

**Part 1      General**

**1.1      ACTION AND INFORMATIONAL SUBMITTALS**

- .1      Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2      Product Data:
  - .1      Submit manufacturer's instructions, printed product literature and data sheets for boilers, pumps, and HRV, and include product characteristics, performance criteria, physical size, finish and limitations.
- .3      Shop drawings:
  - .1      Submit drawings stamped and signed by professional engineer registered or licensed in Province of Alberta, Canada.
  - .2      Drawings to show:
    - .1      Mounting arrangements.
    - .2      Operating and maintenance clearances.
  - .3      Drawings and product data accompanied by:
    - .1      Detailed drawings of bases, supports, and anchor bolts.
    - .2      Acoustical sound power data, where applicable.
    - .3      Points of operation on performance curves.
    - .4      Manufacturer to certify current model production.
    - .5      Certification of compliance to applicable codes.

**1.2      CLOSEOUT SUBMITTALS**

- .1      Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2      Operation and Maintenance Data: submit operation and maintenance data for boilers, pumps, and HRV for incorporation into manual.
  - .1      Operation and maintenance manual approved by, and final copies deposited with, Departmental Representative before final inspection.
  - .2      Operation data to include:
    - .1      Control schematics for systems including environmental controls.
    - .2      Description of systems and their controls.
    - .3      Description of operation of systems at various loads together with reset schedules and seasonal variances.
    - .4      Operation instruction for systems and component.
    - .5      Description of actions to be taken in event of equipment failure.
    - .6      Valves schedule and flow diagram.
    - .7      Colour coding chart.
  - .3      Maintenance data to include:

- .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
- .2 Data to include schedules of tasks, frequency, tools required and task time.
- .4 Performance data to include:
  - .1 Equipment manufacturer's performance datasheets with point of operation as left after commissioning is complete.
  - .2 Equipment performance verification test results.
  - .3 Special performance data as specified.
  - .4 Testing, adjusting and balancing reports as specified in Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.
- .5 Approvals:
  - .1 Submit 2 copies of draft Operation and Maintenance Manual to Departmental Representative for approval. Submission of individual data will not be accepted unless directed by Departmental Representative.
  - .2 Make changes as required and re-submit as directed by Departmental Representative.
- .6 Additional data:
  - .1 Prepare and insert into operation and maintenance manual additional data when need for it becomes apparent during specified demonstrations and instructions.
- .7 Site records:
  - .1 Provide sets of white prints for each phase of work. Mark changes as work progresses and as changes occur.
  - .2 Transfer information weekly to reproducibles, revising reproducibles to show work as actually installed.
  - .3 Use different colour waterproof ink for each service.
  - .4 Make available for reference purposes and inspection.
- .8 As-Built drawings:
  - .1 Prior to start of Testing, Adjusting and Balancing for HVAC, finalize production of as-built drawings.
  - .2 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL SYSTEMS AS INSTALLED" (Signature of Contractor) (Date).
  - .3 Submit to Departmental Representative for approval and make corrections as directed.
  - .4 Perform testing, adjusting and balancing for HVAC using as-built drawings.
  - .5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
- .9 Submit copies of as-built drawings for inclusion in final TAB report.

**1.3 MAINTENANCE MATERIAL SUBMITTALS**

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Furnish spare parts as follows:
  - .1 One set of packing for each pump.
  - .2 One casing joint gasket for each size pump.
  - .3 One head gasket set for each heat exchanger.
  - .4 One glass for each gauge glass.
  - .5 One filter cartridge or set of filter media for each filter or filter bank in addition to final operating set.
- .3 Provide one set of special tools required to service equipment as recommended by manufacturers.
- .4 Furnish one commercial quality grease gun, grease and adapters to suit different types of grease and grease fittings.

**1.4 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect equipment from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.
- .4 Develop Construction Waste Management Plan related to Work of this Section.
- .5 Packaging Waste Management: remove for reuse by manufacturer of pallets, crates, padding, packaging materials as specified in Construction Waste Management Plan.

**Part 2 Products**

**2.1 Not used.**

**Part 3 Execution**

**3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for installation in accordance with manufacturer's written instructions.

- .1 Visually inspect substrate in presence of Departmental Representative.
- .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
- .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

### **3.2 PAINTING REPAIRS AND RESTORATION**

- .1 Do painting in accordance with Section 09 91 10 - Interior Painting.
- .2 Prime and touch up marred finished paintwork to match original.
- .3 Restore to new condition, finishes which have been damaged.

### **3.3 SYSTEM CLEANING**

- .1 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and air handling units.

### **3.4 FIELD QUALITY CONTROL**

- .1 Site Tests: conduct following tests in accordance with Section 01 45 00 - Quality Control and submit report as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
  - .1 Hydronic heating system
  - .2 Plumbing systems.
- .2 Manufacturer's Field Services:
  - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
  - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.

### **3.5 DEMONSTRATION**

- .1 Departmental Representative will use equipment and systems for test purposes prior to acceptance. Supply labour, material, and instruments required for testing.
- .2 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
- .3 Use operation and maintenance manual, as-built drawings, and audio visual aids as part of instruction materials.
- .4 Instruction duration time requirements as specified in appropriate sections.

- .5 Departmental Representative will record these demonstrations on video tape for future reference.

**3.6 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.
- .3 Waste Management: separate waste materials for [reuse] [recycling] in accordance with Section 01 74 19 - Construction/Demolition Waste Management and Disposal.
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

**3.7 PROTECTION**

- .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.

**END OF SECTION**