

PART 1 - GENERAL**1.1 RELATED REQUIREMENTS**

- .1 Section 02 41 00.08 – Demolition - Minor Works.
- .2 Section 05 50 00 – Metal Fabrications.
- .3 Section 06 40 00 – Architectural Woodwork
- .4 Section 07 84 00 – Fire-Stopping.
- .5 Section 08 80 50 – Glazing.
- .6 Section 09 21 99 – Partitions for Minor Works.
- .7 Section 09 51 99 – Acoustical Ceilings for Minor Works.
- .8 Section 09 63 40 – Stone Flooring.
- .9 Section 09 65 19 – Resilient Tile Flooring.
- .10 Section 09 91 99 – Painting for Minor Works.

1.2 REFERENCE STANDARDS

- .1 Not Used.

1.3 ADMINISTRATIVE

- .1 Submit to Consultant submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
 - .2 Do not proceed with Work affected by submittal until review is complete.
 - .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
 - .4 Where items or information is not produced in SI Metric units converted values are acceptable.
 - .5 Review submittals prior to submission to Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
 - .6 Notify Departmental Representative in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
 - .7 Verify field measurements and affected adjacent Work are co-ordinated.
 - .8 Contractor's responsibility for errors and omissions in submission is not relieved by Consultant's review of submittals.
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2021-01-19

Page 2

- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consultant's review.
- .10 Keep one reviewed copy of each submission on site.

1.4 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
 - .2 Submit drawings stamped and signed by professional engineer registered or licensed in the province of Quebec, Canada.
 - .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
 - .4 Allow 10 days for Consultant's review of each submission.
 - .5 Adjustments made on shop drawings by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
 - .6 Make changes in shop drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of revisions other than those requested.
 - .7 Accompany submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
 - .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
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- .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
 - .9 After Consultant's review, distribute copies.
 - .10 Submit (1) electronic copy of shop drawings for each requirement requested in specification Sections and as Consultant may reasonably request.
 - .11 Submit (1) electronic copy of product data sheets or brochures for requirements requested in specification Sections and as requested by Consultant where shop drawings will not be prepared due to standardized manufacture of product.
 - .12 Submit (1) electronic copy of test reports for requirements requested in specification Sections and as requested by Consultant.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within (3) years of date of contract award for project.
 - .13 Submit (1) electronic copy of certificates for requirements requested in specification Sections and as requested by Consultant.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
 - .14 Submit (1) electronic copy of manufacturer's instructions for requirements requested in specification Sections and as requested by Consultant.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
 - .15 Submit (1) electronic copy of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Consultant.
 - .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
 - .17 Submit (1) electronic copy of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Consultant.
 - .18 Delete information not applicable to project.
 - .19 Supplement standard information to provide details applicable to project.
 - .20 If upon review by Consultant, no errors or omissions are discovered or if only minor corrections are made, electronic copy will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
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- .21 The review of shop drawings by the Consultant is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that the Consultant approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.5 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 Consultant's business address.
- .3 Notify Consultant 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 Consultant] are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .6 Make changes in samples which Consultant may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.6 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit (1) electronic copy of colour digital photography in jpg format, standard resolution monthly with progress statement and as directed by Consultant.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 20 photos per day.
- .4 Frequency of photographic documentation: as needed and monthly and as directed by Consultant.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not Used.
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2021-01-19

Page 5

PART 3 - EXECUTION

3.1 NOT USED

.1 Not Used.

END OF SECTION