure of randomly selected item shall result in rejection of PV report or report of system startup and testing.

1.13 CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Perform Cx by specified Cx agency using procedures developed by Departmental Representative.
- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.

- .4 Departmental Representative to witness, certify reported results of, Cx activities.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

1.14 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative.
- .2 Tests to be witnessed by Departmental Representative and documented on approved report forms.
- .3 Upon satisfactory completion, Cx specialist to prepare Cx Report, to be certified by Departmental Representative and submitted to Departmental Representative for review.
- .4 Departmental Representative reserves right to verify percentage of reported results.
- .5 Integrated systems to include:
 - .1 HVAC and associated systems forming part of integrated HVAC systems: Boilers, Rooftop Units and Condensing Units.
- .6 Identification:
 - .1 In later stages of Cx, before hand-over and acceptance Departmental Representative, Contractor, Project Manager and Cx Manager to co-operate to complete inventory data sheets and provide assistance to PWGSC in full implementation of MMS identification system of components, equipment, sub-systems, systems.

1.15 INSTALLATION CHECK LISTS (ICL)

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.16 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.17 PERFORMANCE VERIFICATION (PV) REPORT

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.18 DELIVERABLES RELATING TO ADMINISTRATION OF CX

- .1 General:
 - .1 Because of risk assessment, complete Cx of occupancy, weather and seasonal-sensitive equipment and systems in these areas before building is occupied.

1.19 CX SCHEDULES

- .1 Prepare detailed Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:

- .1 Milestones, testing, documentation, training and Cx activities of components, equipment, subsystems, systems and integrated systems, including:
 - .1 Design criteria, design intents.
 - .2 Pre-TAB review: 28days after contract award, and before construction starts.
 - .3 Cx agents' credentials: 60 days before start of Cx.
 - .4 Cx procedures: 1 months after award of contract.
 - .5 Cx Report format: 1months after contract award.
 - .6 Discussion of heating/cooling loads for Cx: 1 months before start-up.
 - .7 Submission of list of instrumentation with relevant certificates: 21 days before start of Cx.
 - .8 Notification of intention to start TAB: 21 days before start of TAB.
 - .9 TAB: after successful start-up, correction of deficiencies and verification of normal and safe operation.
 - .10 Notification of intention to start Cx: 14 days before start of Cx.
 - .11 Notification of intention to start Cx of integrated systems: after Cx of related systems is completed 14days before start of integrated system Cx.
 - .12 Identification of deferred Cx.
 - .13 Implementation of training plans.
 - .14 Cx reports: immediately upon successful completion of Cx.
- .2 Detailed training schedule to demonstrate no conflicts with testing, completion of project and hand-over to Property Manager.
- .3 6 months in Cx schedule for verification of performance in all seasons and wear conditions.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Departmental Representative, Contractor, and Contractor's Cx agent will monitor progress of Cx against this schedule.

1.20 CX REPORTS

- .1 Submit reports of tests, witnessed and certified by Departmental Representative to Departmental Representative who will verify reported results.
- .2 Include completed and certified PV reports in properly formatted Cx Reports.
- .3 Before reports are accepted, reported results to be subject to verification by Departmental Representative.

1.21 ACTIVITIES DURING WARRANTY PERIOD

- .1 Cx activities must be completed before issuance of Interim Certificate, it is anticipated that certain Cx activities may be necessary during Warranty Period, including:
 - .1 Fine tuning of HVAC systems.
 - .2 Adjustment of ventilation rates to promote good indoor air quality and reduce deleterious effects of VOCs generated by off-gassing from construction materials and furnishings.

.3 Full-scale emergency evacuation exercises.

1.22 TESTS TO BE PERFORMED BY OWNER/USER

.1 None is anticipated on this project.

1.23 TRAINING PLANS

.1 Refer to Section 01 91 41 - Commissioning (Cx) - Training.

1.24 FINAL SETTINGS

.1 Upon completion of Cx to satisfaction of Departmental Representative lock control devices in their final positions, indelibly mark settings marked and include in Cx Reports.

1.25 PAYMENTS FOR CX

.1 .

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 SUMMARY

- .1 Section Includes:
 - .1 Commissioning forms to be completed for equipment, system and integrated system.
- .2 Related Requirements
 - .1 Section 01 91 51 - Building Management Manual (BMM)

1.2 INSTALLATION/START-UP CHECK LISTS

- .1 Include the following data:
 - .1 Product manufacturer's installation instructions and recommended checks.
 - .2 Special procedures as specified in relevant technical sections.
 - .3 Items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- .2 Equipment manufacturer's installation/start-up check lists are acceptable for use. As deemed necessary by Departmental Representative supplemental additional data lists will be required for specific project conditions.
- .3 Use check lists for equipment installation. Document check list verifying checks have been made, indicate deficiencies and corrective action taken.
- .4 Installer to sign check lists upon completion, certifying stated checks and inspections have been performed. Return completed check lists to Departmental Representative. Check lists will be required during Commissioning and will be included in Building Maintenance Manual (BMM) at completion of project.
- .5 Use of check lists will not be considered part of commissioning process but will be stringently used for equipment pre-start and start-up procedures.

1.3 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Product Information (PI) forms compiles gathered data on items of equipment produced by equipment manufacturer, includes nameplate information, parts list, operating instructions, maintenance guidelines and pertinent technical data and recommended checks that is necessary to prepare for start-up and functional testing and used during operation and maintenance of equipment. This documentation is included in the BMM at completion of work.
- .2 Prior to Performance Verification (PV) of systems complete items on PI forms related to systems and obtain Departmental Representative's approval.

1.4 PERFORMANCE VERIFICATION (PV) FORMS

- .1 PV forms to be used for checks, running dynamic tests and adjustments carried out on equipment and systems to ensure correct operation, efficiently and function independently and interactively with other systems as intended with project requirements.

- .2 PV report forms include those developed by Contractor records measured data and readings taken during functional testing and Performance Verification procedures.
- .3 Prior to PV of integrated system, complete PV forms of related systems and obtain Departmental Representative's approval.

1.5 SAMPLES OF COMMISSIONING FORMS

- .1 Departmental Representative will develop and provide to Contractor required project-specific Commissioning forms in electronic format complete with specification data.
- .2 Revise items on Commissioning forms to suit project requirements.
- .3 Samples of Commissioning forms and a complete index of produced to date will be attached to this section.

1.6 CHANGES AND DEVELOPMENT OF NEW REPORT FORMS

- .1 When additional forms are required, but are not available from Departmental Representative develop appropriate verification forms and submit to Departmental Representative for approval prior to use.
 - .1 Additional commissioning forms to be in same format as provided by Departmental Representative

1.7 COMMISSIONING FORMS

- .1 Use Commissioning forms to verify installation and record performance when starting equipment and systems.
- .2 Strategy for Use:
 - .1 Departmental Representative provides Contractor project-specific Commissioning forms with Specification data included.
 - .2 Contractor will provide required shop drawings information and verify correct installation and operation of items indicated on these forms.
 - .3 Confirm operation as per design criteria and intent.
 - .4 Identify variances between design and operation and reasons for variances.
 - .5 Verify operation in specified normal and emergency modes and under specified load conditions.
 - .6 Record analytical and substantiating data.
 - .7 Verify reported results.
 - .8 Form to bear signatures of recording technician and reviewed and signed off by Departmental Representative.
 - .9 Submit immediately after tests are performed.
 - .10 Reported results in true measured SI unit values.
 - .11 Provide Departmental Representative with originals of completed forms.
 - .12 Maintain copy on site during start-up, testing and commissioning period.
 - .13 Forms to be both hard copy and electronic format with typed written results in Building Management Manual in accordance with Section 01 91 51 - Building Management Manual (BMM).

1.8 LANGUAGE

- .1 To suit the language profile of the awarded contract.

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 SUMMARY

- .1 Section Includes:
 - .1 This Section specifies roles and responsibilities of Commissioning Training.
- .2 Related Requirements
 - .1 Section .

1.2 TRAINEES

- .1 Trainees: personnel selected for operating and maintaining this facility. Includes Facility Manager, building operators, maintenance staff, security staff, and technical specialists as required.
- .2 Trainees will be available for training during later stages of construction for purposes of familiarization with systems.

1.3 INSTRUCTORS

- .1 Departmental Representative will provide:
 - .1 Descriptions of systems.
 - .2 Instruction on design philosophy, design criteria, and design intent.
- .2 Contractor and certified factory-trained manufacturers' personnel: to provide instruction on the following:
 - .1 Start-Up, operation, shut-down of equipment, components and systems.
 - .2 Control features, reasons for, results of, implications on associated systems of, adjustment of set points of control and safety devices.
 - .3 Instructions on servicing, maintenance and adjustment of systems, equipment and components.
- .3 Contractor and equipment manufacturer to provide instruction on:
 - .1 Start-up, operation, maintenance and shut-down of equipment they have certified installation, started up and carried out PV tests.

1.4 TRAINING OBJECTIVES

- .1 Training to be detailed and duration to ensure:
 - .1 Safe, reliable, cost-effective, energy-efficient operation of systems in normal and emergency modes under all conditions.
 - .2 Effective on-going inspection, measurements of system performance.
 - .3 Proper preventive maintenance, diagnosis and trouble-shooting.
 - .4 Ability to update documentation.
 - .5 Ability to operate equipment and systems under emergency conditions until appropriate qualified assistance arrives.

1.5 TRAINING MATERIALS

- .1 Instructors to be responsible for content and quality.
- .2 Training materials to include:
 - .1 "As-Built" Contract Documents.
 - .2 Operating Manual.
 - .3 Maintenance Manual.
 - .4 Management Manual.
 - .5 TAB and PV Reports.
- .3 Project Manager, Commissioning Manager and Facility Manager will review training manuals.
- .4 Training materials to be in a format that permits future training procedures to same degree of detail.
- .5 Supplement training materials:
 - .1 Transparencies for overhead projectors.
 - .2 Multimedia presentations.
 - .3 Manufacturer's training videos.
 - .4 Equipment models.

1.6 SCHEDULING

- .1 Include in Commissioning Schedule time for training.
- .2 Deliver training during regular working hours, training sessions to be 2 hours in length.
- .3 Training to be completed prior to acceptance of facility.

1.7 RESPONSIBILITIES

- .1 Be responsible for:
 - .1 Implementation of training activities,
 - .2 Coordination among instructors,
 - .3 Quality of training, training materials,
- .2 Departmental Representative will evaluate training and materials.
- .3 Upon completion of training, provide written report, signed by Instructors, witnessed by Departmental Representative .

1.8 TRAINING CONTENT

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
 - .1 Functional requirements.
 - .2 Review of system layout, equipment, components and controls.

- .3 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
- .4 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
- .5 Maintenance and servicing.
- .6 Trouble-shooting diagnosis.
- .7 Inter-Action among systems during integrated operation.
- .8 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

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 SUMMARY

- .1 Section Includes:
 - .1 This section is limited to portions of the Building Management Manual (BMM) provided to Departmental Representative by Contractor.
- .2 Related Requirements
 - .1 Section .
- .3 Acronyms:
 - .1 BMM - Building Management Manual.
 - .2 Cx - Commissioning.
 - .3 HVAC - Heating, Ventilation and Air Conditioning.
 - .4 PI - Product Information.
 - .5 PV - Performance Verification.
 - .6 TAB - Testing, Adjusting and Balancing.
 - .7 WHMIS - Workplace Hazardous Materials Information System.

1.2 GENERAL REQUIREMENTS

- .1 Standard letter size paper 216 mm x 279 mm.
- .2 Methodology used to facilitate updating.
- .3 Drawings, diagrams and schematics to be professionally developed.
- .4 Electronic copy of data to be in a format accepted and approved by Departmental Representative.

1.3 APPROVALS

- .1 Prior to commencement, co-ordinate requirements for preparation, submission and approval with Departmental Representative.

1.4 GENERAL INFORMATION

- .1 Provide Departmental Representative the following for insertion into appropriate Part and Section of BMM:
 - .1 Complete list of names, addresses, telephone and fax numbers of contractor, sub-contractors that participated in delivery of project - as indicated in Section 1.2 of BMM.
 - .2 Summary of mechanical systems installed and commissioned - as indicated in Section 1.4 of BMM.
 - .1 Including sequence of operation as finalized after commissioning is complete as indicated in Section 2.0 of BMM.

- .3 Description of building operation under conditions of heightened security and emergencies as indicated in Section 2.0 of BMM.
- .4 System, equipment and components Maintenance Management System (MMS) identification - Section 2.1 of BMM.
- .5 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
- .6 Operating and maintenance manual - Section 3.2 of BMM.
- .7 Final commissioning plan as actually implemented.
- .8 Completed commissioning checklists.
- .9 Commissioning test procedures employed.
- .10 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
- .11 Commissioning reports.

1.5 CONTENTS OF OPERATING AND MAINTENANCE MANUAL

- .1 For detailed requirements refer to Section 01 78 00 - Closeout Submittals.
- .2 Departmental Representative to review and approve format and organization within 12 weeks of award of contract.
- .3 Include original manufactures brochures and written information on products and equipment installed on this project.
- .4 Record and organize for easy access and retrieval of information contained in BMM.
- .5 Include completed PI report forms, data and information from other sources as required.
- .6 Inventory directory relating to information on installed systems, equipment and components.
- .7 Approved project shop-drawings, product and maintenance data.
- .8 Manufacturer's data and recommendations relating: manufacturing process, installation, commissioning, start-up, O&M, shutdown and training materials.
- .9 Inventory and location of spare parts, special tools and maintenance materials.
- .10 Warranty information.
- .11 Inspection certificates with expiration dates, which require on-going re-certification inspections.
- .12 Maintenance program supporting information including:
 - .1 Recommended maintenance procedures and schedule.
 - .2 Information to removal and replacement of equipment including, required equipment, points of lift and means of entry and egress.

1.6 SUPPORTING DOCUMENTATION FOR INSERTION INTO SUPPORTING APPENDICES

- .1 Provide Departmental Representative supporting documentation relating to installed equipment and system, including:

- .1 General:
 - .1 Finalized commissioning plan.
 - .2 WHMIS information manual.
 - .3 Approved "as-built" drawings and specifications.
 - .4 Procedures used during commissioning.
 - .5 Cross-Reference to specification sections.
- .2 Mechanical:
 - .1 Installation permits, inspection certificates.
 - .2 Piping pressure test certificates.
 - .3 Ducting leakage test reports.
 - .4 TAB and PV reports.
 - .5 Charts of valves and steam traps.
 - .6 Copies of posted instructions.
- .2 Assist Departmental Representative with preparation of BMM.

1.7 USE OF CURRENT TECHNOLOGY

- .1 Use current technology for production of documentation. Emphasis on ease of accessibility at all times, maintain in up-to-date state, compatibility with user's requirements.
- .2 Obtain Departmental Representative's approval before starting Work.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Approved: 2010-12-31

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal Procedures
- .2 Section 01 35 29.06 - Health and Safety Requirements
- .3 Section 01 74 11 – Cleaning
- .4 01 74 21 - Construction/Demolition Waste Management and Disposal

1.2 REFERENCES

- .1 CSA International
 - .1 CSA S350-M1980(R2003), Code of Practice for Safety in Demolition of Structures.
- .2 U.S. Environmental Protection Agency (EPA)/Office of Water
 - .1 EPA 832/R-92-005, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Sustainable Design Submittals:
 - .1 Construction Waste Management:
 - .1 Submit project Waste Management Plan highlighting recycling and salvage requirements.
 - .2 Submit calculations on end-of-project recycling rates, salvage rates, and landfill rates demonstrating that 75% of construction wastes were recycled or salvaged.

1.4 SITE CONDITIONS

- .1 Review "Designated Substance Report" and take precautions to protect environment.
- .2 If material resembling spray or trowel-applied asbestos or other designated substance listed as hazardous be encountered, stop work, take preventative measures, and notify Departmental Representative immediately.
 - .1 Proceed only after receipt of written instructions have been received from Departmental Representative .
- .3 Notify Departmental Representative before disrupting building access or services.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 EXAMINATION

- .1 Inspect building with Departmental Representative 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 Departmental Representative and utility company concerned in case of damage to any utility or service, designated to remain in place.
 - .2 Immediately notify the Departmental Representative 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 structures, utilities, and landscaping features and parts of building to remain in place. Provide bracing and shoring required.
 - .2 Keep noise, dust, and inconvenience to occupants to minimum.
 - .3 Protect building systems, services and equipment.
 - .4 Provide temporary dust screens, covers, railings, supports and other protection as required.
 - .5 Do Work in accordance with Section 01 35 29.06 - Health and Safety Requirements.
- .2 Demolition/Removal:
 - .1 Remove items as indicated.

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.

1. GENERAL

1.1 INTENT

1. The intent of this specification and the drawings is to provide a complete and fully operating mechanical system in complete accord with applicable codes. The Mechanical Contractor shall make provisions for labour, material, and equipment necessary to complete the mechanical work.
2. Drawings and specifications are complementary to each other and what is called for in one is binding as if called for by both. Should any discrepancy appear between drawings and specifications that leaves doubt as to the true intent and meaning, obtain a ruling from the Engineer ten (10) days before submitting tender. Failing this, allow for most expensive alternative.
3. Contract documents are diagrammatic only. They are to establish scope, material and quality. They are not detailed installation drawings. Minor details usually not shown or specified and any incidental accessories required for proper installation of the system are to be included in the work.
4. Contractor is to ensure that all intended equipment will fit within given spaces. Make reference to the electrical, mechanical, architectural and structural drawings, when setting out work and before ordering equipment.
5. The Contractor shall visit the site prior to tender and verify existing conditions. New piping, ductwork and insulation standards shall at least match the existing installation or be higher if specified herein.
6. The equipment warranty shall commence upon substantial completion. The warranty shall not be shortened or altered due to construction.

1.2 CODE COMPLIANCE

1. All work shall conform to current edition of National, Provincial and Municipal Codes, Standards and Acts; and will meet the requirements of Authorities having jurisdiction.

1.3 LIABILITY

1. Assume responsibility for layout of work; and for any damage caused to the Owner or other Tenants by improper execution of work.
2. Protect finished and unfinished work from damage.
3. Take responsibility for condition of materials and equipment supplied and protect until work is completed and accepted. Coordinate deliveries with the general contractor.

1.4 CERTIFICATES

- .1 Give notices, obtain permits and approvals, and pay fees so work specified may be carried out. Furnish certificates if requested, as evidence that work conforms with laws and regulations of the authorities having jurisdiction.

1.5 CUTTING AND PATCHING

- .1 All work shall be co-ordinated with other trades especially that related to cutting and patching of required openings; and locations and installation of sleeves, inserts, support, curbs, frames and access doors.
- .2 Obtain approval from structural and electrical engineers before drilling and coring of existing structure.
- .3 Provide X-ray of all required penetrations of the floor. X-ray use for locating in floor rebar and conduit to be done after normal working hours. Take necessary precautions to protect computer equipment when X-raying floors. Coordinate with Owner.

1.6 ALTERNATIVE MATERIALS AND EQUIPMENT

- .1 Contract price shall be based on materials and equipment specified. Approval by Engineer of equipment submitted by the mechanical trade as equal to that specified does not relieve the mechanical trade of any responsibility.
- .2 Revisions required to adapt accepted equals and alternatives shall be included in the contract price. No increase in the contract price will be considered to accommodate the use of equipment other than that specified.
- .3 Certain items of equipment and items of work (such as balancing, water treatment) may not have an approved equal due to the need to have a consistent type or source of maintenance. Refer to specific clauses in this specification.

1.7 SHOP DRAWINGS

- .1 Submit one (1) set of electronic shop drawings to Engineer for all equipment specified in the specification or drawings for Engineer's review. Do not order equipment or materials until Engineer has reviewed shop drawings.

1.8 GUARANTEE

- .1 Provide the Owner with a written guarantee that the equipment installed and work performed shall remain in serviceable condition for a period of one (1) year from the date of final acceptance by the Owner. The warranty shall cover material as well as labour.

1.9 STANDARD OF MATERIALS AND WORKMANSHIP

- .1 Make and quality of materials used are subject to approval by the Engineer. Remove unacceptable materials and install suitable materials in their place.
- .2 Materials shall be new and of uniform pattern throughout, unless noted otherwise.

- .3 Employ only tradesmen properly licensed to perform the specific work.

1.10 RECORD DRAWINGS

- .1 Keep on site an extra set of white prints and specifications, recording changes and deviations daily.
- .2 Upon completion of work, submit final record drawings to the Engineer. These must be submitted within two (2) weeks after acceptance of work. Failure to submit drawings will result in the work being done by the Owner and the cost deducted from the final payment.

1.11 SUBSTANTIAL COMPLETION INSPECTION

- .1 Advise Engineer five (5) days prior to the date inspection is desired. All systems to be fully operational and any deficiencies should be noted to the Engineer.
- .2 All deficiencies shall be completed within two (2) weeks after substantial completion and letter submitted to Engineer within that time advising that the work is complete. Failure to complete work will result in work being done by the Owner and the costs deducted from final payment.

1.12 EXAMINATION OF WORK

- .1 This project involves renovations to existing building, therefore, examine the site and local conditions to determine the difficulties in carrying out the work indicated and specified prior to submitting final price. Extras will not be considered based on the grounds of differences on site.

1.13 COORDINATION WITH ELECTRICAL DIVISION

- .1 Contractor shall review all equipment requiring electrical hook-up with Electrical Contractor and electrical drawings prior to ordering equipment. Ensure proper electrical characteristics are determined for all affected and related work.

1.14 COORDINATION OF SERVICES

- .1 Coordinate with proper utilities for services such as water, sewer, natural gas, and assume all charges.
- .2 Coordinate with the owner to shutdown, disconnect, reroute, or make connection to existing services.

1.15 PERFORMANCE TESTS

- .1 Operate each mechanical system after mechanical and electrical work has been completed, to demonstrate that each system fulfils the requirements of the contract and operates satisfactorily. These are performance tests and must be completed before work can be finally accepted.

1.16 OPERATION AND MAINTENANCE MANUALS

- .1 Provide two (2) copies of manuals prepared by qualified and experienced personnel for use by Owner. Manuals form part of the contract and must be delivered to the Engineer before work will be considered complete. Each manual shall provide the following:
 - .1 Layman's description of all mechanical systems including operating maintenance and lubrication instructions,
 - .2 Certification of all equipment where required by local codes and authorities,
 - .3 Shop drawings and maintenance bulletins,
 - .4 List address and telephone numbers of all equipment suppliers and contractors.
 - .5 Performance details for all equipment including curves for fans and pumps with actual operating points noted.

1.17 BALANCING

- .1 The approved balancing agencies are: R.A. Bruce, Chalet, Aztec.
- .2 Balance terminal boxes, exhaust fans, and air outlets to air quantities indicated on the drawings and in this specification. Where outlet quantities are not indicated, divide box capacity equally among all outlets.
- .3 Completely balance the hydronic system including pumps, terminal devices, boilers, heat exchangers, etc.
- .4 Submit two (2) copies of the report to Engineer within two (2) weeks after substantial completion. Failure to submit the report within the specified time will result in the work being done by the Owner and the costs deducted from final payment.
- .5 Balancing shall be performed to the following accuracies:

Air-Terminal Outlets	±10%
Air-Central Equipment	± 5%
Hydronic-Terminals	±10%
Hydronic-Pumps and Central Equipment	± 5%

1.18 COOPERATE WITH THE BALANCING AGENCY AS FOLLOWS:

- .1 Make corrections as required by Balancing Agency.

- .2 Allow Balancing Agency free access to site during construction phase. Inform Balancing Agency of any major changes made to systems during construction and provide a complete set of record drawings for their use.
- .3 Operate automatic control system and verify set points during balancing.
- .4 Provide Balancing Agency a complete set of mechanical drawings and specifications.

1.19 BALANCING VALVES AND DAMPERS

- .1 Provide and install balancing valves, dampers, and other materials requested by the Balancing Agency and/or necessary to properly adjust or correct the systems to design flows, without additional cost to Owner.

1.20 PULLEYS AND SHEAVES

- .1 Provide and install pulleys and sheaves for rotating equipment, as required to properly balance the systems to design flows, without additional cost to Owner.

1.21 SYSTEM CLEANING AND CHEMICAL TREATMENT

- .1 Employ services of the firm which currently performs water treatment in the building or if there isn't any then a firm specializing in pipe cleaning and hydronic system chemical treatment.
 - .1 This firm shall submit a schedule of work to be performed, chemical types and quantity to be used.
 - .2 At the completion of the chemical treatment a report shall be submitted to outline the work performed, quality of water before and after the chemical treatment, amount and types of chemicals added.
 - .3 The report shall also include the details of procedures to be used by the building operator for water quality testing and chemical treatment.
- .2 Provide test kits as required along with adequate chemicals and reagents for one year of testing. Appropriate test kits will be provided to properly test each system installed under this contract.
- .3 Flush and disinfect all domestic cold, hot and re-circulation water systems.

1.22 PAINTING AND IDENTIFICATION

- .1 Paint all exposed ducts and pipes with colors to match interior finishes or in colors as directed by the Architect.
- .2 Stencils:

- .1 Standard fiberboard stencils, prepared for required applications with letter sizes generally complying with recommendation of ANSI A13.1 for piping and similar applications but not less than 1/4" high letters for ductwork and not less than 3/4" high letters for access door signs and similar operational instructions.
- .3 Stencil Paint:
 - .1 Standard exterior type stenciling enamel; black, except as otherwise indicated; either brushing grade or pressurized spray-can form and grade.
- .4 Wrap-Around Plastic Identification:
 - .1 All plumbing/mechanical piping identification shall adhere to ANSI A13.1-1981 (or latest edition).
 - .1 Interior piping, all locations, shall utilize Seton "Setmark" or equal pipe markers.
 - .2 Exterior piping in exposed locations such as manholes/tunnels, at pad mounted chillers etc., shall utilize Seton "Ultra-Mark" or equal pipe markers.
 - .3 All pipe markers shall be snap around whenever possible. Markers shall be located at each wall, floor or ceiling penetration, whether exterior or interior, and every 50 ft. thereafter.
 - .4 Markers shall be fully legible from floor level showing medium contained in pipe, and directional arrows.
- .5 Provide 3/4" diameter brass tags, secure to valve stems with key chain. Provide typed valve directories.
- .6 Identify electric starting switches, thermostats controlling motors and equipment supplied under this division with lamacoid plates having 1/4" minimum letter size.

1.23 FIRE-STOPPING

- .1 Fire-stop all pipe and duct penetrations through floors and walls, designated as fire and/or smoke separations.
- .2 Fire-stopping materials to meet ULC CAN 2S115. Acceptable Materials: by "Tremco" or "National Firestopping".
- .3 Preparation of surfaces and installation of fire-stopping materials shall be carried out as per manufacturer's instructions.

1.24 METRIC CONVERSION

- .1 All units in this division are expressed in SI units. Soft metric conversions are used throughout.
- .2 Equivalent Nominal Diameters of Pipes - Metric and Imperial.
 - .1 Where pipes are specified with metric dimensions and only Imperial sized pipes are available, provide equivalent nominal Imperial sized pipe as indicated in the table, and provide at no extra cost adapters to ensure compatible connections to all metric sized fittings, equipment and piping.
 - .2 When CSA approved SI Metric pipes are available and are provided, the contractor shall provide at no extra cost adapters to ensure compatible connections between the SI Metric pipes and all new and existing pipes, fittings and equipment.

EQUIVALENT NOMINAL DIAMETERS OF PIPE					
mm	Inches	mm	Inches	mm	Inches
3	1/8	65	2½	375	15
6	1/4	75	3	450	18
10	3/8	100	4	500	20
15	1/2	125	5	600	24
20	3/4	150	6	750	30
25	1	200	8	--	--
30	1¼	250	10	--	--
40	1½	300	12	--	--
50	2	--	--	--	--

- .3 Metric Duct Sizes
 - .1 The metric duct sizes are expressed as 25 mm = 1 inch.

2. DUCTWORK AND ACCESSORIES

2.1 GENERAL

- .1 Fabricate ductwork in accordance with SMACNA Duct Manual and ASHRAE Handbooks. Ductwork shall meet the requirements of NFPA 90A and 90B and conform to applicable codes.

- .2 Prior to fabrication of ductwork, check all ceiling spaces and heights and conflicts with other trades.
- .3 Duct sizes indicated are inside clear dimensions. For acoustically lined or internally insulated ducts maintains size inside ducts.
- .4 Provide fire dampers where ducts cross fire separations. Fire dampers shall be ULC listed and constructed in accordance with ULC Standard S112 "Fire Dampers". Fusible links shall be constructed to ULC Standard S505.
- .5 Provide balancing dampers where indicated on drawings and at points on low pressure supply, return and exhaust ducts where branches are taken from larger ducts.
- .6 Provide adequately sized access panels for dampers, equipment, fire dampers, valves, radiation valves, and any other equipment requiring servicing.
- .7 Provide return air openings and/or insulated sound traps where indicated.
- .8 Provide acoustical seal around ducts and sound traps at penetration through sound baffles.
- .9 Modify ceiling system where required to accommodate grilles and diffusers.
- .10 Size round ducts, installed in place of rectangular ducts, from ASHRAE table of equivalent rectangular and round ducts. No variation of duct configuration or sizes permitted except by permission from Engineer.
- .11 Exposed round ductwork to be spiral lock seam type only.
- .12 Provide duct hangers and supports in accordance with SMACNA manuals.
- .13 Identify ductwork as per the base building standards. Confirm these prior to submitting tender.

2.2 LOW VELOCITY DUCTWORK

- .1 Ductwork shall be galvanized steel. The minimum sheet metal thickness for ducts including fittings, access doors, and other accessories shall be as per SMACNA duct manual for Low Velocity Ductwork.
- .2 Low velocity insulated flexible ductwork shall be equal to Thermaflex Type M-KC.
- .3 Connect diffusers or troffer boots to low pressure ducts with 36" 900 mm maximum length of stretched flexible duct. Hold in place with caulking compound and strap or clamp. Do not use flexible duct to change directions.
- .4 Where low pressure ducts are connected to fan equipment, terminal boxes or any other apparatus, a screwed or bolted flexible gasketed joint shall be provided between the ductwork and the equipment.

2.3 DUCT SEALING

- .1 All supply, return and exhaust duct joints, longitudinal as well as transverse, shall be sealed using,
 - .1 Low Pressure Ductwork:
 - .1 Slip Joints: Apply heavy brush-on high-pressure duct sealant. Apply second application after the first application has completely dried out. Where metal clearance exceeds 1/16" use heavy mastic type sealant.
 - .2 Flanged Joints: Soft elastomer butyl or extruded form of sealant between flanges followed by an application of heavy brush-on high pressure duct sealant.
 - .3 Other Joints: Heavy mastic type sealant.
 - .2 Duct tapes as sealing method are not permitted.
 - .3 Surfaces to receive sealant should be free from oil, dust, dirt, moisture, rust and other substances that inhibit or prevent bonding.
 - .4 Do not insulate any section of the ductwork until it has been inspected and approved of duct sealant application, by the Engineer.

3. PIPING

3.1 PIPE MATERIAL

- .1 Service: Hot Water Heating; Glycol Heating; Chilled Water.
Material: Steel Schedule 40, A53 Grade B; Type "L" Hard Copper; Type "K" Soft Copper buried.
- .2 Service: Fire Protection.
Material: Per NFPA 13 for Sprinkler Systems; per NFPA 14 for Standpipe Systems.

3.2 PIPE CONNECTIONS

- .1 Use lead free solder for soldering domestic water copper pipe. Braze piping 2 ½" and larger. Or, weld is using Schedule 10 stainless steel.

3.3 PIPE HANGERS AND SUPPORTS

- .1 All piping shall be firmly supported and securely braced. Provide copper plated hangers and supports for copper piping and galvanized hangers and supports for galvanized piping.
- .2 Use of perforated straps is not permitted for pipe hangers.

- .3 Provide ring type hangers for piping up to 1½" and clevis type hangers for piping over 1½".

3.4 PIPE SUPPORT SPACING

Pipe Size (in)	Rod Diameter (in)	Spacing (ft)
1	3/8	6
¾ to 1½	3/8	8
2 to 2½	3/8	10
3 to 4	5/8	12
6 to 12	7/8	14

4. VALVES

4.1 HOT WATER HEATING VALVES

- .1 Ball valves up to 2". Bronze body, bronze ball, threaded ends, twin-seal EPDM seats and seal, "O ring", lever handle, rating 300 psi at 250°F water. Jenkins Fig. 31.
- .2 Gate valves up to 2" shall be bronze, solid wedge, rising spindle, 200 psi W.O.G., threaded ends, Jenkins Fig. 810. Solder ends, Jenkins Fig. 813. Valves 2½" and up shall be iron body bronze mounted, outside screw and yoke, solid wedge design, with flanged ends, 150 psi, W.O.G. Jenkins Fig. 454.
- .3 Globe valves up to 2" shall be bronze composition disc type fitted with Jenkins Fig. 110 discs, 150 psi steam, threaded ends Jenkins Fig. 106B, solder ends Jenkins Fig. 106BP. Valves 2½" and up shall be iron body, bronze mounted outside screw and yoke, renewable composition disc type 200 psi W.O.G., Jenkins Fig. 142.
- .4 Check valves up to 2" shall be bronze swing check with bronze disc capable of being reground, 250 psi W.O.G., threaded ends, Jenkins Fig. 4092. Solder ends, Jenkins Fig. 4093. Valves 2½" and up shall be iron body bronze mounted swing checks with flanged ends 150 psi W.O.G., Jenkins Fig. 587.

5. HOT WATER SPECIALITIES

5.1 MANUAL AIR VENTS

- .1 Provide manual air vents from short vertical section of line diameter pipe to form air chamber. Provide *3 mm 1/8"* brass needle valve at top of chamber.

5.2 RADIATOR VALVES

- .1 Heavy pattern brass body valve, wheel handle, rising stem, inside screw, renewable composition swivel disc, straight or angle globe, threaded or union ends, positive back seating. Dahl Series 11040.

5.3 MEMORY RADIATOR BALANCING VALVE

- .1 Removable cap-key, screw set memory bonnet for balancing, brass body, rising stem, inside screw, renewable composition swivel disc, straight or angle globe, threaded or union ends, positive back seating. Dahl Series 13000-M.

6. INSULATION

6.1 DUCT INSULATION

- .1 Exposed Rectangular Ducts: Rigid fibrous glass insulation, 'K' value at 24°C 75°F maximum $0.035 \text{ w/m}^{\circ}\text{C}$ $0.24 \text{ Btu.in/ft}^2\text{hr}^{\circ}\text{F}$ with factory applied reinforced aluminum foil vapour barrier.
- .2 Round Ducts and Concealed Rectangular Ducts: Flexible fibrous glass insulation, 'K' value 24°C 75°F maximum $0.035 \text{ w/m}^{\circ}\text{C}$ $0.24 \text{ Btu.in/ft}^2\text{hr}^{\circ}\text{F}$ with factory applied reinforced aluminum foil vapour barrier.
- .3 Acoustic Lining: Fibrous insulation with 'K' value at 24°C 75°F maximum $0.035 \text{ w/m}^{\circ}\text{C}$ $0.24 \text{ Btu.in/ft}^2\text{hr}^{\circ}\text{F}$ absolute roughness of exposed surface not to exceed 0.023 in 0.58 mm coated to prevent fibre erosion at air velocities up to 254 m/s 5000 fpm , 24 kg/m^3 1.5 lb/ft^3 minimum density for ductwork and 75 kg/m^3 4.7 lb/ft^3 for plenums.
- .4 Ensure surface and insulation is clean and dry prior to and during installation.
- .5 Ensure insulation is continuous through inside partitions.
- .6 Finish and seal insulation neatly at hangers, supports, access doors, fire dampers and other protrusions.
- .7 Recover all insulation except in ceiling spaces, crawl spaces, and mechanical shafts.
- .8 Insulation Installation Thickness Schedule

Insulation

Thickness

Duct & Equipment	(in) (mm)
Supply Ducts	125
Acoustic Lining (where indicated)	125

6.2 PIPING INSULATION

- .1 All cold piping to be insulated with fine fibrous glass insulation with factory applied vapour barrier jacket, moulded to conform to piping, "K" value at 24°C/75°F maximum 0.035 w/m °C 0.24 btu.in/ft² hr.°F. Recover with ULC labelled thermocanvas.
- .2 All hot piping to be insulated with fine fibrous glass insulation with factory applied general purpose jacket, moulded to conform to piping, "K" value at 24°C/75°F maximum 0.035 w/m °C 0.24 btu.in/ft² hr.°F. Recover with ULC labelled thermocanvas.
- .3 All exposed piping in all area's other than mechanical rooms shall be recovered with white PVC jacket and sealed water and vapour tight. Mechanical room piping and equipment shall be recovered with canvas.

Insulation Thickness

Piping to be Insulated	Pipe Size	(mm) (in)
Hot Water Heating (Do not insulate within radiation enclosures, except for mains)	All Sizes	40 1½
Vents within 10 linear feet 3 linear metres and Roof Outlet	All Sizes	25 1

7. FIRE PROTECTION

7.1 SPRINKLER SYSTEM

- .1 Relocate existing sprinkler heads as shown on the drawing.
- .2 Provide new heads where indicated of building standard type.
- .3 Modify existing sprinkler system to suite new layout and to ensure compliance with codes.

7.2 FIRE EXTINGUISHERS

- .1 FE-1: National Fire Equipment Ltd. Model ABC-10, 10 lb., dry chemical multi-purpose fire extinguisher with a 4A:30BC rating.
- .2 In office area's install National Fire Equipment Ltd. Complete with Model CE-950-1 semi-recessed cabinet. Surface mount fire extinguishers in all other area's. Provide all necessary mounting hardware.

8. CONTROLS

8.1 ACCEPTABLE CONTRACTORS

- .1 All controls work is to be done by the base building contractor – Johnson Controls
 - .1 Examination of Existing involves renovation to an existing control system. The contractor shall inspect the system prior to tender close and include in his bid all control components required to provide a fully operational system including replacement of existing defective components.

8.2 THERMOSTATS

- .1 Relocate and reconnect existing thermostats as shown the drawings.
- .2 Provide new thermostats where indicated of building standard type. Ensure operating characteristics are compatible with control components (ie direct/reverse acting).
- .3 All thermostats to be wall or column mounted at normal mounting height unless specifically noted otherwise.
- .4 All thermostats existing and new are to be calibrated prior to air balancing. Contact building owner if an existing thermostat needs replacing.
- .5 Contractor to review with owner's maintenance staff thermostat connections to equipment and control air lines.

8.3 CONTROL COMPONENTS

- .1 Control valves and dampers shall be equal to base building standard type unless noted otherwise. Df
- .2 Transfer fan T-1 to operate continuously during regular office hours. Confirm hours with building operator.

SPECIFICATIONS

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ELECTRICAL

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26 05 21	Wires and Cables, 0 - 1000 V	2
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26 08 10	Electrical Starting and Testing General Requirements	7
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Part 1 General

1.1 REFERENCES

- .1 Canadian Standards Association (CSA International)
 - .1 CSA C22.1-2015, Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.
 - .2 CAN3-C235-83 latest edition, Preferred Voltage Levels for AC Systems, 0 to 50,000 V.
- .2 Institute of Electrical and Electronics (IEEE)/National Electrical Safety Code Product Line (NESC)
 - .1 IEEE SP1122-2000, The Authoritative Dictionary of IEEE Standards Terms, Latest Edition.
- .3 Perform complete installation in accordance with the National Building Code of Canada, except where specified otherwise.

1.2 DEFINITIONS

- .1 Electrical and electronic terms: unless otherwise specified or indicated, terms used in these specifications, and on drawings, are those defined by IEEE SP1122.

1.3 SCOPE OF WORK

- .1 The work shall include but not be limited to the following:
 - .1 Provide a complete work as indicated on the drawings.
 - .2 Provide 5 copies of Operation and Maintenance materials as outlined in the specifications Section 01 33 00.
 - .3 Provide as built record drawings in electronic format and hard copy as outlined in the specifications Section 01 33 00.

1.4 DESIGN REQUIREMENTS

- .1 Operating voltages: to CAN3-C235 latest edition.
- .2 Motors, electric heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard.
 - .1 Equipment to operate in extreme operating conditions established in above standard without damage to equipment.

- .3 Language operating requirements: provide identification labels for control items in English.

1.5 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Shop drawings:
 - .1 Submit drawings to the Departmental Representative for approval.
 - .2 Submit wiring diagrams and installation details of equipment indicating proposed location, layout and arrangement, control panels, accessories, piping, ductwork, and other items that must be shown to ensure co-ordinated installation.
 - .3 Identify on wiring diagrams circuit terminals and indicate internal wiring for each item of equipment and interconnection between each item of equipment.
 - .4 Submit number of copies of 600 x 600 mm minimum size drawings and product data to and as directed by authority having jurisdiction.
 - .5 If changes are required, notify Departmental Representative of these changes before they are made.
- .3 Record drawings:
 - .1 Keep complete record of electrical systems installed.
 - .2 Provide as built record drawings in electronic format and hard copy.
- .4 Quality Control: in accordance with Section 01 45 00 - Quality Control.
 - .1 Provide CSA certified equipment and material.
 - .2 Where CSA certified equipment and material is not available, submit such equipment and material to inspection authorities for approval before delivery to site.
 - .3 Submit test results of installed electrical systems and instrumentation.
 - .4 Permits and fees: in accordance with General Conditions of contract.
 - .5 Submit certificate of acceptance from authority having jurisdiction upon completion of Work to Departmental Representative.
- .5 Manufacturer's Field Reports: submit to Departmental Representative manufacturer's written report, within 3 days of review, verifying compliance of Work, as described in PART 3 - FIELD QUALITY CONTROL.

1.6 QUALITY ASSURANCE

- .1 Quality Assurance: in accordance with Section 01 45 00 - Quality Control.

- .2 Qualifications: Electrical Work to be carried out by qualified, licensed electricians who hold valid Master Electrical Contractor license or apprentices in accordance with authorities having jurisdiction as per the conditions of Territorial Act respecting manpower vocational training and qualification.
 - .1 Employees registered in Territorial apprentices program: permitted, under direct supervision of qualified licensed electrician, to perform specific tasks.
 - .2 Permitted activities: determined based on training level attained and demonstration of ability to perform specific duties.
- .3 Site Meetings:
 - .1 In accordance with Section 01 32 18 – Project Time Management, Planning, Monitoring And Control System – Bar (GANTT) Charts.
 - .2 Site Meetings: as part of Manufacturer's Field Services described in Part 3 - FIELD QUALITY CONTROL, in appropriate NMS Section, schedule site visits, to review Work, at stages listed.
 - .1 After delivery and storage of products, and when preparatory Work is complete but before installation begins.
 - .2 Once during progress of Work at 99% complete.
 - .3 Upon completion of Work, after cleaning is carried out.
- .4 Health and Safety Requirements: do construction occupational health and safety in accordance with Section 01 35 30 - Health and Safety Requirements.

1.7 DELIVERY, STORAGE AND HANDLING

- .1 Material Delivery Schedule: provide Departmental Representative with schedule within 2 weeks after award of Contract.
- .2 Waste Management and Disposal: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

1.8 SYSTEM STARTUP

- .1 Instruct operating personnel in operation, care and maintenance of systems, system equipment and components.
- .2 Arrange and pay for services of manufacturer's factory service Departmental Representative to supervise start-up of installation, check, adjust, balance and calibrate components and instruct operating personnel.
- .3 Provide these services for such period, and for as many visits as necessary to put equipment in operation, and ensure that operating personnel are conversant with aspects of its care and operation.

1.9 OPERATING INSTRUCTIONS AND OPERATING & MAINTENANCE MANUALE:

- .1 Provide for each system and principal item of equipment as specified in technical sections for use by operation and maintenance personnel.
- .2 Provide operation and maintenance data, instruction, and descriptions for incorporation into maintenance manual and particular requirements of each section and as specified herein.
- .3 Provide typewritten system descriptions for each system installed in the facility. Provide step-by-step operating procedures sufficient to enable the building operators to remedy simple faults should a system failure occur, and include summaries of manufacturer's system descriptions. Tabulate according to type of system.
- .4 Provide typewritten maintenance instructions for each system installed in the facility. Provide instructions in step-by-step format. Tabulate according to type of system.
- .5 Provide original, approved shop drawings. Tabulate according to type of system.
- .6 Operating instructions to include following:
 - .1 Wiring diagrams, control diagrams, and control sequence for each principal system and item of equipment.
 - .2 Start up, proper adjustment, operating, lubrication, and shutdown procedures.
 - .3 Safety precautions.
 - .4 Procedures to be followed in event of equipment failure.
 - .5 Other items of instruction as recommended by manufacturer of each system or item of equipment.
 - .6 Operation & Maintenance Manual sections to be as follows:
 - Main Tab: "ELECTRICAL"
 - Sub-Tabs: "1.0 GENERAL"
 - Items Included:
 - General description of the electrical portion of the project.
 - Description of the layout of the O&M manual. Names, addresses, and phone numbers of Suppliers, Contractors, and Engineers.
 - "2.0 RECORD DRAWINGS"
 - Insert record drawings in reduced format. Drawings shall be legible in reduced state.

“3.0 CERTIFICATIONS AND WARRANTIES”

Items Included:

Certificates of inspection, and fire alarm verification sheets and verification certificate. Contractor’s warrantee.

- .7 Post instructions where directed.
- .8 For operating instructions exposed to weather, provide weather-resistant materials or weatherproof enclosures.

Part 2 Products

2.1 MATERIALS AND EQUIPMENT

- .1 Provide material and equipment in accordance with Section 01 61 00 - Common Product Requirements.
- .2 Material and equipment to be CSA certified. Where CSA certified material and equipment is not available, obtain special approval from inspection authorities before delivery to site and submit such approval as described in PART 1 - SUBMITTALS.
- .3 Factory assemble control panels and component assemblies.

2.2 ELECTRIC MOTORS, EQUIPMENT AND CONTROLS

- .1 Verify installation and co-ordination responsibilities related to motors, equipment and controls, as indicated.

2.3 WARNING SIGNS

- .1 Warning Signs: in accordance with requirements of authority having jurisdiction Departmental Representative.
- .2 Porcelain enamel signs, minimum size 175 x 250 mm.

2.4 WIRING TERMINATIONS

- .1 Ensure lugs, terminals, screws used for termination of wiring are suitable for either copper or aluminum conductors.

2.5 EQUIPMENT IDENTIFICATION

- .1 Identify electrical equipment with nameplates and labels as follows:

- .1 Nameplates: lamicaid 3mm, matt white finish face, black core, lettering accurately aligned and engraved into core mechanically attached with self tapping screws.
- .2 Sizes as follows:

NAMEPLATE SIZES

Size 1	10 x 50 mm	1 line	3 mm high letters
Size 2	12 x 70 mm	1 line	5 mm high letters
Size 3	12 x 70 mm	2 lines	3 mm high letters
Size 4	20 x 90 mm	1 line	8 mm high letters
Size 5	20 x 90 mm	2 lines	5 mm high letters
Size 6	25 x 100 mm	1 line	12 mm high letters
Size 7	25 x 100 mm	2 lines	6 mm high letters

- .2 Labels: embossed plastic labels with 6 mm high letters unless specified otherwise.
- .3 Wording on nameplates and labels to be approved by Departmental Representative prior to manufacture.
- .4 Allow for minimum of twenty-five (25) letters per nameplate and label.
- .5 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.
- .6 Identify equipment with Size 3 labels engraved "ASSET INVENTORY NO." as directed by Departmental Representative.
- .7 Disconnects, starters and contactors: indicate equipment being controlled and voltage.
- .8 Terminal cabinets and pull boxes: indicate system and voltage.

2.6 WIRING IDENTIFICATION

- .1 Identify wiring with permanent indelible identifying markings, numbered coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.
- .2 Maintain phase sequence and colour coding throughout.
- .3 Colour coding: to CSA C22.1.
- .4 Use colour coded wires in communication cables, matched throughout system.

2.7 CONDUIT AND CABLE IDENTIFICATION

- .1 Colour code conduits, boxes and metallic sheathed cables.
- .2 Code with plastic tape or paint at points where conduit or cable enters wall, ceiling, or floor, and at 15 m intervals.
- .3 Colours: 25 mm wide prime colour and 20 mm wide auxiliary colour.

	<u>Prime</u>	<u>Auxiliary</u>
up to 250 V	Yellow	
up to 600 V	Yellow	Green
up to 5 kV	Yellow	Blue
up to 15 kV	Yellow	Red
Telephone	Green	
Other Communication Systems	Green	Blue
Fire Alarm	Red	
Emergency Voice	Red	Blue
Other Security Systems	Red	Yellow

2.8 FINISHES

- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.

Part 3 Execution

3.1 INSTALLATION

- .1 Do complete installation in accordance with CSA C22.1 except where specified otherwise.

3.2 NAMEPLATES AND LABELS

- .1 Ensure manufacturer's nameplates, CSA labels and identification nameplates are visible and legible after equipment is installed.

3.3 CONDUIT AND CABLE INSTALLATION

- .1 Install cables, conduits and fittings embedded or plastered over, close to building structure so furring can be kept to minimum.

3.4 LOCATION OF OUTLETS

- .1 Locate outlets in accordance with Section 26 05 32 - Outlet Boxes, Conduit Boxes and Fittings.

- .2 Do not install outlets back-to-back in wall; allow minimum 150 mm horizontal clearance between boxes.
- .3 Change location of outlets at no extra cost or credit, providing distance does not exceed 3000 mm, and information is given before installation.
- .4 Locate light switches on latch side of doors.
 - .1 Locate disconnect devices in mechanical and elevator machine rooms on latch side of floor.

3.5 MOUNTING HEIGHTS

- .1 Mounting height of equipment is from finished floor to centreline of equipment unless specified or indicated otherwise.
- .2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.
- .3 Install new electrical equipment at following heights unless indicated otherwise. Mounting heights are to comply with CSA B-651.
 - .1 Local switches: 1050 mm.
 - .2 Wall receptacles:
 - .1 General: 400 mm.
 - .2 Above top of continuous baseboard heater: 200 mm.
 - .3 Above top of counters or counter splash backs: 175 mm.
 - .4 In Mechanical Rooms: 1400 mm
 - .3 Telephone, fax and interphone outlets: 400 mm.
- .4 Panel boards: 2000 mm to top of panel board.
- .5 Wall Mounted Telephone And Intercom Outlets: 1050 mm.
- .6 Fire Alarm Pull Stations: 1050 mm.
- .7 End-Of-Line Resistors: 1500 mm.
- .8 Fire Alarm Bells And Visual Devices: 2450 mm.
- .9 Mounting heights of new devices to meet NBC requirements for "Barrier Free" access

3.6 CO-ORDINATION OF PROTECTIVE DEVICES

- .1 Ensure circuit protective devices such as over current trips, relays and fuses are installed to required values and settings.

3.7 FIELD QUALITY CONTROL

- .1 Load Balance:
 - .1 Measure phase current to panel boards with normal loads (lighting) operating at time of acceptance; adjust branch circuit connections as required to obtain best balance of current between phases and record changes.
- .2 Conduct following tests in accordance with Section 01 45 00 - Quality Control.
 - .1 Circuits originating from branch distribution panels.
 - .2 Lighting and its control.
 - .3 Motors, heaters and associated control equipment including sequenced operation of systems where applicable.
 - .4 Insulation resistance testing:
 - .1 Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.
 - .2 Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.
 - .3 Check resistance to ground before energizing.
- .3 Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.
- .4 Manufacturer's Field Services:
 - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - SUBMITTALS.
 - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.
 - .3 Schedule site visits, to review Work, as directed in PART 1 - QUALITY ASSURANCE.

3.8 CLEANING

- .1 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
- .2 Clean and prime exposed non-galvanized hangers, racks and fastenings to prevent rusting.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Materials and installation for wire and box connectors.

1.2 REFERENCES

- .1 Canadian Standards Association (CSA International)
 - .1 CAN/CSA-C22.2 No.18 latest edition, Outlet Boxes, Conduit Boxes, Fittings and Associated Hardware.
 - .2 CSA C22.2 No.65-latest edition (R1999), Wire Connectors.
- .2 National Electrical Manufacturers Association (NEMA)

Part 2 Products

2.1 MATERIALS

- .1 Pressure type wire connectors to: CSA C22.2 No.65, with current carrying parts of copper sized to fit copper conductors as required.
- .2 Fixture type splicing connectors to: CSA C22.2 No.65, with current carrying parts of copper sized to fit copper conductors 10 AWG or less.
- .3 Bushing stud connectors: to NEMA to consist of:
 - .1 Connector body and stud clamp for stranded copper conductors.
 - .2 Clamp for stranded copper conductors.
 - .3 Stud clamp bolts.
 - .4 Bolts for copper conductors.
 - .5 Sized for conductors as indicated.
- .4 Clamps or connectors for armoured cable, flexible conduit, non-metallic sheathed cable as required to: CAN/CSA-C22.2 No.18.

Part 3 Execution

3.1 INSTALLATION

- .1 Remove insulation carefully from ends of conductors and:
 - .1 Install mechanical pressure type connectors and tighten screws with appropriate compression tool recommended by manufacturer. Installation shall meet secureness tests in accordance with CSA C22.2 No.65.

- .2 Install fixture type connectors and tighten. Replace insulating cap.
- .3 Install bushing stud connectors in accordance with NEMA.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 CSA C22.2 No .0.3 latest edition, Test Methods for Electrical Wires and Cables.

1.2 PRODUCT DATA

- .1 Submit product data in accordance with Section 01 33 00 - Submittal Procedures.

Part 2 Products

2.1 BUILDING WIRES

- .1 Conductors: stranded for 10 AWG and larger. Minimum size: 12 AWG.
- .2 Copper conductors: size as indicated, with 600/1000 V (as applicable) insulation of chemically cross-linked thermosetting polyethylene material rated RW90.
- .3 Aluminum conductors are not acceptable.

2.2 NON-METALLIC SHEATHED CABLE

- .1 Non-metallic sheathed cable not to be utilized.

Part 3 Execution

3.1 INSTALLATION OF BUILDING WIRES

- .1 Install wiring as follows:
 - .1 In conduit systems in accordance with Section 26 05 34

3.2 INSTALLATION OF NON-METALLIC SHEATHED CABLE

- .1 Non-metallic sheathed cable not to be utilized.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 CSA C22.1-2015, Canadian Electrical Code, Part 1.

Part 2 Products

2.1 OUTLET AND CONDUIT BOXES GENERAL

- .1 Size boxes in accordance with CSA C22.1.
- .2 102 mm square or larger outlet boxes as required for special devices.
- .3 Gang boxes where wiring devices are grouped.
- .4 Blank cover plates for boxes without wiring devices.
- .5 Combination boxes with barriers where outlets for more than one system are grouped.

2.2 SHEET STEEL OUTLET BOXES

- .1 Electro-galvanized steel single and multi gang flush device boxes for flush installation, minimum size 76 x 50 x 38 mm or as indicated. 102 mm square outlet boxes when more than one conduit enters one side with extension and plaster rings as required.
- .2 Electro-galvanized steel utility boxes for outlets connected to surface-mounted EMT conduit, minimum size 102 x 54 x 48 mm.
- .3 102 mm square or octagonal outlet boxes for lighting fixture outlets.
- .4 102 mm square outlet boxes with extension and plaster rings for flush mounting devices in finished walls.

2.3 FITTINGS - GENERAL

- .1 Bushing and connectors with nylon insulated throats.
- .2 Knock-out fillers to prevent entry of debris.
- .3 Conduit outlet bodies for conduit up to 32 mm and pull boxes for larger conduits.
- .4 Double locknuts and insulated bushings on sheet metal boxes.

Part 3 Execution

3.1 INSTALLATION

- .1 Support boxes independently of connecting conduits.
- .2 Fill boxes with paper, sponges or foam or similar approved material to prevent entry of debris during construction. Remove upon completion of work.
- .3 For flush installations mount outlets flush with finished wall using plaster rings to permit wall finish to come within 6 mm of opening.
- .4 Provide correct size of openings in boxes for conduit and armoured cable connections. Reducing washers are not allowed.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Canadian Standards Association (CSA International)
 - .1 CAN/CSA C22.2 No. 18 latest edition, Outlet Boxes, Conduit Boxes, Fittings and Associated Hardware.
 - .2 CSA C22.2 No. 56-04, Flexible Metal Conduit and Liquid-Tight Flexible Metal Conduit.
 - .3 CSA C22.2 No. 83-[M1985(R2003)], Electrical Metallic Tubing.

Part 2 Products

2.1 CONDUITS

- .1 Electrical metallic tubing (EMT): to CSA C22.2 No. 83, with couplings.
- .2 Flexible metal conduit: to CSA C22.2 No. 56.

2.2 CONDUIT FASTENINGS

- .1 One hole steel straps to secure surface conduits 50 mm and smaller.
 - .1 Two hole steel straps for conduits larger than 50 mm.
- .2 Beam clamps to secure conduits to exposed steel work.
- .3 Channel type supports for two or more conduits at 750 mm on centre.
- .4 Threaded rods, 6 mm diameter, to support suspended channels.

2.3 CONDUIT FITTINGS

- .1 Fittings: manufactured for use with conduit specified. Coating: same as conduit.
- .2 Ensure factory "ells" where 90 degree bends for 25 mm and larger conduits.
- .3 Watertight connectors and couplings for EMT.
 - .1 Set-screws are not acceptable.

2.4 FISH CORD

- .1 Polypropylene.

Part 3 Execution

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

3.2 INSTALLATION

- .1 Install conduits to conserve headroom in exposed locations and cause minimum interference in spaces through which they pass.
- .2 Conceal conduits except where noted otherwise.
- .3 Use electrical metallic tubing (EMT) above 2.4 m not subject to mechanical injury.
- .4 Use flexible metal conduit for connection to motors in dry areas, connection to surface or recessed fluorescent fixtures without a prewired outlet box.
- .5 Minimum conduit size for lighting and power circuits: 19 mm.
- .6 Install EMT conduit from branch circuit panel to outlet boxes located in sub floor.
- .7 Bend conduit cold:
 - .1 Replace conduit if kinked or flattened more than 1/10th of its original diameter.
- .8 Mechanically bend steel conduit over 19 mm diameter.
- .9 Install fish cord in empty conduits.
- .10 Remove and replace blocked conduit sections.
 - .1 Do not use liquids to clean out conduits.
- .11 Dry conduits out before installing wire.

3.3 CONCEALED CONDUITS

- .1 Run parallel or perpendicular to building lines.
- .2 Do not install horizontal runs in masonry walls.
- .3 Do not install conduits in terrazzo or concrete toppings.

3.4 CLEANING

- .1 On completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.

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END OF SECTION

1. GENERAL

1.1 INTENT

- .1 This Section specifies general requirements common to all starting and testing of electrical equipment and systems. Read this Section in conjunction with related Commissioning Sections which specify specific portions of electrical starting and testing work.
- .2 Except where otherwise specified, arrange and pay for the testing and related requirements specified in this and related Sections.
- .3 If test results do not conform with applicable requirements, repair, replace, or adjust or balance equipment and systems. Repeat testing as necessary until acceptable results are achieved.

1.2 SUBMITTALS

- .1 Submit to the Departmental Representative a list of equipment and instruments which will be used in starting, testing, balancing and adjusting electrical equipment. The Departmental Representative may require changes to the proposed equipment and instruments.

1.3 START-UP REPORTS

- .1 Prepare Start-Up report using forms available from the Departmental Representative.
- .2 Where forms are not available from the Departmental Representative for specific systems or equipment, prepare appropriate forms.
- .3 Submit Start-Up reports as part of Operation and Maintenance Manual specified in Section 26 01 11.

1.4 REPORTS

- .1 Submit Contractor Start-Up Report forms in accordance with Section 01 33 35 documenting starting and testing procedures performed, and observed tests results obtained.
- .2 Submit field reports in accordance with Section 26 00 10.

1.5 STARTING AND TESTING - GENERAL

- .1 Prior to testing ensure all electrical equipment is cleaned and free of dust.
- .2 After testing, protect equipment subject to dust from construction activities.
- .3 Notify Departmental Representative when starting and testing of all systems has been completed.
- .4 Do not conceal or cover equipment until inspected, tested and approved by Departmental Representative.
- .5 Assume all liabilities associated with starting, testing and balancing procedures.

- .6 Assume all costs associated with starting, testing, adjusting and balancing, including supply of testing equipment and witnessing of factory testing by Contractor and Departmental Representative.

1.6 WITNESSING OF STARTING AND TESTING

- .1 Departmental Representative or Departmental Representative's Performance Testing Agent may witness all or any portion of testing and starting procedures performed by Contractor or Contractor's Testing Agent.

1.7 MANUFACTURER'S STARTING RECOMMENDATIONS

- .1 Prior to starting equipment or systems, obtain and review manufacturer's installation, operation and starting instructions.
- .2 Use manufacturer's and supplier's starting personnel where required to maintain validity of manufacturer's warranty. Confirm with manufacturer that all testing specified in this Section will not void any warranties.
- .3 Compare installation to manufacturer's published data and record discrepancies. Modify procedures detrimental to equipment performance prior to starting equipment.

1.8 MANUFACTURER'S SERVICE ON SITE

- .1 Arrange and pay for qualified manufacturer's representatives to supervise starting and testing of following electrical equipment and systems:
 - .1 Fire Alarm System.
- .2 Manufacturer's personnel shall be experienced in design and operation of equipment and systems being started and have ability to interpret results of readings, and tests and report results in a logical fashion.

1.9 REFERENCE DOCUMENTS

- .1 Perform tests in accordance with:
 - .1 These Contract Documents.
 - .2 Requirements of authorities having jurisdiction.
 - .3 Manufacturer's published instructions.
 - .4 Applicable CSA, IEEE, IPCEA, EEMAC, NEMA and ASTM standards.
 - .5 CAN/CSA-Z32-09 Electrical safety and essential electrical systems in health care facilities
- .2 If requirements of any of the foregoing conflict, notify Departmental Representative before proceeding with tests and obtain clarification.

1.10 CONTRACTOR AND MANUFACTURER REPORTS

- .1 Log and tabulate test results on appropriate test report forms.
- .2 Submit completed test report forms immediately after tests are performed.
 - .1 Record all data gathered on site on approved test report forms.
 - .2 Note any damage, missing parts or incomplete work on test form.
 - .3 Record date of corrected deficiencies on form.
 - .4 Arrange for Departmental Representative to initial completed test report forms prior to the end of the work day that information is gathered. Provide the Departmental Representative with one photocopy of each completed test report form.
 - .5 Maintain one photocopy on site of all data taken during starting and testing period.
 - .6 Maintain one copy of all final starting, testing, balancing and adjusting reports on site up to interim acceptance of the work for reference purposes.
- .3 Arrange for manufacturer to submit copies of all production test records for production tests required by EEMAC and CSA standards for manufactured electrical equipment.
- .4 Arrange for manufacturer to submit brief step-by-step description of entire starting procedure to allow repeat starting at any time.

1.11 CORRECTION OF DEFICIENCIES

- .1 Correct all contract deficiencies found during electrical starting and testing of equipment and systems and performance verification.

1.12 FIRE ALARM SYSTEM TESTING AND VERIFICATION

- .1 The manufacturer will be responsible for appointing a verification agent to direct verification of fire alarm system in accordance with:
 - .1 CAN/ULC-S537-96, "Verification of Fire Alarm System Installations", and
 - .2 Requirements of authority having jurisdiction.

1.13 COORDINATION

- .1 Coordinate starting of electrical equipment and systems with testing and demonstration and instruction of:
 - .1 Electrical equipment and systems specified in Division 26.
 - .2 Mechanical equipment and systems specified in Division 20 to 23.
 - .3 Other equipment and system specified in other Divisions.

- .2 Where any equipment or systems requires testing prior to starting, ensure that such work has been completed prior to starting of electrical equipment and systems.

1.14 IMPLEMENTATION

- .1 Except where otherwise specified, perform all testing and related requirements specified herein during Contractor Start-Up. prior to Interim Acceptance of the Work.
- .2 Perform load balance, power factor and voltage testing three months after Practical Completion of facility.

1.15 SCHEDULING

- .1 Provide a contractor start-up schedule as specified in Division 01.

2. Products

2.1 TEST EQUIPMENT

- .1 Provide all equipment and tools necessary to perform testing specified and as otherwise required.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 Section Includes:
 - .1 Materials and installation for low voltage control system designed to provide remote switching of lighting loads by use of:
 - .1 Low voltage momentary contact switches.
 - .2 Sustainable requirements for construction and verification.

1.2 SUBMITTALS

- .1 Refer to Division 1 for submittals.

1.3 DELIVERY, STORAGE, AND HANDLING

- .1 Packing, shipping, handling and unloading:
 - .1 Deliver, store and handle in accordance with Section 01 61 00 - Common Product Requirements.
 - .2 Deliver, store and handle materials in accordance with manufacturer's written instructions.

Part 2 Products

2.1 MATERIALS

- .1 Control system: To match existing low voltage relay cabinet.

2.2 REMOTE CONTROL SWITCHES

- .1 Single pole, double throw, momentary contact, standard duty, rated 15 A, 25 V, double push-button action with pilot lights.
- .2 Douglas 2-wire HID low voltage switches or approved equivalent (to match existing).

2.3 LOW VOLTAGE RELAYS

- .1 Electrically operated by momentary impulse, mechanically latched until activated.
- .2 Two coil solenoid type with one coil to close relay contacts and one coil to open relay contacts.
- .3 Operating voltage: 24 V, AC.
- .4 Load contacts: 20 A, 120 V, AC.

- .5 Auxiliary contacts for pilot light.
- .6 Coloured pre-stripped leads.
- .7 Low voltage relays or approved equivalent (to match existing).

2.4 CONTROL TRANSFORMER

- .1 Low voltage power Class 2, input 120 V, AC, 60 Hz, output 20 VA at 24 V.

Part 3 Execution

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

3.2 INSTALLATION

- .1 Switches:
 - .1 Install switches in gang type outlet box when more than one switch is required in one location.
 - .2 Mount switches at height in accordance with Section 26 05 00 - Common Work Results - Electrical.
- .2 Locate and install all other equipment in accordance with manufacturer's recommendations and as indicated.

3.3 FIELD QUALITY CONTROL

- .1 Site Tests:
 - .1 Perform tests in accordance with Section 26 05 00 - Common Work Results - for Electrical.
- .2 Actuate control units in presence of Departmental Representative to demonstrate lighting circuits are controlled as designated.
- .3 Manufacturer's Field Services:
 - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - SUBMITTALS.

3.4

CLEANING

- .1 Upon completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.

END OF SECTION

Part 1 General

1.1 SHOP DRAWINGS AND PRODUCT DATA

- .1 Submit shop drawings and product data in accordance with Section 01 33 00 - Submittal Procedures.

Part 2 Products

2.1 LINE VOLTAGE SWITCHES

- .1 15 A, 120 V, single pole, double pole, three-way or four-way as indicated.
- .2 Manually operated general purpose AC switches with the following features:
 - .1 Terminals approved for #10 AWG wire.
 - .2 Silver alloy contacts.
 - .3 Urea or melamine moulding for parts subject to carbon tracking.
 - .4 Suitable for side wiring.
 - .5 Ivory toggle.
 - .6 Commercial specification grade.
 - .7 Toggle switch fully rated for tungsten filament and fluorescent lamps, and up to 80% of rated capacity of motor loads.
 - .8 Switches of one manufacturer throughout project.
 - .9 Acceptable Materials: Hubbell 1201.
- .3 Manually operated general purpose AC dimmer switches. Acceptable Materials: Hubbell AS203

2.2 RECEPTACLES

- .1 Duplex receptacles, CSA type 5-15 R, 125 V, 15 A, U ground, with following features:
 - .1 Ivory urea moulded housing.
 - .2 Suitable for No. 10 AWG for back and side wiring.
 - .3 Break-off links for use as split receptacles.
 - .4 Eight back wired entrances, four side wiring screws.
 - .5 Triple wipe contacts and rivetted grounding contacts.
- .2 Single receptacles, CSA type 5-15 R, 125 V, 15 A, U ground with following features:
 - .1 Ivory urea moulded housing.
 - .2 Suitable for No. 10 AWG for back and side wiring.

- .3 Four back wired entrances, 2 side wiring screws.

- .3 GFCI receptacles, CSA type 5-20 R, 125 V, 20 A, U ground, with following features:
 - .1 Ivory urea moulded housing.
 - .2 Suitable for No. 10 AWG for back and side wiring.
 - .3 Break-off links for use as split receptacles.
 - .4 Eight back wired entrances, four side wiring screws.
 - .5 Triple wipe contacts and rivetted grounding contacts.
- .4 Other receptacles with ampacity and voltage as indicated.
- .5 Receptacles of one manufacturer throughout project.

2.3 COVER PLATES

- .1 Cover plates for wiring devices.
- .2 Cover plates from one manufacturer throughout project.
- .3 Sheet steel utility box cover for wiring devices installed in surface-mounted utility boxes.
- .4 Stainless steel 1 mm thick cover plates, thickness 2.5 mm for wiring devices mounted in flush-mounted outlet box.
- .5 Sheet metal cover plates for wiring devices mounted in surface-mounted FS or FD type conduit boxes.

Part 3 Execution

3.1 INSTALLATION

- .1 Receptacles:
 - .1 Install receptacles in gang type outlet box when more than one receptacle is required in one location.
 - .2 Mount receptacles at height in accordance with Section 26 05 00 - Common Work Results - Electrical.
 - .3 Where split receptacle has one portion switched, mount vertically and switch upper portion.
- .2 Cover plates:
 - .1 Protect stainless steel cover plate finish with paper or plastic film until painting and other work is finished.

- .2 Install suitable common cover plates where wiring devices are grouped.
- .3 Do not use cover plates meant for flush outlet boxes on surface-mounted boxes.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 26 09 24: Lighting Control Devices - Low Voltage.

1.2 REFERENCES

- .1 American National Standards Institute/Institute of Electrical and Electronics Engineers (ANSI/IEEE)
- .2 Canadian Standards Association (CSA International)
- .3 Underwriters' Laboratories of Canada (ULC)

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Provide manufacturer's printed product literature, specifications and datasheet and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Quality assurance submittals: provide following in accordance with Section 01 45 00 - Quality Control.
 - .1 Manufacturer's instructions: provide manufacturer's written installation instructions and special handling criteria, installation sequence, cleaning, and procedures.

1.4 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements.
- .2 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.
- .3 Divert unused metal materials from landfill to metal recycling facility.
- .4 Disposal and recycling of fluorescent lamps as per local regulations.
- .5 Disposal of old PCB filled ballasts.

Part 2 Products

2.1 FINISHES

- .1 Light fixture finish and construction to meet ULC listings and CSA certifications related to intended installation.

2.2 OPTICAL CONTROL DEVICES

- .1 As indicated in luminaire schedule.

2.3 LUMINAIRES

- .1 As indicated in luminaire schedule.
- .2 Exit signs are to match existing and are as noted on the plans.

Part 3 Execution

3.1 INSTALLATION

- .1 Locate and install luminaires as indicated.
- .2 Provide adequate support to suit ceiling system.

3.2 WIRING

- .1 Connect luminaires to lighting circuits:
 - .1 Install flexible or rigid conduit for luminaires as indicated.

3.3 LUMINAIRE SUPPORTS

- .1 For suspended ceiling installations support luminaires from ceiling grid in accordance with local inspection requirements.

3.4 LUMINAIRE ALIGNMENT

- .1 Align luminaires mounted in continuous rows to form straight uninterrupted line.
- .2 Align luminaires mounted individually parallel or perpendicular to building grid lines.

3.5 CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

END OF SECTION

1. **GENERAL**

1.1 **SCOPE OF WORK**

- .1 Data cabling is by others. Rycom is the data contractor for the building. Provide conduit rough-in as shown for quantity of cables shown. Cabling will be pulled by Shared Services Canada + Rycom.
- .2 Coordinate all telecommunications wiring, equipment and installations with Shared Services Canada.
- .3 Provide wall outlet boxes as shown with the number of data ports indicated. Size conduit to suit number of cables shown.

END OF SECTION

1. GENERAL

- .1 The Existing fire alarm system at Northern Forestry is a single stage Notifier NFS2-3030.

1.2 SUMMARY

- .1 No additional fire alarm devices are required.
- .2 The electrical contractor is to remove the existing smoke detectors and revise the programming at the fire alarm panel to take them off the system.
- .3 Work covered by the section includes the furnishing of labour, equipment, and materials for installation of the additional devices as indicated on the drawings.

1.3 ACCEPTABLE MANUFACTURERS

- .1 To match existing.

1.4 RELATED DOCUMENTS

- .1 Drawings and general provisions of the contract, including general and supplementary conditions and Division 1 specification sections apply to this section.
- .2 The work covered by this section is to be coordinated with related work as specified elsewhere in the specifications. Requirements of the following sections apply.
 - .1 Electrical General Requirements Section 26 05 00
 - .2 Wires and Cables, 0-1000 V Section 26 05 21
 - .3 Outlet Boxes, Conduit Boxes & Fittings Section 26 05 32
 - .4 Conduits, Conduit Fastenings & Conduit Fittings Section 26 05 34
- .3 The system and all associated operations shall be in accordance with the following:
 - .1 National Building Code, 2015.
 - .2 National Fire Code, 2015.
 - .3 NFPA 72, National Fire Alarm Code.

- .4 CAN/ULC-S524, Standard for the Installation of Fire Alarm Systems Latest Edition.
- .5 CAN/ULC-S536 Inspection and Testing of Fire Alarm System Latest Edition
- .6 CAN/ULC-S537 Verification of Fire Alarm Systems Latest Edition
- .7 CSA C22.1, Canadian Electrical Code, Part I Latest Edition.
- .8 Local Jurisdictional Adopted Codes and Standards.

1.5 SYSTEM DESCRIPTION

- .1 Audible/visible Alarm Notification: N/A

2. PRODUCTS

2.1 NON-ADDRESSABLE ALARM-NOTIFICATION APPLIANCES

- .1 Audible/Visible: N/A

3. EXECUTION

3.1 INSTALLATION, GENERAL

- .1 Install devices in accordance with applicable NFPA standards and manufacturer's recommendations.

3.2 WIRING INSTALLATION

- .1 Reuse existing wire and conduit where applicable.

3.3 FIELD QUALITY CONTROL

- .1 Horn test: Ensure that audibility testing is done as per NBC 3.2.4.18.

3.4 CLEANING AND ADJUSTING

- .1 Cleaning: Remove paint splatters and other spots, dirt, and debris. Clean unit internally using methods and materials recommended by manufacturer.

3.5 FIRE ALARM VERIFICATION

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- .1 Fire alarm verification to be as per CAN/ULC S537. Provide fire alarm verification report to Departmental Representative upon completion.
 - .2 Fire alarm verification will not required.

END OF SECTION