

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures.

1.2 REFERENCES

- .1 Canadian Environmental Protection Act (CEPA)

1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting one week prior to contract completion with Departmental Representative to:
 - .1 Verify Project requirements.
 - .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 One week prior to Substantial Performance of the Work, submit to the Departmental Representative two final printed copies of operating and maintenance manuals in English and French.
- .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 O & M MANUAL REQUIREMENTS

- .1 Operations and Maintenance Manuals (O&M) Manuals. Provide 2 hard copies and 1 electronic (PDF Format) on a USB memory stick.
 - .1 O&M Manuals are to be assembled in a 1" or greater 3 ring binder labelled on the front cover and on the binder edge with the:
 - Building Name and address
 - Project name
 - Project Number
 - Project Completion Date
 - .2 O&M Manuals are to include a Title Page with:

- i) Building name & address
- ii) Date
- iii) General contractor information: name address & phone numbers
- iv) Consultant: name address & phone numbers

.3 O&M Manuals are to be indexed and sectioned as follows:

A – Signed Letter of Warranty:

- i) Dated and signed by the authorized company representative
- ii) Identifying project by name, number and location
- iii) Warranty period with effective start date at the date of substantial completion;
- iv) Any extended equipment warranty must also be identified

B – Contact information for all sub-contractors & suppliers

C – Reports (as applicable)

- i) Copy of all t=TAB reports for HVAC systems
- ii) Pre-functional tests and/or start-up reports
- iii) functional test reports
- iv) completed performance verification forms
- v) load balancing reports
- vi) cabling verifications
- vii) electrical inspection reports
- viii) plumbing test reports
- ix) copies of typewritten panel directories
- x) emergency lighting letter indicating the lighting is connected to emergency power as per drawings and specifications
- xi) elevation device certification
- xii) fire alarm certifications
- xiii) NFPA 13 certifications
- xiv) seismic Reports
- xv) pre-coring and post-coring scanning Reports
- xvi) Building Occupancy Permits and/or Inspection Reports
- xvii) recuperation confirmation of all hazardous material
- xviii) other required certifications required by National Building Code

D – As built drawings for all trades - changes marked in red ink

E – Sequence of operation: for BAS and other systems with control software and list of changes made to original sequences

F – PSPC CMMS equipment inventory and forms. Data sheet must be filled out (with new specs) and ready to be sent to CMMS coordinator

All equipment which is to be deleted, removed, added or replaced from site is to have a CMMS inventory sheet completed with equipment specs and included in the O&M manual

G – Provide for new equipment - if necessary categorized by NMS Spec division format

Installation manuals
Service manuals
Wiring/schematic diagrams - actual and non-generic
Copy of approved shop drawings

For each product list names, addresses and telephone numbers of subcontractors and suppliers.

X – Provide approved listing and location of Spare Parts and Extra Stock Material

Y – Training Material

Z – Miscellaneous project information

Part 2 Products

2.1 NOT USED

.1 Not used.

Part 3 Execution

3.1 NOT USED

.1 Not used.

END OF SECTION