

Part 1 General

1.1 WORK BY OTHERS

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

1.2 WORK SEQUENCE

- .1 Construct Work in stages to accommodate Owner's continued use of premises during construction.
- .2 Co-ordinate Progress Schedule and co-ordinate with Departmental Representative regarding Occupancy during construction. Contractor will be allowed on site from the hours of 06:00 – 17:00 Monday – Friday, unless coordinated through Departmental Representative.
- .3 Coordination with subsequent stages:
 - .1 Package 2 (TBU 44)
 - .2 Package 3 (TBU 88 & TBU 89)
- .4 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.
- .5 Maintain fire access/control.

1.3 CONTRACTOR USE OF PREMISES

- .1 Contractor will be allowed on site from the hours of 06:00 – 17:00 Monday – Friday, unless coordinated through Departmental Representative.
- .2 Limit use of premises for Work, for access, for storage, to allow:
 - .1 Owner occupancy.
 - .2 Partial Owner occupancy.
 - .3 Work by other contractors.
 - .4 Public usage.
- .3 Co-ordinate use of premises under direction of Departmental Representative.
- .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.

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- .6 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
 - .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.4 OWNER OCCUPANCY

- .1 Owner 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 Owner usage.

1.5 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING FACILITIES

- .1 Execute work with least possible interference or disturbance to operations, and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.6 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, gives Departmental Representative 72 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 tenant operations.
- .3 Provide alternative routes for pedestrian and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .7 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .8 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .9 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .10 Record locations of maintained, re-routed and abandoned service lines.
- .11 Construct barriers in accordance with Section 01 56 00- Temporary Barriers and Enclosures.

1.7 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 by 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 ACCESS AND EGRESS

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

1.2 USE OF SITE AND FACILITIES

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

1.3 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING FACILITIES

- .1 Execute work with least possible interference or disturbance to occupants, building operations and normal use of premises. Arrange with Departmental Representative to facilitate execution of work outside of normal operating hours.

1.4 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 72 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions to a minimum.
- .3 Provide for pedestrian and vehicular traffic.
- .4 Construct barriers in accordance with Section 01 56 00- Temporary Barriers and Enclosures.

1.5 SPECIAL REQUIREMENTS

- .1 Avoid noise generating Work Monday to Friday from 12:15 to 13:15 hours and every Tuesday evening from July 1 to August 31, no Work during this time and site must be clean and safe for public to be in the area.
- .2 Submit schedule in accordance with Section 01 32 16.16 - Construction Progress Schedule – Critical Path Method.
- .3 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.

- .4 Keep within limits of work and avenues of ingress and egress.
- .5 Ingress and egress of Contractor vehicles at site is limited to McCarthy Avenue gates. Contractors must go to the guard room to check in daily and will be provided a pass, which must be worn at all times and returned at the end of work shift when checking out.
- .6 Give 48 hours of notice to Departmental Representative for any site deliveries.

1.6 SECURITY

- .1 Security clearances:
 - .1 Personnel employed on this project will be subject to security check. Obtain clearance, as instructed, for each individual who will require entering premises.
 - .2 Obtain requisite clearance, as instructed, for each individual required to enter premises.
 - .3 Personnel will attend to the guard room to be checked daily at start of work shift and provided with pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.
 - .4 Contractor's personnel will require satisfactory Federal Government initiated security screening in order to complete Work in premises and on site. Instructions will be provided by the Departmental Representative
- .2 Security escort:
 - .1 Submit an escort request to Departmental Representative at least 3 days before service is needed. For requests submitted within time noted above, costs of security escort will be paid for by Departmental Representative .Cost incurred by late request will be Contractor's responsibility.
 - .2 Any escort request may be cancelled free of charge if notification of cancellation is given at least 8 hours before scheduled time of escort. Cost incurred by late request will be Contractor's responsibility.

1.7 SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting and agenda four days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute copies of minutes within 24 hours after meetings and transmit to meeting participants, affected parties not in attendance, and Departmental Representative.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

1.2 PRECONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Section 01 32 16.16 - Construction Progress Schedules – Critical Path Method.
 - .3 Schedule of submission of shop drawings, product data, quality procedures, mock-ups. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .5 Delivery schedule and procedures of specified equipment and materials.
 - .6 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .8 Drawings in accordance with Section 01 33 00 - Submittal Procedures.

- .9 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .10 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .11 Monthly progress claims, administrative procedures, photographs, and site procedures.
- .12 Appointment of inspection and testing agencies or firms.

1.3 PROGRESS MEETINGS

- .1 During course of Work and weekly.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum 4 days.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 24 hours.
- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.
 - .8 Progress schedule, during succeeding work period.
 - .9 Review submittal schedules: expedite as required.
 - .10 Maintenance of quality standards.
 - .11 Review proposed changes for effect on construction schedule and on completion date.
 - .12 Other business.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

1.2 REFERENCE STANDARDS

- .1 Project Management Institute (PMI Standards)
 - .1 A Guide to the Project Management Body of Knowledge (PMBOK Guide) - Sixth Edition 2017.
 - .2 Practice Standard for Scheduling – Second Edition 2011 (PMI)

1.3 DEFINITIONS

- .1 Activity: distinct, scheduled portion of work performed during course of a project.
- .2 Activity Duration: time in calendar units between start and finish of a scheduled activity. See also Duration.
- .3 Assumption: factor in planning process that is considered true, real, or certain without proof or demonstration.
- .4 Bar Chart (Gantt Chart): graphic display of schedule-related information.
 - .1 In a typical bar chart, schedule activities or work breakdown structure (WBS) components are listed down left side of chart, dates are shown across the top, and activity durations are shown as date-placed horizontal bars.
- .5 Baseline: approved version of a work product that can be changed only through formal change control procedures and is used as a basis for comparison.
- .6 Budget: approved estimate for a project or work breakdown structure component or schedule activity.
- .7 Cash Flow: projection of progress payment requests based on cash loaded construction schedule.
- .8 Change Control: process whereby modifications to documents, deliverables, or baselines associated with a project are identified, documented, approved, or rejected.
- .9 Completion Milestones: they are firstly Substantial Completion and secondly Final Certificate.
- .10 Constraint: scheduled limiting factor that effects execution of a project, program, portfolio, or process.
- .11 Contract: mutually binding agreement that obligates a seller to provide a specified product or service or result and obligates a buyer to pay for it.
- .12 Control: comparing actual performance with planned performance, analyzing variance, assessing trends, to effect process improvements, evaluating possible alternatives, and recommending appropriate corrective action as needed.
- .13 Corrective Action: intentional activity that realigns performance of project work with project management plan.

- .14 Critical Path: sequence of activities that represents longest path through a project, which determines shortest possible duration.
- .15 Critical Path Activity: activity on critical path in a project schedule.
- .16 Critical Path Method (CPM): method used to estimate minimum project duration and determine amount of scheduling flexibility on logical network of paths within schedule model.
- .17 Data Date: point in time when the status of the project is recorded.
- .18 Decomposition: technique used for dividing and subdividing project scope and project deliverables into smaller, more manageable parts.
- .19 Deliverable: unique and verifiable product, result, or capability to perform a service that is required to be produced to complete a process, phase, or project.
- .20 Duration: total number of work periods (not including holidays or other non-working periods) required to complete a schedule activity or work breakdown structure component.
 - .1 Usually expressed as workdays or work weeks.
- .21 Early Finish Date (EF): in Critical Path Method, earliest possible point in time when uncompleted portions of schedule activity can finish based on schedule network logic, data date, and schedule constraints.
 - .1 Early finish dates can change as Project progresses and changes are made to Project plan.
- .22 Early Start Date (ES): in Critical Path Method, earliest possible point in time when uncompleted portions of a schedule activity can start based on schedule network logic, data date, and schedule constraints.
 - .1 Early start dates can change as Project progresses and changes are made to Project Plan.
- .23 Execute: directing, managing, performing, and accomplishing project work; providing deliverables, and providing work performance information.
- .24 Finish Date: point in time associated with a schedule activity's completion.
 - .1 Usually qualified by one of following: actual, planned, estimated, scheduled, early, late, baseline, target, or current.
- .25 Float: (also known as slack) amount of time a schedule activity can be delayed without delaying early start date of a successor or violating a schedule constraint.
 - .1 This resource is available to both Owner and Contractor.
- .26 Forecast: estimate or prediction of conditions and events in project future based on information and knowledge available at time of forecast.
 - .1 Information is based on projects past performance and expected future performance, and includes information that could impact project in future, such as estimate at completion and estimate to complete.
- .27 Gantt Chart: see Bar Chart.

- .28 Impact Analysis: schedule analysis technique that adds a modeled delay to an accepted construction schedule to determine possible outcome of that delay on project completion.
- .29 Imposed Date: a fixed date imposed on a schedule activity or schedule milestone, usually in form of a “start no earlier than” and “finish no later than” date.
- .30 Lag: amount of time whereby a successor activity is required to be delayed with respect to a predecessor activity.
- .31 Late Finish Date (LF): in critical path method, latest possible point in time when uncompleted portions of a schedule activity can finish based on schedule network logic, project completion date, and schedule constraints.
- .32 Late Start Date (LS): in critical path method, latest possible point in time when uncompleted portions of a schedule activity can start based on schedule network logic, project completion date, and schedule constraints.
- .33 Lead: amount of time whereby a successor activity can be advanced with respect to a predecessor activity.
- .34 Logic Diagram: see Project network diagram.
- .35 Logical Relationship: dependency between two activities or between an activity and a milestone.
- .36 Master Schedule: summary-level schedule that identifies major deliverable; work breakdowns structure components, and key schedule milestones.
- .37 Milestone: significant point or event in a project, program, or portfolio.
- .38 Monitor: collect project performance data with respect to a plan, procedure performance measures, and report and disseminate performance.
- .39 Network: see Project Schedule Network Diagram.
- .40 Non-Critical Activities: activities which when delayed, do not affect specified Contract duration.
- .41 Project Control System: fully computerized system utilizing commercially available software packages.
- .42 Project Management: application of knowledge, skills, tools, and techniques, to project activities to meet project requirements.
- .43 Project Management Plan: approved document that describes how project will be executed, monitored, and controlled.
 - .1 Primary uses of Project management plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines.
 - .2 Project management plan may be summary or detailed.
- .44 Project Management Planning: development and maintenance of Project Management Plan.
- .45 Project Management Planning, Monitoring and Control System: overall system operated to enable monitoring of Project Work in relation to established milestones.

- .46 Project Schedule: planned dates for performing activities and planned dates for meeting milestones.
- .47 Project Schedule Network Diagram: graphical representation of logical relationships among project schedule activities.
 - .1 Always drawn from left to right to reflect Project chronology.
- .48 Project Scope: work performed to deliver a product, service, or result with specified features and functions.
- .49 Quantified days duration: working days based on 5 day work week, discounting statutory holidays.
- .50 Risk: uncertain event or condition that, if it occurs, has positive or negative effect on one or more project objectives.
- .51 Schedule: see Project Schedule.
- .52 Schedule Data: collection of information for describing and controlling schedule.
- .53 Scope: see Project Scope.
- .54 Start Date: point in time associated with activity's start, usually qualified by one of following: actual, planned, estimated, scheduled, early, late, target, baseline, or current.
- .55 Work Breakdown Structure (WBS): hierarchical decomposition of total scope of work to be carried out by project team to accomplish project objectives and create the required deliverables.

1.4 ADMINISTRATIVE REQUIREMENTS

- .1 Project Meeting:
 - .1 Meet with Departmental Representative within 5 days of Contract award.
 - .2 Participate in regular project progress meetings with Departmental Representative specifically intended to discuss update of detailed schedule and contract changes.
- .2 Scheduling:
 - .1 Ensure that planning process is iterative and results in generally top-down processing with more detail being developed as planning progresses, and decisions concerning options and alternatives are made.
 - .2 Ensure project schedule efficiencies through monitoring of project in detail to ensure integrity of Critical Path, by comparing actual completions of individual activities with their scheduled completions, and review progress of activities that has started but are not yet completed.
 - .3 Monitor sufficiently often so that causes of delays can immediately be identified and mitigated.
- .3 Project monitoring and reporting:
 - .1 Keep team aware of changes to schedule, and potential consequences as project progresses.

- .2 Use narrative reports to provide advice on seriousness of challenges and measures to overcome them.
- .3 Begin narrative reporting with statement on general status of project followed by summarization of delays, potential problems, corrective measures and project status criticality.
- .4 Critical Path Method (CPM) Requirements:
 - .1 Ensure Master Plan and Detail Schedule are practical and remain within specified contract duration.
 - .2 Revise Master Schedule and Detail Schedule deemed impractical by Departmental Representative and resubmit for approval.
 - .3 Change to Contract Duration:
 - .1 Acceptance of Master Schedule and Detail Schedule showing scheduled Contract duration shorter than specified Contract duration does not constitute change to Contract.
 - .2 Duration of Contract may only be changed through bilateral Agreement.
 - .4 Consider Master Schedule and Detail Schedule deemed practical by Departmental Representative, showing Work completed in less than specified Contract duration, to have float.
 - .5 First Milestone on Master Schedule and Detail Schedule will identify start Milestone with an Early Start, "ES", constraint date equal to Award of Contract date.
 - .6 Calculate dates for completion of milestones from Plan and Schedule using specified time periods for Contract.
 - .7 Substantial Completion and Interim Certificate with Late Finish, "LF" constraint equal to calculated date.
 - .8 Calculations on updates such that if early finish of Interim Certificate falls later than specified Contract duration then float calculation to reflect negative float.
 - .9 Delays to non-critical activities with float may not be basis for time extension.
 - .10 Do not use float suppression techniques such as preferential sequencing, software constraints, special lead/lag logic restraints, extended activity times or imposed dates other than required by Contract.
 - .11 Allow for adverse weather conditions normally anticipated and show in Master Plan and Detail Schedule.
 - .1 Specified Contract duration has been predicated assuming normal amount of adverse weather conditions.
 - .12 Provide necessary crews and manpower to meet schedule requirements for performing Work within specified Contract duration.
 - .1 Simultaneous use of multiple crews on multiple fronts on multiple critical paths may be required.
 - .13 Arrange participation on and off site of subcontractors and suppliers, as required by Departmental Representative, for purpose of network planning, scheduling, updating and progress monitoring.

- .1 Approvals by Departmental Representative of original networks and revisions do not relieve Contractor from duties and responsibilities required by Contract.
- .14 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.5 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00- Submittal Procedures.
- .2 Submit to Departmental Representative: Project Control System for planning, scheduling, monitoring and reporting of project progress.
- .3 Submit Project Control System to Departmental Representative for approval.
 - .1 Failure to comply with each required submission may result in progress payment being withheld in accordance with Federal Government's GC 5 Terms of Payment.
- .4 Include costs for execution, preparation and reproduction of schedule submittals in bid documents.
- .5 Submit letter ensuring that schedule has been prepared in co-ordination with major sub-contractors.
- .6 Refer to article "PROGRESS MONITORING AND REPORTING" of this specification Section for frequency of Project control system submittals.
- .7 Submit impact analysis of schedule for changes that result in extension of contract duration.
 - .1 Include draft schedule update and report as outlined in article "PROGRESS MONITORING AND REPORTING".
- .8 Submit Project planning, monitoring and control system data as part of initial schedule submission and monthly status reporting in following form.
 - .1 USB Drive files in original scheduling software.
 - .2 Master Schedule Bar Chart.
 - .3 Construction Detail Schedule Bar Chart.
 - .4 Listing of project activities including milestones and logical connectors, networks (sub-networks) from Project start to end. Sort activities by activity identification number and accompany with descriptions. List early and late start and finish dates together with durations, codes and float.
 - .5 Criticality report listing of activities and milestones with total float used as first sort for ready identification of critical and near critical (5 days) paths through entire project. List early and late starts and finishes dates, together with durations, codes and float for critical activities.
 - .6 Progress report in early start sequence with activities finished, underway, and due to start within monthly updates. List activity identification number, description and duration. Provide columns for entry of actual start and finish dates, duration remaining, float and remarks concerning action required.

1.6 QUALITY ASSURANCE

- .1 Use experienced personnel, fully qualified in planning and scheduling to provide services from start of construction to Final Certificate, including Commissioning.

1.7 WORK BREAKDOWN STRUCTURE (WBS)

- .1 Prepare construction Work Breakdown Structure (WBS) within 2 weeks of contract award.
 - .1 Develop WBS through at least five levels: project, stage, element, sub-element and work package.

1.8 PROJECT MILESTONES

- .1 Mandatory and recommended project milestones form targets for both Master Schedule and Detail Schedule of CPM construction network system.
 - .1 Recommended: excavation completed within
 - .2 Recommended: substructure completed within
 - .3 Recommended: superstructure completed within
 - .4 Recommended: building closed-in and weatherproofed within
 - .5 Recommended: interior finishing and fitting, mechanical and electrical work completed within
 - .6 Recommended: interim Certificate (substantial completion) within
 - .7 Recommended: outside work completed within
 - .8 Recommended: final Certificate completion within

1.9 MASTER SCHEDULE

- .1 Structure and base CPM construction networks system on WBS coding in order to ensure consistency throughout Project.
- .2 Prepare comprehensive construction Master Schedule (CPM logic diagram) and dependent Cash Flow Projection within
 - .1 Master Schedule will be used as baseline.
 - .1 Revise baseline as conditions dictate and as required by Departmental Representative.
 - .2 Departmental Representative as Project progresses will review and return revised baseline within 2 working days.
- .3 Reconcile revisions to Master Schedule and Cash Flow Projections with previous baseline to provide continuous audit trail.
- .4 Initial and subsequent Master Schedule will include:
 - .1 USB Drive containing schedule and cash flow information, clearly labelled with data date, specific update, and person responsible for update.
 - .2 Bar chart identifying coding, activity durations, early/late and start/finish dates, total float, completion as percentile, current status and budget amounts.

- .3 Network diagram showing coding, activity sequencing (logic), total float, early/late dates, current status and durations.
- .4 Actual/projected monthly cash flow: expressed monthly annually and shown in both graphical and numerical form.

1.10 DETAIL SCHEDULE

- .1 Provide detailed project schedule (CPM logic diagram) within 2 weeks of Contract award:
 - .1 Shop drawings.
 - .2 Samples.
 - .3 Approvals.
 - .4 Procurement.
 - .5 Construction.
 - .6 Installation.
 - .7 Site works.
 - .8 Testing.
 - .9 Commissioning and acceptance.
- .2 Detail CPM schedule to cover in detail entire project.
 - .1 Show remaining activities for CPM construction network system up to Final Certificate and develop complete detail as project progresses.
 - .2 Detail activities completely and comprehensively throughout duration of project.
- .3 Relate Detail Schedule activities to basic activities and milestones developed and approved in Master Schedule.
- .4 Clearly show sequence and interdependence of construction activities and indicate:
 - .1 Start and completion of all items of Work, their major components, and interim milestone completion dates.
 - .2 Activities for procurement, delivery, installation and completion of each major piece of equipment, materials and other supplies, including:
 - .1 Time for submittals, resubmittals and review.
 - .2 Time for fabrication and delivery of manufactured products for Work.
 - .3 Interdependence of procurement and construction activities.
 - .3 Include sufficient detail to assure adequate planning and execution of Work. Activities generally range in duration up to a maximum of 10 workdays each.
- .5 Provide level of detail for project activities such that sequence and interdependency of Contract tasks are demonstrated and allow co-ordination and control of project activities. Show continuous flow from left to right.
- .6 Ensure activities with no float are calculated and clearly indicated on logical CPM construction network system as being, whenever possible, continuous series of activities throughout length of Project to form "Critical Path". Increased number of critical activities is seen as indication of increased risk.

- .7 Insert Change Orders in appropriate and logical location of Detail Schedule. After analysis, clearly state and report to Departmental Representative for review effects created by insertion of new Change Order.

1.11 REVIEW OF CONSTRUCTION DETAIL SCHEDULE

- .1 Allow minimum 5 work days for review by Departmental Representative of proposed construction Detail Schedule unless otherwise specified.
- .2 Upon receipt of reviewed Detail Schedule make necessary revisions and resubmit to Departmental Representative for review within maximum 5 work days unless otherwise specified.
- .3 Promptly provide additional information to validate practicability of Detail Schedule as required by Departmental Representative.
- .4 Submittal of Detail Schedule indicates that it meets Contract requirements and will be executed generally in sequence.

1.12 COMPLIANCE WITH DETAIL SCHEDULE

- .1 Comply with reviewed Detail Schedule.
- .2 Proceed with significant changes and deviations from scheduled sequence of activities that cause delay, only after written receipt of approval by Departmental Representative.
- .3 Identify activities that are behind schedule and causing delay. Provide measures to regain slippage. No additional cost to be borne by Departmental Representative due to Contractor slippage.
 - .1 Corrective measures may include:
 - .1 Increase of personnel with more experience/qualifications on site for effected activities or work package.
 - .2 Increase in equipment and materials.
 - .3 Additional work shifts or Overtime work.
- .4 Submit to Departmental Representative justification, project schedule data and supporting evidence for review of extension request to Contract completion date or interim milestone date when required. As part of supporting evidence, include:
 - .1 Written submission of proof of delay based on revised activity logic, duration and costs, showing time impact analysis illustrating influence of each change or delay relative to approved contract schedule.
 - .2 Prepared schedule indicating how change will be incorporated into overall logic diagram. Demonstrate perceived impact based on date of occurrence of change and include status of construction at that time.
 - .3 Other supporting evidence requested by Departmental Representative.
 - .4 Do not assume approval of Contract extension prior to receipt of written approval from Departmental Representative.
- .5 In event of Contract extension, display in Detail Schedule that scheduled float time available for work involved has been used in full without jeopardizing earned float.

- .1 Departmental Representative will determine and advise Contractor number of allowable days for extension of Contract based on project schedule updates for period in question, and other factual information.
- .2 Construction delays affecting project schedule will not constitute justification for extension of contract completion date.

1.13 PROGRESS AND REPORTING

- .1 On an ongoing and daily basis, detail Schedule on job site to show "Progress to Date". Arrange participation on and off site of subcontractors and suppliers, as, and when necessary, for purpose of network planning, scheduling, updating and progress monitoring. Inspect Work with Departmental Representative at least once weekly to establish progress on each current activity shown on applicable networks.
- .2 Update and reissue project Work Breakdown Structure and relevant coding structures as project develops and changes.
- .3 Perform Detail Schedule update monthly with status dated (Data Date) on last working day of month. Update to reflect activities completed to date, activities in progress, logic and duration changes.
- .4 Do not automatically update actual start and finish dates by using default mechanisms found in project management software.
- .5 Submit to Departmental Representative electric copies of updated Detail Schedule in both pdf format and native scheduling software format.
- .6 Requirements for monthly progress monitoring and reporting are basis for progress payment request.
- .7 Submit monthly written report based on Detail Schedule, showing Work to date performed, comparing Work progress to planned, and presenting current forecasts. Report summarizes progress, defining problem areas and anticipated delays with respect to Work schedule, and critical paths. Explain alternatives for possible schedule recovery to mitigate potential delay. Include in report:
 - .1 Description of progress made.
 - .2 Pending items and status of items including change orders, possible time extensions, permits, shop drawings.
 - .3 Status of Contract completion date and milestones.
 - .4 Current and anticipated problem areas, potential delays and corrective measures.
 - .5 Review of progress and status of Critical Path activities.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

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

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Saskatchewan, Canada.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow one review of each submission by Departmental Representative. Adjustments made on shop drawings by Departmental Representative are not intended to change

- Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .5 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
 - .6 Accompany submissions with transmittal letter containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
 - .7 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
 - .8 After Departmental Representative review is received, distribute copies.
 - .9 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
 - .10 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.

- .11 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within maximum 1 year of date of contract award for project, or less if elsewhere specified in the Contract Documents.
- .12 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.
- .13 Submit electronic copies of manufacturer's instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .14 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .15 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .16 Submit electronic 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, approved copy 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 Departmental Representative approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that

pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.3 SAMPLES

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

1.4 MOCK-UPS

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

1.5 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, high resolution monthly with progress statement and as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 4 locations.
 - .1 Viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: weekly and as directed by Departmental Representative.
 - .1 Upon completion of: foundation, framing and services and before concealment of Work, excavation, and as directed by Departmental Representative.

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 U.S. Environmental Protection Agency (EPA)/Office of Water
 - .1 EPA 832/R-92-005, Storm Water Management for Construction Activities, Chapter 3.
 - .2 EPA General Construction Permit (GCP).

1.2 DEFINITIONS

- .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00- Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for all regulated or controlled substances, products, materials and goods.
 - .2 Submit copies of WHMIS MSDS in accordance with this Section.
- .3 Before commencing construction activities or delivery of materials to site, submit Environmental Protection Plan for review by Departmental Representative.
- .4 Environmental Protection Plan must include comprehensive overview of known or potential environmental issues to be addressed during construction.
- .5 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .6 Include in Environmental Protection Plan:
 - .1 Names of persons responsible for ensuring adherence to Environmental Protection Plan.
 - .2 Names and qualifications of persons responsible for manifesting hazardous waste to be removed from site.
 - .3 Names and qualifications of persons responsible for training site personnel.
 - .4 Descriptions of environmental protection personnel training program.
 - .5 Erosion and sediment control plan identifying type and location of erosion and sediment controls to be provided including monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations and EPA 832/R-92-005, Chapter 3.

- .6 Drawings indicating locations of proposed temporary excavations or embankments for haul roads, stream crossings, material storage areas, structures, sanitary facilities, and stockpiles of excess or spoil materials including methods to control runoff and to contain materials on site.
- .7 Traffic Control Plans including measures to reduce erosion of temporary roadbeds by construction traffic, especially during wet weather.
 - .1 Plans to include measures to minimize amount of material transported onto paved roads by vehicles or runoff.
- .8 Work area plan showing proposed activity in each portion of area and identifying areas of limited use or non-use.
 - .1 Plan to include measures for marking limits of use areas and methods for protection of features to be preserved within authorized work areas.
- .9 Spill Control Plan to include procedures, instructions, and reports to be used in event of unforeseen spill of regulated substance.
- .10 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
- .11 Air pollution control plan detailing provisions to assure that dust, debris, materials, and trash, are contained on project site.
- .12 Contaminant Prevention Plan identifying potentially hazardous substances to be used on job site; intended actions to prevent introduction of such materials into air, water, or ground; and detailing provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.
- .13 Waste Water Management Plan identifying methods and procedures for management of discharge of waste waters which are directly derived from construction activities, such as concrete curing water, clean-up water, dewatering of ground water, disinfection water, hydrostatic test water, and water used in flushing of lines.
- .14 Historical, archaeological, cultural resources biological resources and wetlands plan that defines procedures for identifying and protecting historical, archaeological, cultural resources, biological resources and wetlands.
- .15 Pesticide treatment plan to be included and updated, as required.

1.4 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.5 DRAINAGE

- .1 Prior to mobilization, develop and submit erosion and Sediment Control Plan (ESC) identifying type and location of erosion and sediment controls provided. Plan to include monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations, EPA 832/R-92-005, Chapter 3, and US EPA General Construction Permit.
- .2 Storm Water Pollution Prevention Plan (SWPPP) to be substituted for erosion and sediment control plan.
- .3 Provide temporary drainage and pumping required to keep excavations and site free from water.

- .4 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .5 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.6 SITE CLEARING AND PLANT PROTECTION

- .1 Protect trees and plants on site and adjacent properties as indicated.
- .2 Protect trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m minimum.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage.
 - .1 Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas designated by Departmental Representative.

1.7 WORK ADJACENT TO WATERWAYS

- .1 Construction equipment to be operated on land only.
- .2 Use waterway beds for borrow material only after written receipt of approval from Departmental Representative.
- .3 Waterways to be kept free of excavated fill, waste material and debris.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.

1.8 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area.
 - .1 Provide temporary enclosures where directed by Departmental Representative.
Cover or wet down dry materials and rubbish to prevent blowing dust and debris.
Provide dust control for temporary roads.

1.9 HISTORICAL/ARCHAEOLOGICAL CONTROL

- .1 Provide historical, archaeological, cultural resources, biological resources, and wetlands plan that defines procedures for identifying and protecting historical, archaeological, cultural resources, biological resources and wetlands known to be on project site: and identifies procedures to be followed if historical archaeological, cultural resources, biological resources and wetlands not previously known to be onsite or in area are discovered during construction.

- .2 Plan: include methods to assure protection of known or discovered resources and identify lines of communication between Contractor personnel and Departmental Representative.

1.10 NOTIFICATION

- .1 Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.
- .2 Contractor: after receipt of such notice, inform Departmental Representative of proposed corrective action and take such action for approval by Departmental Representative.
 - .1 Take action only after receipt of written approval by Departmental Representative.
- .3 Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11- Cleaning.
 - .1 Leave Work area clean at end of each day.
 - .2 Clean roads to and from site to avoid debris and mud being tracked around base.
- .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
- .3 Final Cleaning: upon project completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 11- Cleaning.
- .4 Waste Management: separate waste materials for reuse and recycling in accordance with 01 74 19 - Waste Management and Disposal.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 This Section references to laws, by laws, ordinances, rules, regulations, codes, orders of Authority Having Jurisdiction, and other legally enforceable requirements applicable to Work and that are; or become, in force during performance of Work.

1.2 RELATED REQUIREMENTS

- .1 Section 02 41 16.13 - Building Demolition
- .2 Section 02 82 00 - Asbestos Abatement
- .3 Section 02 85 00 - Mould Remediation
- .4 Section 22 05 05 - Selective Demolition for Plumbing
- .5 Section 23 05 05 - Selective Demolition for HVAC
- .6 Section 26 05 05 - Selective Demolition for Electrical

1.3 REFERENCES TO REGULATORY REQUIREMENTS

- .1 Perform Work in accordance with National Building Code of Canada (NBC) 2015 including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Specific design and performance requirements listed in specifications or indicated on Drawings may exceed minimum requirements established by referenced Building Code; these requirements will govern over the minimum requirements listed in Building Code
 - .1 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.4 HAZARDOUS MATERIAL DISCOVERY

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work. Notify Departmental Representative. Refer to Section 02 82 00.01- Asbestos Abatement - Minimum Precautions.
- .2 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative. Refer to Section 02 85 00.01- Mould Remediation - Minimum Precautions.

1.5 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions and municipal by-laws.

1.6 QUALITY ASSURANCE

- .1 Regulatory Requirements: Except as otherwise specified, Contractor shall apply for, obtain, and pay fees associated with, permits, licenses, certificates, and approvals

required by regulatory requirements and Contract Documents, based on General Conditions of Contract and the following:

- .1 Regulatory requirements and fees in force on date of Bid submission, and
- .2 A change in regulatory requirements or fees scheduled to become effective after date of tender submission and of which public notice has been given before date of tender submission

Part 2 Products

2.1 EASEMENTS AND NOTICES

- .1 Departmental Representative will obtain permanent easements and rights of servitude that may be required for performance of Work.
- .2 Contractor shall give notices required by regulatory requirements.

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 Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction.

1.2 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for re-testing and re-inspection.

1.3 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

1.4 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .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.

1.5 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 Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .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 Contract Documents, Departmental Representative will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Departmental Representative.

1.6 REPORTS

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

1.7 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Departmental Representative and may be authorized as recoverable.

1.8 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations as specified in specific Section or acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative review with reasonable promptness and in orderly sequence, to not cause delays in 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 Remove mock-up at conclusion of Work or when acceptable to Departmental Representative.
- .7 Mock-ups may remain as part of Work.
- .8 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.9 MILL TESTS

- .1 Submit mill test certificates as requested required of specification Sections.

1.10 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 PRECEDENCE

- .1 For Federal Government Projects, Division 01 Sections take precedence over technical specifications in other Divisions of this Project Manual.

1.2 REFERENCE STANDARDS

- .1 American National Standard Institute (ANSI)/American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
 - .1 ANSI/ASHRAE 52.2, Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particulate Size (ANSI approved).
- .2 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-92.1, Sound Absorptive Prefabricated Acoustical Units.
- .3 CSA Group
 - .1 AAMA/WDMA/CSA 101/I.S.2/A440, NAFS - North American Fenestration Standard/Specification for Windows, Doors, and Skylights.
 - .2 CAN/CSA-B45.0 Series, Plumbing Fixtures.
 - .3 CAN/CSA-Z809, Sustainable Forest Management.
- .4 Forest Stewardship Council (FSC)
 - .1 FSC-STD-01-001, FSC Principle and Criteria for Forest Stewardship.
- .5 Green Seal Environmental Standards (GS)
 - .1 GS-03, Environmental Criteria for Anti-Corrosive Paints.
 - .2 GS-11, Standard for Paints and Coatings.
- .6 National Research Council Canada (NRC)
 - .1 National Energy Code of Canada for Buildings 2015 (NECB).
- .7 South Coast Air Quality Management District (SCAQMD), California State, Regulation XI. Source Specific Standards
 - .1 SCAQMD Rule 1113, Architectural Coatings.
 - .2 SCAQMD Rule 1168, Adhesives and Sealants Applications.
- .8 Sheet Metal and Air Conditioning National Contractors Association (SMACNA)
 - .1 IAQ Guideline for Occupied Buildings Under Construction, 2007.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00- Submittal Procedures.
- .2 Submittals required:
 - .1 Submit name and experience of Green Design Co-ordinator to Departmental Representative for approval.

- .2 Compliance Report indicating requirement to purchase energy efficient and environmentally benign products.
- .3 Use Report indicating understanding of requirement to use materials and methods of construction, which improve energy and water efficiency, reduce hazardous by-products, and use recycled materials, or materials, which can be reused.
- .4 Building systems and material evaluation report.
- .5 Ventilation performance rating report for designated interior smoking areas.
- .6 Submit Chlorofluorocarbon (CFC) inventory report.
- .7 Submit CFC phase-out plan.
- .3 Submit electronic copies of WHMIS MSDS in accordance with Section 01 35 43- Environmental Procedures and 01 35 29.06- Health and Safety Requirements. Indicate VOC emissions, prior to installation or use:
 - .1 Adhesives.
 - .2 Caulking compounds.
 - .3 Sealants.
 - .4 Insulating materials.
 - .5 Fireproofing or fire stopping materials.
 - .6 Paints.
 - .7 Carpets.
 - .8 Floor and wall patching or levelling materials.
 - .9 Lubricants.
 - .10 Clear finishes for wood surfaces.
- .4 Construction Schedule:
 - .1 Submit schedule of construction prior to start of work, in co-ordination with scheduling requirements, including:
 - .1 Sequence of finish applications and allowances for curing times.
 - .2 Identification of finish types. See Table A
 - .3 Schedule and duration of proposed temporary ventilation.
 - .4 Delivery schedules of manufactured materials which are anticipated to off-gas in timely manner, which will allow for airing of those materials prior to their scheduled installation.
 - .5 Indicate and schedule commissioning procedures and temporary usages of building mechanical systems, identifying types of filtration and schedule for filter replacement.
- .5 IAQ Management Plan:
 - .1 Submit Indoor Air Quality (IAQ) Management Plan for construction and preoccupancy phases of building.

1.4 HAZARDOUS MATERIALS

- .1 Take measures to ensure chemical spills do not enter drains.
- .2 Provide proper storage and containment of herbicides and indoor pesticides.

- .1 Design and construction of storage spaces for hazardous materials in accordance with authorities having jurisdiction.
- .2 Include ventilation of areas, which contain potential sources of air contamination.
 - .1 Comply with standards for storage of flammable, combustible and hazardous materials, explosives, compressed gas cylinders, and reactive, corrosive and oxidizing materials.
- .3 Storage conditions, ventilation requirements, construction materials storage areas, containers, drums and tanks, compatibility issues, and labelling: in accordance with federal and municipal guidelines supplemented as follows:
 - .1 Confine storage of chemicals and hazardous wastes to designated areas with security of access.
 - .2 Ensure access to hose bib and water for mixing concentrated chemicals.
 - .3 Include containment to prevent spills from entering drains.
 - .4 Include venting to exterior.
 - .5 Keep storage areas under negative pressure, where possible.

1.5 EROSION AND SEDIMENTATION CONTROL

- .1 Follow methods and procedures specified in Section 31 23 33.01- Excavating, Trenching and Backfilling.
- .2 Establish long-term soil stabilization program as indicated.
- .3 Develop an Erosion and Sedimentation Control Plan to control storm water runoff and other erosion measures.
- .4 Protect stockpiled topsoil.

1.6 REDUCING SITE DISTURBANCES

- .1 When building is on a previously undeveloped site comply with following requirements:
 - .1 Avoid major alterations to sensitive topography, vegetation and wildlife habitat in areas indicated.
 - .2 Create traffic patterns that cause minimum site disruptions, as per Departmental Representative approval.
- .2 Minimize disturbances to watershed using site water management measures to ensure that watersheds and groundwater will be preserved.
- .3 Construct and erect erosion barriers to locations indicated and as directed Departmental Representative.
- .4 Take measures to avoid soil compaction.
- .5 Re-grade and plant vegetation in accordance with Section 31 23 33.01- Excavation, Trenching and Backfilling.

1.7 BUILDING ENVELOPE

- .1 Include insulation to optimize reduction of heat losses or heat gains through building envelope.
 - .1 Insulation to levels specified in National Energy Code of Canada for Buildings (NECB).

- .2 Maintain integrity of building envelope using air barriers and vapour retarders and avoid thermal bridging to provide thermal comfort and prevent condensation.
 - .1 Air leakage through air barrier system within roof area: not to exceed 0.15 l/s*m² at 75 Pa.
 - .2 Air leakage through air barrier system within roof area: not to exceed 0.15 l/s*m² at 75 Pa.
 - .3 Air leakage through air barrier system within area of exterior walls (excluding window): not to exceed 0.30 l/s*m
 - .4 Air leakage through floor: not to exceed 0.10 l/s*m² at 75 Pa.
 - .5 Air leakage through windows: not to exceed limits specified in AAMA/WDMA/CSA 101/I.S.2/A440.

1.8 GENERAL BUILDING DESIGN

- .1 Indicate in writing to Departmental Representative.
 - .1 Compliance Report: indicating requirement to purchase energy efficient and reduced environmental impact products.
 - .2 Use Report: indicate understanding of requirement to use materials and methods of construction, which improve energy and water efficiency, reduce hazardous by-products, and use recycled materials, or materials which can be reused.
 - .3 Energy Report: to indicate that new equipment and appliances meet energy efficiency criteria.

1.9 INDOOR AIR QUALITY

- .1 Construction IAQ Management Plan
 - .1 Develop and implement Indoor Air Quality (IAQ) Management Plan for construction and pre-occupancy phases of building as follows:
 - .1 During construction: meet or exceed minimum requirements of SMACNA IAQ Guideline for Occupied Buildings under Construction.
 - .2 Protect stored on-site or installed absorptive materials from moisture damage.
 - .3 Replace filtration media immediately prior to occupancy.
 - .1 Filtration media: in accordance with ASHRAE 52.2, Minimum Efficiency Reporting Value (MERV) of 8.
 - .4 Conduct minimum 2 week building flush-out with new filtration media at 100% outside air after construction ends and prior to occupancy.
 - .1 Test contaminant levels in building.
 - .5 Adopt IAQ management plan during construction procedures, including:
 - .1 Protection of HVAC system during construction to control pollutant sources, and interrupt pathways for contamination.
 - .2 Sequence installation of materials to allow dissipation of high emissions from finishes that off-gas high quantities of emissions during curing to avoid contamination of absorptive materials.
 - .3 Erect appropriate noise and dust barriers where demolition or construction procedures are to occur adjacent to occupied space.

- .1 Take necessary steps to minimize interference with occupants in occupied spaces.
- .4 Permanent HVAC system may be used as approved in writing by Departmental Representative to move both supply and return air during construction process. Meet following conditions:
 - .1 Install and maintain filters with efficiency rating of MERV 8.
 - .2 Do not use permanent diffusers.
 - .3 Do not use plenum type return air system.
 - .4 Seal HVAC duct system to prevent spread of airborne particulate and other contaminants.
 - .5 Vacuum dust systems following building flush out.
 - .1 Use portable HEPA vacuums, certified clean in accordance with NADCA specifications.
- .2 Environmental Tobacco Smoke (ETS) Control
 - .1 Smoking will be permitted at site during construction within designated area as directed by Departmental Representative.
- .3 Carbon Dioxide (CO₂) Monitoring
 - .1 Provide carbon dioxide detectors to assess and monitor air quality and ventilation rates.

1.10 GENERAL CONSTRUCTION MATERIALS/PRACTICES

- .1 Materials and Resources
 - .1 Use uncontaminated demolition materials for fill and hardcore and/or granular base.
 - .2 Incorporate reused building materials as indicated.
 - .3 Use products and services that meet criteria of EcoLogo guidelines.
 - .4 Provide list of non-endorsed products and services, provided the green labelled product or services are capable of meeting specified performance requirements.
- .2 Construction Waste Management
 - .1 Follow recommendations and requirements of this projects construction, renovation and demolition (CRD) waste management plan in accordance with Section 01 74 19- Waste Management and Disposal.
 - .2 Resource Reuse.
 - .3 Recycled Content
 - .1 Use materials with post-consumer and post-industrial recycled content.
 - .4 Local/Regional Materials
 - .1 Use systems and materials having 20%, by cost, of total products or materials manufactured within 800 kilometres if transported by truck or 2400 kilometres if transported by rail or water of project site.
 - .5 Rapidly Renewable Materials
 - .1 Use systems and materials that originate from renewable sources.

- .6 Wood
 - .1 Use lumber sourced from independently certified well-managed forests in accordance with CAN/CSA-Z809 or FSC or SFI
 - .2 Materials made from composite wood materials or agricultural products: must not contain urea-formaldehyde resins.
- .7 Insulation
 - .1 Utilize insulation materials meeting following requirements:
 - .1 Board-type thermal insulation materials must contain, when calculated on 12-month rolling basis:
 - .1 Over 35% recycled material by weight of finished product if made from glass fibre.
 - .2 Over 45% recycled material by weight of finished product if made from mineral composition.
 - .2 Loose-fill and spray-on thermal insulation materials must contain, when calculated on 12-month rolling basis:
 - .1 Over 75% recycled material by weight of finished product, if made from cellulose fibre.
 - .2 Over 35% recycled material by weight of finished product if made from glass fibre.
 - .3 Over 50% recycled material by weight of finished product, if made from mineral wool.
 - .3 Use insulation materials manufactured or installed that does not include CFC's.

1.11 PAINTS, STAINS, AND VARNISHES

- .1 Use paints and coatings with VOC limits to GS-11.

1.12 SEALANTS, ADHESIVES AND COMPOUNDS

- .1 Use adhesives with VOC limits to SCAQMD Rule 1168.
- .2 Use sealant products with VOC limits to SCAQMD Rule 1168.

1.13 HVAC EQUIPMENT

- .1 Identify sources of external contamination in writing to Departmental Representative.
- .2 Include filtration system with MERV 8 to ASHRAE 52.2.
- .3 Storage Tanks
 - .1 Include on site storage tanks to federal guidelines and local codes.
 - .2 Include ladders and access for cleaning and inspection of filters.
 - .3 Include access to air-handling units for service and inspection.

1.14 LIGHTING

- .1 Integrate lighting controls as specified related to room occupancy.
- .2 Lighting Fixtures

- .1 Include high efficiency lamps and luminaries with electronic ballasts. Lamps and luminaries to have following requirements:
 - .1 Fit electronic ballasts to luminaries.
 - .2 Include personal controls as indicated.

1.15 EXTERIOR SITE

- .1 Take measures to prevent soil erosion before, during, and after construction by controlling storm-water runoff and wind erosion. Use:
 - .1 Detention ponds.
 - .2 Infiltration trench.
- .2 Landscape and Exterior Design
 - .1 Planting requirements: in accordance with Section 32 93 10- Trees, Shrubs and Ground Cover Planting and Section 32 92 23 - Sodding.

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 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.2 INSTALLATION AND REMOVAL

- .1 Utilities will be provided and paid for by Departmental Representative, connection and disconnect will be paid for by contractor.
- .2 Temporary utilities controls in order to execute work expeditiously.
- .3 Remove from site all such work after use.

1.3 DEWATERING

- .1 Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.

1.4 WATER SUPPLY

- .1 Departmental Representative will provide continuous supply of potable water for construction use.
- .2 Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.
- .3 Departmental Representative will pay for utility charges at prevailing rates.

1.5 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heating required during construction period, including attendance, maintenance and fuel.
- .2 Construction heaters used inside building must be vented to outside or be non-flameless type. Portable solid fuel construction heaters are not permitted.
- .3 Provide temporary heat and ventilation in enclosed areas as required to:
 - .1 Facilitate progress of Work.
 - .2 Protect Work and products against dampness and cold.
 - .3 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .4 Maintain temperatures of minimum 10 degrees C in areas where construction is in progress.
- .5 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.

- .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
- .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
- .4 Ventilate storage spaces containing hazardous or volatile materials.
- .5 Ventilate temporary sanitary facilities.
- .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .6 Permanent heating system of building not to be used.
- .7 Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is in as near original condition as possible and is certified by Departmental Representative.
- .8 Pay costs for maintaining temporary heat.
- .9 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform to applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.
- .10 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.6 TEMPORARY POWER AND LIGHT

- .1 Provide and pay for temporary power during construction for temporary lighting and operating of power tools.
- .2 Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.
- .3 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floor surfaces and stairs is not less than 162 lx.
- .4 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. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

1.7 TEMPORARY COMMUNICATION FACILITIES

- .1 Provide and pay for temporary telephone, data hook up, and line equipment necessary for own use and use of Departmental Representative.

1.8 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction governing codes, regulations and bylaws.

-
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 TEMPORARY EROSION AND SEDIMENTATION CONTROL

- .1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to sediment and erosion control plan that complies with EPA 832/R-92-005 or requirements of authorities having jurisdiction, whichever is more stringent.
- .2 Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.
- .3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB 1.189, Exterior Alkyd Primer for Wood.
 - .2 CGSB 1.59, Alkyd Exterior Gloss Enamel.
- .2 CSA Group (CSA)
 - .1 CSA-A23.1/A23.2, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA-0121, Douglas Fir Plywood.
 - .3 CAN/CSA-S269.2, Access Scaffolding for Construction Purposes.
 - .4 CAN/CSA-Z321, Signs and Symbols for the Occupational Environment.
- .3 U.S. Environmental Protection Agency (EPA) / Office of Water
 - .1 EPA 832R92005, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.3 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be fenced and used by Contractor, number of trailers to be used, avenues of ingress/egress to fenced area and details of fence installation.
- .2 Identify areas which have to be gravelled to prevent tracking of mud.
- .3 Indicate use of supplemental or other staging area.
- .4 Provide construction facilities in order to execute work expeditiously.
- .5 Remove from site all such work after use.

1.4 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2.
- .2 Provide and maintain ramps, platforms, ladders, scaffolding and temporary stairs.

1.5 HOISTING

- .1 Provide, operate and maintain hoists/cranes required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for their use of hoists.
- .2 Hoists/cranes to be operated by qualified operator.

1.6 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.

- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.7 CONSTRUCTION PARKING

- .1 Parking will be limited to designated areas only but permitted on site provided it does not disrupt performance of Work.
- .2 Provide and maintain adequate access to project site.

1.8 OFFICES

- .1 Provide office heated to 22 degrees C, lighted 750 lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Subcontractors to provide their own offices as necessary.
- .3 Office locations and quantities will be approved by Departmental Representative prior to mobilization.

1.9 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.

1.10 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.
- .3 When permanent water and drain connections are completed, provide temporary water closets and urinals complete with temporary enclosures, inside building. Permanent facilities may be used on approval of Departmental Representative.
- .4 Sanitary facility locations will be approved by Departmental Representative prior to mobilization.

1.11 CONSTRUCTION SIGNAGE

- .1 Provide and erect project sign, within three weeks of signing Contract, in a location designated by Departmental Representative.
- .2 Indicate on sign, name of Contractor and Subcontractors, of design style established by Departmental Representative.
- .3 No other signs or advertisements, other than warning signs, are permitted on site.
- .4 Direct requests for approval to erect Contractor signboard to Departmental Representative. For consideration general appearance of Contractor signboard must conform to project identification site sign. Wording in both official languages.
- .5 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.

- .6 Maintain approved signs and notices in good condition for duration of project, and dispose of offsite on completion of project or earlier if directed by Departmental Representative.

1.12 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Provide access and temporary relocated roads as necessary to maintain traffic.
- .2 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Departmental Representative.
- .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 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 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Construct access and haul roads necessary.
- .8 Haul roads: constructed with suitable grades and widths; sharp curves, blind corners, and dangerous cross traffic shall be avoided.
- .9 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .10 Dust control: adequate to ensure safe operation at all times.
- .11 Location, grade, width, and alignment of construction and hauling roads: subject to approval by Departmental Representative.
- .12 Lighting: to assure full and clear visibility for full width of haul road and work areas during night work operations.
- .13 Provide snow removal during period of Work.
- .14 Remove, upon completion of work, haul roads designated by Departmental Representative.

1.13 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 TEMPORARY EROSION AND SEDIMENTATION CONTROL

- .1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to sediment and erosion control plan, specific to site, that complies with EPA 832/R-92-005 or requirements of authorities having jurisdiction, whichever is more stringent.
- .2 Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.
- .3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 City of Regina
 - .1 Temporary Traffic Control Measure Manual
- .2 U.S. Department of Transportation
 - .1 Manual of Uniform Traffic Control Devices for Streets and Highways (UTCD)

1.2 PROTECTION OF PUBLIC TRAFFIC

- .1 Comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment.
- .2 When working on travelled way:
 - .1 Place equipment in position to minimize interference and hazard to travelling public.
 - .2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.
 - .3 Do not leave equipment on travelled way overnight.
- .3 Close lanes of road only after receipt of written approval from Departmental Representative.
 - .1 Before re-routing traffic erect suitable signs and devices to City of Regina Temporary Traffic Control Measure Manual.
- .4 Keep travelled way graded, free from pot holes and of sufficient width for required number of lanes of traffic.
 - .1 Provide 7 m wide minimum temporary roadway for traffic in two-way sections through Work and on detours.
 - .2 Provide 5 m wide minimum temporary roadway for traffic in one-way sections through Work and on detours.
- .5 Provide gravelled detours or temporary roads as directed by Departmental Representative to facilitate passage of traffic around restricted construction area:
 - .1 Grade for detour in accordance with Section 31 24 13- Roadway Embankments.
 - .2 Place and compact granular sub-base in accordance with Section 32 11 16.01- Granular Sub-base.
 - .3 Place and compact granular base in accordance with Section 32 11 23- Aggregate Base Courses.
 - .4 Place and compact asphalt concrete pavement in accordance with Section 32 12 16- Asphalt Paving.
 - .5 Place and compact mixed-in-place asphalt paving in accordance with Section 32 12 16.16- Road-Mix Asphalt Paving Wearing Courses.

- .6 Provide and maintain road access and egress to property fronting along Work under Contract and in other areas as indicated, except where other means of road access exist that meet approval of Departmental Representative.

1.3 INFORMATIONAL AND WARNING DEVICES

- .1 Provide and maintain signs, flashing warning lights and other devices required to indicate construction activities or other temporary and unusual conditions resulting from Project Work which requires road user response.
- .2 Supply and erect signs, delineators, barricades and miscellaneous warning devices to Regina Temporary Traffic Control Measure Manual.
- .3 Place signs and other devices in locations recommended in Regina Temporary Traffic Control Measure Manual.
- .4 Meet with Departmental Representative prior to commencement of Work to prepare list of signs and other devices required for project. If situation on site changes, revise list to approval of Departmental Representative.
- .5 Continually maintain traffic control devices in use:
 - .1 Check signs daily for legibility, damage, suitability and location. Clean, repair or replace to ensure clarity and reflectance.
 - .2 Remove or cover signs which do not apply to conditions existing from day to day.

1.4 CONTROL OF PUBLIC TRAFFIC

- .1 Provide competent flag personnel, trained in accordance with, and properly equipped to Regina Temporary Traffic Control Measure Manual for situations as follows:
 - .1 When public traffic is required to pass working vehicles or equipment that block all or part of travelled roadway.
 - .2 When it is necessary to institute one-way traffic system through construction area or other blockage where traffic volumes are heavy, approach speeds are high and traffic signal system is not in use.
 - .3 When workmen or equipment are employed on travelled way over brow of hills, around sharp curves or at other locations where oncoming traffic would not otherwise have adequate warning.
 - .4 Where temporary protection is required while other traffic control devices are being erected or taken down.
 - .5 For emergency protection when other traffic control devices are not readily available.
 - .6 In situations where complete protection for workers, working equipment and public traffic is not provided by other traffic control devices.
 - .7 At each end of restricted sections where pilot cars are required.
 - .8 Delays to public traffic due to contractor's operators: 15 minutes maximum.
- .2 Provide pilot cars at required in Regina Temporary Traffic Control Measure Manual.
- .3 Where roadway, carrying two-way traffic, is restricted to one lane, for 24 hours each day, provide portable traffic signal system.

- .1 Adjust, as necessary, and regularly maintain system during period of restriction.
- .2 Ensure signal system meets requirements of Regina Temporary Traffic Control Measure Manual.

1.5 OPERATIONAL REQUIREMENTS

- .1 Maintain existing conditions for traffic throughout period of contract except that, when required for construction under contract and when measures have been taken to accommodate and have been approved by Departmental Representative to protect and control public traffic.

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 REFERENCE STANDARDS

- .1 Canadian General Standards Board (CGSB)
 - .1 CGSB 1.59, Alkyd Exterior Gloss Enamel.
 - .2 CAN/CGSB 1.189, Exterior Alkyd Primer for Wood.
- .2 CSA Group (CSA)
 - .1 CSA-O121, Douglas Fir Plywood.
- .3 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as Of: May 14, 2004.

1.2 INSTALLATION AND REMOVAL

- .1 Provide temporary controls in order to execute Work expeditiously.
- .2 Remove from site all such work after use.

1.3 HOARDING

- .1 Erect temporary site enclosures using 38 x 89 mm construction grade lumber framing at 600 mm centres and 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121.
- .2 Apply plywood panels vertically flush and butt jointed.
- .3 Provide one lockable truck entrance gate and at least one pedestrian door as directed and conforming to applicable traffic restrictions on adjacent streets. Equip gates with locks and keys.
- .4 Erect and maintain pedestrian walkways including roof and side covers, complete with signs and electrical lighting as required by law.
- .5 Paint public side of site enclosure in selected colours with one coat primer to CAN/CGSB 1.189 and one coat exterior paint to CGSB 1.59. Maintain public side of enclosure in clean condition.
- .6 Erect temporary site enclosure using new 1.2 m high snow fence wired to rolled steel "T" bar fence posts spaced at 2.4 m on centre. Provide one lockable truck gate. Maintain fence in good repair.
- .7 Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

1.4 DECORATIVE BANNERS

- .1 Supply and install decorative banners around all work sites to screen the construction. The banners should portray images reflective of the Departmental Representative's mission, vision and values.
- .2 Departmental representative shall review and approve decorative banners prior to installation.

1.5 GUARD RAILS AND BARRICADES

- .1 Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs.
- .2 Provide as required by governing authorities.

1.6 WEATHER ENCLOSURES

- .1 Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
- .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .3 Design enclosures to withstand wind pressure and snow loading.

1.7 DUST TIGHT SCREENS

- .1 Provide dust tight screens or insulated partitions to localize dust generating activities, and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

1.8 ACCESS TO SITE

- .1 Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to Work.

1.9 PUBLIC TRAFFIC FLOW

- .1 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

1.10 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.11 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

1.12 PROTECTION OF BUILDING FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Confirm with Departmental Representative locations and installation schedule 7 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

1.13 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for recycling and reuse in accordance with Section 01 74 19- Waste Management and Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

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

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .3 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .4 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber up off the ground so the bottom is not in contact with ground. Cover with waterproof tarpaulin.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Departmental Representative. Unload, handle and store such products.

1.6 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.7 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.

- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative, whose decision is final.

1.8 CO-ORDINATION

- .1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.9 CONCEALMENT

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation inform Departmental Representative if there is interference. Install as directed by Departmental Representative.

1.10 REMEDIAL WORK

- .1 Section 01 73 00- Execution Requirements.
- .2 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .3 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.11 LOCATION OF FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.

1.12 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.13 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.

- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.14 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Departmental Representative.

1.15 EXISTING UTILITIES

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Owner's identification of existing survey control points and property limits.

1.2 QUALIFICATIONS OF SURVEYOR

- .1 Qualified registered land surveyor, licensed to practise in Place of Work, acceptable to Departmental Representative.

1.3 SURVEY REFERENCE POINTS

- .1 Existing base horizontal and vertical control points are designated on drawings.
- .2 Locate, confirm and protect control points prior to starting site work. Preserve permanent reference points during construction.
- .3 Make no changes or relocations without prior written notice to Departmental Representative.
- .4 Report to Departmental Representative when reference point is lost or destroyed, or requires relocation because of necessary changes in grades or locations.
- .5 Require surveyor to replace control points in accordance with original survey control.

1.4 SURVEY REQUIREMENTS

- .1 Establish two permanent bench marks on site, referenced to established bench marks by survey control points. Record locations, with horizontal and vertical data in Project Record Documents.
- .2 Establish lines and levels, locate and lay out, by instrumentation.
- .3 Stake for grading, fill and topsoil placement and landscaping features.
- .4 Stake slopes and berms.
- .5 Establish pipe invert elevations.
- .6 Stake batter boards for foundations.
- .7 Establish foundation column locations and floor elevations.
- .8 Establish lines and levels for mechanical and electrical work.

1.5 EXISTING SERVICES

- .1 Before commencing work, establish location and extent of service lines in area of Work and notify Departmental Representative of findings.
- .2 Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by Departmental Representative.

1.6 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Location of equipment, fixtures and outlets indicated or specified in Contract Documents are to be considered as approximate.

- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Departmental Representative of impending installation and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.7 RECORDS

- .1 Maintain a complete, accurate log of control and survey work as it progresses.
- .2 On completion of foundations and major site improvements, prepare a certified survey showing dimensions, locations, angles and elevations of Work.
- .3 Record locations of maintained, re-routed and abandoned service lines.

1.8 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit name and address of Surveyor to Departmental Representative.
- .2 On request of Departmental Representative, submit documentation to verify accuracy of field engineering work.
- .3 Submit certificate signed by surveyor certifying and noting those elevations and locations of completed Work that conform and do not conform to Contract Documents.

1.9 SUBSURFACE CONDITIONS

- .1 Promptly notify Departmental Representative in writing if subsurface conditions at Place of Work differ materially from those indicated in Contract Documents, or a reasonable assumption of probable conditions based thereon.
- .2 After prompt investigation, should Departmental Representative determine that conditions do differ materially; instructions will be issued for changes in Work as provided in Changes and Change Orders.

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 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of operational elements.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Separate contractor.
- .3 Include in request:
 - .1 Identification of project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.2 MATERIALS

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00- Submittal Procedures.

1.3 PREPARATION

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of Work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
- .5 Provide protection from elements for areas which are to be exposed by uncovering work; maintain excavations free of water.

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching including excavation and fill to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.

- .5 Remove samples of installed Work for testing.
- .6 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .7 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .8 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .9 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .10 Restore work with new products in accordance with requirements of Contract Documents.
- .11 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .12 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with fire-stopping material in accordance with Section 07 84 00- Fire-stopping, full thickness of the construction element.
- .13 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .14 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.5 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse or recycling in accordance with Section 01 74 19- Waste Management and Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

1.2 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by other Contractors.
- .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 Clear snow and ice from access to Work, remove from site or bank/pile snow in designated areas only as directed by Departmental Representative.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Provide and use marked separate bins for recycling. Refer to Section 01 74 19 - Waste Management and Disposal.
- .6 Dispose of waste materials and debris off site in accordance with applicable local regulations.
- .7 Clean areas prior to start of finishing work, and maintain areas free of dust, debris and other contaminants during finishing operations.
- .8 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .10 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.3 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by other contractors, 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. Do not burn waste materials on site.
- .5 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

- .6 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .7 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .8 Clean lighting reflectors, lenses, and other lighting surfaces.
- .9 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .10 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .11 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .12 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .13 Remove dirt and other disfiguration from exterior surfaces.
- .14 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .15 Sweep and wash clean paved areas.
- .16 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .17 Clean roofs, downspouts, and drainage systems.
- .18 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .19 Remove snow and ice from access to Work areas.

1.4 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for recycling and reuse in accordance with Section 01 74 19- Waste Management and Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 This Section includes requirements for management of construction waste and disposal, which forms the Contractor's commitment to reduce and divert waste materials from landfill and includes the following:
 - .1 Preparation of a Draft Construction Waste Management (CWM) Plan that will be used to track the success of the CWM Plan against actual waste diversion from landfill.
 - .2 Preparation of a CWM Plan that provides guidance on a logical progression of tasks and procedures to be followed in a pollution prevention program to reduce or eliminate the generation of waste, the loss of natural resources, and process emissions through source reduction, reuse, recycling, and reclamation.
 - .3 Preparation of monthly progress reports indicating cumulative totals representing progress towards achieving diversion and reduction goals of waste materials away from landfill and identifying any special programs, landfill options or alternatives to landfill used during construction.
 - .4 Preparation of a CWM Report containing detailed information indicating total waste produced by the project, types of waste material and quantity of each material, and total waste diverted and diversion rates indicated as a percentage of the total waste produced.
- .2 Departmental Representative has established that this project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors be employed by the Contractor .

1.2 REFERENCE STANDARDS

- .1 American Society for Testing and Materials (ASTM):
 - .1 ASTM E1609 01, Standard Guide for Development and Implementation of a Pollution Prevention Program
- .2 Recycling Certification Institute (RCI):
 - .1 RCI Certification Construction and Demolition Materials Recycling

1.3 DEFINITIONS

- .1 Clean Waste: Untreated and unpainted; not contaminated with oils, solvents, sealants or similar materials.
- .2 Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, re modeling, repair and demolition.
- .3 Hazardous: Exhibiting the characteristics of hazardous substances including properties such as ignitability, corrosiveness, toxicity or reactivity.
- .4 Non-hazardous: Exhibiting none of the characteristics of hazardous substances, including properties such as ignitability, corrosiveness, toxicity, or reactivity.

- .5 Non-toxic: Not poisonous to humans either immediately or after a long period of exposure.
- .6 Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- .7 Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- .8 Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form; recycling does not include burning, incinerating, or thermally destroying waste.
- .9 Return: To give back reusable items or unused products to vendors for credit.
- .10 Reuse: To reuse a construction waste material in some manner on the project site.
- .11 Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- .12 Sediment: Soil and other debris that has been eroded and transported by storm or well production run off water.
- .13 Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- .14 Toxic: Poisonous to humans either immediately or after a long period of exposure.
- .15 Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- .16 Volatile Organic Compounds (VOC's): Chemical compounds common in and emitted by many building products over time through outgassing:
 - .1 Solvents in paints and other coatings;
 - .2 Wood preservatives; strippers and household cleaners;
 - .3 Adhesives in particleboard, fiberboard, and some plywood; and foam insulation.
 - .4 When released, VOC's can contribute to the formation of smog and can cause respiratory tract problems, headaches, eye irritations, nausea, damage to the liver, kidneys, and central nervous system, and possibly cancer.
- .17 Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.
- .18 Construction Waste Management (CWM) Plan: A project related plan for the collection, transportation, and disposal of the waste generated at the construction site; the purpose of the plan is to ultimately reduce the amount of material being landfilled.

1.4 ADMINISTRATIVE REQUIREMENTS

- .1 Coordination: Coordinate waste management requirements with all Divisions of the Work for the project, and ensure that requirements of the CWM Plan are followed.
- .2 Preconstruction Meeting: Arrange a pre-construction meeting in accordance with Section 01 31 19 – Project Meetings before starting any Work of the Contract attended by the Departmental Representative, Contractor, and affected Subcontractor's to discuss the Contractor's CWM Plan and to develop mutual understanding of the requirements for a consistent policy towards waste reduction and recycling.

1.5 SUBMITTALS

- .1 Provide required information in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Action Submittals: Provide the following submittals before starting any work of this Section:
 - .1 Draft CWM Plan: Submit to Departmental Representative a preliminary analysis of anticipated site generated waste by listing a minimum of five (5) construction or demolition waste streams that have potential to generate the most volume of material indicating methods that will be used to divert construction waste from landfill and source reduction strategies; Departmental Representative will provide commentary before development of Contractor's Construction Waste Management Plan.
 - .2 CWM Plan: Submit a CWM Plan for this project prior to any waste removal from site and that includes the following information:
 - .1 Material Streams: Analysis of the proposed jobsite waste being generated, including material types and quantities forming a part of identified material streams in the Draft CWM Plan; materials removed from site destined for alternative daily cover at landfill sites and land clearing debris cannot be considered as contributing to waste diversion and will be included as a component of the total waste generated for the site.
 - .2 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials, and incorporate into CWM Plan.
 - .3 Alternative Waste Disposal: Prepare a listing of each material proposed to be salvaged, reused, recycled or composted during the course of the project, and the proposed local market for each material.
 - .4 Landfill Materials: Identify materials that cannot be recycled, reused or composted and provide explanation or justification; energy will be considered as a viable alternative diversion strategy for these materials where facilities exist.
 - .5 Landfill Options: The name of the landfill where trash will be disposed of; landfill materials will form a part of the total waste generated by the project.
 - .6 Materials Handling Procedures: A description of the means by which any recycled waste materials will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.
 - .7 Transportation: A description of the means of transportation of the recyclable materials whether materials will be site separated and self-hauled to designated centres, or whether mixed materials will be collected by a waste hauler and removed from the site, and destination of materials.

1.6 PROJECT CLOSEOUT SUBMISSIONS

- .1 Record Documentation: Submit as constructed information in accordance with Section 01 78 00 – Closeout Submittals as follows:

- .1 Construction Waste Management (CWM) Report: Submit a CWM Report for this project that includes the following information:
 - .1 Accounting: Submit information indicating total waste produced by the project.
 - .2 Composition: Submit information indicating types of waste material and quantity of each material.
 - .3 Diversion Rate: Submit information indicating total waste diverted from landfill as a percentage of the total waste produced by the project.
 - .4 Diversion and Transportation Documentation: Submit copies of transportation documents or shipping manifests indicating weights of materials, and other evidence of disposal indicating final location of waste diverted from landfill and waste sent to landfill.
 - .5 Alternative Daily Cover (ADC): Submit quantities of material that were used as ADC at landfill sites, and that form a part of the total waste generated by the project.
 - .6 Multiple Waste Hauling: Compile all information into a single CWM Report where multiple waste hauling and diversion strategies were used for the project.
 - .7 Photographs: Submit photographs of waste diversion facilities documenting location and signage describing usage of waste separation containers.

1.7 QUALITY ASSURANCE

- .1 Resources for development of CWM Plan: The following sources may be useful in developing the Draft CWM Plan:
 - .1 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials, and incorporate into CWM Plan.
 - .2 Waste-to-Energy Systems: Investigate local waste-to-energy incentives where systems for diverting materials from landfill for reuse or recycling are not available.
- .2 Certifications: Provide proof of the following during the course of the Work:
 - .1 Compliance Certification: Provide proof that recycling centre is third party verified and is listed as a Certified Facility through the registration and certification requirements of the Recycling Certification Institute.

1.8 DELIVERY, STORAGE AND HANDLING

- .1 Storage Requirements: Implement a recycling/reuse program that includes separate collection of waste materials as appropriate to the project waste and the available recycling and reuse programs in the project area.
- .2 Handling Requirements: Clean materials that are contaminated before placing in collection containers and ensure that waste destined for landfill does not get mixed in with recycled materials:
 - .1 Deliver materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to recycling process.

- .2 Arrange for collection by or delivery to the appropriate recycling or reuse facility.
- .3 Hazardous Waste and Hazardous Materials: Handle in accordance with applicable Municipal, Provincial and Federal regulations.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 CWM PLAN IMPLEMENTATION

- .1 Management: Contractor is responsible for designating an onsite party or parties responsible for instructing workers and overseeing and documenting results of the CWM Plan for the project.
- .2 Distribution: Distribute copies of the CWM Plan to the job site foreman, each Subcontractor, and Departmental Representative and other site personnel as required to maintain the CWM Plan.
- .3 Instruction: Provide onsite instruction of appropriate separation, handling, and recycling, salvage, reuse, composting and return methods being used for the project to Subcontractor's at appropriate stages of the project.
- .4 Separation Facilities: Lay out and label a specific area to facilitate separation of materials for potential recycling, salvage, reuse, composting and return:
 - .1 Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination of materials.
 - .2 Hazardous wastes shall be separated, stored, and disposed of in accordance with applicable Municipal, Provincial and Federal regulations.
- .5 Progressive Documentation: Submit a monthly summary of waste generated by the project to ensure that waste diversion goals are on track with project requirements:
 - .1 Submission of waste summary can coincide with application for progress payment, or similar milestone event as agreed upon between the Departmental Representative and Contractor.
 - .2 Monthly waste summary shall contain the following information:
 - .1 The amount in tonnes or m³ and location of material landfilled,
 - .2 The amount in tonnes or m³ and location of materials diverted from landfill, and
 - .3 Indication of progress based on total waste generated by the project with materials diverted from landfill as a percentage.

3.2 SUBCONTRACTOR'S RESPONSIBILITY

- .1 Subcontractors shall cooperate fully with the Contractor to implement the CWM Plan.

- .2 Failure to cooperate may result in the Departmental Representative not achieving their environmental goals, and may result in penalties being assessed by the Contractor to the responsible Subcontractor's.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

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

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request Departmental Representative inspection.
 - .2 Departmental Representative Inspection:
 - .1 Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
 - .2 Contractor to correct Work as directed.
 - .3 Completion Tasks: submit written certificates in English that tasks have been performed as follows:
 - .1 Work: completed and inspected for compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies completed.
 - .3 Equipment and systems: tested, adjusted, balanced and fully operational.
 - .4 Certificates required by Fire Commissioner, Boiler Inspection Branch, Utility companies: submitted.
 - .5 Operation of systems: demonstrated to Department Representative.
 - .6 Commissioning of mechanical systems: completed in accordance with 01 91 13- GENERAL COMMISSIONING REQUIREMENTS and Departmental Representative.
 - .7 Underground and Aboveground storage tank inspection documentation, registration, forms, decommissioning and removal in accordance with CEPA SOR/2008-197.
 - .8 Work: complete and ready for final inspection.
- .4 Final Inspection:
 - .1 When completion tasks are done, request final inspection of Work by Departmental Representative, and Contractor.
 - .2 When Work incomplete according to Departmental Representative, complete outstanding items and request re-inspection.

- .5 Declaration of Substantial Performance: Departmental Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
- .6 Commencement of Lien and Warranty Periods: date of Departmental Representative's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment:
 - .1 When Departmental Representative considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.
 - .2 When Work deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.
- .8 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

1.3 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for recycling and reuse in accordance with Section 01 74 19- Waste Management and Disposal.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

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

1.2 ADMINISTRATIVE REQUIREMENTS

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

1.3 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, final copies of operating and maintenance manuals in English.
- .3 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .4 Provide evidence, if requested, for type, source and quality of products supplied.

1.4 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 and systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab.
 - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dwg format on CD/DVD.

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

1.6 AS -BUILT DOCUMENTS AND SAMPLES

- .1 Maintain at site for Departmental Representative one record hard copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction.
 - .1 Provide files, racks, and secure storage.

- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
 - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition.
 - .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.7 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 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 Referenced Standards 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 inspection certifications, manufacturer's certifications, and field test records required by individual specifications sections.
- .7 Provide digital photos, if requested, for site records.

1.8 FINAL SURVEY

- .1 Submit final site survey certificate in accordance with Section 01 71 00- Examination and Preparation, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.

1.9 EQUIPMENT AND SYSTEMS

- .1 For each item of equipment and each system include description of unit or system, and component parts.
 - .1 Give function, normal operation characteristics and limiting conditions.
 - .2 Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences.
 - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
 - .2 Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's co-ordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in Section 01 45 00- Quality Control and 01 91 13- GENERAL COMMISSIONING REQUIREMENTS.
- .15 Aboveground and Underground storage tank inspection documentation, registration, forms, decommissioning and removal in accordance with CEPA SOR/2008-197.
- .16 Additional requirements: as specified in individual specification sections.

1.10 MATERIALS AND FINISHES

- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
 - .1 Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

- .3 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: as specified in individual specifications sections.

1.11 MAINTENANCE MATERIALS

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

1.12 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.

1.13 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 for 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 fourteen (14) 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's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 4 month and 9 month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Listing and status of delivery of Certificates of Warranty for extended warranty items, to include roofs, motors, pumps, transformers, HVAC balancing, fire protection, sprinkler systems, alarm systems, commissioned systems, lightning and protection systems.
 - .3 Provide list for each warranted equipment, item, and feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.
 - .3 Location where installed.
 - .4 Name and phone numbers of manufacturers or suppliers.
 - .5 Names, addresses and telephone numbers of sources of spare parts.

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

1.14 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

1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Demonstrate scheduled operation and maintenance of equipment and systems to Departmental Representative's personnel two weeks prior to date of final inspection.
- .2 Departmental Representative: provide list of personnel to receive instructions, and coordinate their attendance at agreed-upon times.
- .3 Preparation:
 - .1 Verify conditions for demonstration and instructions comply with requirements.
 - .2 Verify designated personnel are present.
 - .3 Ensure equipment has been inspected and put into operation in accordance with Contract Documents.
 - .4 Ensure testing, adjusting, and balancing has been performed in accordance with Contract Documents, Section 01 91 13- GENERAL COMMISSIONING REQUIREMENTS, and equipment and systems are fully operational.
- .4 Demonstration and Instructions:
 - .1 Demonstrate start-up, operation, control, adjustment, and trouble-shooting at the scheduled location.
 - .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
 - .3 Review contents of manual in detail to explain aspects of operation and maintenance.
 - .4 Prepare and insert additional data in operations and maintenance manuals when needed during instructions.
- .5 Time Allocated for Instructions: ensure amount of time required for instruction of each system as follows:
 - .1 Building Mechanical – 8 hours
 - .2 Electrical – 8 hours
 - .3 Instrumentation & Controls – 8 hours

1.2 ACTION AND INFORMATIONAL SUBMITTALS

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

1.3 QUALITY ASSURANCE

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

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

1.2 GENERAL

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

1.3 COMMISSIONING OVERVIEW

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

1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

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

1.5 PRE-CX REVIEW

- .1 Before Construction:
 - .1 Review Contract Documents, confirm by writing 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, and systems are complete.
 - .3 Fully understand Cx requirements and procedures.

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

1.6 CONFLICTS

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

1.7 ACTION AND INFORMATIONAL SUBMITTALS

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

1.8 COMMISSIONING DOCUMENTATION

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

1.9 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction schedule in accordance with Section 01 32 16.07- Construction Progress Schedules - Bar (GANTT) Chart.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:

- .1 Approval of Cx reports.
- .2 Verification of reported results.
- .3 Repairs, retesting, re-commissioning, re-verification.
- .4 Training.

1.10 COMMISSIONING MEETINGS

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

1.11 STARTING AND TESTING

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

1.12 WITNESSING OF STARTING AND TESTING

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

1.13 MANUFACTURER'S INVOLVEMENT

- .1 Factory testing: manufacturer to:
 - .1 Coordinate time and location of testing.
 - .2 Provide testing documentation for approval by Departmental Representative.

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

1.14 PROCEDURES

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
 - .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
 - .2 Visual inspection of quality of installation.
 - .2 Start-up: follow accepted start-up procedures.
 - .3 Operational testing: document equipment performance.
 - .4 System PV: include repetition of tests after correcting deficiencies.
 - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Document required 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 removed from site and replace with new.
 - .2 Subject new equipment/systems to specified start-up procedures.

1.15 START-UP DOCUMENTATION

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

1.16 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS

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

1.17 TEST RESULTS

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

1.18 START OF COMMISSIONING

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

1.19 INSTRUMENTS / EQUIPMENT

- .1 Submit to Departmental Representative for review and approval:
 - .1 Complete list of instruments proposed to be used.
 - .2 Listed data including, serial number, current calibration certificate, calibration date, and calibration expiry date and calibration accuracy.

- .2 Provide the following equipment as required:
 - .1 2-way radios.
 - .2 Ladders.
 - .3 Equipment as required to complete work.

1.20 COMMISSIONING PERFORMANCE VERIFICATION

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

1.21 WITNESSING COMMISSIONING

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

1.22 AUTHORITIES HAVING JURISDICTION

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

1.23 COMMISSIONING CONSTRAINTS

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

1.24 EXTRAPOLATION OF RESULTS

- .1 Where Cx of weather, occupancy, or seasonal-sensitive equipment or systems cannot be conducted under near-rated or near-design conditions, extrapolate part-load results to design conditions when approved by Departmental Representative in accordance with equipment manufacturer's instructions, using manufacturer's data, with manufacturer's assistance and using approved formulae.

1.25 EXTENT OF VERIFICATION

- .1 Laboratory areas:
 - .1 Provide manpower and instrumentation to verify up to 100 % of reported results.

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

1.26 REPEAT VERIFICATIONS

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

1.27 SUNDRY CHECKS AND ADJUSTMENTS

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

1.28 DEFICIENCIES, FAULTS, DEFECTS

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

1.29 COMPLETION OF COMMISSIONING

- .1 Upon completion of Cx leave systems in normal operating mode.
- .2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to issuance of Interim Certificate of Completion.
- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

1.30 ACTIVITIES UPON COMPLETION OF COMMISSIONING

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

1.31 TRAINING

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

1.32 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

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

1.33 OCCUPANCY

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

1.34 INSTALLED INSTRUMENTATION

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

1.35 PERFORMANCE VERIFICATION TOLERANCES

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

1.36 OWNER'S PERFORMANCE TESTING

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

Part 2 Products

2.1 NOT USED

Part 3 Execution

3.1 NOT USED

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 American Water Works Association (AWWA)
- .2 Underwriters' Laboratories of Canada (ULC)

1.2 GENERAL

- .1 Provide a fully functional facility:
 - .1 Systems, equipment and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
 - .2 Facility user and O&M personnel have been fully trained in aspects of installed systems.
 - .3 Optimized life cycle costs.
 - .4 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
 - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
 - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
 - .3 Sets out deliverables relating to O&M, process and administration of Cx.
 - .4 Describes process of verification of how built works meet design and Departmental Representative's requirements.
 - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.
 - .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
 - .1 Overview of Cx.
 - .2 General description of elements that make up Cx Plan.
 - .3 Process and methodology for successful Cx.
- .4 Acronyms:
 - .1 Cx - Commissioning.
 - .2 BMM - Building Management Manual.
 - .3 EMCS - Energy Monitoring and Control Systems.
 - .4 MSDS - Material Safety Data Sheets.
 - .5 PI - Product Information.
 - .6 PV - Performance Verification.
 - .7 TAB - Testing, Adjusting and Balancing.

- .8 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
 - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
 - .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

1.3 DEVELOPMENT OF 100% CX PLAN

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

1.4 REFINEMENT OF CX PLAN

- .1 During construction phase, revise, refine and update Cx Plan to include:
 - .1 Changes resulting from Departmental Representative program modifications.
 - .2 Approved design and construction changes.
- .2 Revise, refine and update every 6 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.
- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

1.5 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Departmental Representative will select Cx Team consisting of following members:
 - .1 PSPC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
 - .2 PSPC Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:
 - .1 Review of Cx documentation from operational perspective.
 - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.

- .3 Protection of health, safety and comfort of occupants and O&M personnel.
- .4 Monitoring of Cx activities, training, and development of Cx documentation.
- .5 Work closely with members of Cx Team.
- .3 Departmental Representative is responsible for:
 - .1 Organizing Cx.
 - .2 Monitoring operations Cx activities.
 - .3 Witnessing, certifying accuracy of reported results.
 - .4 Witnessing and certifying TAB and other tests.
 - .5 Developing BMM.
 - .6 Ensuring implementation of final Cx Plan.
 - .7 Performing verification of performance of installed systems and equipment.
 - .8 Implementation of Training Plan.
- .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with Contract Documents, including:
 - .1 Testing.
 - .2 TAB.
 - .3 Performance of Cx activities.
 - .4 Delivery of training and Cx documentation.
 - .5 Assigning one person as point of contact with Departmental Representative and PSPC Cx Manager for administrative and coordination purposes.
- .5 Contractor's Cx agent implements specified Cx activities including:
 - .1 Demonstrations.
 - .2 Training.
 - .3 Testing.
 - .4 Preparation, submission of test reports.
- .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
 - .1 Receiving facility.
 - .2 Day-To-Day operation and maintenance of facility.

1.6 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
 - .1 Installation contractor/subcontractor:
 - .1 Equipment and systems except as noted.
 - .2 Equipment manufacturer: equipment specified to be installed and started by manufacturer.

- .1 To include performance verification.
- .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
- .4 Specialist Cx agency:
 - .1 Possessing specialist qualifications and installations providing environments essential to Departmental Representative's program but are outside scope or expertise of Cx specialists on this project.
- .5 Departmental Representative: responsible for intrusion and access security systems.
- .6 Ensure that Cx participant:
 - .1 Could complete work within scheduled time frame.
 - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
 - .1 Modify ventilation rates to meet changes in off-gassing.
 - .2 Changes to heating or cooling loads beyond scope of EMCS.
 - .3 Changes to EMCS control strategies beyond level of training provided to O&M personnel.
 - .4 Redistribution of electrical services.
 - .5 Modifications of fire alarm systems.
 - .6 Modifications to voice communications systems.
- .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3 months prior to starting date of Cx for review and approval.

1.7 EXTENT OF CX

- .1 Commission mechanical systems and associated equipment:
 - .1 Plumbing systems:
 - .1 Chilled water systems
 - .2 Domestic hot and cold water systems
 - .3 High and low pressure steam systems
 - .4 High and low pressure condensate systems
 - .5 Natural gas systems
 - .6 Regular sanitary waste systems
 - .7 Sewage pumps
 - .8 Storm water systems
 - .9 Sump pumps
 - .10 Compressed air systems
 - .2 HVAC and exhaust systems:
 - .1 HVAC systems
 - .2 General exhaust systems

- .3 Fire and life safety systems:
 - .1 Special fire suppression systems identified herein:
 - .2 Fire extinguishers.
- .4 Noise and vibration control systems for mechanical systems.
- .5 Seismic restraint and control measures.
- .6 IAQ environmental control systems:
 - .1 Indoor conditions in areas listed herein:
 - .2 Indoor air quality (IAQ) in areas listed herein:
 - .3 Environmental control systems in areas listed herein:
- .7 EMCS: Energy metering systems for
 - .1 Electricity
- .2 Commission electrical systems and equipment:
 - .1 Low voltage below 750 V:
 - .1 Low voltage equipment.
 - .2 Low voltage distribution systems.
 - .3 Voice communications systems.
 - .4 Audio/visual systems to following areas:
 - .5 Electronic data and communications information systems.
 - .6 Simultaneous translation systems.
 - .7 MP's call systems.
 - .8 Messenger call systems.
 - .9 Division bells systems.
 - .2 Lighting systems:
 - .1 Lighting equipment.
 - .2 Distribution systems.
 - .3 Emergency lighting systems, including battery packs.
 - .4 Fire exit emergency signage.
 - .3 Fire alarm systems, equipment:
 - .1 Annunciators.
 - .2 Control panels.
 - .3 Fire alarm battery banks.
 - .4 Other systems and equipment:
 - .1 Intrusion and access security and safety systems as follows:
 - .2 Lightning protection systems.

1.8 DELIVERABLES RELATING TO O&M PERSPECTIVES

- .1 General requirements:
 - .1 Compile English documentation.
 - .2 Documentation to be computer-compatible format ready for inputting for data management.

- .2 Provide deliverables:
 - .1 Warranties.
 - .2 Project record documentation.
 - .3 Inventory of spare parts, special tools and maintenance materials.
 - .4 Maintenance Management System (MMS) identification system used.
 - .5 WHMIS information.
 - .6 MSDS data sheets.
 - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

1.9 DELIVERABLES RELATING TO THE CX PROCESS

- .1 General:
 - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
 - .1 Cx as used in this section includes:
 - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
 - .2 Factory inspections and performance verification tests.
- .3 Deliverables: provide:
 - .1 Cx Specifications.
 - .2 Start-up, pre-Cx activities and documentation for systems, and equipment.
 - .3 Completed installation checklists (ICL).
 - .4 Completed product information (PI) report forms.
 - .5 Completed performance verification (PV) report forms.
 - .6 Results of Performance Verification Tests and Inspections.
 - .7 Description of Cx activities and documentation.
 - .8 Description of Cx of integrated systems and documentation.
 - .9 Training Plans.
 - .10 Cx Reports.
 - .11 Prescribed activities during warranty period.

1.10 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in this Cx Plan include the following:
 - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to satisfaction.
 - .2 Departmental Representative to use approved check lists.
 - .3 Departmental Representative will monitor some of these pre-start-up inspections.
 - .4 Include completed documentation with Cx report.

- .5 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Departmental Representative and does not form part of Cx specifications.
- .6 Departmental Representative will monitor some of these inspections and tests.
- .7 Include completed documentation in Cx report.
- .2 Pre-Cx activities - ARCHITECTURAL AND STRUCTURAL:
 - .1 Slab and beam deflection test: test after removal of temporary supports and concrete has cured to ensure adequacy for raised floors.
 - .2 Exterior walls: conduct thermographic surveys to ensure appropriate level of tightness after exterior envelope has been completed. Permanent HVAC systems are able to provide appropriate negative or positive pressure, a temperature of at 20 degrees C can be maintained between inside and outside and wind speed is less than 10 kph.
 - .3 Raised floor systems: verify freedom for air movement through-out.
- .3 Pre-Cx activities - MECHANICAL:
 - .1 Plumbing systems:
 - .1 "Bump" each item of equipment in its "stand-alone" mode.
 - .2 Complete pre-start-up checks and complete relevant documentation.
 - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
 - .2 HVAC equipment and systems:
 - .1 "Bump" each item of equipment in its "stand-alone" mode.
 - .2 At this time, complete pre-start-up checks and complete relevant documentation.
 - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
 - .4 Perform TAB on systems. TAB reports to be approved by Departmental Representative.
 - .3 EMCS:
 - .1 EMCS trending to be available as supporting documentation for performance verification.
 - .2 Perform point-by-point testing in parallel with start-up.
 - .3 Carry out point-by-point verification.
 - .4 Demonstrate performance of systems, to be witnessed by Departmental Representative prior to start of 30 day Final Acceptance Test period.
 - .5 Perform final Cx and operational tests during demonstration period and 30 day test period.
 - .6 Only additional testing after foregoing has been successfully completed to be "Off-Season Tests".
- .4 Pre-Cx activities - LIFE SAFETY SYSTEMS
 - .1 Include equipment and systems identified above.

- .2 Reports of test results to be witnessed and certified by Departmental Representative before verification.
- .5 Pre-Cx activities - ELECTRICAL:
 - .1 Low voltage distribution systems under 750 V:
 - .1 Requires independent testing agency to perform pre- energization and post-energization tests.
 - .2 Emergency power generation systems
 - .1 Transfer switches: test by simulating loss of power. Verify availability of power at equipment requiring same.
 - .2 Uninterruptible power systems: test under full and partial load conditions.
 - .3 Lighting systems:
 - .1 Emergency lighting systems:
 - .1 Tests to include verification of lighting levels and coverage, initially by disrupting normal power.
 - .4 Fire alarm systems: test after other safety and security systems are completed. Testing to include a complete verification in accordance with ULC requirements. Departmental Representative has witnessed and certified report; demonstrate devices and zones to Departmental Representative.
 - .5 Low voltage systems: these include:
 - .1 Clock, communications, low voltage lighting control systems and data communications systems.
 - .6 Security, surveillance and intrusion alarm systems: to include verification by Departmental Representative.
 - .7 Lightning protection systems.

1.11 START-UP

- .1 Start up components, equipment and systems.
- .2 Equipment manufacturer, supplier, installing specialist sub-contractor, as appropriate, to start-up, under Contractor's direction, following equipment, systems:
- .3 Departmental Representative to monitor some of these start-up activities.
 - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .4 Performance Verification (PV):
 - .1 Approved Cx Agent to perform.
 - .1 Repeat when necessary until results are acceptable to Departmental Representative.
 - .2 Use procedures modified generic procedures to suit project requirements.
 - .3 Departmental Representative to witness and certify reported results using approved PI and PV forms.
 - .4 Departmental Representative to approve completed PV reports.
 - .5 Departmental Representative will verify up to 30% of reported results at random.

- .6 Failure of randomly selected item shall result in rejection of PV report or report of system start-up and testing.

1.12 CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Perform Cx by specified Cx agency using procedures developed by Departmental Representative.
- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.
- .4 Departmental Representative to witness, certify reported results of, Cx activities.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

1.13 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative.
- .2 Tests to be witnessed by Departmental Representative and documented on approved report forms.
- .3 Upon satisfactory completion, Cx specialist to prepare Cx Report, to be certified by Departmental Representative for review.
- .4 Departmental Representative reserves right to verify percentage of reported results.
- .5 Integrated systems to include:
 - .1 HVAC and associated systems forming part of integrated HVAC systems
 - .2 Smoke control systems:
 - .3 Stair shaft pressurization systems
 - .4 Indoor air quality
 - .5 Environmental space conditions
 - .6 Fire alarm systems
 - .7 Fire pumps and controllers
 - .8 Voice communications systems
 - .9 Emergency power generator
 - .10 Transfer switch and controllers
 - .11 Emergency lighting systems
- .6 Identification:
 - .1 In later stages of Cx, before hand-over and acceptance Departmental Representative and Cx Manager to co-operate to complete inventory data sheets and provide assistance to PSPC in full implementation of MMS identification system of components, equipment, sub-systems, and systems.

1.14 INSTALLATION CHECK LISTS (ICL)

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

1.15 PRODUCT INFORMATION (PI) REPORT FORMS

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

1.16 PERFORMANCE VERIFICATION (PV) REPORT

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

1.17 DELIVERABLES RELATING TO ADMINISTRATION OF CX

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

1.18 CX SCHEDULES

- .1 Prepare detailed Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:
 - .1 Milestones, testing, documentation, training and Cx activities of components, equipment, subsystems, systems and integrated systems, including:
 - .1 Design criteria, design intents.
 - .2 Pre-TAB review: 28 days after contract award, and before construction starts.
 - .3 Cx agents' credentials: 60 days before start of Cx.
 - .4 Cx procedures: 3 months after award of contract.
 - .5 Cx Report format: 3 months after contract award.
 - .6 Discussion of heating/cooling loads for Cx: 3 months before start-up.
 - .7 Submission of list of instrumentation with relevant certificates: 21 days before start of Cx.
 - .8 Notification of intention to start TAB: 21 days before start of TAB.
 - .9 TAB: after successful start-up, correction of deficiencies and verification of normal and safe operation.
 - .10 Notification of intention to start Cx: 14 days before start of Cx.
 - .11 Notification of intention to start Cx of integrated systems: after Cx of related systems is completed 14 days before start of integrated system Cx.
 - .12 Identification of deferred Cx.
 - .13 Implementation of training plans.
 - .14 Cx of smoke management/control systems: after Cx of related systems is completed and 7 days before proposed date of Cx these systems.

- .15 Cx stair shaft pressurization systems: before issuance of occupancy certificate.
- .16 Cx reports: immediately upon successful completion of Cx.
- .17 Emergency evacuation exercises: after 80% occupancy and at same time as Cx of stair shaft pressurization systems.
- .2 Detailed training schedule to demonstrate no conflicts with testing, completion of project and hand-over to Departmental Representative.
- .3 6 months in Cx schedule for verification of performance in all seasons and wear conditions.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Departmental Representative, Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

1.19 CX REPORTS

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

1.20 TRAINING PLANS

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

1.21 FINAL SETTINGS

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

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.

1.7 LANGUAGE

- .1 English.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

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

1.2 TRAINEES

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

1.3 INSTRUCTORS

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

1.4 TRAINING OBJECTIVES

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

1.5 TRAINING MATERIALS

- .1 Instructors to be responsible for content and quality.
- .2 Training materials to include:

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

1.6 SCHEDULING

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

1.7 RESPONSIBILITIES

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

1.8 TRAINING CONTENT

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
 - .1 Review of facility and occupancy profile.
 - .2 Functional requirements.
 - .3 System philosophy, limitations of systems and emergency procedures.
 - .4 Review of system layout, equipment, components and controls.
 - .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
 - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.

- .7 Maintenance and servicing.
- .8 Trouble-shooting diagnosis.
- .9 Inter-Action among systems during integrated operation.
- .10 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

1.9 VIDEO-BASED TRAINING

- .1 Manufacturer's videotapes to be used as training tool with Departmental Representative review and written approval 3 months prior to commencement of scheduled training.
- .2 On-Site training videos:
 - .1 Videotape training sessions for use during future training.
 - .2 To be performed after systems are fully commissioned.
 - .3 Organize into several short modules to permit incorporation of changes.
- .3 Production methods to be professional quality.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION