

Part 1 General

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises of renovating approximately 1257 m² ESDC/PPT suite plus 209 m² of surplus floor space on the main floor of an occupied building. The Work will need to be constructed in phases due to the continued occupancy of the building. The Work also includes minor renovations within the basement area and second floor. The project is located in Regina, Saskatchewan and further identified as ESDC – PPT Regina Amalgamation.
- .2 During demolition and construction, the Contractor will be responsible for protection of all existing items (electronics, mechanical equipment, electrical equipment, wall finishes, floor finishes, ceiling finishes, façade, soffits, etc) that remain in the work areas and areas adjacent to the work area during demolition and construction.
- .3 Supply and installation of new security system for tenant space. Refer to drawing Z1 and security specification appended to these documents.

1.2 CONTRACT METHOD

- .1 Construct Work under stipulated price contract.
- .2 Relations and responsibilities between assigned by Departmental Representative are as defined in Conditions of Contract.

1.3 WORK BY OTHERS

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from Departmental Representative.
- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Departmental Representative, in writing, any defects which may interfere with proper execution of Work.
- .3 Work by others includes:
 - .1 Main floor window replacement to former bank space in southwest corner. Work is scheduled to be completed by March 31, 2021.
 - .2 Roof membrane replacement over the former bank space in the southwest corner.
 - .3 Communications/Data cabling and connection and LAN Room equipment.

1.4 WORK SEQUENCE

- .1 Construct Work in stages to accommodate Departmental Representative's continued use of premises during construction.
 - .1 Phases of Work are generally described on drawings.
 - .2 Prioritize Work as indicated by phase sequence shown on drawings.
 - .3 Work in Room 170.1 (north area of former bank space) and work in basement are last priority in sequence of work.

- .2 Co-ordinate Progress Schedule and co-ordinate with Departmental Representative Occupancy during construction.
- .3 Construct Work in stages to provide for continuous public usage. Do not close off public usage of facilities until use of one stage of Work will provide alternate usage.
- .4 Maintain fire access/control.

1.5 WORK RESTRICTIONS

- .1 Refer to Section 01 14 00 Work Restrictions.

1.6 CONTRACTOR USE OF PREMISES

- .1 Restricted use of site until Substantial Performance.
- .2 Limit use of premises for Work, for access, and for storage, to allow:
 - .1 Departmental Representative occupancy.
 - .2 Work by other contractors.
 - .3 Public usage.
- .3 Co-ordinate use of premises under direction of Departmental Representative.
- .4 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .5 Obtain and pay for power, water, electricity, and propane as necessary.
- .6 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .7 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Departmental Representative.
- .8 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.7 THIRD PARTY WORK PERMIT

- .1 Special forms, as required by Property Management, during the course of this Work include the following:
 - .1 Third Party Work Notification Permit.

1.8 DEPARTMENTAL REPRESENTATIVE OCCUPANCY

- .1 Departmental Representative will occupy the premises during entire construction period for execution of normal operations. With the exception of the following vacant spaces.
- .2 The following spaces will be vacant at the commencement of the project.
 - .1 Room 170.1
 - .2 Suite of rooms 150.13 through 150.20
- .3 The following spaces will be available, but may still have furniture in it, as of September 30, 2021.

- .1 Suite of rooms 150.4 through 150.12
- .4 Co-operate with Departmental Representative in scheduling operations to minimize conflict and to facilitate Departmental Representative usage.
- .5 Schedule and substantially complete designated portions of Work for Departmental Representative's occupancy prior to Substantial Performance of entire Work.
 - .1 Suite of rooms 150.13 through 150.20
 - .2 Room 150.4 and suite of rooms 150.6 through 150.12
- .6 Departmental Representative will occupy designated areas for purpose of continued operation.
 - .1 Suite of rooms 150.1, 150.2, 150.3, 150.5. A portion of this is an existing means of egress corridor that will need to remain in place until the new exit corridor 105.1 is completed.
 - .2 The area that will be renovated within the Basement floor level will be occupied during renovations.

1.9 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

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

1.10 EXISTING SERVICES

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 72 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
- .3 Provide alternative routes for personnel, pedestrian, and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.

- .7 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .8 Where unknown services are encountered, immediately advise Departmental Representative, and confirm findings in writing.
- .9 Protect, relocate, or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .10 Record locations of maintained, re-routed, and abandoned service lines.
- .11 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.11 PERMITS AND FEES

- .1 Departmental Representative shall apply for the building permits.
- .2 Contractor shall obtain and pay for all building permits.
- .3 Contractor shall obtain and pay for all other permits, licences, certificates, fees, and government inspections or notices required for the performance of the Work. Note: Permit drawings are the property of the Departmental Representative.
- .4 Contractor to forward "approved" permit drawings and a copy of the building permit to the Departmental Representative prior to the submission of the first request for progress payment.

1.12 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each document as follows:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed Shop Drawings.
 - .5 List of Outstanding Shop Drawings.
 - .6 Change Orders.
 - .7 Other Modifications to Contract.
 - .8 Field Test Reports, System Components List complete with Commissioning Verification Forms and Check Sheets and Commissioning Issues/Resolution Log.
 - .9 Copy of Approved Work Schedule.
 - .10 Health and Safety Plan and Other Safety Related Documents.
 - .11 Other documents as specified.

1.13 APPROVAL REQUIREMENTS THROUGHOUT THE SPECIFICATIONS

- .1 Any reference to the Consultant approving, accepting, giving written consent, or any other similar approval terminology used throughout the specifications is hereby revised to the Departmental Representative approving, accepting, giving written consent, or giving any other type of approval during the course of the Agreement.

END OF SECTION

Part 1 General

1.1 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.
- .2 Maintain access to all of the entrances.
- .3 Maintain required exiting through duration of construction.

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 Use only elevators, existing in building for moving workers and material.
 - .1 Use only with Departmental Representative's approval.
 - .2 Protect walls of passenger elevators, to approval of Departmental Representative prior to use.
 - .3 Accept liability for damage, safety of equipment and overloading of existing equipment.
- .5 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, and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.4 SPECIAL WORK RESTRICTION REQUIREMENTS

- .1 Work in the following spaces shall be done outside of normal operating hours of 08:00 to 18:00 hours.
 - .1 Spaces include: Suite of rooms 150.1, 150.2, 150.3, 150.5.
- .2 Deliver materials during hours approved by Departmental Representative.

1.5 SECURITY

- .1 Where security has been reduced by Work of Contract, provide temporary means to maintain security.
- .2 Security clearances:
 - .1 Personnel employed on this project will be subject to security check. Security documentation to be provided upon contract award.

- .2 Obtain requisite clearance, as instructed, for each individual required to enter premises.
- .3 Departmental Representative reserves the right to deny access to any facility / site or part thereof to any Contractor personnel, at any time.
- .4 All access to the building is to be through a designated entrance.
- .3 Security escort:
 - .1 The General Contractor must retain and pay for Commissionaire presence on site whenever Work is taking place in occupied spaces after regular working hours.
 - .2 Limit access into operational areas to after regular operating hours.
- .3 LAN Room and restricted room access:
 - .1 Once completed and operational, access to the LAN or restricted rooms will require a security escort.
 - .2 A commissionaire or a designated government employee, who hold a valid Reliability Security clearance must escort the General Contractor or trades.

1.6 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. No smoking will be allowed in or around the building. Smoking is allowed only in areas indicated by Departmental Representative.

END OF SECTION

Part 1 General

1.1 CASH ALLOWANCES

- .1 Include in Contract Price specified cash allowances.
- .2 Cash allowances, unless otherwise specified, cover net cost to Contractor of services, products, construction machinery and equipment, freight, handling, unloading, storage installation, and other authorized expenses incurred in performing Work.
- .3 Contract Price, and not cash allowance, includes Contractor's overhead and profit in connection with such cash allowance and include all coordination of the work in order to expedite the work associated with the cash allowance, including work of Subcontractors.
- .4 Contract Price will be adjusted by written order to provide for excess or deficit to each cash allowance.
- .5 Where costs under a cash allowance exceed amount of allowance, Contractor will be compensated for excess incurred and substantiated plus allowance for overhead and profit as set out in Contract Documents. The Contractor shall obtain the Departmental Representative's prior, written approval to exceed a cash allowance. If the total of all cash allowances is not fully expended that amount will be deducted from the Contract Price. The Departmental Representative may call or require the Contractor to call for competitive bids for all Work funded by the cash allowances.
- .6 Include progress payments on accounts of work authorized under cash allowances in Departmental Representative's monthly certificate for payment.
- .7 Prepare schedule jointly with Departmental Representative and Contractor to show when items called for under cash allowances must be authorized by Departmental Representative for ordering purposes so that progress of Work will not be delayed.
- .8 List the amount of each allowance, for each work specified as follows:
 - .1 Cash allowance #1, include an allowance of \$120,000.00 for a sub-contract with an approved security vendor for the purchase and installation of compatible security equipment.
 - .1 Security System Component Floor Plans and Security Design Brief, will be provided to the successful proponent, once a valid reliability security clearance is applied for and granted.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work and at the call of Departmental Representative.
- .2 Provide physical space and make arrangements for meetings.
- .3 General Contractor shall chair meetings and prepare agenda. General Contractor shall record and distribute all meeting minutes, significant proceedings, and significant decisions.
- .4 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 10 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Consultant, Contractor, and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Section 01 32 16.19 - Construction Progress Schedule - Bar (GANTT) Chart.
 - .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .5 Delivery schedule of specified equipment.
 - .6 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .8 Departmental Representative provided products.
 - .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
 - .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
 - .12 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .13 Appointment of inspection and testing agencies or firms.
 - .14 Insurances, transcript of policies.

1.3 PROGRESS MEETINGS

- .1 During course of Work, progress meetings will be held on a bi-weekly basis. Schedule to be determined.
- .2 Contractor, major Subcontractors involved in Work, Departmental Representative, and Consultants are to be in attendance.
- .3 General Contractor will record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 working days after meeting.
- .4 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.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

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

1.2 REQUIREMENTS

- .1 Ensure Project Schedule 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 ACTION AND INFORMATIONAL SUBMITTALS

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

- .2 Submit to Departmental Representative within 7 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 Project milestones will be identified through discussion with the General Contractor and Departmental Representative at the outset of the project.

1.5 PROJECT SCHEDULE

- .1 Develop detailed Project Schedule and sStructure schedule to allow orderly planning, organizing, and execution of Work as Bar Chart (GANTT).
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows. Indicate activities in phases:
 - .1 Award.
 - .2 Shop Drawings, Samples.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Interior Architecture (Walls, Floors and Ceiling).
 - .6 Plumbing
 - .7 Lighting.
 - .8 Electrical.
 - .9 Controls.
 - .10 Heating, Ventilating, and Air Conditioning.
 - .11 Millwork.
 - .12 Fire Systems.
 - .13 Testing and Commissioning.
 - .14 Supplied equipment long delivery items.
 - .15 Departmental Representative supplied furniture and equipment.
 - .16 Departmental Representative provided systems.

1.6 PROJECT SCHEDULE REPORTING

- .1 Update Project Schedule on bi-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.

1.7 PROJECT MEETINGS

- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule

are those with projected start or completion dates later than current approved dates shown on baseline schedule.

- .2 Weather related delays with their remedial measures will be discussed and negotiated.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

- .1 Submit to Departmental Representative 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 Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated, and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Departmental Representative, 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 Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .10 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit where required in the specifications, shops drawings stamped and signed by professional engineer registered or licensed in the Province of Saskatchewan, 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 7 days for Departmental Representative's review of each submission.

- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .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.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .9 After Departmental Representative's review, distribute copies.
- .10 Submit electronic copies of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.

- .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory 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 5 years of date of contract award for project.
- .13 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of project contract complete with project name.
- .14 Submit electronic copies of manufacturers instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system, or material, including special notices and Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .21 The review of shop drawings by Departmental Representative is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that Departmental Representative 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.

- .22 Electronic submission of Shop Drawings
 - .1 General Contractor to review shop drawing and place their electronic stamp signifying review.
 - .2 General Contractor to email all shop drawings to Architect with copy to Engineering Consultant as applicable.
 - .3 Engineering Consultant to review and place their electronic stamp / marks up, then email to Architect only (Engineering Consultant will not copy anyone else).
 - .4 Architect to check for coordination and transmit reviewed shop drawings by email to General Contractor.

1.3 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 Departmental Representative's business address.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples which Departmental 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.

1.4 MOCK-UPS

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

1.5 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, standard resolution as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Frequency of photographic documentation: to coincide with monthly progress applications and as directed by Departmental Representative.

1.6 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
- .3 Province of Saskatchewan
 - .1 Occupational Health and Safety Act, 1993, S.S. – Latest edition.
- .4 COVID-19 Government of Canada Recommendations:
 - .1 Link: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>.
- .5 COVID-19 Government of Saskatchewan Recommendation:
 - .1 Link: <https://www.saskatchewan.ca/government>

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit 1 copy of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS Safety Data Sheets (SDS) in accordance with Section 01 33 00 – Submittal Procedures and Section 02 81 00 - Hazardous Materials.
- .7 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 7 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 5 days after receipt of comments from Departmental Representative.
- .8 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.

- .10 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.3 FILING OF NOTICE

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

1.4 SAFETY ASSESSMENT

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

1.5 MEETINGS

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

1.6 REGULATORY REQUIREMENTS

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

1.7 GENERAL REQUIREMENTS

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

1.8 RESPONSIBILITY

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

1.9 COMPLIANCE REQUIREMENTS

- .1 Comply with Saskatchewan Occupational Health and Safety Regulations, latest edition.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.10 UNFORSEEN HAZARDS

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of the Province of Saskatchewan having jurisdiction and advise Departmental Representative verbally and in writing.
- .2 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, advise Health and Safety co-ordinator or Safety Officer and follow

procedures in accordance with Acts and Regulations of the Province of Saskatchewan having jurisdiction and advise Departmental Representative verbally and in writing.

1.11 HEALTH AND SAFETY CO-ORDINATOR

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

1.12 POSTING OF DOCUMENTS

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

1.13 CORRECTION OF NON-COMPLIANCE

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

1.14 WORK STOPPAGE

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

1.15 COVID-19 HEALTH REQUIREMENTS

- .1 Contractors are to follow Federal and Provincial Health recommendations as noted in References. This includes but not limited to social distancing, staying home if sick, and wearing PPE.
- .2 Contractors will be required to fill out a daily COVID-19 questionnaire & get their body temperature tested daily prior to the commissioners providing them a security pass & having access to the building.
- .3 Contractors are required to wear gloves & masks at all times when working in the building. It is the Contractor responsibility to provide PPE equipment.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE

- .1 This Section references to laws, by laws, ordinances, rules, regulations, codes, orders of Authority Having Jurisdiction, and other legally enforceable requirements applicable to Work and that are; or become, in force during performance of Work.

1.2 REFERENCES TO REGULATORY REQUIREMENTS

- .1 Department of Justice Canada (Jus)
 - .1 SOR/2018-196 Prohibition of Asbestos and Products Containing Asbestos Regulations.
- .2 Perform Work in accordance with National Building Code of Canada (NBC) 2015 including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .3 Specific design and performance requirements listed in specifications or indicated on Drawings may exceed minimum requirements established by referenced Building Code; these requirements will govern over the minimum requirements listed in Building Code
 - .1 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.3 HAZARDOUS MATERIAL DISCOVERY

- .1 Asbestos: demolition of spray or trowel-applied asbestos is hazardous to health. Stop work immediately when material resembling spray, trowel-applied asbestos or if Zonalite type of block filler is encountered during demolition work. Notify Departmental Representative.
- .2 PCB: Polychlorinated Biphenyl: stop work immediately when material resembling Polychlorinated Biphenyl is encountered during demolition work. Notify Departmental Representative.
- .3 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Departmental Representative.

1.4 BUILDING SMOKING ENVIRONMENT

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

1.5 QUALITY ASSURANCE

- .1 Regulatory Requirements: Except as otherwise specified, Contractor shall apply for, obtain, and pay fees associated with, permits, licenses, certificates, and approvals required by regulatory requirements and Contract Documents, based on General Conditions of Contract.

1.6

PERMITS

.1 Building Permit:

- .1 Departmental Representative shall apply for the building permit. Contractor shall obtain and pay for the building permit on behalf of Departmental Representative, and other permits required for Work and its various parts.
- .2 Contractor shall display building permit and other permits in a conspicuous location at Place of Work.

END OF SECTION

Part 1 General

1.1 INSPECTION

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

1.2 INDEPENDENT INSPECTION AGENCIES

- .1 All testing required to meet the specifications in Quality Control testing to be carried out by a certified material testing laboratory engaged and paid for by the Contractor.
- .2 Independent Inspection/Testing Agencies may be engaged by Departmental Representative for purpose of random inspecting and/or testing portions of Work for quality assurance. Cost of such services will be borne by Departmental Representative.
- .3 Provide equipment required for executing inspection and testing by appointed agencies.
- .4 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .5 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 retesting and reinspection.

1.3 ACCESS TO WORK

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

1.4 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.

- .2 Submit samples 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 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in opinion of Departmental Representative, it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Departmental Representative will 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 electronic copy of inspection and test reports to Departmental Representative in PDF format.
- .2 Provide copies to manufacturer or fabricator of material being inspected or tested and subcontractor of work being inspected or tested.

1.7 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested in the Contract Documents.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Departmental Representative and may be authorized as recoverable.

1.8 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations as specified in specific Section and acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Departmental Representative will assist in preparing schedule fixing dates for preparation.

- .6 Remove mock-up at conclusion of Work or when acceptable to Departmental Representative.
- .7 Mock-ups may remain as part of Work.
- .8 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.9 MILL TESTS

- .1 Submit mill test certificates as requested and required of specification Sections.

1.10 EQUIPMENT AND SYSTEMS

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

END OF SECTION

Part 1 General

1.1 ACTION AND INFORMATIONAL SUBMITTALS

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

1.2 INSTALLATION AND REMOVAL

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

1.3 WATER SUPPLY

- .1 Departmental Representative may provide continuous supply of potable water for construction use. Departmental Representative has the right to limit water usage if it is deemed that excessive amounts of water are being used.

1.4 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heating required during construction period, including attendance, maintenance, and fuel.
- .2 Construction heaters used inside building must be vented to outside or be flameless (vent free) type. Solid fuel salamanders are not permitted.
- .3 Provide temporary heat and ventilation in enclosed areas as required to:
 - .1 Facilitate progress of Work.
 - .2 Protect Work and products against dampness and cold.
 - .3 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .4 Maintain temperatures of minimum 15 degrees Celsius in areas where construction is in progress.
- .5 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours, or gases in areas occupied during construction.
 - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
 - .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
 - .4 Ventilate storage spaces containing hazardous or volatile materials.
 - .5 Ventilate temporary sanitary facilities.
 - .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.

- .6 Permanent heating system of building, may be used when available and with permission of the Departmental Representative. Be responsible for damage to heating system if use is permitted.
- .7 On completion of Work for which permanent heating system is used, replace filters (where applicable), and clean.
- .8 Ensure Date of Substantial Performance and Warranties for heating system components do not start until entire system is in as near original condition as possible and is certified by Departmental Representative.
- .9 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.
- .10 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.5 TEMPORARY POWER AND LIGHT

- .1 Provide and maintain temporary lighting throughout project. Existing lighting and power system may be utilized with permission of Departmental Representative.
- .2 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative, provided that guarantees are not affected.
 - .1 Repair damage to electrical system caused by use under this Contract.
 - .2 Replace lamps that have been used for more than 3 months.

1.6 TEMPORARY COMMUNICATION FACILITIES

- .1 Provide and pay for temporary telephone and data hook up, lines, and equipment necessary for own use and use of Departmental Representative.

1.7 FIRE PROTECTION

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

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CSA S269.2-16, Access Scaffolding for Construction Purposes.
 - .2 CAN/CSA-Z321-96 (R2006), Signs and Symbols for the Occupational Environment.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

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

1.3 INSTALLATION AND REMOVAL

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.4 SCAFFOLDING

- .1 Scaffolding in accordance with CSA S269.2.
- .2 Provide and maintain scaffolding, platforms, ramps, and ladders.

1.5 HOISTING

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

1.6 ELEVATORS

- .1 Designated existing elevators may be used by construction personnel and transporting of materials. Co-ordinate use with Building Manager.
- .2 Provide protective coverings for finish surfaces of cars and entrances.

1.7 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.8 CONSTRUCTION PARKING

- .1 Parking may be provided adjacent to the site, but would be limited.

1.9 SECURITY

- .1 Provide and pay for Commissionaire security personnel for duration of the Work. Refer to Section 01 14 00 - Work Restrictions.

1.10 OFFICES

- .1 Provide and maintain, during the entire progress of the Work, a suitable office on the site, for own use, with suitable tables or benches for the examination of drawings, specifications, etc., and where all notices and instructions from the Departmental Representative and Consultants may be received and acknowledged. Provide suitable meeting space for site meetings. Provide adequate heating, ventilating, and lighting. Location of these offices to be coordinated with Departmental Representative.
- .2 Provide marked and fully stocked first-aid case in a readily available location.

1.11 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.

1.12 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.
- .3 Contractor shall be responsible for cleaning and maintenance of designated facilities.

1.13 CONSTRUCTION SIGNAGE

- .1 No signs or advertisements, other than warning signs, are permitted on site.
- .2 Signs and notices for safety and instruction in both official languages Graphic symbols to CAN/CSA-Z321.
- .3 Maintain approved signs and notices in good condition for duration of project and dispose of off site on completion of project or earlier if directed by Departmental Representative.

1.14 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Maintain and protect traffic on affected roads during construction period.
- .2 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
- .3 Protect travelling public from damage to person and property.
- .4 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .5 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.

- .6 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of traffic.
- .7 Dust control: adequate to ensure safe operation at all times.
- .8 Coordinate all street use, temporary disruption of metered parking and diversion of traffic with City of Regina. Obtain and pay for all traffic related permits.

1.15 CLEAN-UP

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

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CSA O121-17, Douglas Fir Plywood.

1.2 INSTALLATION AND REMOVAL

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

1.3 HOARDING

- .1 Erect temporary enclosures using 38 x 89 mm construction grade lumber or 92 mm metal stud framing and 13 mm gypsum board to CSA O121. 13, plywood to be installed between the framing and gypsum board where additional security requirements are required. Confirm with Departmental Representative where additional security hoarding is required to maintain client operations.

1.4 GUARD RAILS AND BARRICADES

- .1 Provide secure, rigid guard rails and barricades around excavations, open shafts, open stair wells, open edges of floors and roofs.
- .2 Provide as indicated and as required by governing authorities.
- .3 Provide Construction Zone warning and access control signage.

1.5 WEATHER ENCLOSURES

- .1 Provide secure, weather tight closures to unfinished door and window openings, and other openings in floors and roofs, to Departmental Representative's requirements.
- .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .3 Design enclosures to withstand wind pressure and snow loading.

1.6 DUST TIGHT SCREENS

- .1 Provide dust tight screens or insulated partitions to localize dust generating activities, and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

1.7 CONTROL OF DUST THROUGH MECHANICAL SYSTEMS

- .1 Cap off all return air sources temporarily within space to be renovated. Once Work is complete in area temporary caps can be removed.
- .2 Cap open ends of all mechanical ductwork and equipment until all duct connections are made.

1.8 NEGATIVE AIR PRESSURE

- .1 Provide exhaust fans to the exterior and connect ductwork to provide negative air pressure inside of work area to prevent the spread of dust and fumes out of the construction area.
- .2 Make use of existing openings in roof for exhaust. Repair roofing and curbs to original detail following use.
- .3 Where use of existing openings is not practical provide hepa filtration exhaust system to provide negative air pressure. Exhaust to unoccupied space within the building or to exterior. If exhausting to the exterior ensure that the opening is made secure to the approval of the Departmental Representative.

1.9 ACCESS TO SITE

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

1.10 PUBLIC TRAFFIC FLOW

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

1.11 FIRE ROUTES

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

1.12 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

1.13 PROTECTION OF BUILDING FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Confirm with Departmental Representative locations and installation schedule 3 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

1.14 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .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, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
- .4 Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.

1.2 QUALITY

- .1 Products, materials, equipment, and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Procurement policy is to acquire, in cost effective manner, new items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use new items containing recycled and recovered materials.
- .3 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.
- .4 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration, and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber, steel members, doors, and door frames, on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .9 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 TRANSPORTATION

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

1.6 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.7 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Departmental Representative reserves right to require dismissal from site, workers deemed incompetent or careless.

- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Departmental Representative, whose decision is final.

1.8 CO-ORDINATION

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

1.9 CONCEALMENT

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

1.10 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .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.

1.11 LOCATION OF FIXTURES

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

1.12 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour, and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or 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.

1.13 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.

- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.14 PROTECTION OF WORK IN PROGRESS

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

1.15 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, pedestrian and vehicular traffic, and building occupants.
- .2 Protect, relocate, or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

END OF SECTION

Part 1 General

1.1 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of operational elements.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of Departmental Representative or separate contractor.
- .3 Include in request:
 - .1 Identification of project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of Departmental Representative or separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.2 FORMS

- .1 Special forms may be required during the course of Work. Forms will be supplied by Departmental Representative.
- .2 Special forms, as required by Property Management, during the course of this Work include the following:
 - .1 Third Party Work Notification Permit.

1.3 MATERIALS

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

1.4 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 which are to be exposed by uncovering work; maintain excavations free of water.

1.5 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 tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .11 Provide firestopping in accordance with Section 07 84 00 - Firestopping to maintain the integrity of fire separations, including:
 - .1 Protecting penetrations at fire-resistance rated wall, ceiling, or floor construction.
 - .2 Using construction joint fire stops and building perimeter fire stops to protect gaps at fire separations and between fire separations and other construction assemblies.
- .12 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .13 Conceal pipes, ducts and wiring in floor, wall, and ceiling construction of finished areas except where indicated otherwise.

1.6 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

END OF SECTION

THIRD PARTY WORK NOTIFICATION PERMIT

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

INSTRUCTION:

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

NOTES:

To ensure timely approval, please submit this permit at least 48 business hours prior to the anticipated start.

Permits are issued for one-week time blocks only. Longer work periods requires multiple permits.

ANY change to the scope of work requires a new permit

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

LOCATION OF WORK:

Province / Territory: City:

Floor / Room Number:

Building (Name & Address):

PROJECT MANAGER (Third Party Buyer of Service):

Work Requested By:

Work Order # or Project # (If Applicable):

DATE & DURATION OF THE WORK (Any work scheduled for longer than a ONE week period will require subsequent Work Notification Permits)								
Schedule of Work		Work hours						
Day Time	After Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Date								
End Date								

Provide a detailed description of the work to be conducted.

WORK DESCRIPTION (DETAILED):

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

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

RISK ASSESSMENT

Please note that this risk assessment is intended only to prompt the form approver.
It is the responsibility of the party requesting /owning the work to ensure controls are in place and monitored.

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

PERMIT HOLDER DETAILS

Company Name:

Contact Number:

PROJECT MANAGER REVIEW (Third Party Manager of Project))

Name of Reviewer:

Date of Review (dd/mm/yy): Authorized?

Comments:

Signature:

BGIS HEALTH & SAFETY REVIEW

Name of Reviewer:

Date of Review (dd/mm/yy): Authorized?

Comments:

Signature:

BGIS FACILITIES REVIEW

Name of Reviewer:

Date of Review (dd/mm/yy): Authorized?

Comments:

Signature:

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

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

IN CASE OF SITE EMERGENCY, CONTACT LOCAL EMERGENCY SERVICES AND

BGIS AT 1-877-445-0611

Part 1 General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Departmental Representative or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .3 Clear snow and ice from Contractor's 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. Locate as directed by Building Manager.
- .6 Provide and use marked separate bins for recycling. Refer to Section 01 74 19 - Waste Management and Disposal.
- .7 Dispose of waste materials and debris off site.
- .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.
- .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.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Departmental Representative or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.

- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 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.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres, and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Broom clean and wash exterior walks, steps, and surfaces.
- .14 Remove dirt and other disfiguration from exterior surfaces.
- .15 Sweep and wash clean paved areas.
- .16 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .17 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .18 Remove snow and ice from access to building.

1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Carpet and Rug Institute (CRI)
 - .1 CRI Carpet Installation Standard - 2011.

1.2 DEFINITIONS

- .1 Closed-loop Recycling: a product which is re-manufactured into the same product.
- .2 Open-loop Recycling: a product which is re-manufactured into different types of products.
- .3 Nylon - Type 6: carpet fibre with one base ingredient: Caprolactam.
- .4 Nylon - Type 6,6: carpet fibre with two base ingredients: Adipic Acid and Hexamethylene.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit control submittals.
- .3 Submit report outlining proposed dust control measures.
- .4 Submit carpet schedule using same room designations indicated on drawings.
- .5 Submit schedule of carpet recycling activities including the following:
 - .1 Sequence of carpet removal.
 - .2 Inventory of items to be removed and recycled.
 - .3 Indicate type of carpet fibre.
 - .4 Recycling.
- .6 Sustainable Design Submittals:
 - .1 Construction Waste Management:
 - .1 Submit project Waste Reduction Workplan and Waste Management Plan highlighting recycling and salvage requirements.
 - .2 Submit calculations on end-of-project recycling rates, salvage rates, and landfill.

1.4 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Submit schedule of carpet reclamation activities.
 - .1 Indicating the following:
 - .1 Detailed sequence of removal work.
 - .2 Areas of partial occupied floor space.
 - .3 Inventory of used carpet to be removed and reclaimed.

- .4 Proposed packing and transportation measures.
- .3 Reclamation Agencies' records indicating receipt and disposition of used carpet.
- .4 Certification: Reclamation Agency to verify in writing that used carpet was removed and recycled in accordance with carpet manufacturers' reclamation program.
 - .1 Indicate type of recycling program:
 - .1 Open-loop or Closed-loop.
- .5 Record off-site removal of debris and materials and provide the following information regarding removed used carpet materials.
 - .1 Time and date of removal.
 - .2 Type of material Nylon 6,6 or Nylon 6.
 - .3 Weight and quantity of materials.
 - .4 Final destination of materials.

1.5 QUALITY ASSURANCE SUBMITTALS

- .1 Certificates: submit from Reclamation Agency and Carpet remover certificates that used carpet was removed and recycled in accordance with Carpet Reclamation Program. Extraction of embodied energy by incineration is not acceptable.

1.6 ENVIRONMENT

- .1 Obtain written approval from Departmental Representative before performing operations which generate contaminants.

Part 2 Products

2.1 CARPET RECLAMATION AGENCY

- .1 General Contractor to provide proposed carpet reclamation agency for review and acceptance by Departmental Representative.

2.2 CARPET REMOVERS

- .1 Experienced in performing work of this Section who has specialized in removal of work similar to the required for this project.

2.3 MATERIALS

- .1 Carpet adhesive removal solvents: in accordance with CRI Carpet Installation Standard.
- .2 Used Carpet:
 - .1 Maintain possession of removed used carpet. Remove immediately from area of Work and place in container or trailer.
- .3 Underlay Undercushion:
 - .1 Include recycling of carpet underlay undercushion where locally available.
- .4 Disposal Container:

- .1 Reclamation Agency will supply trailer or disposal container.

Part 3 Execution

3.1 EXAMINATION

- .1 Examine and verify Work areas and conditions are suitable to perform work. Identify and report to Departmental Representative problems that will delay start and completion of Work.
 - .1 Do not proceed until problems or conditions have been corrected and instructed by Departmental Representative.

3.2 PREPARATION

- .1 Provide, erect, and maintain barricade and lighting as required to protect general public and occupied spaces, in accordance with Section 01 51 00 - Temporary Utilities.
- .2 Vacuum used carpet prior to removal.

3.3 CARPET REMOVAL

- .1 Remove used carpet tiles and broadloom carpet in large pieces.
 - .1 Roll carpet tightly and pack neatly in disposal container or trailer. Include carpet pieces and scraps from new carpet installation.
 - .2 Remove used carpet tile, stack and pack in container or on pallets in trailer.
 - .3 Pack only clean dry carpet and carpet tile in disposal container or trailer. Clean is defined as carpet free from demolition debris, asbestos, garbage, and tack strips.
 - .4 Remove carpet adhesive according to CRI Carpet Installation Standard.

3.4 CONTAINER DISPOSAL

- .1 Place used carpet in containers supplied by reclamation agency. Containers to be front end loaded and fully enclosed from elements. Place only used commercial carpet in container.
 - .1 Containers to be locked and supervised at all times.
- .2 Maximize packing techniques of used carpet, container should hold between 1,500 to 2,500 m².
 - .1 Re-pack used carpet in cardboard boxes prior to placing in containers, as required by Reclamation Agency.
- .3 Co-ordinate with Reclamation Agency for pickup and drop off of replacement containers.
 - .1 Remove lock from container prior to pick up.

3.5 TRUCK TRAILER DISPOSAL

- .1 Place used carpet in trailer supplied by Reclamation Agency. Place only used commercial carpet in trailer.

- .1 Keep trailer off limits to workers not involved in reclamation activities and from public
- .2 Maximize packing techniques of used carpet.
 - .1 Do not stack carpet tiles more than 1.828 m high on trailer.
- .3 Comply with Department of Transportation weight limit regulations.
 - .1 Maximum weight of used carpet on trailer is 20,455 kg.
- .4 Co-ordinate with Reclamation Agency for pickup and drop off of replacement trailer.
 - .1 Remove lock from trailer prior to pick up.

3.6 CARPET INSTALLATION

- .1 Install new carpet in accordance with Section 09 68 13 - Tile Carpeting.

3.7 CLEANING

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

3.8 PROTECTION

- .1 Protect installed products and components from damage during reclamation activities.
- .2 Repair damage to adjacent materials caused by reclamation activities installation.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Materials Source Separation Program (MSSP): consists of series of ongoing activities to separate reusable and recyclable waste material into material categories from other types of waste at point of generation.
- .2 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.
- .3 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .4 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.
- .5 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.
- .6 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .7 Separate Condition: refers to waste sorted into individual types.
- .8 Source Separation: acts of keeping different types of waste materials separate beginning from first time they became waste.
- .9 Waste Audit (WA): detailed inventory of materials in building. Involves quantifying by volume/weight amounts of materials and wastes generated during construction, demolition, deconstruction, or renovation project. Indicates quantities of reuse, recycling and landfill. Refer to Schedule A.
- .10 Waste Management Co-ordinator (WMC): contractor representative responsible for supervising waste management activities as well as coordinating related, required submittal and reporting requirements.
- .11 Waste Reduction Workplan (WRW): written report which addresses opportunities for reduction, reuse, or recycling of materials. Refer to Schedule B. WRW is based on information acquired from WA (Schedule A).

1.2 SUBMITTALS

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

1.3 WASTE REDUCTION WORKPLAN (WRW)

- .1 Prepare WRW prior to project start-up.
- .2 WRW should include but not limited to:

- .1 Destination of materials listed.
- .2 Deconstruction/disassembly techniques and sequencing.
- .3 Schedule for deconstruction/disassembly.
- .4 Location.
- .5 Security.
- .6 Protection.
- .7 Clear labelling of storage areas.
- .8 Details on materials handling and removal procedures.
- .3 Structure WRW to prioritize actions and follow 3R's hierarchy, with Reduction as first priority, followed by Reuse, then Recycle.
- .4 Describe management of waste.
- .5 Identify opportunities for reduction, reuse, and recycling of materials.
- .6 Post WRW or summary where workers at site are able to review content.
- .7 Set realistic goals for waste reduction, recognize existing barriers and develop strategies to overcome these barriers.
- .8 Monitor and report on waste reduction.

1.4 MATERIALS SOURCE SEPARATION PROGRAM (MSSP)

- .1 Prepare MSSP and have ready for use prior to project start-up.
- .2 Implement MSSP for waste generated on project in compliance with approved methods and as reviewed by Departmental Representative.
- .3 Provide on-site facilities for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .4 Provide containers to deposit reusable and recyclable materials.
- .5 Locate containers in locations, to facilitate deposit of materials without hindering daily operations.
- .6 Locate separated materials in areas which minimize material damage.
- .7 Collect, handle, store on-site, and transport off-site, salvaged materials in separate condition.
 - .1 Transport to users of material for recycling.
- .8 Collect, handle, store on-site, and transport off-site, salvaged materials in combined condition.
 - .1 Ship materials to site operating under Certificate of Approval.

1.5 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste materials.
- .2 Do not dispose of waste, volatile materials, mineral spirits, oil, and paint thinner into waterways, storm, or sanitary sewers.

1.6 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises.
- .2 Maintain security measures established by existing facility and where required provide temporary security measures approved by Departmental Representative.

1.7 SCHEDULING

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

1.8 RECLAMATION

- .1 Refer to Section 01 74 19.13 - Carpet Reclamation and Section 09 68 13 - Tile carpeting for Carpet Reclamation requirements.
- .2 Refer to Section 09 51 13 -Acoustical Panel Ceilings for Acoustical Panel Reclamation requirements.

Part 2 Execution

2.1 APPLICATION

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

2.2 CLEANING

- .1 Remove tools and waste materials on completion of Work and leave work area in clean and orderly condition.
- .2 Clean-up work area as work progresses.
- .3 Source separate materials to be reused/recycled into specified sort areas.

2.3 DELIVERY, STORAGE AND HANDLING

- .1 Storage Requirements: Implement a recycling/reuse program that includes separate collection of waste materials as appropriate to the project waste and the available recycling and reuse programs in the project area.
- .2 Handling Requirements: Clean materials that are contaminated before placing in collection containers and ensure that waste destined for landfill does not get mixed in with recycled materials:
 - .1 Deliver materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to recycling process.
 - .2 Arrange for collection by or delivery to the appropriate recycling or reuse facility.
- .3 Hazardous Waste and Hazardous Materials: Handle in accordance with applicable regulations.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: Contractor and Sub-Contractors: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request Departmental Representative's inspection.
 - .2 Departmental Representative's Inspection:
 - .1 Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
 - .2 Contractor to correct Work as directed.
 - .3 Completion Tasks: submit written certificates that tasks have been performed as follows:
 - .1 Work: completed and inspected for compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies completed.
 - .3 Equipment and systems: tested, balanced, adjusted, and fully operational.
 - .4 Certificates required by Fire Commissioner and Utility companies: submitted.
 - .5 Operation of systems: demonstrated to Departmental Representative's personnel.
 - .6 Commissioning of mechanical systems: completed and copies of final Commissioning Report submitted to Departmental Representative.
 - .7 Work: complete and ready for final inspection.
 - .4 Final Inspection:
 - .1 When completion tasks are done, request final inspection of Work by Departmental Representative and Contractor.
 - .2 When Work is incomplete according to Departmental Representative, complete outstanding items and request re-inspection.
 - .5 Declaration of Substantial Performance: when Departmental Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
 - .6 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

1.2 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools, and equipment.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting with Departmental. Schedule meeting prior to contract completion and at time designated by Departmental Representative.
 - .1 Verify understanding of project requirements.
 - .2 Review warranty requirements and manufacturer's installation instructions.
 - .2 Departmental Representative to establish communication procedures for:
 - .1 Notifying construction warranty defects.
 - .2 Determine priorities for type of defects.
 - .3 Determine reasonable response time.
 - .3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for construction warranty work action.
 - .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, one electronic copy of operating and maintenance.
- .3 Refer to Mechanical and Electrical Divisions for information specific to the mechanical and electrical close-out submittal.
- .4 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .5 Provide evidence, if requested, for type, source and quality of products supplied.

1.3 FORMAT

- .1 Organize data as instructional manual.
- .2 Provide two (2) bound copies and 2 pdf copies on USBs.
- .3 Binders: cloth, hard covered, expandable, loose leaf 219 x 279 mm with spine and face pockets.
- .4 When multiple binders are used correlate data into related consistent groupings.
 - .1 Identify contents of each binder on spine.
- .5 Cover and Spine: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .6 Arrange content by systems, under Section numbers and sequence of Table of Contents.

- .7 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .8 Text: manufacturer's printed data, or typewritten data.
- .9 Drawings: provide with reinforced punched binder tab.
 - .1 Bind in with text; fold larger drawings to size of text pages.

1.4 CONTENTS - PROJECT RECORD DOCUMENTS

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

1.5 AS -BUILT DOCUMENTS AND SAMPLES

- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field Test Reports, System Components List complete with Commissioning Verification Forms and Check Sheets and Commissioning Issues/Resolution Log.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction.
 - .1 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.
 - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry, and legible condition.
 - .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.6 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record information on set of opaque drawings.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress.
 - .1 Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 Referenced Standards to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain field test records, inspection certifications, and manufacturer's certifications, required by individual specifications sections.
- .7 Provide digital photos, if requested, for site records.

1.7 EQUIPMENT AND SYSTEMS

- .1 For each item of equipment and each system include description of unit or system, and component parts.
 - .1 Give function, normal operation characteristics and limiting conditions.
 - .2 Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.

- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences.
 - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
 - .2 Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's co-ordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports as specified in Section 01 45 00 - Quality Control.
- .15 Additional requirements: as specified in individual specification sections.

1.8 MATERIALS AND FINISHES

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

1.9 MAINTENANCE MATERIALS

- .1 Spare Parts:
 - .1 Provide spare parts, in quantities specified in individual specification sections.

- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.
- .2 Extra Stock Materials:
 - .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
 - .2 Provide items of same manufacture and quality as items in Work.
 - .3 Deliver to location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior to final payment.
- .3 Special Tools:
 - .1 Provide special tools, in quantities specified in individual specification section.
 - .2 Provide items with tags identifying their associated function and equipment.
 - .3 Deliver to location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.

1.10 DELIVERY, STORAGE AND HANDLING

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and for review by Departmental Representative.

1.11 WARRANTIES AND BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

- .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
- .4 Verify that documents are in proper form, contain full information, and are notarized.
- .5 Co-execute submittals when required.
- .6 Retain warranties and bonds until time specified for submittal.
- .3 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .4 Conduct joint 10 month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .5 Include information contained in warranty management plan as follows:
 - .1 Provide list for each warranted equipment, item, feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.
 - .3 Location where installed.
 - .4 Name and phone numbers of manufacturers or suppliers.
 - .5 Names, addresses and telephone numbers of sources of spare parts.
 - .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
 - .7 Cross-reference to warranty certificates as applicable.
 - .8 Starting point and duration of warranty period.
 - .9 Summary of maintenance procedures required to continue warranty in force.
 - .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
 - .11 Organization, names, and phone numbers of persons to call for warranty service.
 - .12 Typical response time and repair time expected for various warranted equipment.
 - .2 Procedure and status of tagging of equipment covered by extended warranties.
 - .3 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .6 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .7 Written verification to follow oral instructions.
 - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.12 WARRANTY TAGS

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.
- .4 Indicate following information on tag:
 - .1 Type of product/material.
 - .2 Model number.
 - .3 Serial number.
 - .4 Contract number.
 - .5 Warranty period.
 - .6 Inspector's signature.
 - .7 Construction Contractor.

END OF SECTION