

**Part 1 General**

**1.1 WORK COVERED BY CONTRACT DOCUMENTS**

- .1 Work of this Contract comprises general construction of a residential housing building, located at 720 Patricia Street, Jasper, Alberta. Construction is to be a wood-framed two-storey, 160 m<sup>2</sup> duplex with gross floor area 450 m<sup>2</sup>.

**1.2 CONTRACT METHOD**

- .1 Construct Work under single stipulated price contract.

**1.3 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.
- .3 Work of Project executed prior to start of Work of this Contract, and which is specifically excluded from this Contract:
  - .1 Catch basin relocation.
  - .2 Transformer relocation.
  - .3 Garbage/recycle bin relocation.
  - .4 Tree removal.

**1.4 WORK SEQUENCE**

- .1 Co-ordinate Progress Schedule.
- .2 Required stages:
  - .1 Preparation of site.
  - .2 Construction of new building.
- .3 Maintain fire access/control.

**1.5 CONTRACTOR USE OF PREMISES**

- .1 Co-ordinate use of premises under direction of Departmental Representative.
- .2 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .3 Remove or alter existing work to prevent injury or damage to portions of existing work that remain.
- .4 Repair or replace portions of existing work that have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.

- .5 At completion of operations condition of existing work: equal to or better than that which existed before new work started.
- .6 Perform Work in accordance with Best Management Practice for routine Development projects within the Town of Jasper. Refer to Best Management Practice document appended to this project manual.

## **1.6 EXISTING SERVICES**

- .1 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .2 Submit schedule to and obtain approval from Departmental Representative for shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .3 Provide temporary services to maintain critical building and tenant systems.
- .4 Provide adequate bridging over trenches that cross sidewalks or roads to permit normal traffic.
- .5 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .6 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .7 Record locations of maintained, re-routed and abandoned service lines.
- .8 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 Report, System Components list complete with Commissioning Verification Forms and Check Sheets, and Commissioning Issues/Resolution Log.
  - .9 Copy of Approved Work Schedule.
  - .10 Health and Safety Plan and other Safety Related Documents.
  - .11 Other documents as specified.

**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, 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        Where security is reduced by work, provide temporary means to maintain security.
- .3        Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
- .4        Closures: Protect work temporarily until permanent enclosures are completed.

**1.3            WORKING TIMES**

- .1        Operation of construction equipment is permitted only between 9:00 am and 7:00 pm on weekends, and between 8:00 am and 8:00 pm on weekdays to minimize disturbance to residents and businesses.
  - .1        Application may be made to Departmental Representative for extended work hours under special circumstances.
- .2        Construction is not permitted on long weekends.

**1.4            NATIONAL PARK REGULATIONS**

- .1        Ensure that all work is performed in accordance with ordinances, laws, rules and regulations set out in the Canada National Parks Act.
- .2        Ensure personnel comply with National Park Regulations.
- .3        Obtain business licenses from Parks Canada Administration Office prior to commencement of work.
- .4        Comply with laws and government regulations applicable to work under this contract.
- .5        Obtain vehicle passes from Parks Canada Administration Office for business and private vehicles.
- .6        Equip all service vehicles and supervisory vehicles with Emergency Spill Kit DOT-E-10102 or equivalent.

**1.5 SPECIAL REQUIREMENTS**

- .1 Submit schedule in accordance with Section 01 32 16.19 - Construction Progress Schedule - Bar (GANNT) Chart.
- .2 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic, and security regulations.
- .3 Keep within limits of work and avenues of ingress and egress.
- .4 Ingress and egress of Contractor vehicles at site is limited to existing road and driveway areas.

**1.6 BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions.

**END OF SECTION**

**Part 1            General**

**1.1                ADMINISTRATIVE**

- .1     Schedule and administer project meetings throughout the progress of the work.
- .2     Prepare agenda for meetings.
- .3     Distribute written notice of each meeting 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 three days after meetings; transmit to Departmental Representative, meeting participants, and affected parties not in attendance.
- .8     Representatives 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 five days before meeting.
- .4     Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5     Agenda to include:
  - .1     Appointment of official representative of participants in the Work.
  - .2     Schedule of Work: in accordance with Section 01 32 16.19 - Construction Progress Schedules - Bar (GANTT) Chart.
  - .3     Schedule of submission of shop drawings, samples, colour chips. 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     Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

- .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
- .7 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .8 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .9 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .10 Monthly progress claims, administrative procedures, photographs, hold backs.
- .11 Appointment of inspection and testing agencies or firms.
- .12 Insurances, transcript of policies.

**1.3 PROGRESS MEETINGS**

- .1 During course of Work and two weeks prior to project completion, schedule progress meetings bi-weekly.
- .2 Contractor, major Subcontractors involved in Work, and Departmental Representative are to be in attendance.
- .3 Notify parties minimum three days prior to meetings.
- .4 Record minutes of meetings; circulate to attending parties and affected parties not in attendance within three days after meeting.
- .5 Agenda to include the following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.
  - .3 Field observations, problems, conflicts.
  - .4 Problems that 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 and expedite as required.
  - .10 Maintenance of quality standards.
  - .11 Review proposed changes for effect on construction schedule and on completion date.
  - .12 Other business.

**END OF SECTION**

## **Part 1      General**

### **1.1          DEFINITIONS**

- .1      Activity: Element of Work performed during course of Project. Activity normally has expected duration, expected cost, and expected resource requirements. Activities can be subdivided into tasks.
- .2      Bar Chart (GANTT Chart): Graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally, Bar Chart should be derived from commercially available computerized project management system.
- .3      Baseline: Original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4      Construction Work Week: Monday to Friday, inclusive, will provide five-day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5      Duration: Number of work periods (not including holidays or other nonworking periods) required to complete activity or project element. Usually expressed as workdays or workweeks.
- .6      Master Plan: Summary-level schedule that identifies major activities and key milestones.
- .7      Milestone: Significant event in project, usually completion of major deliverable.
- .8      Project Schedule: Planned dates for performing activities and the planned dates for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision-making throughout project life cycle.
- .9      Project Planning, Monitoring and Control System: Overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

### **1.2          REQUIREMENTS**

- .1      Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2      Plan to complete Work in accordance with prescribed milestones and time frame.
- .3      Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting.
- .4      Ensure 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.

### **1.3 SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative, within 10 working days of Award of Contract, Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

### **1.4 MASTER PLAN**

- .1 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT).
- .2 Departmental Representative will review and return revised schedules within 5 working days.
- .3 Revise impractical schedule and re-submit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

### **1.5 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Shop Drawings, Samples.
  - .3 Permits.
  - .4 Mobilization.
  - .5 Excavation.
  - .6 Backfill.
  - .7 Building footings.
  - .8 Slab on grade.
  - .9 Structural Steel.
  - .10 Siding and Roofing.
  - .11 Interior Architecture (Walls, Floors and Ceiling).
  - .12 Mock-ups.
  - .13 Plumbing.
  - .14 Lighting.
  - .15 Electrical.
  - .16 Piping.
  - .17 Controls.
  - .18 Heating, Ventilating, and Air Conditioning.
  - .19 Millwork.

- .20 Fire Systems.
- .21 Testing and Commissioning.
- .22 Supplied equipment long delivery items.

#### **1.6 PROJECT SCHEDULE REPORTING**

- .1 Update Project Schedule on weekly basis, reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impacts, with possible mitigation.

#### **1.7 PROJECT MEETINGS**

- .1 Discuss Project Schedule at regular site meetings. Identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
- .2 Weather related delays and remedial measures will be discussed and negotiated.

**END OF SECTION**

**Part 1            General**

**1.1                ADMINISTRATIVE**

- .1     Provide submittals listed for review to Departmental Representative. 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 for such default will be allowed.
- .2     Do not proceed with Work affected by submittal until review is complete.
- .3     Present shop drawings, product data, samples, and mock-ups in SI Metric units.
- .4     Where items or information are 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 at time of submission, in writing, identifying deviations from requirements of Contract Documents, stating reasons for deviations.
- .7     Allow 10 working days for Departmental Representative's review of each submission.
- .8     Verify field measurements and affected adjacent Work are co-ordinated.
- .9     Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10    Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .11    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 that 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 Province of Alberta.
- .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 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's review, 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, indicating 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 performed within 3 years of date of contract award for project.
- .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 manufacturers' 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 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:
  - .1 Documentation of testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .15 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Delete information not applicable to project.
- .17 Supplement standard information to provide details applicable to project.
- .18 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned, and fabrication and installation of Work may proceed. If shop drawings are rejected,

noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

- .19 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining general conformance with design intent.
  - .1 This review shall not mean that PWGSC 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 samples for review in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative's business address.
- .3 Notify Departmental Representative in writing, at time of submission, of deviations in samples from requirements of 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 so in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples that Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of quality of work 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, standard resolution, as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Viewpoints and location: As determined by Departmental Representative.
- .4 Frequency of photographic documentation: as directed by Departmental Representative.

- .1 Upon completion of excavation, foundation, framing and services before concealment, of Work, and as directed by Departmental Representative.

**END OF SECTION**

**Part 1        General**

**1.1            REFERENCE STANDARDS**

- .1        Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2        Province of Alberta
  - .1        Occupational Health and Safety Act, SA 2017, Chapter O-2.1 - updated 2018.

**1.2            ACTION AND INFORMATIONAL SUBMITTALS**

- .1        Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2        Submit site-specific Health and Safety Plan within seven days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1        Results of site specific safety hazard assessment.
  - .2        Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3        Submit one copy of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative.
- .4        Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5        Submit copies of incident and accident reports.
- .6        Submit WHMIS Safety Data Sheets (SDS) for products used in the project.
- .7        Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within ten working days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within five days after receipt of comments from Departmental Representative.
- .8        Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9        Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.
- .10      On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

**1.3 FILING OF NOTICE**

- .1 Where required, file Notice of Project with Provincial authorities prior to beginning of Work.
- .2 Contractor shall agree to install proper site separation and identification in order to maintain time and space at all times throughout life of project.

**1.4 SAFETY ASSESSMENT**

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

**1.5 MEETINGS**

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work.

**1.6 REGULATORY REQUIREMENTS**

- .1 Perform Work in accordance with Section 01 41 00 - Regulatory Requirements.

**1.7 GENERAL REQUIREMENTS**

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

**1.8 RESPONSIBILITY**

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

**1.9 COMPLIANCE REQUIREMENTS**

- .1 Comply with Alberta Occupational Health and Safety Act, and its Regulations.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

**1.10 UNFORESEEN HAZARDS**

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, advise Health and Safety co-ordinator and follow procedures in accordance with Acts and Regulations of Alberta and advise Departmental Representative verbally and in writing.

**1.11 HEALTH AND SAFETY CO-ORDINATOR**

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
  - .1 Have working knowledge of occupational safety and health regulations.
  - .2 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .3 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
  - .4 Be on site during execution of Work and report directly to and be under direction of site supervisor.

**1.12 POSTING OF DOCUMENTS**

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

**1.13 WHMIS**

- .1 Ensure that products used in project comply with Workplace Hazardous Materials Information System (WHMIS) Regulations and Chemical Substances of the OH&S Act and Regulations regarding use, handling, labelling, storage, and disposal of hazardous materials.
- .2 Deliver copies of relevant Safety Data Sheets (SDS) to job site and Departmental Representative. SDS to be acceptable to Labour Canada and Health and Welfare Canada for controlled products that will be used in performance of this work. Locate SDS in accessible locations for workers and visitors throughout the site, bound and organized in binders.
- .3 Train workers required to use or to work in close proximity to controlled products in accordance with OH&S Act and Regulations.
- .4 Label controlled products at jobsite in accordance with OH&S and Regulations and WHMIS.
- .5 Provide appropriate emergency facilities as specified in the SDS where workers might be exposed to contact with chemicals, including eye-wash facilities, emergency shower.
  - .1 Workers are to be trained in use of such emergency equipment.
- .6 Provide appropriate personal protective equipment as specified in the SDS where workers are required to use controlled products.
  - .1 Properly fit workers for personal protective equipment
  - .2 Train workers in care, use, and maintenance of personal protective equipment.
- .7 No controlled products are to be brought on-site without prior approved SDS.
- .8 SDS are to remain on site at all times.

**1.14 CORRECTION OF NON-COMPLIANCE**

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

**1.15 POWDER ACTUATED DEVICES**

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

**1.16 WORK STOPPAGE**

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

**END OF SECTION**

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**1.1            REFERENCES**

- .1        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.
  - .3        Surveillance Officer: Parks Canada-assigned personnel responsible to monitor compliance with environmental mitigation measures.

**1.2            COMPLIANCE REQUIREMENTS**

- .1        Perform work in accordance with the ordinances and laws set out in the Canada National Parks Act and Regulations.
- .2        Read, understand, and comply with Parks Canada Development Permit and all stipulations provided.
- .3        Execute Work in compliance with the Canadian Environmental Assessment Act, 2012.
- .4        Comply with mitigation measures as defined in Best Management Practices document.
- .5        Failure to comply with or observe environmental protection measures, as identified in these specifications and those outlined in the Impact Assessment, may result in work being suspended pending rectification of measures.

**1.3            SUBMITTALS**

- .1        Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2        Submit Environmental Protection Plan to Departmental Representative for review.

**1.4            CONTRACTOR'S EMPLOYEE BRIEFING**

- .1        Conduct briefing sessions for employees and sub-contractor employees, highlighting requirements of this section, including operation of equipment.
- .2        Initial site meeting with Contractor, Departmental Representative, Park Project Manager and Surveillance Officer will take place prior to commencement of construction.
- .3        Contract documents have been developed in accordance with Canadian Environmental Assessment Act, 2012 Impact Assessment requirements.

Construction methods that are directly affected by CEAA, 2012 Impact Assessment will be reviewed at initial site meeting. Comply with and ensure construction practices meet mitigation measures outlined in the Impact Assessment. Failure to comply may lead to cessation of work.

## **1.5 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 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.

## **1.6 ENVIRONMENTAL PROTECTION PLAN**

- .1 Before commencing construction activities or delivery of materials to site, submit Environmental Protection Plan for review by Departmental Representative.
- .2 Environmental Protection Plan must include comprehensive overview of known or potential environmental issues to be addressed during construction.
- .3 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .4 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 comply with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations.
  - .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 Include measures to minimize amount of material transported onto paved public 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 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 and 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.

## **1.7 EROSION AND SEDIMENTATION CONTROL**

- .1 Develop and submit Erosion and Sediment Control Plan (ESC) identifying type and location of erosion and sediment controls provided. Include monitoring and reporting requirements to assure that control measures comply with erosion and sediment control plan, Parks Canada requirements, and Federal, Provincial, and Municipal laws and regulations.
  - .1 ESC Plan is to be developed by a qualified professional.
  - .2 Refer to Best Management Practices document for ESC Plan minimum requirements.
- .2 Obtain permit for dewatering of construction site.
- .3 Provide temporary drainage and pumping required to keep excavations and site free from water.

- .4 Ensure water pumped into 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 Parks Canada requirements, and in conformance with the Environmental Contaminants Act and applicable provincial regulations, while observing the Code of Good Practice for Management of Hazardous and Toxic Wastes at Federal Establishments.
- .6 Exercise control of erosion caused by wind, using measures in compliance with Best Management Practices document.

## **1.8 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 metres minimum.
- .3 Where necessary to work adjacent to existing trees and shrubs, exercise all possible care to avoid injury to vegetation. Where roots or limbs over 25 mm in diameter and bark are damaged during operations, trim damaged portion and immediately inform Departmental Representative for inspection and approval.
- .4 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.
- .5 Obtain permits as required from Environmental Impact Assessment Office if a tree is to be removed.
- .6 Minimize stripping of topsoil and vegetation.
- .7 Obtain list from Impact Assessment Office for native grasses, shrubs, flowers and trees acceptable for re-vegetation.

## **1.9 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.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

**1.10 WILDLIFE**

- .1 Avoid or terminate activities on site that attract or harass wildlife.
- .2 Immediately notify Departmental Representative who will notify Park Wardens of bear activity or encounters on or around site. Report other wildlife encounters within 24 hours.

**1.11 FIRES**

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

**1.12 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.
- .3 Give immediate notice to the Departmental Representative if evidence of archaeological finds is encountered during construction and await Departmental Representative's written instructions before proceeding with work in this area.
- .4 Relics, antiquities, items of historical or scientific interest such as cornerstones and contents, commemorative plaques, inscribed tablets, and similar objects found on site remain the Department's property. Protect such articles and request directives from Departmental Representative.
- .5 Provide 48 hours' notice to Departmental Representative prior to commencing work that may interfere with or affect an identified historical or archaeological site. Commence work only upon written instructions from Departmental Representative.

**Part 2 Products**

Not used

**Part 3 Execution**

**3.1 CONTRACTOR'S OPERATIONS**

- .1 Confine operations to work limits as indicated on drawings. No activities of any kind may be carried out beyond work limits without Departmental Representative's written permission.

- .2 Do not store or stockpile construction materials in trees bordering or being preserved on site. Do not unreasonably encumber site with products.
- .3 Perform equipment maintenance in designated areas or as approved by Departmental Representative and Environmental Impact Assessment Office. Use of turnouts, campgrounds, picnic areas, or work camps for equipment oil changes and other servicing is not permitted.
- .4 Collect and dispose used oil, filter and grease cartridges, lubrication containers, and other products of equipment maintenance at nearest industrial waste facility.
- .5 Provide sufficient sanitary facilities and maintain in a clean condition.
- .6 Obtain permit from Environmental Impact Assessment Office for storage of fuel or other inflammable liquids. Observe all restrictions and conditions imposed by permit regarding special protection and berming to control spills and tank damage; fire protection considerations; provisions for disposal of fouled material and used petroleum products
- .7 Conduct operations to preserve natural features and vegetation in area. Cut and fill slopes to blend with adjoining topography. Do not permit material from fill slopes to slough or roll into surrounding tree cover or to bury plant material designated to be retained.
- .8 When, in opinion of Departmental Representative, negligence on part of Contractor results in damage or destruction of vegetation, or other environmental or aesthetic features beyond staked or designated work areas, Contractor shall be responsible, at their expense, for complete restoration of trees including replacement of trees, shrubs, topsoil, grass, and other vegetation to Departmental Representative's satisfaction.
- .9 As no non-native vegetation is allowed in Park, thoroughly wash construction equipment for inspection and approval by the Surveillance Officer before entering Jasper National Park.

### **3.2 DISPOSAL OF WASTE**

- .1 Waste Management: Remove waste materials in accordance with Section 01 74 19 - Construction/Demolition Waste Management and Disposal.
- .2 Store and handle garbage in conformance with National Parks of Canada Garbage Regulations.
- .3 Store domestic garbage over the short term in wildlife-proof dumpsters. Put domestic recycling in appropriate facilities. Remove contaminated materials out of the Park.
- .4 Do not bury rubbish and waste materials on site.
- .5 Maintain site in tidy condition, free of waste material, debris and litter.
- .6 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

**3.3 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.

**END OF SECTION**

**Part 1        General**

**1.1            REFERENCES AND CODES**

- .1 Perform Work in accordance with 2015 National Building Code of Canada (NBC) including amendments up to tender closing date, and other codes of provincial or local application; 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.

**1.2            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.

**1.3            WHMIS**

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

**1.4            BUILDING SMOKING ENVIRONMENT**

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

**1.5            CANADA NATIONAL PARKS ACT**

- .1 Perform Work in accordance with the Canada National Parks Act for projects located within boundaries of a National Park.

**1.6            QUALITY ASSURANCE**

- .1 Regulatory Requirements: Except as otherwise specified, Constructor 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.

**1.7 EASEMENTS AND NOTICES**

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

**1.8 PERMITS**

- .1 Development Permit: Owner has applied for, obtained, and paid for development permit.
- .2 Building Permit:
  - .1 Contractor: Obtain and pay for pre-approved building permit on behalf of Departmental Representative, and other permits required for Work and its various parts.
  - .2 Apply for building permit from Tarla Degroot at the Inspections Group, (780) 732-4645.
    - .1 Carry cost of building permit in Bid.
  - .3 Subcontractors' other work permits may be obtained from a Provincially approved permitting agency.
  - .4 Display building permit and other permits in a conspicuous location at Place of Work.
- .3 Business licences:
  - .1 Each contractor and sub-contractor working on the project is required to apply and pay for a Jasper business licence.

**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 wherever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections, or approvals whether by Departmental Representative instructions, or by 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 Work and pay cost of examination and correction. If Work is found in accordance with Contract Documents, cost of examination and replacement will be borne by Departmental Representative.

**1.2          INDEPENDENT INSPECTION AGENCIES**

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .2 All testing required to meet specifications is Quality Control (QC) testing, to be conducted by a certified material testing laboratory, engaged and paid by Contractor.
- .3 Departmental Representative may engage and pay for an independent material testing laboratory for random Quality Assurance (QA) testing.
- .4 Provide equipment required for executing inspection and testing by appointed agencies.
- .5 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .6 If defects are revealed during inspection and testing, appointed agency will request additional inspection and 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 retesting 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 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 determine and deduct from Contract Price difference in value between Work performed and that called for by Contract Documents.

#### **1.6 REPORTS**

- .1 Submit three hard copies and one electronic copy of inspection and test reports to Departmental Representative.
- .2 Provide copies to 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 acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative's review with reasonable promptness and in orderly sequence, to not cause delays in Work.

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

**1.9 EQUIPMENT AND SYSTEMS**

- .1 Submit adjustment and balancing reports for mechanical, electrical, and building equipment systems.
- .2 Refer to Section 01 91 31 – Commissioning Plan for definitive requirements.

**END OF SECTION**

**Part 1        General**

**1.1            SUBMITTALS**

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

**1.2            INSTALLATION AND REMOVAL**

- .1        Provide temporary utilities controls in order to execute work expeditiously.
- .2        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        Provide continuous supply of potable water for construction use.
- .2        Provide continuous supply of potable water to homes, businesses, and facilities disrupted by construction activities.
- .3        Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.
- .4        Costs for temporary water services and considered incidental to the work and no separate or additional payment will be made.

**1.5            SANITARY SEWER**

- .1        Provide continuous sanitary sewer to homes, businesses and facilities disrupted by construction activities.
- .2        Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.
- .3        Costs for temporary sanitary sewer services and considered incidental to the work and no separate or additional payment will be made.

**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 floors and stairs is not less than 162 lx.

**1.7 FIRE PROTECTION**

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

**END OF SECTION**

**Part 1        General**

**1.1            SUBMITTALS**

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

**1.2            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 that 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.

**1.3            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.

**1.4            CONSTRUCTION PARKING**

- .1        Parking will be permitted on site provided it does not disrupt performance of Work or normal operations of the National Park. Parking areas to be approved by Departmental Representative.
- .2        Provide and maintain adequate access to project site.

**1.5            SECURITY**

- .1        Provide and pay for responsible security personnel to guard site and contents of site after working hours and during holidays.

**1.6            OFFICES**

- .1        If required by Contractor, provide office of sufficient size to accommodate required work activities of Contractor and sub-contractors. Departmental Representative to approve location of trailer.
- .2        Deal directly with utility companies for utility hook-ups required for site office.
- .3        Provide marked and fully stocked first-aid case in a readily available location.

**1.7            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.

**1.8 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.

**1.9 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 is responsible for repair of damage to roads caused by construction operations.
- .7 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .8 Dust control: Adequate to ensure safe operation at all times.
- .9 Provide snow removal during period of Work.

**1.10 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.

**END OF SECTION**

**Part 1            General**

**1.1                INSTALLATION AND REMOVAL**

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

**1.2                HOARDING**

- .1    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. Maintain fence in good repair.
- .2    Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

**1.3                GUARD RAILS AND BARRICADES**

- .1    Provide secure, rigid guard rails and barricades around deep excavations.

**1.4                WEATHER ENCLOSURES**

- .1    Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs until they are permanently enclosed.
- .2    Erect enclosures to allow access for the installation of materials and to allow for work inside enclosure.
- .3    Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .4    Design enclosures to withstand wind pressure and snow loading.
- .5    Ensure that upon final construction, and during construction, the work is executed to prevent the entry of water, snow, and air into the interior of the building and to accept the responsibility to correct any deficient work. Bring to the attention of the Consultant, prior to construction, details that may compromise weather tightness.
- .6    Provide weather enclosures or other means as necessary to protect foundation excavations to maintain soil bearing capacity.

**1.5                ACCESS TO SITE**

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

**1.6                PUBLIC TRAFFIC FLOW**

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

**1.7 FIRE ROUTES**

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

**1.8 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.

**1.9 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 locations and installation schedule with Departmental Representative, minimum 3 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

**END OF SECTION**

**Part 1      General**

**1.1          REFERENCES**

- .1      Within text of each specifications section, reference may be made to reference standards. Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .2      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.
- .3      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 OF PRODUCTS**

- .1      Products, materials, equipment, and articles incorporated in Work are to be new, not damaged nor defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source, and quality of products provided.
- .2      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.
- .3      Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .4      Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5      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 and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .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's satisfaction. Use touch-up materials to match original. Do not paint over nameplates.

#### **1.5 TRANSPORTATION**

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Departmental Representative will be paid 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 may 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 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. Perform in a manner to neither damage nor put at risk any portion of Work.
- .2 For remedial work, employ specialists familiar with materials affected.

**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 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 Do not cut, drill, or sleeve load-bearing structural members, unless specifically indicated, without written approval of Departmental Representative.

**END OF SECTION**

**Part 1        General**

**1.1            REFERENCES**

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

**1.2            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 with Contract Documents.

**1.3            QUALIFICATIONS OF SURVEYOR**

- .1        Qualified registered land surveyor, licensed to practice in Alberta, and acceptable to Departmental Representative.

**1.4            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.

**1.5            SURVEY REQUIREMENTS**

- .1        Conduct surveys for construction layout and as-built conditions.
- .2        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.
- .3        Establish lines and levels, locate and lay out, by instrumentation.
- .4        Stake for grading, fill and topsoil placement and landscaping features.
- .5        Stake slopes and berms.
- .6        Establish pipe invert elevations.
- .7        Stake batter boards for foundation.
- .8        Establish foundation and floor elevations.

- .9 Establish lines and levels for mechanical and electrical work.

#### **1.6 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 metres of structures. Cap or otherwise seal lines at cut-off points as directed by Departmental Representative.

#### **1.7 LOCATION OF EQUIPMENT AND FIXTURES**

- .1 Location of equipment, fixtures and outlets indicated or specified 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.

#### **1.8 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.

#### **1.9 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.

**END OF SECTION**

**Part 1        General**

**1.1            SUBMITTALS**

- .1        Submit 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        Work of 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            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 that are to be exposed by uncovering work; maintain excavations free of water.

**1.3            EXECUTION**

- .1        Execute cutting, fitting, and patching, including excavation and fill, to complete Work.
- .2        Fit 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 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .6 Execute Work by methods to avoid damage to other Work, and that will provide proper surfaces to receive patching and finishing.
- .7 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .8 Restore work with new products in accordance with requirements of Contract Documents.
- .9 Fit Work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .10 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with firestopping material in accordance with Section 07 84 00 – Firestopping, full thickness of the construction element.
- .11 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .12 Conceal pipes, ducts, and wiring in floor, wall, and ceiling construction of finished areas except where indicated otherwise.
- .13 Make cuts with clean, true edges.
- .14 Where new work connects with existing and where existing work is altered, cut, patch, and make good to match existing work.

**END OF SECTION**

**Part 1        General**

**1.1            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 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 building, bank/pile snow in designated areas only.
- .4        Provide on-site containers for collection of waste materials and debris. Equip containers with covers to prevent spread of waste by wind, and entry into container by unauthorized persons.
- .5        Provide and use marked separate bins for recycling.
- .6        Dispose of waste materials and debris off site.
- .7        Clean dirt or mud tracked onto paved or surfaced roadways.
- .8        Store materials resulting from demolition activities that are salvageable.
- .9        Clean interior areas prior to start of finishing work and maintain areas free of dust and other contaminants during finishing operations.
- .10       Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .11       Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .12       Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .13       Schedule cleaning operations so that resulting dust, debris, and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

**1.2            FINAL CLEANING**

- .1        When Work is Substantially Performed, remove surplus products, tools, construction machinery, and equipment not required for performance of remaining Work.
- .2        Leave Work clean and suitable for occupancy.
- .3        Prior to final review remove surplus products, tools, construction machinery, and equipment.
- .4        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.

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

**END OF SECTION**

**Part 1      General**

**1.1          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, remodeling, repair and demolition operations.
- .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 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.

## **1.2 ADMINISTRATIVE REQUIREMENTS**

- .1 Coordination: Coordinate waste management requirements with all Divisions of the Work for the project, and ensure that requirements of the Construction Waste Management 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 Owner, Contractor, affected Subcontractors and Departmental Representative to discuss the Construction Waste Management Plan and to develop mutual understanding of the requirements for a consistent policy towards waste reduction and recycling.

## **1.3 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 Construction Waste Management Plan (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 Construction Waste Management Plan (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 centers, or whether mixed materials will be collected by a waste hauler and removed from the site, and destination of materials.

#### **1.4 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 Report (CWM Report): Submit a CWM Report for this project in a format acceptable to submittal requirements and 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 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 Multiple Waste Hauling: Compile all information into a single CWM Report where multiple waste hauling and diversion strategies were used for the project.

## **1.5 QUALITY ASSURANCE**

- .1 Resources for Development of Construction Waste Management Report (CWM Report): The following sources may be useful in developing the Draft Construction Waste Management Plan:
  - .1 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials, and incorporate into CWM Plan.

## **1.6 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 regulations.

## **Part 2 Products**

Not used.

## **Part 3 Execution**

### **3.1 CWM PLAN IMPLEMENTATION**

- .1 Manager: Contractor is responsible for designating an on-site 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, the Owner, the Departmental Representative and other site personnel as required to maintain CWM Plan.
- .3 Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, composting, and return methods being used for the project to Subcontractors 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 local 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 Contractor and Departmental Representative.
  - .2 Monthly waste summary shall contain the following information:
    - .1 The amount in tonnes or m<sup>3</sup> and location of material landfilled,
    - .2 The amount in tonnes or m<sup>3</sup> 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.

**END OF SECTION**

**Part 1        General**

**1.1        ADMINISTRATIVE REQUIREMENTS**

- .1 Procedures for Acceptance of Work:
  - .1 Contractor's Inspection:
    - .1 Contractor: Conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .2 Notify Departmental Representative, in writing, of satisfactory completion of Contractor's inspection; submit verification that corrections have been made.
    - .3 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, indicating 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 and Utility companies: Submitted.
    - .5 Operation of systems: Demonstrated to designated personnel.
    - .6 Commissioning of mechanical systems: completed in accordance with 01 91 13 - General Commissioning (Cx) Requirements, and final Commissioning Report submitted to Departmental Representative.
    - .7 Work: Complete and ready for final inspection.
  - .4 Final Inspection:
    - .1 When completion tasks have been completed, 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.

**1.2        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: Remove waste materials in accordance with Section 01 74 19 - Construction/Demolition Waste Management and Disposal.

**END OF SECTION**

**Part 1            General**

**1.1                ADMINISTRATIVE REQUIREMENTS**

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

**1.2                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, three print and three electronic final copies of operating and maintenance manuals in English.
  - .1    Provide electronic O & M manuals on CD or DVD.
- .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.

**1.3                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 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 or DVD.

#### **1.4 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 Consultant and Contractor with name of responsible parties.
  - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
  - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: as required to supplement product data.
  - .1 Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.
- .6 Training: refer to Section 01 79 00 - Demonstration and Training.

#### **1.5 AS-BUILT DOCUMENTS AND SAMPLES**

- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative, one record 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 as-built documents and samples in field office apart from documents used for construction.
  - .1 Provide files, racks, and secure storage.
- .3 Label as-built documents and file in accordance with Section number listings in List of Contents of this Project Manual.
  - .1 Label each document "AS-BUILT DOCUMENTS" in neat, large, printed letters.
- .4 Maintain as-built documents in clean, dry and legible condition.
  - .1 Do not use as-built documents for construction purposes.
- .5 Keep as-built documents and samples available for inspection by Departmental Representative.

**1.6 RECORDING INFORMATION ON PROJECT AS-BUILT DOCUMENTS**

- .1 Record as-built information on drawings and in designated copy of Project Manual.
- .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 manufacturer's certifications, inspection certifications, field test records, as required by individual specifications sections.
- .7 Provide digital photos, if requested, for site records.

**1.7 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.

**1.8 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 other 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 91 13 - General Commissioning (Cx) Requirements.
- .15 Additional requirements: as specified in individual specification sections.

**1.9 MATERIALS AND FINISHES**

- .1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: as specified in individual specifications sections.

**1.10 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.

**1.11 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.

**1.12 WARRANTIES AND BONDS**

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative approval.
- .3 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
  - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
  - .4 Verify that documents are in proper form, contain full information, and are notarized.
  - .5 Co-execute submittals when required.
  - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Departmental Representative'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 Provide list for each warranted equipment, item, feature of construction or system indicating:
  - .1 Name of item.
  - .2 Model and serial numbers.
  - .3 Location where installed.
  - .4 Name and phone numbers of manufacturers or suppliers.
  - .5 Names, addresses and telephone numbers of sources of spare parts.
  - .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
  - .7 Cross-reference to warranty certificates as applicable.
  - .8 Starting point and duration of warranty period.
  - .9 Summary of maintenance procedures required to continue warranty in force.
  - .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
  - .11 Organization, names and phone numbers of persons to call for warranty service.
  - .12 Typical response time and repair time expected for various warranted equipment.
- .3 Contractor's plans for attendance at 4 and 9 month post-construction warranty inspections.
- .4 Procedure and status of tagging of equipment covered by extended warranties.
- .5 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .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.

### **1.13 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.

**Jasper Staff Housing**

720 Patricia St. Duplex

Jasper, AB

- .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.

**END OF SECTION**

**Part 1        General**

**1.1            ADMINISTRATIVE REQUIREMENTS**

- .1        Demonstrate operation and maintenance of equipment and systems to designated personnel two weeks prior to date of substantial performance.
- .2        Departmental Representative: Provide list of personnel to receive instructions, and co-ordinate 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 Section 01 91 13 – General Commissioning Requirements.
  - .4        Ensure testing, adjusting, and balancing have been performed in accordance with Section 01 91 13 - General Commissioning (Cx) Requirements and equipment and systems are fully operational.
- .4        Demonstration and Instructions:
  - .1        Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at agreed-upon times, at the equipment 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 provided for instruction of each item of equipment or system is adequate for full orientation and training of designated personnel.

**1.2            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's 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 designated personnel.
  - .2 Provide written report that demonstration and instructions have been completed.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Acronyms:
  - .1 BMM - Building Management Manual.
  - .2 Cx - Commissioning.
  - .3 EMCS - Energy Monitoring and Control Systems.
  - .4 O&M - Operation and Maintenance.
  - .5 PI - Product Information.
  - .6 PV - Performance Verification.
  - .7 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, intent, and manufacturer's installation manual.
  - .2 Ensure appropriate documentation is compiled into the BMM.
  - .3 Effectively train O&M staff.
- .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
  - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively with each other as intended in accordance with Contract Documents and design criteria.
  - .2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements.
- .3 Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements.

**1.3 COMMISSIONING OVERVIEW**

- .1 For Cx responsibilities refer to Section 01 91 13.13 - Commissioning (Cx) Plan.
- .2 For specific electrical commissioning requirements, refer to Section 26 05 00 – Common Work Results for Electrical.

- .3 For specific mechanical commissioning requirements, refer to Division 25.
- .4 Cx to be a line item of Contractor's cost breakdown.
- .5 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .6 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built facility is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.
- .7 Departmental Representative will issue Interim Acceptance Certificate when:
  - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
  - .2 Equipment, components and systems have been commissioned.
  - .3 O&M training has been completed.

#### **1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS**

- .1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance.
- .2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. 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, systems is complete.
  - .3 Fully understand Cx requirements and procedures.
  - .4 Have Cx documentation shelf-ready.
  - .5 Understand completely design criteria and intent and special features.
  - .6 Submit complete start-up documentation to Departmental Representative.
  - .7 Have Cx schedules up-to-date.
  - .8 Ensure systems have been cleaned thoroughly.
  - .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
  - .10 Ensure "As-Built" system schematics are available.
- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

#### **1.6 CONFLICTS**

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

#### **1.7 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
  - .1 Submit no later than 4 weeks after award of Contract:
    - .1 Name of Contractor's Cx agent.
    - .2 Draft Cx documentation.
    - .3 Preliminary Cx schedule.
  - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval at least 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 13.16 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms for requirements and instructions for use.
- .2 Refer to Section 25 01 11.1 EMCS Start-Up Verification and Commissioning Checklist and Section 25 05 03 – EMCS Project Record Documents.

- .3 Departmental Representative to review and approve Cx documentation.
- .4 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.
- .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.
  - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
  - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .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 require tests on approved PV forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
  - .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.
  - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
  - .3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.
    - .1 Rejected equipment to be remove from site and replace with new.
    - .2 Subject new equipment/systems to specified start-up procedures.

#### **1.15 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, 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 accepted simulated operating conditions, over entire operating range, in all modes.
  - .2 On independent systems and interacting systems.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.

- .4 EMCS trending to be available as supporting documentation for performance verification.

#### **1.21 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 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 EXTRAPOLATION OF RESULTS**

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

#### **1.24 EXTENT OF VERIFICATION**

- .1 Number and location to be at discretion of Departmental Representative.
- .2 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .3 Review and repeat commissioning of systems if inconsistencies found in more than 20% of reported results.
- .4 Perform additional commissioning until results are acceptable to Departmental Representative.

#### **1.25 REPEAT VERIFICATIONS**

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

- .3 Departmental Representative deems Contractor's request for second verification was premature.

**1.26 SUNDRY CHECKS AND ADJUSTMENTS**

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

**1.27 DEFICIENCIES, FAULTS, DEFECTS**

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

**1.28 COMPLETION OF COMMISSIONING**

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

**1.29 ACTIVITIES UPON COMPLETION OF COMMISSIONING**

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

**1.30 TRAINING**

- .1 In accordance with Section 25 01 12 – EMCS Training.

**1.31 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS**

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

**1.32 OCCUPANCY**

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

**1.33 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.

**1.34 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.

**1.35 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.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes:
  - .1 Description of overall structure of Plan and roles and responsibilities of commissioning team.

**1.2 REFERENCE STANDARDS**

- .1 American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
  - .1 ASHRAE Guideline 0-2013 – The Commissioning Process.
- .2 Canadian Standards Association (CSA)
  - .1 CSA Z320-11 (R2016), Building Commissioning.
- .3 Underwriters' Laboratories of Canada (ULC)

**1.3 GENERAL**

- .1 Provide a fully functional facility:
  - .1 Systems, equipment and components meet user's functional requirements before date of acceptance; 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 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 WHMIS Safety Data Sheets (SDS).
  - .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.

#### **1.4 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.

#### **1.5 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.

## **1.6 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 PWGSC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
  - .2 PWGSC 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, 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, subcontractors, 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 Consultant and PWGSC 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.

## **1.7 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 client's program but are outside scope or expertise of Cx specialists on this project.
  - .5 Client: 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.

## **1.8 EXTENT OF CX**

- .1 Cx Structural and Architectural Systems:
  - .1 Architectural and structural:
    - .1 Doors, windows, related hardware.
  - .2 Commission mechanical systems and associated equipment:
    - .1 Plumbing systems:
      - .1 Domestic CWS and HWS.
      - .2 Plumbing fixtures.
    - .2 HVAC systems:
      - .1 HVAC systems.
      - .2 Piped hydronic systems.
      - .3 Energy recovery systems.
      - .4 Exhaust fans.
      - .5 Noise and vibration.
      - .6 Grilles and diffusers.
    - .3 Fire and life safety systems:
      - .1 Fire extinguishers.
    - .4 Energy metering systems for electricity.
- .3 Commission electrical systems and equipment:
  - .1 Low voltage below 750 V:
    - .1 Low voltage equipment.
    - .2 Low voltage distribution systems.
    - .3 Voice communications systems.
  - .2 Lighting systems:
    - .1 Lighting equipment.
    - .2 Distribution systems.
  - .3 Fire alarm systems and equipment.
  - .4 Other systems and equipment:
    - .1 Lightning protection systems.

## **1.9 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 WHMIS Safety Data Sheets (SDS).
  - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

**1.10 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 Startup, 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.
- .4 Departmental Representative to witness and certify tests and reports of results provided.
- .5 Departmental Representative to participate.

## **1.11 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 Departmental Representative's satisfaction.
  - .2 Departmental Representative to use approved check lists.
  - .3 Departmental Representative will monitor 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 - 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 have been successfully completed to be "Off-Season Tests".

- .3 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 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.
  - .3 Low voltage systems: these include:
    - .1 Communications, low voltage lighting control systems and data communications systems.
  - .4 Lightning protection systems.

#### **1.12 START-UP**

- .1 Start up components, equipment and systems.
- .2 Departmental Representative to monitor some of these start-up activities.
  - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .3 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 and provide to Departmental Representative.
  - .5 Departmental Representative reserves right to 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 startup and testing.

#### **1.13 CX ACTIVITIES AND RELATED DOCUMENTATION**

- .1 Perform Cx by specified Cx agency using procedures developed by Departmental Representative and approved 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 and forward to Departmental Representative.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

#### **1.14 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION**

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative and approved 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 and submitted to 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 Fire alarm systems.
- .6 Identification:
  - .1 In later stages of Cx, before hand-over and acceptance, Contractor and Cx Manager to co-operate to complete inventory data sheets and provide assistance to PWGSC in full implementation of MMS identification system of components, equipment, sub-systems, systems.

#### **1.15 INSTALLATION CHECK LISTS (ICL)**

- .1 Refer to Section 01 91 13.16 - Commissioning Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

#### **1.16 PRODUCT INFORMATION (PI) REPORT FORMS**

- .1 Refer to Section 01 91 13.16 - Commissioning Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

#### **1.17 PERFORMANCE VERIFICATION (PV) REPORT**

- .1 Refer to Section 01 91 13.16 - Commissioning Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

#### **1.18 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.

## **1.19 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 reports: immediately upon successful completion of Cx.
  - .2 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 Consultant, Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

## **1.20 CX REPORTS**

- .1 Submit reports of tests, witnessed and certified by Departmental Representative to 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.

#### **1.21 ACTIVITIES DURING WARRANTY PERIOD**

- .1 Cx activities must be completed before issuance of Interim Certificate, it is anticipated that certain Cx activities may be necessary during Warranty Period, including:
  - .1 Fine tuning of HVAC systems.
  - .2 Adjustment of ventilation rates to promote good indoor air quality and reduce deleterious effects of VOCs generated by off-gassing from construction materials and furnishings.
  - .3 Full-scale emergency evacuation exercises.
  - .4 Involvement of commissioning authority does not void guarantees or warranties, nor does it relieve the Contractor of contractual responsibilities.

#### **1.22 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.

**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 To suit the language profile of the awarded contract.

**END OF SECTION**