

## **PART 1 GENERAL**

### **1.1 GENERAL**

- .1 Due to nature of this Facility, and client operations therein, security regulations pertaining to site will be in place during the work resulting in need for:
  - .1 Control and limit movement of construction workers inside buildings.
  - .2 Escort and continuous supervision of workers by security personnel.
  - .3 Specific rules and regulations as specified in this section and as directed by the Departmental Representative to be stringently followed.
- .2 It is the Contractor's responsibility to:
  - .1 Become familiar with and abide by security rules and regulations.
  - .3 Brief all workers and subcontractors in respect of the security regulations and ensure that they abide by all rules and directives.
  - .4 Provide a list of supervisory personnel for own forces and subcontractors who they believe need access to the entire campus for approval of Departmental Representative.
- .3 The Departmental Representative will coordinate a pre-construction meeting between Contractor, Facility Management and Security Personnel who will provide details and directives on control and movement on site.
  - .1 Note that building's custodial responsibilities are currently being managed by DFO Real Property.
- .4 Any infraction of site security regulations on the part of the Contractor, members of work force or any Subcontractor in his employ, could result in:
  - .1 Demand immediate removal of offending party from the site and;
  - .2 Financial penalties levied against the Contractor.

### **1.2 SECURITY PERSONNEL**

- .1 The Departmental Representative will obtain and pay for the services of security personnel, employed by the Canadian Corps of Commissionaires to provide escort and security supervision of all workers during the work of this contract.
- .2 Commissionaires employed on this project must have a current Enhanced Security Clearance status issued by PWGSC.
- .3 The Departmental Representative will provide minimum of 1 Commissionaire to be on site at all times when work is carried out, having the following responsibilities:
  - .1 Limit movement of workers to within the boundaries established by the Departmental Representative for each work phase.
  - .2 Maintain security control list of workers authorized to be on site as determined by Contractor and the Departmental Representative.
  - .3 Manage the distribution and control of worker ID tags.

- .4 Escort workers who need to circulate on site beyond the established boundaries of work, including the corridors, stairwells and elevators used for access to and from work areas.
- .5 Escort and supervise short term visitors who need access to the work site such as for material deliveries or to conduct inspections.
- .4 Provide 24 hour notice when additional commissionaires are required to perform supervision or escort function as may be needed due to Contractor's work operations in order that no worker is left unsupervised inside building.
- .5 Commissionaire(s) are to be present on site for entire work shift including work breaks and time period after work shifts until all workers have left site.
- .6 Commissionaire will stay within the actual construction area and provide surveillance of all workers ensuring that security rules and requirements are obeyed and to limit movement to approved work areas of site.
- .7 Commissionaire must also escort workers from approved entrance doors and work area(s).
- .8 Escort of workers by Commissionaire is required at all times regardless as to whether work shifts are in the daytime or during Facility off hours.
- .9 Commissionaire shall report directly to the Departmental Representative and ensure that site security directives are obeyed by all workers.
  - .1 Commissionaire will have the authority to remove any worker deemed non-compliant with security directives.
- .10 Ensure Commissionaire wears approved safety hard hat, safety footwear and other personnel protective equipment appropriate to work in accordance with applicable Occupational Health and Safety requirements specified.

### **1.3 SECURITY PASSES**

- .1 Visitor or worker ID Tags are required for all personnel requiring access on site.
- .2 All persons while on site, must wear the ID Tag issued to him regardless of daytime or nighttime work.
- .3 Be responsible to obtain ID Tags before work commences, including those required by subcontractors, and continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work.
- .4 For the duration of this contract, anyone not in possession of the ID Tag will not be allowed access on site.
- .5 At end of project, return to Departmental Representative all tags issued to workers and to subcontractors.
  - .1 The Departmental Representative will levy a financial penalty in the form of a holdback assessment against the Contract for each pass not returned regardless of the reason the pass is not returned.
- .6 Immediately report any lost, stolen or destroyed ID Tags to the Departmental Representative.

**1.6 SECURITY CONTROL LIST**

- .1 Provide a list of employee names from workforce and from subcontractors who will be present at site during the course of work.
- .2 List to include each person's name, address and telephone number.
- .3 Submit copy of list to Departmental Representative for control of workers.
- .4 Update list as work progresses.

**1.7 SITE SECURITY**

- .1 Where work of this contract requires use of a permanently locked door, it is Contractor's responsibility to ensure that door is unlocked and locked after each use or provide a competent security guard, posted at door, when door must remain open for an elongated period of time during a particular work shift.
  - .1 Notify Departmental Representative when security doors will be used and stringently follow all directives to ensure building security is effectively maintained.
- .2 Where work of this contract results in removal of doors or walls (providing security to the exterior or between spaces and suites), erect temporary security hoarding over openings constructed in such a way to provide the same degree of security as doors/walls removed.
- .3 When work must be carried out during Off Hours or beyond the work hours previously agreed upon at start of work, provide notice within 48 hours beforehand to minimize impact on Facilities' security and tenant operations.
- .4 Off Hours are defined in section 01 14 10.

**PART 2 PRODUCTS**

**2.1 NOT USED**

**PART 3 EXECUTION**

**3.1 NOT USED**

END