

Part 1 General**1.1 TIME OF EXECUTION**

- .1 Commence work in accordance with notification of acceptance and complete work within approved schedule from date of such notification.
- .2 Furnish all necessary work, materials, tools and equipment and carry out in a careful and workmanlike manner and to the satisfaction of the Departmental Representative.

1.2 FIELD QUALITY CONTROL

- .1 Carry out work using only qualified licensed certified workers or apprentices in accordance with Provincial, Territorial act respecting manpower vocational training and qualifications.
- .2 Permit employees registered in Provincial, Territorial apprentices program to perform specific tasks only in under direct supervision of qualified licensed workers.
- .3 Carry out work using a Contractor who holds a valid license issued by the Province in which the work is being contracted.

1.3 MEASUREMENTS

- .1 Measurements, sized, exact count and dimensions are the responsibility of the Contractor to verify. Verify all drawings, measurements and deletions or omissions before commencing work.
- .2 Verify all conditions and dimensions prior to fabrication and construction.
- .3 Notify the Departmental Representative of any discrepancies or divergences in the drawings before proceeding.

1.4 MINIMUM STANDARDS

- .1 Materials shall be new and work shall conform to the minimum applicable standards of the Canadian General Standards Board, the Canadian Standards Association, the Ontario Building Code 2012 (OBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.
- .2 The Contractor shall comply with all laws and regulations relating to the work, whether Federal, Provincial or Municipal, as if the work were for a person other than Her Majesty, and shall pay for all fees, permits and obtain all certificates required in respect of the work.

1.5 FEES CERTIFICATES & BYLAWS

- .1 Contractor to pick-up and pay for all fees and all permits. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.

1.6 TAXES

- .1 Pay all taxes properly levied by law including Federal, Provincial and Municipal.

1.7 FIRE SAFETY REQUIREMENTS

- .1 Comply with both the Ontario Building Code 2012 (OBC) and the National Fire Code of Canada 2015 (NFC) for safety of persons in buildings in the event of a fire and the protection of buildings from the effects of fire; as follows:
 - .1 The OBC for fire safety and the fire protection features that are required to be incorporated in a building during construction.
 - .2 The NFC:
 - .1 The ongoing maintenance and use of the fires safety and fire protection features incorporated in buildings.
 - .2 Limitations on hazardous contents in and around buildings
 - .3 The establishment of fire safety plans
 - .4 Fire safety at construction and demolition sites
- .2 Fire Protection Services
 - .1 Retain services of manufacturer for fire protection systems on daily basis or as approved by Departmental Representative, to isolate and protect all devices relating to:
 - .1 Modification of fire alarms, fire suppression, extinguishing or protection systems; and/or
 - .2 Cutting, welding, soldering or other construction activities that might activate fire protection systems.
 - .3 Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.
 - .4 Inform fire alarm system monitoring agency and local Fire Department immediately prior to isolation and immediately upon restoration of normal operation.

.3 Watchmen Services

- .1 Where work requires interruption or cause activation of fire alarms or fire suppression, extinguishing or protection systems: Provide "Watchman Services" as described in NFC; In general, watchman service is defined as an individual conversant with "Fire Emergency Procedures", performing fire picket duty within an unprotected and unoccupied (no workers) area as frequently as determined by Departmental Representative.

1.8 HAZARDOUS MATERIALS

- .1 Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials and regarding labeling and the provision of Material Safety Data Sheets (MSDS).
- .2 For work in occupied buildings give the Departmental Representative 1 week notice for work involving designated substances (O.Reg. 490/09); and before painting, caulking.
- .3 In the event that Hazardous Materials are brought on site, the Contractor will provide the Departmental Representative a MSDS. These MSDS sheets will be put into a 3 ring binder located on site.

1.9 TEMPORARY UTILITIES

- .1 Notify the Departmental Representative and utility companies of intended utilities interruptions of services; obtain requisite permission.
- .2 Existing services required for the work, may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expenses and responsibility.
- .3 Connect to existing power supply in accordance with Provincial Electrical Code.
- .4 Give the Departmental Representative 1 week notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum; carry out all interruptions after normal working hours of occupants, preferably on weekends.

1.10 PROTECTION

- .1 All work is being carried out in occupied areas. Protect existing work surfaces, equipment, floors, walls, partitions from damage during construction.

- .2 Protect finished work against damage until take-over.
- .3 Protect adjacent work against the spread of dust and dirt beyond the work areas.
- .4 Protect operatives and other users of the site from all hazards.

1.11 SITE STORAGE

- .1 Storage space shall be equipped and maintained by the Contractor.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interfere with operations of Departmental Representative or other contractors.
- .4 Obtain and pay for use of additional storage or work areas needed for operations.

1.12 REMOVED MATERIAL

- .1 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from the site.
- .2 Submit complete records of all removals from site including:
 - .1 Time and Date of removal
 - .2 Description of material and quantity
 - .3 Proof that materials have been received at an approved Waste Processing Site or Certified Waste Disposal Site as required.

1.13 USE OF SITE FACILITIES

- .1 Execute work with least possible interference or disturbance to the normal use of premises. Make arrangements with the Departmental Representative to facilitate work as states.
- .2 Where elevators, dumbwaiters, conveyors or escalators exist, the Contractor may use these at the Departmental Representative's discretion. Protect them from damage, safety hazards and overloading of existing equipment.
- .3 Sanitary facilities will be assigned for Contractor personnel. Keep facilities clean.

1.14 CUT, PATCH and MAKE GOOD

- .1 Cut existing surface as required to accommodate new work.
- .2 Remove all items so shown or specific.
- .3 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, color, finish and texture.

- .4 Install fire stops and smoke seals in accordance with ULC-S115-11 (R2016), around pipe, ductwork, cables and other objects penetrating fire separations to provide fire resistance not less than the fire resistance rating of surrounding floor, ceiling and wall assembly.

1.15 EXAMINATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Provide the Departmental Representative photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.

1.16 SIGNS

- .1 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety devices, etc. in both official languages or by the use of commonly-understood graphic symbols to the Departmental Representative for approval.
- .2 No advertising will be permitted on this project.

1.17 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.

1.18 RECORDS, PRINTS & AS-BUILD Drawings

- .1 As work progresses, maintain accurate records to show deviations from contract drawings.
- .2 Supply to the Departmental Representative one set of white as-built drawings with all deviations neatly inked in.
- .3 Contractor to pay for all reproductions.

1.19 GUARANTEES & WARRANTIES

- .1 Conduct an inspection of work, identify deficiencies and defects, and repair as required to conform to Specifications and Drawings.
- .2 Notify Departmental Representative in writing of satisfactory completion of Contractor's Inspection of work to identify obvious defects or deficiencies.
- .3 The Departmental Representative and Contractor will perform inspection of work to identify obvious defects and deficiencies. Contractor will correct work accordingly.
- .4 Submit written certificate that the following have been performed:

- .1 Work has been completed and inspected for compliance with contract documents
- .2 Defects have been corrected and deficiencies have been completed.
- .3 Equipment and systems have been tested, and are fully operational.
- .4 Operation of systems have been demonstrated to the Departmental Representative.
- .5 Work is completed and ready for final inspection.
- .5 Request final inspection of work from Departmental Representative when items noted above are completed. If work is deemed incomplete, complete outstanding items and request re-inspection.
- .6 Before completion of work, collect all manufacturers guarantees and warranties and deposit with Departmental Representative as described in Submittals Section.

1.20 CLEAN-UP

- .1 Clean-up work area per OSHA and Construction Regulations 213/91 or as ordered by the Departmental Representative. At the end of each work period, and more often if ordered by the Departmental Representative, remove debris from site, neatly stack materials for use and clean-up generally.
- .2 Upon completion remove scaffolding, temporary protection and surplus materials. Make good defects noted at this stage.
- .3 Clean areas under contract to a condition to meet Departmental Representative's approval.

1.21 PRIOR TO COMMENCEMENT

- .1 Submit to Departmental Representative the names and dates of birth of employees who will be working on the project site.

1.22 BUILDING SMOKING ENVIRONMENT

- .1 Smoking is not permitted in the building. Obey smoking restrictions on building property.

1.23 DUST CONTROL

- .1 Provide dust tight screens or partitions to localize dust generating activities, and for protection of workers, finished areas of work and public. Dust control barriers must meet NFC Code requirements.
- .2 Maintain and relocate protection until such work is complete.

- .3 Protect all furnishing within work area with 10 mil thick polyethylene film during construction. Remove film during non-construction hours and leave premises in clean, unencumbered and safe manner for normal daytime function.

1.24 SCHEDULING

- .1 On award of contract, submit bar chart identification schedule for work, indicating anticipated progress stages within time of completion. When schedule has been reviewed by the Departmental Representative, take necessary measures to complete work within scheduled time. Do not change schedule without notifying the Departmental Representative.
- .2 Carry out work during "normal hours" Monday to Friday.
- .3 Construction work to be phased:
 - .1 Floors 5 and 7 to be completed 4 weeks after contract award.
 - .2 Floors 8,9 and 11 to be completed 8 weeks after contract award.
 - .3 Floors 12,14 and 15 to be completed 11 weeks after contract award.

1.25 PARKING

- .1 Contractor is responsible for their own/employees parking.

1.26 SHOP DRAWINGS & SAMPLE SUBMITTALS

- .1 Submit for the Departmental Representative's review, copies of each shop drawing, copies of guarantees and warranties from suppliers.
- .2 The Term "shop drawing" means drawings, diagrams, illustrations, schedules, performance charts, brochures, and other data, which are to be provided by the Contractor to illustrate details of a portion of work.
- .3 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of design details inherent in the shop drawings, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings requirements of the contract documents.
- .4 Accompany submission with transmittal letter containing:
 - .1 Date:
 - .2 Project Title & Number:
 - .3 Contractor's Name & Address:

- .4 Identification and quantity of each shop drawing, product data and sample
- .5 Other pertinent data
- .5 Do not commence manufacture or order materials before shop drawings and samples are reviewed and approved.

1.27

SAMPLES

- .1 Where colour, pattern or texture is criterion, submit full range of samples.
- .2 Reviewed and accepted samples will become standard or workmanship and material against which installed will be verified.

Part 2 Products

Part 3 Execution

END OF SECTION

PART 1 - GENERAL**1.1 WORK COVERED BY CONTRACT DOCUMENTS**

- .1 Work of this Contract comprises of the interior fit-up of the 10th Floor at 140 O'Connor Street c/w all related work as outlined in contract documents.

1.2 CONTRACT METHOD

- .1 Construct Work under single, stipulated price contract.
- .2 Relations and responsibilities between Contractor and subcontractors and subcontractors assigned by Departmental Representative are as defined in Conditions of Contract. Assigned Subcontractors must, in addition:
 - .1 Purchase and maintain liability insurance to protect Contractor from claims for not less than limits of liability which Contractor is required to provide to Departmental Representative.

1.3 WORK SEQUENCE

- .1 Construct Work in stages to accommodate Departmental Representative's continued use of premises during construction.
- .2 Co-ordinate Progress Schedule and co-ordinate with Departmental Representative's Occupancy during construction.
- .3 Construct Work in stages to provide for continuous public usage. Do not close off public usage of facilities until use of one stage of Work will provide alternate usage.
- .4 Maintain fire access/control.

1.4 CONTRACTOR USE OF PREMISES

- .1 Unrestricted use of site until Substantial Performance.
- .2 Limit use of premises for Work, and for access, to allow:
 - .1 Departmental Representative's occupancy.
 - .2 Partial Departmental Representative's occupancy.
- .3 Co-ordinate use of premises under direction of Departmental Representative Commissioning Oversight Specialist.
- .4 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.

- .5 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .6 Repair or replace portions of existing work which have been altered during construction operations similar to existing or adjoining work, as directed by Departmental Representative Commissioning Oversight Specialist.
- .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.5 DEPARTMENTAL REPRESENTATIVE'S OCCUPANCY

- .1 Departmental Representative will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Departmental Representative in scheduling operations to minimize conflict and to facilitate Departmental Representative usage.

1.6 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 Commissioning Oversight Specialist to facilitate execution of work.
- .2 Use only elevators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Departmental Representative Commissioning Oversight Specialist prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.7 EXISTING SERVICES

- .1 Notify, Departmental Representative Commissioning Oversight Specialist 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 Commissioning Oversight Specialist 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian, vehicular traffic and tenant operations.
- .3 Provide alternative routes for personnel, pedestrian and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative Commissioning Oversight Specialist of findings.

- .5 Submit schedule to and obtain approval from Departmental Representative Commissioning Oversight Specialist 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.
- .6 Provide temporary services when directed by Departmental Representative Commissioning Oversight Specialist to maintain critical building and tenant systems.
- .7 Where unknown services are encountered, immediately advise Departmental Representative Commissioning Oversight Specialist and confirm findings in writing.
- .8 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .9 Record locations of maintained, re-routed and abandoned service lines.

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, or required by the Client and authorities having jurisdiction.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

END OF SECTION

1. GENERAL

1.1 REFERENCES

1. Federal Legislation

1. Canada Labour Code, Part II, section 124 and 125. Canada Occupational Health and Safety Regulations (SOR/86-304)
2. Transportation of Dangerous Goods Act, 1992 (TDGA)
3. Canada Consumer Product Safety Act (L.C. 2010, ch. 21)
 1. Surface Coating Materials Regulations (SOR/2005-109).
4. Canadian Environmental Protection Act, 1999 (CEPA)
 1. PCB Regulations (SOR/2008-273)
 2. Federal Halocarbon Regulations, 2003 (SOR/2003-289)

2. Provincial Legislation

1. Ontario Occupational Health and Safety Act, R.S.O. 1990.
 1. Ontario Regulation 490/09 – Designated Substances (O.Reg. 490/09).
 2. Ontario Regulation 278/05 – Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations, (O.Reg. 278/05).
 3. Ontario Regulation 213/91 for Construction Projects (O.Reg. 213/91)
2. Ontario Environmental Protection Act, R.R.O. 1990,
 1. Ontario Regulation 347/90, General – Waste Management (O.Reg. 347/90).
 2. Ontario Regulations 362/90 – Waste Management, PCBs (O.Reg. 362/90)
 3. Ontario Regulation 463/10, Ozone Depleting Substances and Other Halocarbons (O.Reg. 463/10).
3. Canadian General Standards Board (CGSB).
4. Canadian Standards Association (CSA International). CAN/CSA-Z94.4-11 - Respiratory Protection
5. Underwriters' Laboratories of Canada (ULC).

1.2 DEFINITIONS

Asbestos-Containing Materials (ACMs): means material that contains 0.5 per cent or more asbestos by dry weight as per Ontario Regulation 278/05.

Friable Material: material that when dry can be crumbled, pulverized or powdered by hand pressure and includes such material that is crumbled, pulverized or powdered.

Time-weighted average exposure limit (TWAEEL): the time-weighted average airborne concentration of a biological or chemical agent to which a worker may be exposed in a work day or work week as prescribed by *Ontario Regulation 490/09 Designated Substances*, as amended.

1.3 RELATED SECTIONS

1. 02 81 01 – Hazardous Materials
2. 02 82 00.01 – Asbestos Minimum Precautions
3. 02 82 00.02 – Asbestos Intermediate Precautions
4. 02 83 20 – Lead Precautionary Measures
5. 02 89 00 – Silica Precautionary Measures

1.4 DESIGNATED SUBSTANCES

Confirm with the Departmental Representative that no additional designated substances have been brought to the project area prior to beginning work.

Additional designated substances and hazardous materials may exist outside the accessible survey areas but are beyond the scope of this project.

Should any additional material, suspected to be a designated substance, be encountered within the project area, any disturbance of such material must be stopped, precautionary measures taken, and the Departmental Representative must be notified immediately. Do not proceed until written instructions have been received.

1. ACRYLONITRILE: Not Identified
2. ARSENIC: Not Identified
3. ASBESTOS: **Identified**

Bulk sampling and subsequent laboratory analysis has determined that the following materials contain regulated amounts of asbestos in the project areas:

- Non-friable drywall joint compound contains 1% Chrysotile asbestos, and is present throughout the project areas, including but not limited to core walls, perimeter walls, columns and bulkheads. Many applications are double-layered. Drywall joint compound was observed to be in poor condition around perimeter induction units in the following areas:
 - Floor 21, Room 21001 – 4 square meters.
 - Floor 21, Room 21071 – 5 square meters.
 - Floor 20, Room 20049 – 8 square meters.

- Floor 20, Room 20053 – 1 square meter.
 - Floor 20, Room 20097 – 0.5 square meter.
 - Floor 20, Room 20099 – 0.5 square meter.
 - Floor 20, Room 20139 – 4 square meters.
 - Floor 19, North-Eastern Room – 1 square meter.
 - Floor 19, Room 19141 – 1 square meter.
 - Floor 19, Room 19133 – 2 square meters.
 - Floor 19, Room 19119 – 1 square meter.
 - Floor 19, Room 19117 – 1 square meter.
 - Floor 19, Room 19065 – 2 square meters.
 - Floor 19, Room 19063 – 2 square meters.
 - Floor 19, Room 19051 – 2 square meters.
 - Floor 19, Room 19049 – 3 square meters.
 - Floor 18, Room 18003 – 4 square meters.
 - Floor 18, Room 18155 – 2 square meters.
 - Floor 18, Room 18153 – 3 square meters.
 - Floor 18, Room 18139 – 2 square meters.
 - Floor 18, Room 18129 – 4 square meters.
 - Floor 18, Room 1807SE– 3 square meters.
 - Floor 17 – it is assumed there is approximately six (6) areas of damaged drywall joint compound throughout Floor 17, with 2 square meters of damage at each of the 6 locations.
 - Floor 16 – it is assumed there is approximately six (6) areas of damaged drywall joint compound throughout Floor 16, with 2 square meters of damage at each of the 6 locations.
- Non-friable fire stopping caulking/material at perimeter induction units contains 40% Chrysotile asbestos, and is present in project areas. All perimeter induction units in the project areas should be assumed to contain firestop/caulking materials in sporadic locations inside the internal components, throughout the entire length of the perimeter induction unit installation, where present.
 - Non-friable vinyl baseboard mastic associated with vinyl baseboards throughout the project areas contains 0.53% Chrysotile asbestos.
 - Non-friable window weather stripping/caulking contains 14% Chrysotile asbestos. This material is not anticipated to be disturbed as part of the planned project.

- Non-friable black tar contains 2.08% Chrysotile asbestos, and was observed as a painted, sporadic application on concrete substrate behind all perimeter induction units, on floors 16 to 21 inclusive. There is approximately 0.5 square meters of this ACM per induction unit.

4. BENZENE: Not Identified

5. COKE OVEN EMISSIONS: Not identified

6. ETHYLENE OXIDE: Not Identified

7. ISOCYANATES: Not Identified

8. LEAD: Identified

All paints and surface coatings throughout the project areas shall be assumed to contain detectable concentrations of lead, unless specific bulk sampling and laboratory analysis proves otherwise.

Lead is also expected to be present in solder on the joints of copper piping.

9. MERCURY: Not Identified

10. SILICA: Identified

Based on the historic composition of building materials, silica is expected to be present in:

- Concrete and cementitious materials;
- Drywall and associated materials; and
- Mastics;

11. VINYL CHLORIDE MONOMER: Not Identified

12. POLYCHLORINATED BIPHENYLS (PCBs): Not Identified

13. MOULD: Not Identified

14. HALOCARBONS: Not Identified

15. OTHER HAZARDOUS MATERIALS: Not Identified

1.5 RECOMMENDATIONS

1.5.1 ASBESTOS

1. All work must be done in accordance with *O.Reg 278/05* (as amended).
2. The disturbance of ACMs on construction and demolition projects in the province of Ontario is governed by *O.Reg 278/05*, as amended. This regulation classifies all asbestos disturbances as Low Risk (Type 1), Moderate Risk (Type 2), or High Risk (Type 3), each of which has defined precautionary measures. All asbestos materials are subject to specific handling and disposal precautions, and must be removed prior to demolition. The Ontario Ministry of Labour (MoL) must be notified of any project involving removal of more than a minor amount (e.g. typically 1 square meter) of friable asbestos material.
3. The removal of less than one square meter of drywall in which joint-filling compounds are asbestos-containing can be performed following Type 1 asbestos precautionary measures, as applicable as per *O.Reg 278/05*, as amended. The removal of one square meter or more of drywall in which joint-filling compounds are asbestos-containing must be performed following Type 2 asbestos removal procedures, as a minimum.
4. Type 1 work procedures can be used for the removal of non-friable ACMs, provided that the material can be wetted and removed using only non-powered hand tools. If these conditions cannot be met, then more stringent (e.g., Type 2 or Type 3) procedures are necessary.
5. Any suspected ACMs discovered during abatement, not previously identified, should be treated as asbestos-containing until laboratory analysis proves otherwise.
6. Disposal of asbestos waste must be done in accordance with "General – Waste Management" *O.Reg 347/90* (as amended) under the Ontario Environmental Protection Act and the federal Transportation of Dangerous Goods Act. The waste must be disposed at a licensed waste disposal site. Proper notification must be issued to the Departmental Representative prior to transportation of waste.

1.5.2 LEAD

1. Follow recommendations provided in the Ontario Ministry of Labour (MoL) Guideline entitled "*Guideline: Lead on Construction Projects*". This guideline classifies all lead disturbances as Type 1, Type 2a,

Type 2b, Type 3a or Type 3b work, and assigns different levels of respiratory protection and work procedures for each classification.

2. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne lead levels that exceed the TWAEEL of 0.05 milligram per cubic meter (mg/m³) prescribed by *O.Reg 490/09*.
3. Even at low concentrations, there may be a potential for exposure to high concentrations of lead depending on the activities performed that disturb the lead-containing materials. At low lead concentrations, conducting a risk assessment to assess the potential for exposure is required to determine the need to follow precautionary measures.
4. Disposal of construction waste containing lead must be done in accordance with *O.Reg 347/90 – General Waste Management*, as amended, under the Ontario Environmental Protection Act and the federal Transportation of Dangerous Goods Act. The classification of the waste is dependent upon the result(s) of leachate test(s). The waste can be classified as “hazardous”, “non-hazardous” or “registerable solid waste” depending on the results of the leachate test.

1.5.3 SILICA

1. Comply with Ontario Regulations *O.Reg 490/09* when performing works that may disturb silica-containing materials. The regulation provides requirements for allowable exposure levels.
2. Silica dust can be generated through such processes as blasting, grinding, crushing, and sandblasting silica-containing material. Since silica is present in select materials at the building, appropriate respiratory protection and ventilation must be donned during the demolition and modifications of these structures.
3. Follow recommendations provided in the MoL Guideline entitled “*Guideline: Silica on Construction Projects*”. This document classifies all silica disturbances as Type 1, Type 2 or Type 3 work, and assigns different levels of respiratory protection and work procedures for each classification. These work procedures should be followed when performing work involving the disturbance of silica-containing materials.

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 Project 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 coordinated with requirements of Work and Specifications and Drawings. 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 Specifications and Drawings stating reasons for deviations.
- .7 Verify field measurements and affected adjacent work are coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Specifications and Drawings 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 Departmental Representative registered or licensed in the Province of Ontario.

- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow 5 days for Departmental Representative's review of each submission.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Value of Work. 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 Specifications and Drawings. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, in duplicate, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Specifications and Drawings.
 - .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 2 printed copies and one electronic copy of shop drawings for each of the requirements requested in specification Sections and as requested by Departmental Representative.
 - .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 Cross reference product data information to applicable portions on Specifications and Drawings.
 - .13 Submit 1 electronic copy of 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.
 - .14 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.
 - .15 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.

- .16 Submit 2 copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .17 Delete information not applicable to project.
- .18 Supplement standard information to provide details applicable to project.
- .19 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.
- .20 The review of shop drawings by Departmental Representative is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that the Departmental Representative approves the 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 Specifications and Drawings.
- .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 Value of Work. 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 Specifications and Drawings.

- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 MOCK-UPS

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General**1.1 REFERENCES**

- .1 Province of Ontario
 - .1 Occupational Health and Safety Act and Regulations for Construction Projects, R.S.O. 1990, c.0.1, as amended and O. Reg. 213/91 as amended - Updated 2006.

1.2 DEFINITIONS

- .1 Competent Person:
 - .1 Person with the knowledge, training and expertise in organizing the work and its performance.
 - .2 Person familiar with the acts and the regulations that apply to the work.
 - .3 Person with the knowledge of any potential or actual danger to Health and Safety in the workplace.
 - .4 "Working alone" means the performance of any function by an employee who:
 - .1 Is the only employee in the workplace at any given time.
 - .2 Is not within the range of sight, or within the hearing distance of another employee for more than five minutes.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 –Submittal Procedures.
- .2 Submit to the Departmental Representative within 24 hours after date of notice to proceed and prior to commencement of work:
 - .1 Registration of constructors and employers engaged in construction --Form to be completed and signed.
 - .2 Proof of record of training to work at heights per OHSA and Construction Regulation 213/91.
 - .3 Employees WHMIS / WHMIS 2015 Certificates as applicable.
- .3 Submit site-specific Health and Safety Plan: Within 5 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 Company Health and Safety Policy.
- .4 On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.
- .4 Submit 2 copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative.
- .5 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .6 Submit copies of incident and accident reports to Departmental Representative.
- .7 Submit WHMIS 2015 SDS - Material Safety Data Sheets.
- .8 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 10 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.
- .9 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.
- .10 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.
- .11 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.
- .12 Personnel training requirements including as follows:
 - .1 Submit names of personnel and alternates responsible for site health and safety hazards on site, and use of personal protective equipment (PPE).
- .13 Submit to the Departmental Representative for review, one complete Hazard Assessment Site Specific Health and Safety Plan (HASSSP) in an indexed format, and in a three ring binder. Once the Departmental Representative has reviewed and accepts the HASSSP binder the Departmental Representative will return to contractor for site use"
- .14 The Principal Contractor shall advise the Departmental Representative of any accident, injury, near-miss incident, fire, explosion or chemical spill, occurring at the Work site and any visit to the site by a governmental enforcement official.

- .15 The Principal Contractor shall provide a written report within 24 hours of any accident, injury, near-miss incident, fire, explosion or chemical spill.

1.4 SUBMITTALS PRIOR TO CONSTRUCTION

- .1 Submit copies of all workers:
 - .1 Proof of liability insurance. Insurance must be site specific with Departmental Representative indicated.
 - .2 Registration of constructors and employers engaged in construction form completed and signed.
 - .3 Proof of record of training to work at heights per OHSA and Construction Regulation 213/91.
 - .4 Employees WHMIS / WHMIS 2015 Certificates.

1.5 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work; leave a copy on site, if applicable.
- .2 Contractor shall agree to install proper site separation and identification in order to maintain time and space at all times throughout life of project.

1.6 SAFETY ASSESSMENT

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

1.7 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work.
- .2 All project meetings to open with a standard "Health and Safety" update.

1.8 REGULATORY REQUIREMENTS

- .1 Comply with specified standards and regulations to ensure safe operations at site containing hazardous or toxic materials.

1.9 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work. Do not allow any person to work alone in isolated/remote areas or work of high risk.
- .2 Contractor will be responsible and assume the role Constructor as described in the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.

- .3 Comply with and enforce compliance by employees with safety requirements of Specifications and Drawings, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .4 Do not allow any person to work alone in isolated/remote areas or work of high risk.
- .5 The Contractor shall ensure their site supervisor is present and available at all-time throughout the life of the project and is an employee of the Contractor.

1.10 COMPLIANCE REQUIREMENTS

- .1 Comply with Ontario Occupational Health and Safety Act, R.S.O. 1990, c. 0.1 and Ontario Regulations for Construction Projects, O. Reg. 213/91.
- .2 Comply with the Health and Safety requirements of CSA Z462 Workplace Electrical Safety.
- .3 Comply with the Health and Safety requirements of CSA Z460 Control of Hazardous Energy.

1.11 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 Do not proceed until written instructions have been received from Departmental Representative.

1.12 POSTING OF DOCUMENTS

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

1.13 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.

1.14 POWDER ACTUATED DEVICES

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

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General**1.1 INSPECTION**

- .1 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.
- .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4 Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Specifications and Drawings. If, upon examination such work is found not in accordance with Specifications and Drawings, correct such Work and pay cost of examination and correction.

1.2 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.3 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Specifications and Drawings. Replace or re-execute in accordance with Specifications and Drawings.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.

- .3 If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Specifications and Drawings, Departmental Representative will deduct from Value of Work difference in value between Work performed and that called for by Specifications and Drawings, amount of which will be determined by Departmental Representative.

1.4 REPORTS

- .1 Submit 3 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies to manufacturer or fabricator of material being inspected or tested.

1.5 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General**1.1 PROJECT CLEANLINESS**

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Departmental Representative.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved 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 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative.
- .5 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

- .6 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls and floors.
- .7 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .8 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .9 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .10 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

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 07 21 16 Blanket Insulation.
- .2 Section 07 84 00 Fire Stopping.
- .3 Section 07 92 00 Joint Sealants.
- .4 Section 09 21 99 Partitions for Minor Works.
- .5 Section 09 65 16 Resilient sheet flooring.
- .6 Section 09 91 23 Interior Painting

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting one week prior to contract completion with Departmental Representative, in accordance with contract to:
 - .1 Verify the Project requirements.
 - .2 Review warranty 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.

1.3 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, two final hard copies of operating and maintenance manuals in English.
- .3 Provide spare parts, maintenance materials and special tools provided are new, undamaged or defective and are of same quality and manufacture as products provided in Work.

- .4 Provide evidence, if requested, for type, source and quality of products supplied.
- .5 Defective products will be rejected, regardless of previous inspections. Replace products as own expense.
- .6 Pay costs of transportation.

1.4 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 process flow, 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.

1.5 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 Departmental Representative 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 specified in Section 01 45 00 - Quality Control.

1.6 AS -BUILT DOCUMENTS AND SAMPLES

- .1 Maintain one record copy of:
 - .1 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.

1.7 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 Field changes of dimension and detail.
 - .2 Changes made by change orders.
 - .3 Details not on original Contract Drawings.
 - .4 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, required by individual specifications sections.
- .7 Provide digital photos on CD or other media, if requested, for site records.

1.8 MATERIALS AND FINISHES

- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
- .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.

1.9 DELIVERY, STORAGE AND HANDLING

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and for review by Departmental Representative.

1.10 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 Departmental Representative permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Provide list for each warranted equipment, item, feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.

- .3 Location where installed.
- .4 Name and phone numbers of manufacturers or suppliers.
- .5 Names, addresses and telephone numbers of sources of spare parts.
- .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
- .7 Cross-reference to warranty certificates as applicable.
- .8 Starting point and duration of warranty period.
- .9 Summary of maintenance procedures required to continue warranty in force.
- .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
- .11 Organization, names and phone numbers of persons to call for warranty service.
- .12 Typical response time and repair time expected for various warranted equipment.
- .3 Contractor's plans for attendance at 4 and 9 month post-construction warranty inspections.
- .4 Procedure and status of tagging of equipment covered by extended warranties.
- .5 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .9 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .10 Written verification to follow oral instructions.
 - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.11 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 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.
- .9 PMSS - Preventive Maintenance Support System.
- .10 MMS - Maintenance Management System.

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 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .2 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.
- .3 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.

1.5 PRE-CX REVIEW

- .1 Before Construction:
 - .1 Review Contract Documents, confirm by writing to 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 2 weeks prior to start of Cx.
 - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 2 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.

- .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 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.

1.11 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.

1.12 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.

1.13 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.

1.14 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.

1.15 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 Substantial Performance.

1.16 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.

1.17 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.

1.18 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.

1.19 COMMISSIONING PERFORMANCE VERIFICATION

- .1 Carry out Cx:
 - .1 Under actual 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.

1.20 WITNESSING COMMISSIONING

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

1.21 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.

1.22 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 Certificate of Substantial Performance, using, if necessary, simulated thermal loads.

1.23 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.

1.24 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.

1.25 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.

1.26 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.

1.27 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.

1.28 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 Certificate of Substantial Performance.
- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

1.29 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.

1.30 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

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

1.31 OCCUPANCY

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

1.32 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.

1.33 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.

1.34 DEPARTMENTAL REPRESENTATIVE'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 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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.

1.6 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.

1.7 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