

Annex I: Lester B. Pearson Rehabilitation Project

Additional Project Requirements

Site Representation

1. Manufacturer requires on-site representation.
2. Local representation and installation crews.
3. Coordination and site meetings required: weekly.

Work Plans

1. All work plans are to be submitted one (1) week in advance to the BGIS Project Manager to ensure proper coordination is achieved with other scopes of work and elevator availability, if required. This should also include power and space requirements, lunch room requirements and any other items that are pertinent to completing the work.

Construction Site Access – *Supplemental to Additional Security Requirements and Construction Manager's Site Access Protocol*

1. Contractors must attend Construction Manager site coordination meetings on-site. Meetings consist of one (1) hour planning session every Tuesday, and 15 minute meeting (Monday/Wednesday/Thursday).

GAC-Occupied Building Area (BGIS Managed Site Access) – *Supplemental to BGIS OHS Building Plan*

1. For all furniture deliveries, a Third Party Work Notification Permit (*template attached for reference only*) is required to be completed and submitted by the contractor, at least 48 hours in advance of the delivery. This should indicate hours of work, locations, and route to the construction project. Any activities that may impact occupants should be considered to be completed after hours.
 - Contractor performing work is required to have an approved copy readily available at the project or worksite for the duration of the work activity.
2. Each contractor is required to review and sign off on the facility OHS plan.

Third Party Work Notification Permit

Attached – For Reference Only

THIRD PARTY WORK NOTIFICATION PERMIT

PURPOSE: To maintain a safe working environment for employees, building occupants, contractors and visitors.

INSTRUCTION:

1. Fill in all relevant fields completely. Forms with blank fields may be rejected.
2. E-mail the completed form to the email address listed for your region on the final page.
3. Await BGIS approval and confirmation of work space allocation prior to commencement
4. Retain a copy of the approved Third Party Work Notification Permit.

NOTE: To ensure timely approval, please submit the Work Notification Permit at least 48 hours prior to the anticipated start. Permits are only issued for 1 week time blocks. Longer work requires multiple permits. **ANY change to work requires a new permit**

Questions regarding the Work Notification Permit process can be sent to the region specific email address

LOCATION OF WORK

Province/Territory: City:

Floor / Room Number:

Building (Name & Address):

PROJECT MANAGER (Third Party Buyer of Service):

Work Requested By:

Work Order # or Project # (If Applicable):

DATE & DURATION OF THE WORK (Any work scheduled for longer than a ONE week period will require subsequent Work Notification Permits)

Schedule of Work		Work hours						
Day Time	After Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Date								
End Date								

Provide a detailed description of the work to be conducted.

WORK DESCRIPTION (DETAILED):

Will life safety systems be impacted or impaired (fire alarm or other)?

Will other building systems be impacted or impaired (HVAC, lighting, elevator, etc.)?

RISK ASSESSMENT

Please note, Risk Assessment is intended only to prompt the form approver. It is the responsibility of the party requesting/owning the work to ensure controls are in place and monitored.

	Yes / No	If Yes, See Associated Controls	Control
Requires access to a secure area where escort may be needed?	<input type="text"/>		1. Shutdown notice required.
Requires access to confined space or restricted space?	<input type="text"/>	4	2. Hot Work Permit & Fire Watch required.
Requires work from heights?	<input type="text"/>	4	3. Review of asbestos & hazardous materials survey.
Requires energy isolation? (LOTO - Lock Out/Tag Out is the isolation of energy from the system)	<input type="text"/>	4	
Requires Hot Work? <i>(Work that could produce a source of ignition, such as a spark or open flame. Examples of hot work include welding, cutting, grinding and the use of non-explosion proof electrical equipment.)</i>	<input type="text"/>	2, 4, 5	4. Additional High Hazard Permit (LOTO or Confined Space) 5. Notify Fire Department / Fire Alarm Monitoring Company
Will life safety systems be impacted (fire alarm or other)?	<input type="text"/>	5	
Could generate noise or odors?	<input type="text"/>		
Requires obstruction of building access or egress?	<input type="text"/>		
Involves electrical or mechanical disruption?	<input type="text"/>	1, 4	
Have asbestos & hazardous materials surveys been reviewed by those conducting work?	<input type="text"/>	3	
Will asbestos / other hazardous materials be disrupted during work activities?	<input type="text"/>	3	
Involves working around or with hazardous chemicals?	<input type="text"/>		
Work taking place at heritage site?	<input type="text"/>		
Will loading dock access be required?	<input type="text"/>		
Will freight elevator access be required?	<input type="text"/>		

PERMIT HOLDER DETAILS

Company Name:

Contact Number:

PROJECT MANAGER REVIEW (Third Party Manager of Project))

Name of Reviewer:	<input type="text"/>	
Date of Review (dd/mm/yy):	<input type="text"/>	Authorized? <input type="text"/>
Comments:	<input type="text"/>	
Signature:	<input type="text"/>	

BGIS HEALTH & SAFETY REVIEW

Name of Reviewer:	<input type="text"/>	
Date of Review (dd/mm/yy):	<input type="text"/>	Authorized? <input type="text"/>
Signature:	<input type="text"/>	

BGIS FACILITIES REVIEW

Name of Reviewer:	<input type="text"/>	
Date of Review (dd/mm/yy):	<input type="text"/>	Authorized? <input type="text"/>
Signature:	<input type="text"/>	

EMAIL COMPLETED WORK NOTIFICATION PERMITS TO THE ADDRESS LISTED FOR YOUR REGION

Region	Region Description	Email Address
Atlantic Canada	Newfoundland, PEI, NB, NS	ATL-RP1workpermit@BGIS.com
Quebec	Quebec Other Than Gatineau	QC-RP1workpermit@BGIS.com
National Capital Area	Ottawa, Gatineau	NCA-RP1workpermit@BGIS.com
Ontario	Ontario Other Than Ottawa, Renfrew, Paken	ON-RP1workpermit@BGIS.com
Western Canada	Manitoba, Saskatchewan, Alberta	WEST-RP1workpermit@BGIS.com
Pacific Canada	British Columbia, Yukon	PAC-RP1workpermit@BGIS.com

**IN CASE OF SITE EMERGENCY, CONTACT LOCAL EMERGENCY SERVICES AND
BGIS AT 1-877-445-0611**