



ARCHITECTURE | DESIGN URBAIN



Correctional Service  
Canada

Service correctionnel  
Canada

**UIS Port-Cartier, Structured intervention units  
Construction of a secure courtyard**

Projet no : 368-10083A

**ARCHITECTURE**  
Dossier S19-2596

**Specification for Tender**  
**July 17, 2020**



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DIVISION 01

GENERAL REQUIREMENTS

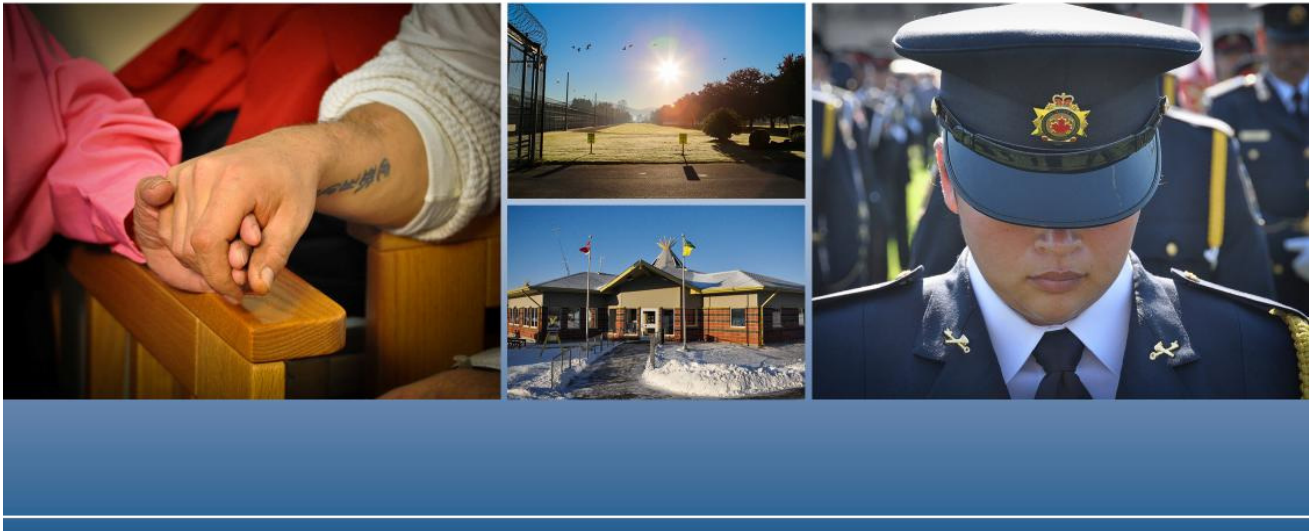
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# CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



## Annex

## CSC General requirements

**PROJECT: 368-10083A**  
**CONSTRUCTION OF A SECURE YARD**





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**PART 1 GENERAL**

**1.1. WORK COVERED BY CONTRACT DOCUMENTS**

- .1 All the work necessary for the construction of one (1) security yard adjacent to Pavilion S, including but not limited to:
  - .1 Demolition and civil works.
  - .2 Concrete enclosure wall construction
  - .3 Construction of the pavement structure.
  - .4 Installation of galvanized steel barriers.
  - .5 Electrical connection of prison locks.
- .2 All site development work
- .3 All modification work required in existing facilities to allow access to the new yard.
- .4 The work include restoring the premises and the site to their initial condition at the end of the work.
- .5 All other work indicated in the plans and specifications as well as work not explicitly described, but required for the complete execution of the contract.

**1.2. SECURITY REQUIREMENTS**

- .1 Execute the construction of the new yard and site work inside the security perimeter, in accordance with the prescriptions of section 01 35 13 - Security requirements. The machinery used cannot remain within the safety perimeter when the site is not in operation.

**1.3. WORKS PERFORMED BY THIRD PARTIES**

- .1 Work in collaboration with other contractors and execute the instructions of the Departmental Representative.
- .2 Coordinate work with that of other contractors. If the performance or result of any part of the work covered by this contract depends on the work of another contractor, report without delay, by writing to the Departmental Representative any anomaly or defect that could adversely affect the good execution of works.

**1.4. FUTURE WORK**

- .1 Ensure that the works do not encroach on the areas targeted by future work.

**1.5. WORK ORDER**

- .1 Perform the work in stages, so that the Departmental Representative can use the premises continuously during the work.
- .2 Coordinate the work progress schedule according to the occupation of the site by the Departmental Representative.
- .3 Steps to plan
  - .1 Manufacturing and galvanizing of custom barriers.
  - .2 Demolition
  - .3 Concrete enclosure wall construction
  - .4 Construction of the pavement structure.
  - .5 Installation of galvanized steel barriers.
  - .6 Electrical connection of prison locks.

- .4 Perform the work in stages so as to allow continuous use of the site by the public. Maintain public access to the premises as long as the progress of the work prevents offering an alternative solution.
- .5 Maintain access for fire fighting purposes; also provide the means of fire fighting.

#### **1.6. USE OF PREMISES BY THE CONTRACTOR**

- .1 The site can be used without restriction until the substantial completion of the work.
- .2 The use of the premises is limited to the areas necessary for the execution of the storage and access work to allow:
  - .1 the occupation of the premises by the Departmental Representative;
  - .2 partial occupation of the premises by the Departmental Representative;
  - .3 execution of work by other contractors;
  - .4 use of the premises by the public;
  - .3 Coordinate the use of the premises as directed by the Departmental Representative.
  - .4 Find additional work or storage areas required to perform the work under this contract and pay the cost.
  - .5 Remove or modify existing work to avoid damaging the parts that must remain in place.
  - .6 Repair or replace, as directed by the Departmental Representative, for the purpose of connection to the existing work or to an adjacent work, or for the purpose of harmonization with these, the parts of the existing work which have been modified during construction work.
  - .7 Once the work is completed, the existing work must be in a state equivalent to or better than the state it presented before the start of the work.

#### **1.7. OCCUPANCY OF PREMISES BY THE REPRESENTATIVE OF THE MINISTRY**

- .1 The Departmental Representative will occupy the premises for the duration of the construction work and will continue his normal activities during this period.
- .2 Collaborate with the Departmental Representative in establishing the work schedule, in order to reduce conflicts and facilitate the use of the site by the latter.

#### **1.8. PARTIAL OCCUPANCY OF THE PREMISES BY THE CONTRACTOR**

- .1 Establish a schedule for the substantial completion of the work in the designated areas, to allow the occupation of these by the Departmental Representative before the substantial completion of all of the work subject of the contract.
- .2 The Departmental Representative will occupy the designated areas for the storage of equipment installation supplies and equipment.
- .3 Perform the obligations related to the issuance of the certificate of substantial completion for each designated area, before the Departmental Representative occupies the premises. The Contractor must allow:
  - .1 access to the premises of the Departmental Representative's staff;
  - .2 use of parking areas;
  - .3 operation of HVAC systems and electrical installations;

#### **1.9. ELEMENTS PROVIDED BY THE REPRESENTATIVE OF THE MINISTRY**

- .1 Responsibilities of the Departmental Representative

- 
- .1 Arrange for the delivery of shop drawings, data sheets, samples, manufacturers' instructions and certificates to the Contractor.
  - .2 Submit the nomenclature of materials and equipment ordered to the Contractor.
  - .3 Arrange for these materials and equipment to be delivered to the site in accordance with the work progress schedule, and pay the costs.
  - .4 Check materials and equipment in collaboration with the Contractor at the time of their delivery.
  - .5 Submit, if applicable, claims for damage caused during transportation.
  - .6 Take the necessary measures to replace damaged, defective or missing elements.
  - .7 Take the necessary measures regarding the services provided on site by the manufacturer. Also make the necessary arrangements to obtain guarantees and guarantees from the manufacturer and to ensure their routing to the Contractor.
- .2 Responsibilities of the Contractor
- .1 Designate, for the purposes of the work progress schedule, the documents and samples to be submitted as well as the delivery date of each product.
  - .2 Review shop drawings, technical sheets, samples and other documents to be submitted. Report to the Departmental Representative any deviations observed or problems anticipated due to the non-compliance of the products with the requirements of the contractual documents.
  - .3 Receive and unload products on site.
  - .4 Inspect the products upon delivery, in collaboration with the Departmental Representative, and take note of missing, damaged or defective elements.
  - .5 Handle products on site, in particular to unpack and store them.
  - .6 Protect products from damage and weather.
  - .7 Assemble, install, connect, adjust and finish the products.
  - .8 Ensure, after installation, the inspections required by the competent authorities.
  - .9 Repair or replace damaged elements on site by the Contractor or by a subcontractor serving the latter.
- .3 List of items provided by the Departmental Representative
- .1 Manual and electric detention locks for gates.
- 1.10. MODIFICATIONS, ADDITIONS OR REPAIRS TO THE EXISTING BUILDING**
- .1 Execute the work while reducing as little as possible the operation of the building to the occupants to the public and the normal use of the premises. Make the necessary arrangements with the Departmental Representative to facilitate the execution of the work.
  - .2 For the transportation of workers, materials and equipment, use only elevators, dumbwaiters, transporters, or existing escalators in the building.
    - .1 Protect to the satisfaction of the Departmental Representative the walls of the elevators before using them.
    - .2 Assume the safety of the equipment as well as the responsibility for the damage caused by the work and the overloads imposed on the existing equipment.
- 1.11. EXISTING UTILITY SERVICES**
- .1 Before interrupting utility services, inform the Departmental Representative as well as the utility companies concerned, and obtain the necessary authorizations.
  - .2 If it is necessary to perform tapping on existing utility pipes or connections to these pipes, give the Departmental Representative 48 hours prior notice before the scheduled time of interruption of the corresponding electrical or mechanical services. Keep the duration of

interruptions as short as possible. Carry out the work at the times fixed by the competent local authorities, with the least possible interference with pedestrian traffic, vehicle traffic and tenant activities.

- .3 Provide alternative routes for the movement of personnel, pedestrians and vehicles.
- .4 Before the start of work, define the extent and location of utility pipes located in the work area and inform the Departmental Representative.
- .5 Submit to the Departmental Representative for approval a schedule for the shutdown or closure of active facilities or structures, including the interruption of communications services or electrical power. Respect the approved schedule and inform the parties affected by these inconveniences.
- .6 Provide temporary utility services as directed by the Departmental Representative so that critical building systems and tenants are maintained.
- .7 Install walkways for crossing trenches to maintain normal pedestrian and automobile traffic.
- .8 When utility pipes not listed are discovered, immediately inform the Departmental Representative and record them in writing.
- .9 Protect, move or maintain in service utility lines that are functional. If non-functional pipes are discovered during the work, close them in a manner authorized by the competent authorities.
- .10 Record the location of utility lines that are maintained, moved or abandoned.
- .11 Construct barriers in accordance with section 01 56 00 - Temporary access and protection structures.

#### **1.12. REQUIRED DOCUMENTS**

- .1 Keep a copy of each of the following documents on site:
  - .1 Contract drawings.
  - .2 Specifications.
  - .3 Addendum.
  - .4 Revised shop drawings.
  - .5 List of shop drawings not reviewed.
  - .6 Change orders.
  - .7 Other modifications to the contract.
  - .8 Field test reports.
  - .9 Copy of approved work schedule.
  - 10 Health and safety plan and other safety related documents.
  - .11 Other documents indicated.

#### **1.13. BUILDING PERMIT**

- .1 The contractor is responsible for making the request for a building permit to the City of Port-Cartier and paying the fees related to this request.

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**PART 1 GENERAL**

**1.1. ACCESS AND EGRESS**

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

**1.2. USE OF SITE AND FACILITIES**

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 Use only elevators, dumbwaiters, conveyors or escalators existing in building for moving workers and material.
  - .1 Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
  - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .6 Closures: protect work temporarily until permanent enclosures are completed.

**1.3. ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

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

**1.4. EXISTING SERVICES**

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.

**1.5. SPECIAL REQUIREMENTS**

- .1 Paint and carpet public or Departmental Representative occupied areas Monday to Friday from 18:00 to 07:00 hours only and on Saturdays, Sundays, and statutory holidays.
- .2 Carry out noise generating Work Monday to Friday from [18:00] to [07:00] hours [and on [Saturdays,][Sundays,][and statutory holidays]].
- .3 Submit schedule in accordance with Section 01 32 16.07 - Construction Progress Schedule - Bar (GANNT) Chart.
- .4 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .5 Keep within limits of work and avenues of ingress and egress.
- .6 Ingress and egress of Contractor vehicles at site is limited to 4 vehicles.
- .7 Deliver materials outside of peak traffic during working hours from 8:00 to 17:00 unless otherwise approved by Departmental Representative.

**1.6. SECURITY**

- .1 See section 01 35 13 - Security SCC

**1.7. BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions. Smoking is not permitted.

**PART 2 PRODUCTS**

**2.1. NOT USED**

- .1 Not Used.

**PART 3 EXECUTION**

**3.1. NOT USED**

- .1 Not Used.

END OF SECTION

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**PART 1 GENERAL**

**1.1. ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four (4) 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 (3) days after meetings and transmit to meeting participants and Departmental Representative.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

**1.2. PRECONSTRUCTION MEETING**

- .1 Within [15] days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of Departmental Representative, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum [5] days before meeting.
- .4 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 16.07 - Construction Progress Schedule - Bar (GANTT) Chart.
  - .3 Schedule of submission of shop drawings, samples, colour chips.
  - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
  - .5 Delivery schedule of specified equipment in accordance with plans and specifications.
  - .6 Proposed changes, change orders, procedures, approvals required, time extensions, overtime, administrative requirements.
  - .7 Owner provided products.
  - .8 Record drawings.
  - .9 Maintenance manuals.
  - .10 Take-over procedures, acceptance, warranties.
  - .11 Monthly progress claims, administrative procedures, photographs, holdbacks.
  - .12 Appointment of inspection and testing agencies or firms.
  - .13 Insurances, transcript of policies.

**1.3. PROGRESS MEETINGS**

- .1 During course of Work and 2 weeks prior to project completion, schedule progress meetings every two weeks.

- 
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative Consultant and Owner are to be in attendance.
  - .3 Notify parties minimum 5 days prior to meetings.
  - .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 5 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 which impede construction schedule.
    - .5 Review of off-site fabrication delivery schedules.
    - .6 Corrective measures and procedures to regain projected schedule.
    - .7 Revision to construction schedule.
    - .8 Progress schedule, during succeeding work period.
    - .9 Review submittal schedules: expedite as required.
    - .10 Maintenance of quality standards.
    - .11 Review proposed changes for affect on construction schedule and on completion date.
    - .12 Other business.

**PART 2 PRODUCTS**

**2.1. NOT USED**

- .1 Not Used.

**PART 3 EXECUTION**

**3.1. NOT USED**

- .1 Not Used.

END OF SECTION



## PART 1 GENERAL

### 1.1. DEFINITIONS

- 1 Activity: An element of Work performed during course of Project. An activity normally has an expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart). A 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 an activity or other Project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: A summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: A significant event in Project, usually completion of major deliverable.
- .8 Project Schedule: The planned dates for performing activities and the planned dates for meeting milestones. A 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 that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

### 1.3. SUBMITTALS

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

### 1.4. PROJECT MILESTONES

- .1 Project milestones form interim targets for Project Schedule.

.1 Interim Certificate (Substantial Completion) within [to be confirm by the Departemental Representative] working days of Award of Contract date.

#### 1.5. 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 resubmit within 5 working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

#### 1.6. 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 Concrete construction.
  - .8 Detention fences
  - .9 Electrical.
  - .10 Supplied equipment with long lead-times.
  - .11 Required dates for Departmental Representative supplied equipment.

#### 1.7. 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 impact with possible mitigation.

#### 1.8. 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.

### PART 2 PRODUCTS

#### 2.1. NOT USED

- .1 Not used.

PART 3 EXECUTION

3.1. NOT USED

.1 Not used.

END OF SECTION

## PART 1 GENERAL

### 1.1. PURPOSE

- 1.1.1. To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

### 1.2. DEFINITIONS

- 1.2.1. "prohibited items" :
- a) Intoxicants, including alcohol, drugs and narcotics;
  - b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
  - c) An explosive or a bomb, or a component thereof;
  - d) An amount of money exceeding the regulatory limit;  
NOTE: Consult the Corrections and Conditional Release Regulations (SOR/92-620): \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.
  - e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
  - f) Electronic or telecommunication devices;
  - g) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.
- 1.2.2. "commercial vehicle": Vehicle intended for the transportation of material, equipment or tools necessary for the work.
- 1.2.3. "work site": Area in which the Contractor is authorized to work, as indicated in the project plans. This area may be isolated from the institution's security perimeter.
- 1.2.4. "perimeter": Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

### 1.3. PRELIMINARY MEASURES

- 1.3.1. Cooperate with institutional staff to ensure that their employees comply with the security requirements.
- 1.3.2. Inside the institution, all the usual appropriate rules & codes apply.

### 1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and have a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. The Contractor must submit to the technical authority a list of the names and birth dates of all hi employees scheduled to work in the institution or all other CSC site, as well as their completed security clearance forms (Federal Institution Access Request form). Allow two (2) weeks for the security clearance forms to be processed.
- 1.4.3. The Warden may require that headshots be taken of the Contractor's Employees so that their pictures can be posted in appropriate areas throughout the institution or entered into a database for identification purposes. The Warden may also require that the Contractor's

Employees prominently display photo identification on their clothing when they are within the institutional perimeter.

1.4.4. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.

1.4.5. Individuals will be immediately removed from institutional premises if:

- a) they appear to be under the influence of alcohol, drugs or narcotics;
- b) they behave in an abnormal or disorderly manner;
- c) they are in possession of prohibited items.

## **1.5. VEHICLES**

1.5.1. The personal vehicles of the Contractor's Employees are not allowed within the perimeter of medium- or maximum-security institutions without the express permission of the Warden.

1.5.2. All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and trunk. The owner of the vehicle or the employee from the company that owns the vehicle must ensure that the keys are kept safely in their personal possession.

NOTE: The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.

1.5.3. The Warden can limit the number and type of vehicles permitted within the perimeter at any time.

1.5.4. Those delivering materials needed for the work may be required to have security clearance.

1.5.5. Should the Warden allow trailers to be left within the institution's perimeter, the doors and windows must remain closed and locked when left unattended. Windows must be equipped with expanded metal grates.

## **1.6. PARKING**

1.6.1. The CSC Representative designates authorized parking areas for vehicles. If the Contractor's Employees park elsewhere, their vehicle may be towed.

## **1.7. SHIPMENTS**

1.7.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will not accept deliveries of materials, equipment or tools intended for the Contractor.

## **1.8. COMMUNICATION DEVICES**

1.8.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are prohibited in the institution without the express authorization of the Warden. Even when permitted, they are not to be used by inmates.

1.8.2. The Warden may approve but limit the use of two-way radios.

NOTE: In some institutions, cellular or digital phones and two-way radios are permitted; however, conditions may apply. For example, their use may not be permitted in areas accessible to inmates.

### 1.9. TOOLS AND EQUIPMENT

- 1.9.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date for the length of the work and be submitted for inspection when necessary.

NOTE: A list of unauthorized or restricted tools and equipment may be provided to the Contractor if necessary.

- 1.9.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).

- 1.9.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.

- 1.9.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the CSC representative.

- 1.9.5. The Contractor's Employees must notify the Technical Authority immediately if any tools or equipment have been lost or are unaccounted for.

- 1.9.6. The Warden will ensure that security staff verifies the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:

- a) at the beginning and end of each project;
- b) each week, if the work lasts more than one (1) week.

NOTE: Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).

- 1.9.7. Some tools and equipment - such as cartridges and metal saw blades - are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges must be returned to the security personnel at the end of each day.

- 1.9.8. The use of fastening tools or other tools with cartridges is strictly prohibited.

NOTE: Controlled items are managed differently from one institution to another and must be verified with the specific institution.

- 1.9.9. If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work site outside of regular working hours.

NOTE: This is a concern if the work site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

### 1.10. KEYS

- 1.10.1. During the work, the Contractor must use regular cylinders in regular locks.

- 1.10.2. Once the security locks are installed, the CSC representative who escorts the Contractor's Employees must obtain the keys in order to open doors according to the Contractor's needs. The Contractor must inform his employees that only the CSC representatives escorting them are authorized to use the keys.

**1.11. PRESCRIPTION MEDICATION**

1.11.1. If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

**1.12. RESTRICTIONS ON TOBACCO USE**

1.12.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions, nor outside while within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.

1.12.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.

1.12.3. Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the CSC representative.

**1.13. PROHIBITED ITEMS**

1.13.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.

1.13.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.

1.13.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.

1.13.4. If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

**1.14. SEARCHES**

1.14.1. All individuals and vehicles arriving on the institution's premises may be searched.

1.14.2. If the Warden has reason to believe that one of the Contractor's Employees is in possession of a prohibited item, the Warden may order a search of that individual.

1.14.3. The personal belongings of all the Contractor's Employees arriving at the institution may be checked to search for the residue of contraband drugs.

**1.15. CONTACT WITH INMATES**

1.15.1. It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.

1.15.2. It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.

**1.16. ACCESS TO THE INSTITUTION**

- 3.1.1. Neither the Contractor's Employees nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the CSC representative.

**1.17. VEHICLE TRAFFIC**

- 3.2.1. Vehicles may enter and leave the facility escorted through the vehicle access barrier, at the times specified by the Technical Authority for each site. Note that service barriers will be inaccessible during the lunch hour.  
NOTE: Hours vary from one institution to the next. They should be verified with the institution in question.
- 3.2.2. The Contractor must provide the Technical Authority forty-eight (48) hours' notice of the arrival of heavy equipment.
- 3.2.3. Vehicles carrying detritus or other material deemed impossible to search must constantly be monitored by CSC employees or security personnel who report to the Warden or must wait for an official head-count of the inmates to be conducted.
- 3.2.4. Before a commercial vehicle may be admitted onto the institution's perimeter, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
- 3.2.5. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

**1.18. CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES**

- 3.3.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
- 3.3.2. The previous paragraph notwithstanding, the Warden may:
- a) prohibit access to sections of the institution;
  - b) require that the Contractor's Employees be accompanied by CSC security personnel in designated sections;
  - c) require that the Contractor's Employees remain on-site during coffee/health and lunch breaks, depending on the institution and the situation. The Contractor's Employees are not authorized to eat in the break room of CSC employees, but they may use another area designated by the Technical Authority.

**1.19. UNINSTALLED EQUIPMENTS AND ACCESSORIES**

- 3.4.1. The Contractor must submit all uninstalled devices, machines, equipment, accessories or hardware to the Technical Authority, who will ensure that they are destroyed or stored safely for later use. If so authorized by the Technical Authority, the Contractor must dispose of the object according to established security standards.

**1.20. MONITORING AND INSPECTION**

- 3.5.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement and vehicle traffic to ensure that established security standards are being followed.



3.5.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.

**1.21. WORK STOPPAGE**

3.6.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC employee issuing the request as well as the time and comply with the order as soon as possible.

3.6.2. Once notified, the Contractor must inform the CSC representative of work stoppage without delay.

**1.22. WORK COMPLETION**

3.7.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the SCC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

**PART 2 PRODUCTS**

2.1. N/A

**PART 3 EXECUTION**

3.1. N/A

END OF SECTION

**PART 1 GENERAL**

**1.1. RELATED REQUIREMENTS**

- .1 n/a

**1.2. REFERENCE STANDARDS**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2 last edition, Stipulated Price Contract.
- .2 Canadian General Standards Board (CGSB)
  - .1 CAN/CGSB 1.189 last edition, Exterior Alkyd Primer for Wood.
  - .2 CGSB 1.59 last edition, Alkyd Exterior Gloss Enamel.
- .3 CSA Group (CSA)
  - .1 CSA-A23.1/A23.2 last edition, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
  - .2 CSA-0121-[M1978 last edition, Douglas Fir Plywood.
  - .3 CAN/CSA-S269.2 last edition, Access Scaffolding for Construction Purposes.
  - .4 CAN/CSA-Z321 last edition, Signs and Symbols for the Occupational Environment.
- .4 Public Works Government Services Canada (PWGSC) Standard Acquisition Clauses and Conditions (SACC)-ID: R0202D, Title: General Conditions 'C', In Effect as of: May 14, last edition.
- .5 United States Environmental Protection Agency (EPA) / Office of Water  
EPA 832R9 last edition, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.

**1.3. INSTALLATION AND REMOVAL**

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

**1.4. SCAFFOLDING**

- .1 Scaffolding in accordance with CAN/CSA-S269.2.

**1.5. HOISTING**

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

**1.6. CONSTRUCTION PARKING**

- .1 Parking will not be permitted on site.
- .2 Provide and maintain adequate access to project site.

**1.7. SECURITY**

- .1 The opening and closing of the site is controlled by the Ministerial Representative. However, the contractor remains responsible at all times for site security

**1.8. OFFICES**

- .1 Provide office heated to [22] degrees C, lighted [750] lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide marked and fully stocked first-aid case in a readily available location.
- .3 Subcontractors to provide their own offices as necessary. Direct location of these offices.

**1.9. EQUIPMENT, TOOL AND MATERIALS STORAGE**

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

**1.10. SANITARY FACILITIES**

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.

**1.11. 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 Ensure that the existing tracks and the authorized load limits on the latter are adequate. The Contractor is required to repair the tracks damaged as a result of the construction work.
- .7 Provide snow removal during period of Work.
- .8 Remove, upon completion of work, haul roads designated by Departmental Representative.

**1.12. CLEAN-UP**

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

**PART 2 PRODUCTS**

**2.1. NOT USED**

- .1 Not Used.

END OF SECTION



**Part 1            General**

**1.1            SECTION CONTENTS**

- .1    Shop drawings and product data.
- .2    Product samples and mock-ups.

**1.2            PRIORITY**

- .1    In the case of Work performed for the federal government, Division 1 sections take priority over the technical specifications of the other divisions.

**1.3            RELATED SECTIONS**

- .1    Section 01 78 00 – Closeout Submittals.

**1.4            ADMINISTRATIVE**

- .1    Submit to Ministry Representative submittals listed for review. Submit promptly and in orderly sequence as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2    Do not proceed with Work affected by submittal until review is complete.
- .3    Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4    Where items or information is not produced in SI Metric units converted values are acceptable.
- .5    Notify Ministry Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .6    Review submittals prior to submission to Ministry 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.
- .7    Verify that field measurements and affected adjacent Work are co-ordinated.
- .8    Contractor's responsibility for errors and omissions in submission is not relieved by Ministry Representative's review of submittals.
- .9    Contractor's responsibility to deliver submittals according to contract requirements is not relieved by Ministry Representative's review of submittals.
- .10    Keep one reviewed copy of each submission on site.

## **1.5 SHOP DRAWINGS AND PRODUCT DATA**

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 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.
- .3 Allow 15 work days for Ministry Representative's review of each submission.
- .4 Adjustments made on shop drawings by Ministry Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Ministry Representative prior to proceeding with Work.
- .5 Make changes in shop drawings as Ministry Representative may require, consistent with Contract Documents. When resubmitting, notify Ministry Representative in writing of revisions other than those requested.
- .6 Accompany submissions with transmittal letter, in duplicate, 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 Details of appropriate portions of Work as applicable:
    - .1 Materials and 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 Submit 2 printed copies or one PDF version of shop drawings requested in specification Sections.
- .9 Ministry Representative will return 1 copy to Contractor. Contractor will make 7 printed copies and distribute them to the appropriate persons.
- .10 Distribute shop drawing and product data copies only after Ministry Representative has finished review.
- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by Ministry 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.

## **1.6 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Ministry Representative's business address.
- .3 Notify Ministry 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 Ministry Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Ministry Representative prior to proceeding with Work.
- .6 Make changes in samples that Ministry Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

END OF SECTION

## **1 GENERAL**

### **1.01 RELATED SECTIONS**

- .1 Section 01 33 00 Submittal procedures

### **1.02 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit to Departmental Representative copies of following documents, including published updates:
  - .1 Before commencement of work, submit Health and Safety Plan, as specified in paragraph 1.9.
  - .2 Submit copies of reports or directions issued by competent authorities as soon as they are received.
  - .3 Submit copies of incident and accident reports within 24 hours.
- .2 Submit other data, information and documents upon request of Departmental Representative, as stipulated elsewhere in this section.

### **1.03 COMPLIANCE REQUIREMENTS**

- .1 Comply with latest version of Québec Act respecting occupational health and safety, and regulations made pursuant to the Act.
- .2 Observe and enforce construction safety measures required by:
  - .1 National Building Code of Canada (latest version).
  - .2 The Commission de la santé et de la sécurité au travail (or equivalent organization) of the province or territory in question.
  - .3 Municipal statutes and ordinances.
- .3 In event of conflict between any provisions of above authorities the most stringent provision will apply.
- .4 Provide and maintain workers compensation coverage for all employees, for duration of Contract work. Before commencement of work, at time of provisional execution and before final payment, submit to CDC Representative a letter (certificate) from the Commission de la santé et de la sécurité au travail (or equivalent organization), certifying that Contractor's account is in good standing.
  - .1 If Contractor is sole owner, give Departmental Representative documentary evidence, in a format acceptable to Departmental Representative, of other personal insurance coverage that meets or exceeds requirements stated above for workers' compensation insurance



#### **1.04 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.
- .3 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of work, immediate measures must be taken to correct the situation and prevent any damage or injury. Inform Departmental Representative verbally and in writing of danger or situation.

#### **1.05 SITE CONTROL AND ACCESS**

- .1 Control work site and entry points to construction areas. Delineate and isolate construction areas from other areas of site Facility by use of appropriate means to maintain control of all site entry points.
- .2 Approve and grant access to site only to workers and authorized persons. Access authorization procedures must comply with Québec Act respecting occupational health and safety, regulations made pursuant to the Act and the Contractor's Health and Safety Plan.
- .3 Ensure persons granted access to site wear minimum personal protective equipment (PPE) specified in Contractor's Health and Safety Plan. Provide PPE to authorized persons who require access, the characteristics of which are more rigorous than minimal equipment indicated previously, and are designed specifically for construction site operations, ensure authorized persons have received training to use the PPE they wear. Ensure effectiveness of PPE provided, the characteristics of which are more rigorous than the stated minimum equipment.
- .4 Post notices and signage at entry points and at other strategic locations identifying entrance onto site to be restricted to authorized persons only. Signage must be professionally made and display internationally understood graphic symbols. Signs must not be used for advertising purposes, but for the express use of specifying information on site safety and main resource persons.
  - .1 Information to display on signage:
  - .2 Project name and description;
  - .3 Contractor name;
  - .4 Name and telephone number of project superintendent.
- .5 Secure site at all times to extent required to protect against unauthorized entry.
- .6 Contractor must provide for traffic lanes around construction site to also be used by visitors.

- .7 Contractor should keep an access way to site for PCA employees to allow for inspections.

#### **1.06 FILING OF NOTICE**

- .1 File Notice of Project with Provincial or Territorial authorities prior to beginning of Work and submit 1 (1) copy to Departmental Representative.

#### **1.07 PERMITS**

- .1 Obtain permits, licences and compliance certificates when and as frequently specified by competent authorities.
- .2 Post all permits, licences and compliance certificates on the site and provide copies to Departmental Representative.

#### **1.08 PROJECT/SITE CONDITIONS**

- .1 The following are known or potential project related health, environmental and safety hazards at site which must be properly managed if encountered during course of work:
- .1 Contractors must take into account known hazardous substances and conditions and must include in their price proposal all work that must be performed in or near the danger zone in the presence of hazardous substances.
- .2 Above list shall not be construed as being complete and inclusive of potential health, and safety hazards encountered during work. Include above items into hazard assessment process.

#### **1.09 MEETINGS**

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work. Ensure presence of Contractor's Site Superintendent. Departmental Representative must specify time, date and location of meeting and draft and distribute minutes.
- .2 Hold site-specific Health and Safety meetings as required by the Québec Act respecting occupational health and safety and the regulations made pursuant to the Act.
- .3 Draft and post in on site the minutes of all meetings. Ensure that Departmental Representative can obtain copies upon request.

#### **1.10 HEALTH AND SAFETY PLAN**

- .1 Under the Québec Act respecting occupational health and safety and the regulations made pursuant to the Act, Contractors must have a Health and Safety Plan. Compliance requirements regarding content, details and implementation of the plan are under provincial/territorial jurisdiction. For the purposes of this Contract, Health and Safety Plan must include a site-specific Health and Safety Plan that recognizes, assesses and discusses the known hazardous substances and conditions specified in 1.7 above, as well as ongoing assessments of hazards executed during performance of work, and documenting, new or eventual, unknown and previously unidentified health and safety risks.

- .2 Before commencement of work, give Departmental Representative one (1) copy of Health and Safety Plan. The copy given to Departmental Representative must serve to review the plan based on Contract requirements regarding known hazardous substances and conditions. The review must not be interpreted to suggest that Departmental Representative approves the plan as complete, accurate and legally compliant to the Québec Act respecting occupational health and safety and regulations made pursuant to the Act, and must not release Contractor of his legal obligations under said Act.

### **1.11 ACCIDENT REPORTING**

- .1 Investigate and report incidents and accidents as required under Québec Act respecting occupational health and safety, and regulations made pursuant to the Act.
- .2 For the purposes of this Contract, immediately investigate accidents or incidents involving the following situations and submit report to Departmental Representative:
  - .1 Injury requiring medical aid or not, but resulting in lost work time for the injured person(s);
  - .2 Exposure to toxic substances or chemical products;
  - .3 Material damages, and
  - .4 Interruption of operations within the infrastructure or adjacent to it likely to result in losses.
- .3 During investigation and reporting of incidents and accidents, Contractor is bound to intervene quickly in order to correct the actions deemed as being the cause of the accident or incident and must provide a written notice of measures taken to prevent the incident or accident from recurring.

### **1.12 SITE RECORDS**

- .1 Maintain on site one (1) copy of all health and safety documentation and reports specified to be produced as part of the work and received from authorities having jurisdiction.
- .2 Upon request, make available to Departmental Representative.

## **2 PRODUCTS**

### **2.01 NOT USED**

- .1 Not used.

## **3 EXECUTION**

### **3.01 NOT USED**

- .1 Not used.

**END OF SECTION**



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**Part 1            General**

**1.1                INSPECTION**

- .1        Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Work Site, allow access to such Work whenever it is in progress.
- .2        Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative.
- .3        If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4        Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Departmental Representative shall pay cost of examination and replacement.

**1.2                INDEPENDENT INSPECTION AGENCIES**

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

**1.3                ACCESS TO WORK SITE**

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

**1.4                PROCEDURES**

- .1        Notify appropriate agency and Departmental Representative in advance of requirement for tests, so that attendance arrangements can be made.
- .2        Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.

- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

## **1.5 REJECTED WORK**

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Promptly make good other Contractor's work damaged by such removals or replacements.
- .3 If the Departmental Representative judges it not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Departmental Representative.

## **1.6 REPORTS**

- .1 Submit three (3) copies of inspection and test reports to [Departmental Representative].

## **1.7 MOCK-UPS**

- .1 Prepare mock-ups for Work specifically requested in specifications. Requirements laid out in this subsection apply to all sections of the Specifications that call for the production of mock-ups.
- .2 Construct in locations acceptable to Departmental Representative as specified in specific Section.
- .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 due time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such delay will be allowed.
- .5 If requested, Departmental Representative will assist in preparing schedule of dates for preparation of mock-ups.
- .6 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

## **1.8 MILL TESTS**

- .1 Submit mill test certificates as required in Specification Sections.

## **1.9 EQUIPMENT AND SYSTEMS**

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.

**Part 2            Products**

**2.1                NOT USED**

.1                Not Used.

**Part 3            Execution**

**3.1                NOT USED**

.1                Not used.

**END OF SECTION**





**Part 1            General**

**1.1            SECTION CONTENTS**

- .1    Quality, availability, storage, handling, protection and transportation of products.
- .2    Manufacturer's instructions.
- .3    Installation, coordination and fasteners;

**1.2            PRIORITY**

- .1    In the case of Work performed for the federal government, Division 1 sections take priority over the technical specifications of the other divisions.

**1.3            RELATED SECTIONS**

- .1    Section 01 73 03 – Execution Requirements.

**1.4            REFERENCES**

- .1    Within text of each specifications section, reference may be made to reference standards.
- .2    Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3    If there is question as to whether products or systems are in conformance with applicable standards, the Ministry Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .4    Cost for such testing will be born by the Ministry Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.
- .5    If no specific date or edition is indicated, conform to most recent applicable norms.

**1.5            QUALITY**

- .1    Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality (in accordance with the specification terms) 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 the Ministry 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.

## **1.6 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 Ministry 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 Ministry Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Ministry Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

## **1.7 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 Sand for mortar and grout shall remain dry and clean. Store on wood pallets and cover with waterproof tarps 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 Replace damaged products at own expense and to satisfaction of Ministry Representative.
- .9 Touch-up damaged factory finished surfaces to Ministry Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

## **1.8 TRANSPORTATION**

- .1 Pay costs of transportation of products required in performance of Work.

## **1.9 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 Ministry Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Ministry Representative will establish course of action.

- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Ministry Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

#### **1.10 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 Ministry 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. Ministry Representative reserves right to require dismissal from site, workers deemed incompetent, negligent, insubordinate, careless or whose presence will not be permitted on the Work site.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Ministry Representative, whose decision is final.

#### **1.11 COORDINATION**

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

#### **1.12 CONCEALMENT**

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

#### **1.13 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.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

#### **1.14 LOCATION OF FIXTURES**

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

#### **1.15 FASTENINGS**

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.

- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

**1.16 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. 316 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 stainless steel washers for stainless steel sheet.

**1.17 PROTECTION OF WORK IN PROGRESS**

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

END OF SECTION

**Part 1            General**

**1.1            SECTION CONTENTS**

- .1    Exigences et restrictions regarding cutting and patching.

**1.2            PRIORITY**

- .1    In the case of Work performed for the federal government, Division 1 sections take priority over the technical specifications of the other divisions.

**1.3            RELATED SECTIONS**

- .1    Section 01 33 00 – Submittal Procedures.
- .2    Technical sections of specifications, regarding cutting and patching necessary for this project. Advise sub-trades in advance.

**1.4            REQUEST FOR CUTTING AND PATCHING WORK**

- .1    Submit written request before cutting or patching if the following may be affected:
  - .1    Structural integrity of any element.
  - .2    Integrity of waterproofed elements or elements exposed to weather.
  - .3    Effectiveness, maintenance, or safety of any functional element.
  - .4    Aesthetic qualities of visible elements.
- .2    Request must include and specify following:
  - .1    Project name.
  - .2    Location and description of affected elements.
  - .3    Explanation of need to perform cutting and patching work being requested.
  - .4    Description of work to be performed and products to be used.
  - .5    Alternative solutions.
  - .6    Written permission of other contractor.
  - .7    Date and time that work will be performed.

**1.5            MATERIALS**

- .1    Materials required to perform work identical to existing adjacent work.
- .2    Change in Materials: submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

**1.6            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.

## **1.7 EXECUTION**

- .1 Execute cutting, fitting, and patching including excavation and fill, to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 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 which will provide proper surfaces to receive patching and finishing.
- .7 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .8 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .9 Restore work with new products in accordance with requirements of Contract Documents.
- .10 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .11 At penetrations through fire-resistant walls, ceilings or floors, completely fill voids around with fireproof material over the entire thickness of the penetrated element.
- .12 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .13 Unless otherwise specified, cover all conduits, ducts, and cables in walls, ceilings or floors in finished rooms.

END OF SECTION

**Part 1            General**

**1.1                SECTION CONTENTS**

- .1    Project cleanliness
- .2    Final cleaning

**1.2                PRIORITY**

- .1    In the case of Work performed for the federal government, Division 1 sections take priority over the technical specifications of the other divisions.

**1.3                SECTIONS CONNEXES**

- .1    Section 01 77 00 - Closeout Procedures.

**1.4                PROJECT CLEANLINESS**

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

**1.5                FINAL CLEANING**

- .1    Remove waste products and debris other than that caused by others, and leave Work clean and ready for occupancy.

- .2 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .3 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.
- .4 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls and floors.
- .5 Clean lighting reflectors, lenses, and other lighting surfaces.
- .6 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .7 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .8 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .9 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .10 Remove dirt and other disfiguration from exterior surfaces.
- .11 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .12 Sweep and wash clean paved areas.
- .13 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .14 Clean roofs, downspouts, and drainage systems.
- .15 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .16 Remove snow and ice from access to building.

END OF SECTION



**Part 1 General**

**1.1 WASTE MANAGEMENT GOALS**

- .1 Prior to start of Work conduct meeting with Departmental Representative to review and discuss Contractor's proposed Waste Reduction Work plan for Construction, Renovation and /or Demolition (CRD) waste to be project generated.
- .2 Departmental Representative waste management goal: to divert a minimum 25 percent of total Project Waste from landfill site.
- .3 Target percentage goals are achievable for waste diversion. Contractor to review and confirm Departmental Representative's Waste Audit acceptable values.
- .4 Minimize amount of non-hazardous solid waste generated by project and accomplish maximum source reduction, reuse and recycling of solid waste produced by CRD activities.
- .5 Protect environment and prevent environmental pollution damage.

**1.2 REFERENCES**

- .1 Definitions
  - .1 Approved/Authorized recycling facility: waste recycler approved by applicable provincial authority or other users of material for recycling approved by the Departmental Representative.
  - .2 Class III: non-hazardous waste - construction renovation and demolition waste.
  - .3 Construction, Renovation and/or Demolition (CRD) Waste: Class III solid, non-hazardous waste materials generated during construction, demolition, and/or renovation activities.
  - .4 Cost/Revenue Analysis Workplan (CRAW): based on information from Waste Reduction Workplan, and intended as financial tracking tool for determining economic status of waste management practices (Schedule E).
  - .5 Inert Fill: inert waste - exclusively asphalt and concrete.
  - .6 Waste Source Separation Program (WSSP): implementation and co-ordination of ongoing activities to ensure designated waste materials will be sorted into pre-defined categories and sent for recycling and reuse, maximizing diversion and potential to reduce disposal costs.
  - .7 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
  - .8 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
  - .9 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
  - .10 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
    - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.

- .2 Returning reusable items including pallets or unused products to vendors.
- .11 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .12 Separate Condition: refers to waste sorted into individual types.
- .13 Source Separation: act of keeping different types of waste materials separate beginning from the point they became waste.
- .14 Waste Audit (WA): detailed inventory of estimated quantities of waste materials that will be generated during construction, demolition, deconstruction and/or renovation. Involves quantifying by volume/weight amounts of materials and wastes that will be reused, recycled or landfilled.
- .15 Waste Diversion Report: detailed report of final results, quantifying cumulative weights and percentages of waste materials reused, recycled and landfilled over course of project. Measures success against Waste Reduction Workplan (WRW) goals and identifies lessons learned.
- .16 Waste Management Co-ordinator (WMC): contractor representative responsible for supervising waste management activities as well as co-ordinating required submittal and reporting requirements.
- .17 Waste Reduction Workplan (WRW): written report that addresses opportunities for reduction, reuse, or recycling of materials generated by project. Specifies diversion goals, implementation and reporting procedures, anticipated results and responsibilities. Waste Reduction Workplan information acquired from Waste Audit.

### **1.3 DOCUMENTS**

- .1 Post and maintain in visible and accessible area at job site, one copy of following documents:
  - .1 Waste Audit.

### **1.4 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare and submit following prior to project start-up.
  - .1 One (1) copy and one (1) electronic copy of completed Waste Audit (WA).
- .3 Prepare and submit on monthly basis, throughout project or at intervals agreed to by Departmental Representative the following:
  - .1 Receipts, scale tickets, waybills, and/or waste disposal receipts that show quantities and types of materials reused, recycled, or disposed of.
  - .2 Updated Waste Materials Tracking form.
  - .3 Written monthly summary report detailing cumulative amounts of waste materials reused, recycled and landfilled, and brief status of ongoing waste management activities.
- .4 Submit prior to final payment the following:
  - .1 Waste Diversion Report, indicating final quantities [in tones] by material types salvaged for reuse, recycling or disposal in landfill and recycling centres, re-use depots, landfills and other waste processors that received waste materials.
  - .2 Provide receipts, scale tickets, waybills, waste disposal receipts that confirm quantities and types of materials reused, recycled or disposed of and destination.

## **1.5 WASTE AUDIT (WA)**

- .1 Departmental Representative will prepare WA prior to project start-up. WA will be provided with bid documentation (Schedule A).
- .2 WA provides detailed inventory, estimated quantities and types of waste materials that will be generated as well as their potential to be reused and/or recycled and project's waste diversion goals and objectives.
- .3 After award of contract, contractor to review WA and confirm that anticipated quantities of waste generated are accurate and goals achievable.
- .4 If after review, contractor determines that indicated quantities or opportunities in WA are not accurate or achievable, contractor to provide written details of discrepancies and revised quantities for areas of concern. Contractor to meet with Departmental Representative to review and justify revisions.
- .5 Post on-site WA where contractor and sub-contractors are able to review content.

## **1.6 WASTE REDUCTION WORKPLAN (WRW)**

- .1 Prepare and submit WRW (Schedule B) at least 10 days prior to project start-up.
- .2 WRW identifies strategies to optimize diversion through reduction, reuse, and recycling of materials and comply with applicable regulations, based on information acquired from WA.
- .3 WRW should include but not limited to:
  - .1 Applicable regulations.
  - .2 Specific goals for waste reduction identify existing barriers and develop strategies to overcome them.
  - .3 Destination of materials identified.
  - .4 Deconstruction/disassembly techniques and schedules.
  - .5 Methods to collect, separate, and reduce generated wastes.
  - .6 Location of waste bins on-site.
  - .7 Security of on-site stock piles and waste bins.
  - .8 Protection of personnel, sub-contractors.
  - .9 Clear labelling of storage areas.
  - .10 Training plan for contractor and sub-contractors.
  - .11 Methods to track and report results reliably (Schedule D).
  - .12 Details on materials handling and removal procedures.
  - .13 Recycler and reclaimer requirements.
  - .14 Quantities of materials to be salvaged for reuse or recycled and materials sent to landfill.
  - .15 Requirements for monitoring on-site wastes management activities.
- .4 Structure WRW to prioritize actions and follow 3R's hierarchy, with Reduction as first priority, followed by Reuse, then Recycle.
- .5 Post WRW or summary on site where workers are able to review content.
- .6 Monitor and report on waste reduction by documenting total volume (in tonnes) and cost of actual waste removed from project (Schedule D).

## **1.7 USE OF SITE AND FACILITIES**

- .1 Execute Work with minimal interference and disturbance to normal use of premises.
- .2 Maintain security measures established by facility provide temporary security measures approved by Departmental Representative.

## **1.8 WASTE PROCESSING SITES**

- .1 Contractor is responsible to research and locate waste diversion resources and service providers. Salvaged materials are to be transported off site to approved and/or authorized recycling facilities or to users of material for recycling.

## **1.9 USE OF SITE AND FACILITIES**

- .1 After award of Contract, a mandatory site examination will be held for this Project for Contractor responsible for construction, renovation demolition/deconstruction waste management.
  - .1 Departmental Representative will arrange date, time and location.

## **1.10 STORAGE, HANDLING AND PROTECTION**

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by Departmental Representative.
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed and salvaged materials from movement or damage.
- .6 Support affected structures. If safety of building is endangered, cease operations and immediately notify Departmental Representative.
- .7 Provide on-site facilities and containers for collection and storage of reusable and recyclable materials.
- .8 Separate and store materials produced during project in designated areas.
- .9 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated processing facilities.
  - .1 On-site source separation is recommended.
  - .2 Remove co-mingled materials to off site processing facility for separation.
  - .3 Obtain waybills, receipts and/or scale tickets for separated materials removed from site.
  - .4 Materials reused on-site are considered to be diverted from landfill and as such are to be included in all reporting.
- .10 Cover or contain reusable and recyclable material to prevent any from being blown away,

colliding with an airplane or affecting air visibility.

- .11 Keep materials in closed containers, inaccessible to birds.

### **1.11 DISPOSAL OF WASTES**

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil, paint thinner into waterways, storm, or sanitary sewers.
- .3 Keep records of construction waste including:
  - .1 Number and size of bins.
  - .2 Waste type of each bin.
  - .3 Total tonnage generated.
  - .4 Tonnage reused or recycled.
  - .5 Reused or recycled waste destination.
- .4 Remove materials on-site as Work progresses.
- .5 Prepare project summary to verify destination and quantities on a material-by-material basis as identified in the Waste Audit.

### **1.12 SCHEDULING**

- .1 Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

### **3.1 GENERAL**

- .1 Do Work in compliance with WRW.
- .2 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

### **3.2 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - 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.

- .2 Waste Management: separate waste materials for recycling in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.
  - .2 Source separate materials to be reused/recycled into specified sort areas.

### 3.3 MAIN ENVIRONMENTAL AUTHORITIES

- .1 Ministère du Développement durable, Environnement et Lutttes contre les changements climatiques, 675, boulevard René-Lévesque Est, Québec (Québec) G1R 5V7 Tél. : 1 800 561-1616
- .2 Ministère du développement Ministère du développement durable, de l'environnement et des Parcs: *Québec Residual Materials Management Policy 1998-2008*
- .3 RECYC-QUÉBEC: Répertoire québécois des récupérateurs, recycleurs et valorisateurs  
<http://www.recyc-quebec.gouv.qc.ca/client/fr/repertoires/rep-recuperateurs.asp>
- .4 Public Services and Procurement Canada: Sustainable Development Strategy 2017-2020.
- .5 Conseil de la conservation et de l'environnement, 800, Place d'Youville, 19<sup>ème</sup> étage, Québec QC G1R 3P4 Tél. : (418) 643-3818.
- .6 Service de l'ingénierie et division de l'environnement, Ville de Sept-Îles, 601, boul. des Montagnais, Sept-Îles, QC, G4R 2R4 Tél. (418) 964-3225

**END OF SECTION**

**Part 1            General**

**1.1                SECTION CONTENTS**

- .1            Administrative requirements prior to the preliminary and final inspections.

**1.2                PRIORITY**

- .1            In the case of Work performed for the federal government, Division 1 sections take priority over the technical specifications of the other divisions.

**1.3                RELATED SECTIONS**

- .1            Section 01 78 00 – Closeout Submittals.

**1.4                INSPECTION AND DECLARATION**

- .1            Contractor's Inspection: Contractor and sub-contractors must inspect their work, identify defects and make necessary repairs to ensure conformance to contract documents.
  - .1            Notify Ministry Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2            Request Ministry Representative's Inspection.
- .2            Ministry Representative's Inspection: the Ministry Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor to correct Work accordingly.
- .3            Completion: submit written certificate that following have been performed:
  - .1            Work has been completed and inspected for compliance with Contract Documents.
  - .2            Defects have been corrected and deficiencies have been completed.
  - .3            Equipment and systems have been tested, set-up and calibrated, and are completely operational.
  - .4            Certificates required by utility companies have been submitted.
  - .5            Work is complete and ready for final inspection.
- .4            Final Inspection: when items noted above are completed, request final inspection of Work by Departmental Representative, and Contractor. If Work is deemed incomplete by Ministry Representative, complete outstanding items and request reinspection.

END OF SECTION





**Part 1            General**

**1.1                SECTION CONTENTS**

- .1    Project file, samples and specification.
- .2    Materials and Equipment.
- .3    Product data, samples, materials and related information.
- .4    Spare parts, maintenance materials and special tools.
- .5    Warranties and bonds.

**1.2                PRIORITY**

- .1    In the case of Work performed for the federal government, Division 1 sections take priority over the technical specifications of the other divisions.

**1.3                SUBMITTALS**

- .1    Instructions to be prepared by competent persons with necessary knowledge of operation and maintenance of products or systems described.
- .2    Copy will be returned after final inspection, with Ministry Representative's comments.
- .3    Revise content of documents as required prior to final submittal.
- .4    Two (2) weeks prior to Substantial Performance of the Work, submit to the Ministry Representative, two (2) final copies of operating and maintenance manuals in French.
- .5    Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .6    Furnish evidence, if requested, for type, source and quality of products provided.
- .7    Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .8    Pay costs of transportation.
- .9    When existing equipment is dismantled or replaced, the existing blue lamicoids on the equipment must be handed to the Ministry Representative.

**1.4                FORMAT**

- .1    Organize data as instructional manual.
- .2    Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3    When multiple binders are used correlate data into related consistent groupings. 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. Bind in with text; fold larger drawings to size of text pages.

## **1.5 CONTENTS - EACH VOLUME**

- .1 Table of Contents: provide title of project
  - .1 Addresses and telephone numbers of Ministry Representative and Contractor name of responsible parties.
  - .2 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. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

## **1.6 AS-BUILTS AND SAMPLES**

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

## **1.7 RECORDING ACTUAL SITE CONDITIONS (AS BUILT)**

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Ministry Representative.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
  - .1 Field changes of dimension and detail.
  - .2 Changes made by change orders.
  - .3 Details not on original Contract Drawings.
  - .4 References to related shop drawings and modifications.

## **1.8 EQUIPMENT AND SYSTEMS**

- .1 For each item of equipment and each system: Include description of unit or system, and component parts. Give function, normal operation characteristics and limiting conditions. 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 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .4 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .5 Provide servicing and lubrication schedule, and list of lubricants required.
- .6 Include manufacturer's printed operation and maintenance instructions.
- .7 Include sequence of operation by controls manufacturer.
- .8 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .9 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .10 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .11 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 color and texture designations. Give the information necessary to order special products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Additional requirements: as specified in individual specifications sections.
- .4 Collaborate with Ministry Representative in work scheduling to reduce conflicts and facilitate site use by CSC.

**1.10 STORAGE, HANDLING AND PROTECTION**

- .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 to satisfaction of Ministry Representative.

**1.11 WARRANTIES AND BONDS**

- .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 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .4 Verify that documents are in proper form, contain full information, and are notarized.

END OF SECTION