

Part 1 General

1.1 TAXES

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

1.2 FEES, PERMITS AND CERTIFICATES

- .1 Pay all fees and obtain all permits.
- .2 Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.
- .3 Obtain inspection certificates as evidence that work conforms to requirements of Authority Having Jurisdiction.

1.3 WORK RESTRICTIONS

- .1 Use of Site and Facilities:
 - .1 Execute work with least possible interference or disturbance to the normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated. Refer to sub-paragraph 1.3.3 Special Scheduling Requirements below for work that must be done during "off hours".
 - .2 Maintain existing services to building and provide for occupant, visitor and vehicle access.
 - .3 Contain deliveries and temporary parking as designated by Departmental Representative. No parking permitted outside of designated parking spot.
 - .1 Temporary parking permitted for Contractor employees in company-marked vehicles only.
- .2 Special Scheduling Requirements.
 - .1 When Court is in recess until end of September, carry out work during "regular hours", Monday to Friday from 07:00 to 18:00 hours.
 - .2 Give Departmental Representative one week notice for work to be carried out during the following "off hours":
 - .1 Monday to Friday from 18:00 to 06:00 hours and on Saturdays, Sundays, and statutory holidays.
 - .3 Deliver and pick up materials during "off hours", unless directed in writing by Departmental Representative.
- .3 Status of Work at end of work day:
 - .1 Windows are to be weathertight and secure at the end of work each day. Temporary protection to be removed. Clean work space at end of shift. Return furnishings to original position.

1.4 ADMINISTRATIVE REQUIREMENTS

- .1 Site/Contractor Project Meetings:
 - .1 Schedule and administer construction project meetings throughout progress of the Work.
 - .2 Prepare agenda for meetings.
 - .3 Preside at meetings.
 - .4 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
 - .5 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and Departmental Representative.

- .6 Representative of Contractor, Subcontractor attending meetings will be qualified and authorized to act on behalf of party each represents.
- .2 Start-up Meeting:
 - .1 Convene start-up meeting minimum 2 weeks prior to beginning construction start works. Key contractor personnel, contractor site supervisor, Departmental Representative to attend.
 - .2 Verify project requirements. Agenda to include:
 - .1 Schedule of Work: in accordance with Article 1.5 Scheduling below.
 - .2 Schedule of submission of shop drawings, samples, mock-ups. Submit submittals in accordance with Article 1.6 Submittal Procedures below.
 - .3 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Article 1.11 Construction Facilities below.
 - .4 Site security in accordance with Article 1.11 Construction Facilities below.
 - .5 Proposed changes, procedures, approvals required, administrative requirements.
 - .6 As-built/Record drawings in accordance with Article 1.18 Closeout Submittals below.
 - .7 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .3 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within four (4) days after meeting.
- .3 Regular Project Meetings:
 - .1 Hold project meetings every two (2) weeks.
 - .2 Key contractor personnel, contractor site supervisor, Departmental Representative to attend.
 - .3 Notify parties minimum five (5) days prior to meetings.
 - .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within four (4) days after meeting.
 - .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Use of Site, Safety and Security
 - .4 Field observations, Site Reviews,
 - .5 Review of delivery schedules.
 - .6 Upcoming work and any Revisions to construction schedule.
 - .7 Review of submittal schedules: expedite as required.
 - .8 Review of any proposed changes for effect on construction schedule and on completion date.

1.5 SCHEDULING

- .1 Schedule and execute work with least possible interference or disturbance to the normal use of premises.
- .2 Within one (1) week of award of contract submit bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When the Departmental

Representative has reviewed schedule, take necessary measures to complete work within scheduled time.

- .1 Changes to approved schedule: Submit proposed changes to approved schedule in writing minimum seven (7) days in advance of proposed changes. Obtain Departmental Representative's approval before proceeding with changes to schedule.
- .2 Allow for six (6) unforeseen work stoppages, by Departmental Representative, of each 48 hours in duration.
- .3 Provide a separate schedule of material deliveries, showing quantity and type of material.
- .4 Provide a separate two week look-ahead schedule, based on the detailed project schedule, to show the advancement of upcoming work. Submit for approval an updated two-week look ahead schedule, every other week, 48 hours prior to the project progress meeting.

1.6 SUBMITTAL PROCEDURES

- .1 Provide submittals listed for review to Departmental Representative in orderly sequence to not cause delay in work.
- .2 Proceed with work affected by submittals only after review is complete.
- .3 Provide inspection certificates as evidence that work conforms to requirements of Authority Having Jurisdiction.
- .4 Shop Drawings:
 - .1 Submit one (1) electronic copy of shop drawings.
 - .2 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of the 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 or of his responsibility for meeting all requirements of the Contract Documents.
 - .3 Commence manufacture or order materials only after shop drawings are reviewed.
 - .1 When requested by Departmental Representative, make changes to submitted shop drawings consistent with Contract Documents. Resubmit as directed by Departmental Representative.
- .5 Product Data:
 - .1 Submit one (1) electronic copy of product data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
 - .2 Cross reference product data information to applicable portions on Contract Documents.
 - .3 Delete information not applicable to the Work.
 - .4 Submit product data minimum 5 days before undertaking respective work.
- .6 Samples:
 - .1 Submit samples: examples of materials, equipment, quality, finishes and workmanship.
 - .2 Where colour, pattern or texture is criterion, submit full range of samples.
 - .3 Reviewed and accepted samples will become standard of material and workmanship, against which installed work will be verified.

- .7 Submit photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.
- .8 Immediately after award of Contract, submit Workers' Compensation Board status.
- .9 Submit transcription of insurance immediately after award of Contract.

1.7 REGULATORY REQUIREMENTS

- .1 References and Codes
 - .1 Materials shall be new and work shall conform to the minimum applicable standards of the "References" indicated in the specification sections, the National Building Code of Canada 2015 (NBC) and all applicable Provincial and Municipal codes.
- .2 Building Smoking Environment
 - .1 The Building is a non-smoking environment.
 - .2 Obey smoking restrictions on building property.
- .3 Hazardous Material Discovery
 - .1 Stop work immediately when material resembling spray or trowel-applied asbestos, Polychlorinated Biphenyl (PCB), mould or other designated substance is encountered during demolition work.
 - .1 Take preventative measure and promptly notify Departmental Representative.
 - .2 Do not proceed until written instructions have been received from Departmental Representative.

1.8 FIRE SAFETY REQUIREMENTS

- .1 Comply with the National Building Code of Canada (NBC) 2015 and the National Fire Code of Canada (NFC) 2015 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 National Building Code of Canada: for fire safety and fire protection features that are required to be incorporated in a building during construction.
 - .2 National Fire Code of Canada
 - .1 On-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
 - .2 Conduct of activities that might cause fire hazards in and around buildings.
 - .3 Limitations on hazardous contents in and around buildings.
 - .4 Establishment of fire safety plans.
 - .5 Fire safety at construction and demolition sites.
 - .6 Before welding, soldering, grinding and/or cutting work, obtain a permit as directed by the Departmental Representative. No hot work shall be undertaken unless authorized by the Departmental Representative

1.9 QUALITY CONTROL

- .1 Mock-ups:
 - .1 Prepare mock-ups for Work specifically requested in specification sections. Include for Work of Sections required to provide mock-ups.
 - .2 Construct in locations acceptable to Departmental Representative.

- .3 Prepare mock-ups for Departmental Representative's review with reasonable promptness and in orderly sequence, to not cause delays in the Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Departmental Representative will assist in preparing schedule fixing dates for preparation.
- .6 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.10 HAZARDOUS MATERIALS

- .1 Hazardous Materials: product, substance, or organism that may cause adverse impact to environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .2 Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and the provision of Safety Data Sheets (SDS).

1.11 TEMPORARY UTILITIES

- .1 Do not use existing services.
- .2 Provide service requirements for execution of Work from off-site sources.
- .3 Notify the Departmental Representative of intended interruption of services and obtain requisite permission.

1.12 TEMPORARY POWER AND LIGHT

- .1 General Contractor to provide and pay for temporary power during construction for temporary lighting and operating of power tools, to a maximum supply of 230volts 30amps.
- .2 Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.
- .3 Temporary power for electric cranes and other equipment requiring in excess of above is responsibility of General Contractor
- .4 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162lx.
- .5 Connect to existing power supply in accordance with Canadian Electrical Code and provide meters and switching.
- .6 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative provided that guarantees are not affected. Review existing conditions prior of commence of work, note any deficient items. Contractor responsible to repair damages caused to electrical systems during contract. Replace lamps which have been used for more than 3 months.
- .7 Carbon monoxide generating equipment will not be permitted on site.

1.13 CONSTRUCTION FACILITIES

- .1 Access equipment and materials:
 - .1 Provide access equipment and materials required to carry out the Work in accordance with IHSA recommendations and the Occupational Health and Safety Act.

- .2 Be responsible for work area security.
- .3 Where security is reduced by work:
 - .1 Provide temporary means to maintain security.
 - .2 Submit proposed temporary means to Departmental Representative for review minimum 5 days before undertaking respective work.
- .4 Sanitary facility access as designated by Departmental Representative. Keep facilities clean.
- .5 Scaffolding:
 - .1 Design scaffold in accordance with CAN/CSA-S269.2.
 - .2 Provide and maintain scaffolding, ramps, ladders, platforms and temporary stairs as required for the work.
 - .3 Provide shop drawings, signed and sealed by a qualified Professional Engineer, licensed in the Province of Ontario, where prescribed.
 - .4 Additions and modifications to scaffolding must be approved by a qualified Professional Engineer in writing.
 - .5 Access into the courtyards is limited and only possible through a single entrance door from the parking garage structure.
 - .1 All material deliveries into the courtyards must be through this door and/or via crane.
- .6 Crane Mobilization
 - .1 Crane is not to be left permanently on site.
 - .2 Confirm with Departmental Representative restrictions on time of day, locations for set up, weight restrictions, access approvals.
 - .3 Include crane time on site in construction schedule.
 - .4 Obtain approval from Departmental Representative to bring crane on site.
 - .1 All vehicle traffic located on the upper deck of the parking garage is restricted to a maximum speed of 10km/hr.
 - .2 Size, weight and weight distribution of crane and/or lift utilized on the existing garage platform is to be determined by qualified professional Engineer, licensed in the Province of Ontario, provided by the contractor. Coordinate with Departmental Representative for available condition assessment information.
 - .3 Submit crane and lift plan to Departmental Representative. Indicate weights and locations of all equipment.
 - .4 Submit crane and lift plan to Departmental Representative at least 10 days before the service is needed.
- .7 Site Storage / Loading:
 - .1 Do not unreasonably encumber premises with products, tools or equipment.
 - .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.
 - .3 Storage of materials, tools or equipment on site is not permitted.
- .8 Construction Parking:
 - .1 Parking will not be permitted on site.
- .9 Construction Signage:
 - .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's approval.
- .2 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321-96.
- .3 The Departmental Representative will provide signs describing the project for the information of the public. Install signs at locations as directed by Departmental Representative.
- .4 Maintain approved signs and notices in good condition for duration of project, and dispose of off-site on completion of project or earlier if directed by Departmental Representative.
- .5 No other signs or advertisements, other than warning signs, are permitted on site.
- .10 Protection and Maintenance of traffic:
 - .1 Provide access roads as necessary to maintain traffic.
 - .2 Maintain and protect traffic on affected roads during construction period.
 - .3 Provide measures for protection and diversion of traffic, including provision of watch-persons and flag-persons, erection of barricades, placing of lights around and in front of equipment and work, and erection and maintenance of adequate warning, danger, and bilingual direction signs
 - .4 Protect travelling public from damage to person and property.
 - .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
 - .6 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic. Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
 - .7 Submit traffic control and pedestrian control plan to Departmental Representative prior to starting work.
 - .8 Dust control: adequate to ensure safe operation at all times.
 - .9 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's approval.
 - .10 Work of this contractor comply with Ontario Occupational Health and Safety Act, Construction Regulation 213/91 and Ministry of Transportation Book 7.

1.14 TEMPORARY BARRIERS AND ENCLOSURES

- .1 Provide for occupant, visitor and vehicle access to building at all times.
- .2 Temporary Barriers:
 - .1 Design, erect and maintain temporary barriers (caution tape, hoarding, etc) as required by Departmental Representative.
- .3 Fume and Dust Control
 - .1 Prevent spread of dust for protection of workers, finished areas of work and public.
 - .2 Provide adequate ventilation to ensure fumes do not enter the interior space.
 - .3 Maintain and relocated protection until work is complete.
 - .4 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 and other regulations.

- .5 The contractor shall agree to install proper site separation and identification to maintain "Time and Space" at all times throughout the life of the project. When building operations staff, building staff or private sector maintenance personnel require access to operational equipment located in the construction area to operate the building, access shall be granted and proper coordination and communication must exist between all parties involved
- .4 Protection
 - .1 Protect work against damage until take-over.
 - .2 Protect adjacent work against the spread of dust and dirt beyond the work areas.
 - .3 Protect operatives and other users of site from all hazards.

1.15 COMMON_PRODUCT REQUIREMENTS

- .1 Quality of Work
 - .1 Carry out work using qualified licensed workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
 - .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licensed workers.
 - .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.
- .2 Storage, Handling and Protection
 - .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions.
 - .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove packaging or bundling until required in work.
- .3 Manufacturer's Instructions
 - .1 Unless otherwise indicated or specified, provide products in accordance with manufacturer's printed instructions.
 - .2 Do not rely on labels or enclosures provided with products.
 - .3 Obtain instructions directly from manufacturers.

1.16 EXAMINATION AND PREPARATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Provide photographs of surrounding properties, objects and structure liable to be damaged or be the subject of subsequent claims.
- .3 Submit to Departmental Representative before commencement of work in any location.
- .4 Window coverings, furniture and other office equipment obstructing work to be removed by Departmental Representative.
 - .1 Submit itemized list of items requiring removal, including their location to Departmental Representative at least 10 days before the service is needed.

1.17 EXECUTION

- .1 Cut, Patch and Make Good
 - .1 Cut existing surfaces as required to accommodate new work.
 - .2 Patch and make good cut, damaged or disturbed surfaces to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .2 Unless otherwise indicated or specified, removed materials become the Contractor's property and shall be taken from site.

- .3 Take removed materials from site and dispose in accordance with provincial legislation.

1.18 WASTE MANAGEMENT

- .1 Comply with Environmental Protection Act, Ontario Regulations: O. Reg. 102/94 – Waste Audits and Waste Reduction Work Plans; and O. Reg. 103/94 – Industrial, Commercial and Institutional Source Separation Programs; for waste management on construction and demolition projects.

1.19 CLOSEOUT SUBMITTALS

- .1 Additional material used in project listed under various Sections showing name of manufacturer and source of supply.
 - .1 Manufacturers' literature:
 - .1 Include suppliers' names, addresses and telephone numbers and components supplied.
 - .2 Identify components by a description and manufacturers part number.
 - .2 Records:
 - .1 As work progresses, maintain accurate records to show deviations from contract drawings. Just prior to Departmental Representative's inspection for issuance of final certificate of completion, supply to the Departmental Representative one (1) set of white prints with all deviations neatly inked in. The Departmental Representative will provide two sets of clean white prints for this purpose.
 - .2 Include one complete set of final shop drawings (bound separately) indicating corrections and changes made during fabrication and installation.
 - .3 Guarantees and Warranties:
 - .1 Before completion of work collect all manufacturer's guarantees or warranties and deposit with Departmental Representative.

1.20 CLEANING

- .1 Upon completion remove scaffolding, temporary protection and surplus materials. Make good defects noted at this stage.
- .2 Wash and polish glass, window sash and stops at areas of work.
- .3 Clean areas under contract to a condition equal to what previously existed and to approval of Departmental Representative.
- .4 Clean up as work progresses. At the end of each work period, or more often if required to prevent a hazardous situation or if ordered by the Departmental Representative, remove debris from site, neatly stack material for use and cleanup generally.

1.21 SECURITY CHECK

- .1 All personnel employed on this project are subject to security check. Obtain requisite clearance of Reliability Status for each individual required to enter the premises.

1.22 COST BREAKDOWN

- .1 Before submitting first progress claim, submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative, cost breakdown will be used as the basis of progress payments.

Part 2 Products

2.1 NOT USED

.1 Not used.

Part 3 Execution

3.1 NOT USED

.1 Not used.

END OF SECTION