

Part 1 General

1.1 FEES, PERMITS AND CERTIFICATES

- .1 Pay all fees and obtain all permits, unless otherwise noted. Provide authorities with plans and information for acceptance certificates. Provide inspection certificates as evidence that work conforms to requirements of Authority having jurisdiction.
- .2 Obtain facility work permits from property management on a regular basis as work progresses.

1.2 CONSTRUCTION PROGRESS SCHEDULE

- .1 Submit to Departmental Representative within 10 working days of Award of Contract bar chart construction schedule for work, indicating anticipated progress stages within Construction Time. When the Departmental Representative has reviewed schedule, take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.
- .2 Schedule and execute work with least possible interference or disturbance to the normal use of premises and site.
- .3 Submit schedule updates weekly and, when requested by the Departmental Representative, due to changing project conditions. Provide a narrative explanation of necessary changes and schedule revisions at each update.
- .4 Carry out work during "regular hours", Monday to Friday from 06:00 to 18:00 hours and on Saturdays, Sundays and statutory holidays.
- .5 Carry out noise and odour generating work, and work in occupied areas on Saturdays, Sundays, and statutory holidays.
- .6 Give the Departmental Representative 5 working days-notice for work to be carried out during "off hours" and on Saturdays, Sundays, and statutory holidays.

1.3 REGULATORY REQUIREMENTS

- .1 References and Codes:
 - .1 Materials shall be new, and work shall conform to the minimum applicable standards of the "References" indicated in the specification sections, the National Building Code of Canada 2015 (NBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.
- .2 Building Smoking Environment:
 - .1 Smoking is not permitted on the building site, or in the building. Obey smoking restrictions on the campus at all times.

1.4 SUBMITTAL PROCEDURES

- .1 Submit promptly to Departmental Representative submittals listed for review, in orderly sequence to not cause delay in work.
- .2 Do not proceed with work affected by submittals until review is complete.

- .3 Immediately after award of Contract, submit Workers' Compensation Board status.
- .4 Shop Drawings:
 - .1 Submit one (1) electronic copy of shop drawings: bearing stamp and signature of qualified Professional Engineer registered or licensed in Province of Ontario.
 - .2 The review is for the sole purpose of ascertaining conformance with the general design concept, and does not mean approval of the design details inherent in the shop drawings, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents.
- .5 Product Data:
 - .1 Submit one (1) electronic copy of product data: manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
 - .2 Cross reference product data information to applicable portions on Contract Documents.
- .6 Samples:
 - .1 Submit samples: examples of materials, equipment, quality, finishes and workmanship.
 - .2 Where colour, pattern or texture is criterion, submit full range of samples.
 - .3 Reviewed and accepted samples will become standard of material and workmanship, against which installed work will be verified.

1.5 FIRE SAFETY REQUIREMENTS

- .1 Comply with both the National Building Code of Canada 2015 and the National Fire Code of Canada 2015 for safety of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows:
 - .1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.
 - .2 The National Fire Code (NFC):
 - .1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
 - .2 The conduct of activities that might cause fire hazards in and around buildings.
 - .3 Limitations on hazardous contents in and around buildings.
 - .4 The establishment of fire safety plans.
 - .5 Fire safety at construction and demolition sites.
- .2 Welding and cutting:
 - .1 Before welding, soldering, grinding and/or cutting work, obtain a permit as directed by the Departmental Representative. Store flammable liquids in approved CSA containers.

- .2 At least one week prior to commencing cutting, welding or soldering procedure, provide to Departmental Representative:
 - .1 Notice of intent, indicating devices affected, time and duration of isolation or bypass.
 - .2 Completed welding permit as defined in NFC.
 - .3 Return welding permit to Departmental Representative immediately upon completion of procedures for which permit was issued.
- .3 "Fire Watchers" as described in NFC shall be assigned when welding or cutting operations are carried out in areas where combustible materials within 15m may be ignited by conduction or radiation
- .4 Where work requires interruption or cause activation of fire alarms or fire suppression, extinguishing or protection systems:
 - .1 Provide "Watchman Service" as described in NFC; In general, watchman service is defined as an individual conversant with "Fire Emergency Procedures", performing firepicket duty within an unprotected and unoccupied (no workers) area once per hour.
 - .2 Retain services of manufacturer for fire protection systems on daily basis or as approved by Departmental Representative, to isolate and protect all devices relating to:
 - .1 modification of fire alarms, fire suppression, extinguishing or protection systems; and/or
 - .2 cutting, welding, soldering or other construction activities that might activate fire protection systems
 - .3 Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.
 - .4 Inform fire alarm system monitoring agency and local Fire Department immediately prior to isolation and immediately upon restoration of normal operation.

1.6 FIELD QUALITY CONTROL

- .1 Carry out Work using qualified licensed workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
- .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licensed workers.
- .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.

1.7 HAZARDOUS MATERIALS

- .1 Hazardous Materials: product, substance, or organism that may cause adverse impact to environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .2 Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and the provision of Safety Data Sheets (SDS).

- .3 Hazardous Material Discover:
 - .1 Stop work immediately when material resembling spray or trowel-applied asbestos, Polychlorinated Biphenyl (PCB), mould or other designated substance or hazardous substance is encountered during demolition work.
 - .1 Take preventative measure and promptly notify Departmental Representative.
 - .2 Do not proceed until written instructions have been received from Departmental Representative.
 - .2 Comply with the requirements of the Workplace Hazardous Materials Information System and Workplace Hazardous Materials Information System 2015 (WHMIS/WHMIS 2015) and Safety Data Sheets (SDS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and the provision of Safety Data Sheets.

1.8 TEMPORARY UTILITIES

- .1 Existing services required for work, excluding power required for space temporary heating, maybe used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .2 Notify the Departmental Representative and utility companies of intended interruption of services and obtain requisite permission.
- .3 Give the Departmental Representative 5 working days-notice related to each necessary interruption that affects the building or adjacent campus facilities and services of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum. Carry out all interruptions that affect the building and adjacent campus facilities and services after normal working hours of the occupants, preferably on weekends.

1.9 EXECUTION

- .1 Cut, Patch and Make Good:
 - .1 Cut existing surfaces as required to accommodate new work.
 - .2 Remove all items so shown or specified.
 - .3 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .2 Firestop and smoke seal systems: in accordance with CAN-ULC S115-11 - Standard Method of Fire Test of Firestop Systems. Install around pipe, ductwork, cables, and other objects penetrating fire separations to provide fire resistance not less than the fire resistance rating of surrounding floor, ceiling, and wall assembly.
- .3 Sleeves, Hangers and Inserts: co-ordinate setting and packing of sleeves and supply and installation of hangers and inserts. Obtain Departmental Representative's approval before cutting into structure.
- .4 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from site.

- .5 Carry out snow and ice removals from the roof, staging area, scaffold access, and entirety of construction zone. Dispose of removed snow/ice off site. Reinstate to new condition any damages to building, equipment, or landscaped areas due to snow removal activities.

1.10 CONSTRUCTION FACILITIES

- .1 Access and Egress:
 - .1 No access to or through the building will be provided. The contractor shall provide independent secure dedicated access via scaffolding and stairs on north side of building exterior to provide access. Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps and/or ladders, and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.
 - .2 At all times, maintain safe occupant access, egress and internal circulation for the building. Provide overhead scaffold protection at all access and egress locations.
- .2 Site Storage:
 - .1 Store materials on site at the north side of the building within the limits of construction.
Storage areas shall be equipped and maintained by the Contractor. Stockpile only materials on existing roof that will be used that day. Spread out stored materials, do not mass materials in one area.
 - .2 Stockpiling of material outside of staging area is not permitted.
 - .3 Locate construction and storage trailers within the limits of construction. Do not unreasonably encumber site with materials or equipment.
 - .4 Move stored products or equipment that interfere with operations of Departmental Representative or other contractors.
 - .5 Obtain and pay for use of additional storage or work areas needed for operations.
 - .6 Existing Thoroughfare parking lots to remain operational at all times.
- .3 Sanitary Facilities:
 - .1 Provide temporary sanitary facilities for work force in accordance with governing regulations and ordinances (minimum one male and one female temporary toilet) on site within the limits of construction to approval of the Departmental Representative. Maintain supply of paper towels and toilet tissue. Maintain facilities to approval of Departmental Representative. Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition. Relocate sanitary facilities to suit progression of work.
 - .2 Sanitary facilities are to be located out of harm's way and protected from construction vehicles and activities. Provide Departmental Representative with proposed location of sanitary facilities for approval. Relocate as directed by Departmental Representative.

- .4 Limited Contractor parking will be made available in the adjacent parking lot. A maximum of ten (10) parking spots will be assigned for contractor use.
- .5 Signage:
 - .1 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety devices, etcetera, in both official languages or by the use of commonly understood graphic symbols and to approval of the Departmental Representative.
 - .2 No advertising will be permitted on this project.
 - .3 Maintain approved signs and notices in good condition for duration of project and dispose of offsite, on completion of project or earlier, as directed by Departmental Representative.
- .6 Landscaping and turf disturbed by vehicular traffic, trailers, storage and staging shall be reinstated to new condition with sod and plant materials maintained for a period of not less than one year following the substantial completion.
 - .1 Clean adjacent roadways where affected by Contractor's equipment.

1.11 TEMPORARY SCAFFOLDS AND WORK PLATFORMS

- .1 Design, install, and inspect temporary scaffolds and work platforms required for work in accordance with relevant municipal, provincial and other regulations. Temporary scaffolds and stairs shall provide the only site access and shall be installed on the north side of the building.
- .2 Design, erect and maintain temporary site enclosures and covered pedestrian walkways and provide protection, complete with signs and electrical lighting as required by the Departmental Representative.
- .3 Provide engineered design drawings, signed and sealed by qualified Professional Engineer licensed in the province of Ontario, for temporary shoring, scaffolds and work platforms and hoists.
- .4 Additions or modifications to scaffolding must be approved by the Professional Engineer in writing.
- .5 Proposed location for access scaffold and work platforms must not block egress/access routes, and allow sufficient space to accept delivery of material and equipment.
- .6 Scaffolds and work platforms must not interfere with daily operations of MacDonald-Cartier Data Centre or adjacent buildings.

1.12 HOISTING

- .1 Provide, operate and maintain hoists and cranes as required for moving of workers, materials and equipment.
- .2 Hoists and cranes to be operated by qualified operator.
- .3 Proposed location for hoists must not block egress/access routes, and allow sufficient space to accept delivery of material and.
- .4 Hoists and cranes must not interfere with daily operations of MacDonald-Cartier Data Centre or adjacent buildings. Coordinate with Departmental Representative. Maximum height of any piece of equipment will be limited to 20 m above grade. If equipment any higher than that is required, the Departmental Representative is to be advised with minimum 72 hours advance notice. Equipment which exceeds 20m must be brightly

painted and be identified with red obstruction lights. The boom must be lowered at sundown and when not in use.

1.13 TEMPORARY BARRIERS AND ENCLOSURES

- .1 Maintain existing services to building and provide for personnel and vehicle access. Access to, and operation of, adjacent loading dock area and parking structure to be unaffected by construction activities.
- .2 Hoarding:
 - .1 Provide temporary construction fencing for entire perimeter of staging/storage area and complete exterior construction zone, including scaffold access, using stack fencing system. Relocate fencing as work progresses to the approval of the Departmental Representative. Reinstate site upon removal of temporary construction fencing.
 - .2 Roadway adjacent area of work must be kept clear of debris and allow free movement of vehicles at all times.
- .3 Dust Control:
 - .1 Provide dust tight screens or 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.
 - .3 Do not fasten into existing surfaces to remain. At completion of work remove enclosures, clean, and reinstate all surfaces to the approval of the Departmental Representative.
 - .4 Site to be kept clean at all times due to the proximity of the airport runway. Submit pollution control plan to ensure that dust, debris, materials, and trash do not become airborne and travel off-site to the adjacent airfield.
- .4 Guard Rails and Barricades:
 - .1 Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stairwells, and at roof perimeter in accordance with relevant provincial regulations.
- .5 Protection
 - .1 Protect work against damage until take-over.
 - .2 Protect adjacent work against the spread of dust and dirt beyond the work areas.
 - .3 Protect operatives and other users of site from all hazards. All material, waste, and debris to be secured against becoming airborne at all times.
 - .4 Protect adjacent landscaping, roadways, parking areas and pathways. Reinstate and damage to existing areas (inside and outside building) caused by the work to the approval of the Departmental Representative.
- .6 Work Zone Locations and Identifications
 - .1 Be responsible and assume the role of "Constructor" as described in the Ontario Occupational Health & Safety Act and Regulations for Construction Projects.
 - .2 Install proper site separation and identification in order to maintain "Time and Space" at all times throughout the life of the project. When Building Operations staff requires access to equipment in order to operate the building, proper coordination and communication must exist between all parties involved.

1.14 COST BREAKDOWN

- .1 Before submitting first progress claim, submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative cost breakdown will be used as the basis of progress payments.

1.15 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 non-flameless type. Solid fuel salamanders are not permitted.
- .3 Provide temporary heat and ventilation in enclosed areas as required to:
 - .1 Facilitate progress and protect Work against dampness and cold.
 - .2 Prevent moisture condensation on surface.
 - .3 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .4 Provide adequate ventilation to meet health regulations for safe working environment.
- .4 Maintain temperatures of minimum 10 degrees C 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 not to be used unless written permission is provided from Departmental Representative. Be responsible for damage to heating system if use is permitted. Pay costs for maintaining temporary heat when using permanent heating system.
- .7 Pay costs for maintaining temporary heat.
- .8 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.
- .9 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.16 CLEANING

- .1 Clean up as work progresses. At the end of each work period, and more often if requested by the Departmental Representative, remove debris from site, neatly stack material for use, and clean up generally.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways. Conduct additional street cleaning to approval by Departmental Representative.
- .3 Upon completion remove temporary protection and surplus materials. Make good defects noted at this stage.
- .4 Clean areas under contract to a condition equal to what previously existed and to approval of Departmental Representative.
- .5 Contractor is responsible for snow removal on site and for access to and from the site.

1.17 PRECEDENCE

- .1 For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 23 05 17 – Pipe Welding
- .2 Section 23 08 16 – Cleaning and Start-up of HVAC Piping Systems

1.2 REFERENCE STANDARDS

- .1 American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
 - .1 ASHRAE Standard 62.1-2019, Ventilation for Acceptable Indoor Air Quality.

1.3 ACCESS AND EGRESS

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

1.4 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 Designated existing permanent elevators may be used by construction personnel and transporting of materials. Co-ordinate timing of use with Departmental Representative.
 - .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.
- .5 Closures: protect work temporarily until permanent enclosures are completed.
- .6 Site washroom facilities can be used by contactor staff within the basement of the MCDC building only.
- .7 There is available site parking.
- .8 Storage is to be coordinated with the Departmental Representative and Construction Manager. Coordination with building operators and tenants will be required to identify and remove materials in all work areas prior to beginning construction.

1.5 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. Only use access routes approved by Departmental Representative. The approved routes should when possible "steer clear" of any particularly sensitive heritage items.

- .2 The Departmental Representative can stop work at any time due to emergencies or operating issues that may occur, as communicated by the building facility management team.

1.6 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission. Do not proceed until written required permission has been obtained from Departmental Representative.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative, Utility provider and Building Facility Management team 4 weeks of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions to a minimum. Carry out interruptions after normal working hours of occupants.
- .3 The contractor to provide the Departmental Representative with a detailed schedule of all anticipated shutdowns. The contractor must provide a detailed schedule of the activities to be performed within the shutdown and the anticipated impacts on the building or DES operations for each of the required shutdowns.
- .4 Shutdowns can be cancelled at any time by the Departmental Representative and/or Building Facility Management team 2 hours prior to scheduled shutdown time.
- .5 Provide protection and/or alternate routes for personnel, pedestrian and vehicular traffic.
- .6 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .7 Construct barriers in accordance with Section 01 55 26 -Traffic Control
- .8 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .9 Provide temporary services to maintain critical building and tenant systems and as directed by the Departmental Representative.
- .10 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .11 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .12 Record locations of maintained, re-routed and abandoned service lines.
- .13 Provide all required protection, temporary barriers, and enclosures. Construct barriers in accordance with Section 01 56 00 – Temporary Barriers and Enclosures.

1.7 SPECIAL REQUIREMENTS

- .1 Times of Work
 - .1 Daytime access for the building based on the facility management team is from Monday to Friday, 07:00 to 17:00 hours. Access outside of these times can be provided (refer to section 1.8.2.1). Hours outside of these times are considered After Hours.
 - .2 Times of work inside the building:
 - .1 In mechanical rooms: Daytime and After Hours are permitted

- .2 Any work that will generate smoke or smells from construction work will have to be ventilated while work is performed to prevent occupant disruption and service calls.
- .2 Occupancy Requirements
 - .1 Premises will be occupied during the entire construction period for execution of normal operations.
 - .2 Co-operate with Departmental Representative in scheduling operations to minimize conflict and to facilitate building usage.
 - .3 Contractors must be mindful that the building must meet pre-construction occupancy requirements at 07:00 hours. Occupant space must be free of odor or debris by 07:00 hours.
- .3 Building Access
 - .1 Departmental Representative to provide approval and a list of restricted areas for use of site until Substantial Performance has been granted by the Departmental Representative.
 - .2 Co-ordinate use of premises under direction of the Departmental Representative.
 - .3 Limit use of premises for access, for Work, for storage, to allow:
 - .1 Building occupancy.
 - .2 Work by other contractors.
 - .3 Public usage.
 - .4 Tenant usage.
 - .4 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
 - .5 Keep within limits of work and avenues of ingress and egress.
 - .6 Ingress and egress of Contractor vehicles at site is limited to hours of work agreed upon with Departmental Representative.
 - .7 Deliver materials After Hours unless otherwise approved by Departmental Representative.
 - .8 Tools and equipment may be stored in contractor supplied lock boxes. Coordinate with building operators.
 - .9 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
 - .10 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
 - .11 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by the Departmental Representative.
 - .12 At completion of operations condition of existing work: equal to or better than that which existed before new work started.
 - .13 Generally, material deliveries will pass through the access control point to the facility.
- .4 Contractor is responsible for draining and refilling existing water systems to permit new equipment tie-ins and pipe cleaning. Refer to Section 23 08 16 – Cleaning and Start-up of HVAC Piping Systems for cleaning requirements. For tie-ins, connection points can be

isolated by means of existing isolation valves to minimize draining and refilling requirements. Minimize time piping is empty to avoid particulate buildup.

- .5 Apply for hot work permit from Departmental Representative minimum 48 hours prior to any welding work. Smoke removal during welding shall be performed in accordance with Section 23 05 17 – Pipe Welding.
- .6 For all hot work, once permit is provided, Contractor is responsible for coordinating fire alarm bypass. Costs for fire alarm bypass will be arranged through the facility management company Inside Edge and paid for by the Contractor through a cash allowance.

1.8 SECURITY

- .1 Building Access:
 - .1 All security requests for building access are to be submitted by e-mail to the Departmental Representative at least 48 hours in advance. Building operation is 24/7.
 - .2 All workers require Reliability Clearance at a minimum.

1.9 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not allowed within the building, or within 9m of any building entrance or exit.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCES

1. Federal Legislation

1. *Canada Labour Code, Part II, section 124 and 125. Canada Occupational Health and Safety Regulations, as amended*
2. *PSPC Asbestos Management Standard*
3. *Transportation of Dangerous Goods Act, 1992 (TDGA)*
4. *Canada Consumer Product Safety Act*
 1. *Surface Coating Materials Regulations SOR/2016-193.*
5. *Canadian Environmental Protection Act, 1999 (CEPA)*
 1. *PCB Regulations (SOR/2008-273)*
 2. *Federal Halocarbon Regulations, 2003 (SOR/2003-289)*

2. Provincial Legislation

1. *Ontario Occupational Health and Safety Act, R.S.O. 1990.*
 1. *Ontario Regulation 490/09 – Designated Substances (O.Reg. 490/09), as amended.*
 2. *Ontario Regulation 278/05 – Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations, (O.Reg. 278/05), as amended.*
 3. *Ontario Regulation 213/91 for Construction Projects (O.Reg. 213/91), as amended.*
2. *Ontario Environmental Protection Act, R.R.O. 1990,*
 1. *Ontario Regulation 347/90, General – Waste Management (O.Reg. 347/90), as amended.*
 2. *Ontario Regulation 463/10, Ozone Depleting Substances and Other Halocarbons (O.Reg. 463/10).*
3. *Ontario Dangerous Goods Transportation Act*
3. *Canadian General Standards Board (CGSB).*
4. *Canadian Standards Association (CSA International).*
5. *Underwriters' Laboratories of Canada (ULC).*

1.2 DEFINITIONS

Asbestos Containing Materials (ACMs): means material that contains 0.5 per cent or more asbestos by dry weight as per Ontario Regulation 278/05, as amended.

Friable Material: material that when dry can be crumbled, pulverized or powdered by hand pressure and includes such material that is crumbled, pulverized or powdered.

Time-weighted average exposure limit (TWael): the time-weighted average airborne concentration of a biological or chemical agent to which a worker may be exposed in a workday or work week as prescribed by Ontario Regulation 490/09 Designated Substances, as amended.

1.3 DESIGNATED SUBSTANCES

Confirm with the Departmental Representative that no additional designated substances have been brought to the project area prior to beginning work.

Additional designated substances and hazardous materials may exist outside the accessible survey area but are beyond the scope of this project.

Should any additional material, suspected to be a designated substance, be encountered within the project area, any disturbance of such material must be stopped, precautionary measures taken, and the Departmental Representative must be notified immediately. Do not proceed until written instructions have been received.

1. ACRYLONITRILE: Not Identified

2. ARSENIC: Not Identified

3. ASBESTOS: Not Identified

Based on the analytical bulk sample results and results from historical assessments, the following building materials do not contain regulated amounts of asbestos:

- Red Gasket on piping seal joints on chiller #3,
- Concrete block mortar on walls.

All visible piping was either uninsulated or insulated with non-asbestos containing fiberglass. Design drawings indicate that roof penetrations will be made for vent piping. A historical roof assessment confirmed that the roofing materials do not contain asbestos.

4. BENZENE: Not identified

5. COKE OVEN EMISSIONS: Not identified

6. ETHYLENE OXIDE: Not Identified

7. ISOCYANATES: Not Identified

8. LEAD: **Identified**

Based on the analytical results, the following paints contain concentrations of lead greater than the Federal Canada Consumer Product Safety Act's limit of 90 ppm:

- Grey paint applied to the floor of mechanical room 111 contains 750 ppm lead,
- White paint applied to some section of piping contains 665 ppm lead.

Based on the analytical results, the following materials contain concentrations of lead less than the Federal Canada Consumer Product Safety Act's limit of 90 ppm:

- Beige paint applied to chiller #3 contains 32 ppm lead,
- Dark green paint applied to some section of piping contains <57 ppm lead,
- Yellow paint applied to concrete slab base of chiller #3 contains 30 ppm lead,
- Brown paint applied to the expansion tank contains 39 ppm lead,
- Red paint applied to the free cooling heat exchanger contains 53 ppm lead.

Lead is also assumed to be present in the following materials:

- Solder associated with the joints of copper piping.
- In black paint associated with valves on the free cooling heat exchanger adjacent chiller #3. This paint could not be analyzed due to limited sample volume.

9. MERCURY: **Identified**

Mercury is assumed to be present in the following materials:

- Fluorescent light tubes throughout the project areas.

10. SILICA: **Identified**

Free crystalline silica is assumed to be present in the following materials:

- Concrete and cement materials,
- Mortars.

11. VINYL CHLORIDE MONOMER: Not Identified

12. POLYCHLORINATED BIPHENYLS (PCBs): **Assumed**

Although not suspected of being impacted as part of this project, Light fixtures were observed to be comprised of T12 lamp tubes throughout the project area. Prior to removal and as a due diligence measure, all ballasts should be inspected to confirm PCB content.

13. MOULD: Not Identified

14. HALOCARBONS: **Identified**

Halocarbons are assumed to be present in:

1. Mechanical room chiller #3,
2. Chlorodifluoromethane tanks (refrigerant).

15. OTHER HAZARDOUS MATERIALS: **Identified**

Miscellaneous maintenance oils, chemicals, glycol, etc. were observed throughout the project area.

1.4 RECOMMENDATIONS

1. ASBESTOS

1. DST made the attempt to evaluate the project areas to identify hazardous materials present. In spite of these efforts, some ACMs may be concealed and not observed at the time of the survey. As such, should any previously unidentified suspect ACMs be encountered as part of future work, these materials are to be treated as ACMs and handled accordingly, unless sampling proves otherwise.

2. LEAD

1. Follow recommendations provided in the Ontario Ministry of Labour (MoL) Guideline entitled "Guideline: Lead on Construction Projects". This guideline classifies all lead disturbances as Type 1, Type 2a, Type 2b, Type 3a or Type 3b work, and assigns different levels of respiratory protection and work procedures for each classification.
2. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne lead levels that exceed the TWAEL of 0.05 milligram per cubic metre (mg/m³) prescribed by O.Reg. 490/09, as amended.

3. Even at low concentrations, there may be a potential for exposure to high concentrations of lead depending on the activities performed that disturb the lead-containing materials (e.g. by aggressive means such as sandblasting, grinding, etc.). At low lead concentrations, a risk assessment should be completed to assess the potential for exposure to airborne lead, in order to determine the need to follow precautionary measures.
4. Disposal of construction waste containing lead must be done in accordance with O.Reg. 347/90 – General Waste Management, as amended, under the Ontario Environmental Protection Act, the Ontario Dangerous Goods Transportation Act, and the federal Transportation of Dangerous Goods Act. The classification of the waste is dependent upon the result(s) of leachate test(s). The waste can be classified as “hazardous, “non-hazardous” or “registerable solid waste” depending on the results of the leachate test.
5. Prior to or during renovation work, the following procedures should be performed for lead-containing materials that are anticipated to be disturbed:
 - Copper piping solder can be cut a small distance (e.g. 50 mm) from the joints to avoid direct disturbance of the lead material.

3. MERCURY

1. All work involving disturbance of mercury-containing equipment must be done in accordance with O.Reg. 490/09, as amended.
2. When removal of fluorescent light tubes is required, the tubes should be removed intact from the fixtures. Other sources of liquid mercury should be removed intact to prevent worker exposure.
3. Disposal of waste containing mercury must be done in accordance with “General – Waste Management” O.Reg. 347/90 (as amended) under the Ontario Environmental Protection Act, the Ontario Dangerous Goods Transportation Act, and the federal Transportation of Dangerous Goods Act.

4. SILICA

1. Comply with Ontario Regulations O.Reg. 490/09, as amended, when performing works that may disturb silica-containing materials. The regulation provides requirements for allowable exposure levels.

2. Silica dust can be generated through such processes as demolition, grinding, crushing, and sandblasting silica-containing material. Since silica is presumed present select materials within the project areas, appropriate respiratory protection and ventilation must be donned during the demolition and modifications of these structures.
3. Follow recommendations provided in the MoL Guideline entitled "Guideline: Silica on Construction Projects". This document classifies all silica disturbances as Type 1, Type 2 or Type 3 work, and assigns different levels of respiratory protection and work procedures for each classification. These work procedures should be followed when performing work involving the disturbance of silica-containing materials.

5. Halocarbons

1. The handling, transport and disposal of halocarbons is governed by the following:
 1. Federal Halocarbon Regulations (FHR), 2003,
 2. Ozone-depleting Substances and Halocarbon Alternatives Regulations, 2016,
 3. Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems, 2015, and
 4. Provincial Transport of Dangerous Substances Regulation and Federal Transport of Dangerous Goods Act.
2. When halocarbon-containing equipment is taken out of service, the halocarbons must be captured and reclaimed by a certified service technician using methods and containers that are designed to contain the halocarbon. The service technician must provide written acknowledgement of the requirements of the FHR. Appropriate records of service technician certification and records of equipment decommissioning must be provided and maintained in accordance with requirements of the FHR.

6. PCBs

1. If PCB-containing equipment and/or materials are identified and must be removed, they should be disposed of in accordance with the Canadian Environment Protection Act's PCB Regulations, O. Reg.

362/90 – Waste Management, PCBs and O. Reg. 347, General – Waste Management, as amended, are regulated under the Environmental Protection Act to regulate the handling, storage and transportation of hazardous substances and waste dangerous goods. The transport of PCB waste to the disposal site is controlled by the federal Transportation of Dangerous Goods Act and Ontario Dangerous Goods Transportation Act.

7. Other Hazardous Materials

1. The handling and use of chemical products should be undertaken by those with proper training (e.g. Workplace Hazardous Materials Information System, etc.) and adhere to any applicable guidelines and/or regulations.
2. Disposal shall be completed in accordance with the Federal TDGA and Ontario Dangerous Goods Transportation Act.
3. The transport and disposal of chemical waste is governed by O.Reg. 347/90 – General – Waste Management, as amended.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2-2020, Stipulated Price Contract.

1.2 CASH ALLOWANCES

- .1 Refer to CCDC 2, GC 4.1.
- .2 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.
- .3 Include progress payments on accounts of work authorized under cash allowances in Consultant's monthly certificate for payment.
- .4 Prepare schedule jointly with Consultant and Contractor to show when items called for under cash allowances must be authorized by Consultant for ordering purposes so that progress of Work will not be delayed.
- .5 List the amount of each allowance, for each work specified in each respective specification Section as follows:
 - .1 Section 01 14 00 include allowance of \$ 7,600.00 for purchase of Controls Work.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures
- .2 Section 01 78 00 – Closeout Submittals

1.2 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Departmental Representative.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings. Physical space provided shall be large enough to accommodate physical distancing of attendees as recommended by public health authorities. Make arrangements for virtual meetings should in-person meetings be cancelled due to public health guidelines.
- .5 Preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and affected parties not in attendance.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

1.3 PRECONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Department Representative direction.
 - .3 Schedule of submission of shop drawings. Submit submittals in accordance with Section 01 33 00 – Submittal Procedures.

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

1.4 PROGRESS MEETINGS

- .1 Schedule progress meetings bi-weekly during course of Work and one additional meeting two weeks prior to project completion.
- .2 Contractor, major Subcontractors involved in Work, and Departmental Representative are to be in attendance.
- .3 Notify parties minimum four days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within three days after meeting.
- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems 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 effect on construction schedule and on completion date.
 - .12 Other business.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 45 00 – Quality Control

1.2 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.

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Ontario, Canada where specified.
- .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 Except for special equipment that requires a longer period for custom design, all shop drawings and product data shall be provided for review in one (1) deliverable, not later than ten (10) business days after contract is awarded.

- .5 Allow 10 business days for Departmental Representative's review of each submission.
- .6 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.
- .7 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.
- .8 Accompany submissions with transmittal letter, in duplicate, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .9 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.
- .10 After Departmental Representative's review, distribute copies.
- .11 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .12 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.

- .13 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 3 years of date of contract award for project.
- .14 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.
- .15 Submit 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 Material Safety Data Sheets concerning impedances, hazards and safety precautions.
- .16 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .17 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .18 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .19 Delete information not applicable to project.
- .20 Supplement standard information to provide details applicable to project.
- .21 If, upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, electronic 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.
- .22 The review of shop drawings by the Departmental Representative is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that the 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.

1.4 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.

1.5 MOCK-UPS

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

1.6 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, fine resolution monthly with progress statement as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints: 4 locations.
 - .1 Viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: weekly as directed by Departmental Representative, and to include at minimum the following (as applicable):
 - .1 Before, during, and after excavation.
 - .2 Before, during, and after concrete pouring.
 - .3 Before, during, and after backfilling.
 - .4 Before, during, and after concealment of mechanical and electrical services work, and as directed by Departmental Representative. Concealment work includes, not is not limited to, installations in floors and walls, installation of insulation, installations buried underground, etc.
 - .5 Before, during, and after piping insulation.
 - .6 Before, during, and after landscaping.
 - .7 Before, during, and after heritage protections.

1.7 CERTIFICATES AND TRANSCRIPTS

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

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 Section 01 41 00 - Regulatory Requirements.

1.2 REFERENCE STANDARDS

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Province of Ontario
 - .1 Occupational Health and Safety Act and Regulations for Construction Projects, R.S.O. 1990, c.0.1, as amended and O. Reg. 213/91 as amended - Updated 2017.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00- Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 5 business 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 copies of reports or directions issued by Federal or Provincial health and safety inspectors.
- .4 The constructor shall immediately advise the Departmental Representative of any incident, accident, injury, near-miss, fire, explosion, or chemical spill occurring at the work site, and submit copied of incident and accident reports within 24 hours after the event to the Departmental Representative.
- .5 Submit WHMIS SDS - Safety Data Sheets in accordance with Section 01 33 00 - Submittal Procedures.
- .6 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 10 business days.
- .7 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.
- .8 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.
- .9 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.4 FILING OF NOTICE

- .1 File Notice of Project with authorities having jurisdiction 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.

1.5 SAFETY ASSESSMENT

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

1.6 MEETINGS

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

1.7 REGULATORY REQUIREMENTS

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

1.8 PROJECT / SITE CONDITIONS

- .1 Refer to Designated Substance Report (DSR) provided by PSPC for potential Designated Substances that Work at site may bring workers into contact with.

1.9 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.

1.10 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 Contractor will be responsible and assume the role Constructor as described in the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
- .3 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.11 COMPLIANCE REQUIREMENTS

- .1 Comply with Ontario Occupational Health and Safety Act, R.S.O. 1990, c. 0.1 and Ontario Regulations for Construction Projects, O. Reg. 213/91.

1.12 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 authorities having jurisdiction and advise Departmental Representative verbally and in writing.

1.13 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 authorities having jurisdiction, and in consultation with Departmental Representative.

1.14 CORRECTION OF NON-COMPLIANCE

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

1.15 POWDER ACTUATED DEVICES

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

1.16 WORK STOPPAGE

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

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Canadian General Standards Board (CGSB)
- .2 Canadian Standards Association (CSA)
- .3 National Research Council Canada (NRC)
 - .1 National Building Code of Canada 2015 (NBC).
- .4 Province of Ontario
 - .1 Ontario Building Code 2012 with 2015 Updates (OBC).

1.2 REFERENCES TO REGULATORY REQUIREMENTS

- .1 All materials shall be new and work shall conform to the minimum applicable standards of the Canadian General Standards Board, the Canadian Standards Association, the NBC, OBC, and all other applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply as directed by Departmental Representative.
- .2 Specific design and performance requirements listed in specifications or indicated on drawings may exceed minimum requirements established by referenced Building Code; these requirements will govern over the minimum requirements listed in Building Code.
 - .1 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.3 HAZARDOUS MATERIAL DISCOVERY

- .1 Hazardous substances shall be removed by the Contractor's specialized subtrade for such removal activities. Refer to the Designated Substances Report (DSR) appending to the tender documents forming part of this contract. Stop work immediately when material resembling spray or trowel-applied asbestos is encountered during demolition work that is not anticipated in the DSR. Notify Departmental Representative immediately.

1.4 BUILDING SMOKING ENVIRONMENT

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

1.5 NATIONAL PARKS ACT

- .1 Perform Work in accordance with National Parks Act when projects are located within boundaries of National Park.

1.6 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 and the following:

- .1 Regulatory requirements and fees in force on date of Bid submission, and
- .2 A change in regulatory requirements or fees scheduled to become effective after date of tender submission and of which public notice has been given before date of tender submission

1.7 ADMINISTRATION

- .1 All correspondence with Departmental Representative shall include the project number, be in electronic format. Hard copies and faxes will not be accepted.

1.8 CONTRACT DOCUMENTS

- .1 Drawings and specifications are complementary, items shown or mentioned in one and not in the other are deemed to be included in the contract work.

Part 2 Products

2.1 NOTICES

- .1 Constructor shall give notices required by regulatory requirements.

2.2 PERMITS

- .1 Development Permit: Departmental Representative has applied for, obtained, and paid for development permit.
- .2 Building Permit:
 - .1 Contractor shall apply for, obtain and pay for building permit on behalf of the Departmental Representative, and other permits required for Work and its various parts.
 - .2 Contractor will require that specific Subcontractor's obtain and pay for permits required by authorities having jurisdiction, where their Work is affected by Work requiring permits including asbestos abatement and control permits.
 - .3 Contractor shall display building permit and other permits in a conspicuous location at Place of Work.
- .3 Occupancy Permits:
 - .1 Contractor shall apply for, obtain, and pay for occupancy permits, including partial occupancy permits where required by authority having jurisdiction.
 - .2 Departmental Representative will issue appropriate instructions to Contractor for correction to Work where Contract Document deficiencies are required to be corrected in order to obtain occupancy permits, including partial occupancy permits.
 - .3 Contractor shall correct deficiencies in accordance with Departmental Representative's instructions. Where deficiency is not corrected, Departmental Representative reserves the right to make correction and charge Contractor for costs incurred.
 - .4 Contractor shall turn occupancy permits over to Departmental Representative.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 American Society of Mechanical Engineers (ASME):
 - .1 ASME BPVC Section VIII Div. 1 - Pressure Vessels.
- .2 Air-Conditioning, Heating and Refrigeration Institute (AHRI)
 - .1 AHRI-550/590-03, Performance Rating of Water Chilling Packages Using the Vapor Compression Cycle.
- .3 ASTM International (ASTM)
 - .1 ASTM C547-07e1, Standard Specification for Mineral Fiber Pipe Insulation.
- .4 CSA Group (CSA)
 - .1 CSA B52-05, Mechanical Refrigeration Code.
- .5 Environment Canada/Environmental Protection Services (EPS)
 - .1 EPS 1/RA/2-1996, Environmental Code of Practice for Elimination of Fluorocarbons Emissions from Refrigeration and Air Conditioning Systems.

1.2 QUALITY ASSURANCE AND QUALITY CONTROL PROGRAM REQUIREMENTS

- .1 Catalogued or published ratings must be illustrated to be obtained from tests carried out by independent testing agency, or manufacturer must signify adherence to codes and standards. Factory pre-delivery test report to confirm the chiller performance is required prior to the shipment.
- .2 Manufacturer certified technician is required to supervise and certify the chiller installation.

1.3 BACKGROUND

- .1 Contractor team must have previously constructed, tested, and commissioned water chiller installation with 200 nominal tons and above.

1.4 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.

1.5 FIELD QUALITY CONTROL

- .1 Carry out Work using qualified licensed workers or apprentices in accordance with Provincial Act respecting manpower.
- .2 Permit apprentices registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licensed workers.
- .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.

1.6 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work for the Departmental Representative's own Quality Assurance. Cost of such services will be borne by Departmental Representative. This engagement by the Departmental Representative does not alleviate the Contractor's responsibility or replace their obligation to perform their own quality control testing in accordance with these contractual requirements.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and re-inspection.

1.7 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.

1.8 PROCEDURES

- .1 Notify appropriate agency 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.

1.9 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.

1.10 REPORTS

- .1 Submit 4 copies of inspection and test reports to Departmental Representative.
- .2 Provide copies of reports to subcontractor of work being inspected or tested, and/or manufacturer or fabricator of material being inspected or tested.

1.11 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested in specifications.
- .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.

1.12 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative's review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 Remove mock-up at conclusion of Work or when acceptable to Departmental Representative.

1.13 MILL TESTS

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

1.14 EQUIPMENT AND SYSTEMS

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures

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

1.4 WATER SUPPLY

- .1 Departmental Representative will provide continuous supply of potable water for construction use.
- .2 Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.
- .3 Pay for utility charges at prevailing rates.

1.5 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 non-flameless 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 10 degrees C 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, to be used when available. 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 and clean strainers.
- .8 Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is certified by Departmental Representative.
- .9 Pay costs for maintaining temporary heat.
- .10 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.
- .11 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.6 TEMPORARY POWER AND LIGHT

- .1 Arrange with Departmental Representative for temporary power during construction for temporary lighting and operating of power tools, to a maximum supply of 230 volts 30 amps.
- .2 Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.
- .3 Temporary power for electric cranes and other equipment requiring in excess of above is responsibility of contractor.
- .4 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .5 Maximum power supply of existing building will be provided for construction use at no cost. Connect to existing power supply in accordance with Canadian Electrical Code.
- .6 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 Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

- .7 Comply with health and safety elements of CAN/CSA, Z462 most current edition (Workplace Electrical Safety Standard).
- .8 Comply with CAN/CSA, Z460 most current edition – Control of Hazardous Energy.

1.7 TEMPORARY COMMUNICATION FACILITIES

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

1.8 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction, governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 TEMPORARY EROSION AND SEDIMENTATION CONTROL

- .1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction and CEPA requirements.
- .2 Inspect, repair, and maintain erosion and sedimentation control measures during demolition and construction until permanent vegetation has been established.
- .3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed once demolition and construction works are completed.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Ministry of Transportation, Ontario (MTO)
 - .1 Ontario Traffic Manual, Book 7: Temporary Conditions – 2014.

1.2 PROTECTION OF PUBLIC TRAFFIC

- .1 Comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment.
- .2 When working on travelled way:
 - .1 Place equipment in position to minimize interference and hazard to travelling public.
 - .2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.
 - .3 Do not leave equipment on travelled way overnight.
- .3 Close lanes of road only after receipt of written approval from Departmental Representative.
 - .1 Before re-routing traffic, erect suitable signs and devices to Ontario Traffic Manual, Book 7: Temporary Conditions.
- .4 Keep travelled way graded, free from potholes and of sufficient width for required number of lanes of traffic.
 - .1 Provide 7 m wide minimum temporary roadway for traffic in two-way sections through Work and on detours.
 - .2 Provide 5 m wide minimum temporary roadway for traffic in one-way sections through Work and on detours.
- .5 Provide gravelled detours or temporary roads to facilitate passage of traffic around restricted construction area:
 - .1 Grade for detour.
 - .2 Place and compact granular sub-base.
 - .3 Place and compact granular base.
 - .4 Place and compact asphalt concrete pavement.
 - .5 Place and compact mixed-in-place asphalt paving.
- .6 Provide and maintain road access and egress to property fronting along Work under Contract and in other areas as indicated, except where other means of road access exist that meet approval of Departmental Representative.

1.3 INFORMATIONAL AND WARNING DEVICES

- .1 Provide and maintain signs, flashing warning lights and other devices required to indicate construction activities or other temporary and unusual conditions resulting from Project Work which requires road user response.
- .2 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety device, etc., in both official languages or by the use of commonly understood graphic symbols to the Departmental Representative's approval.
- .3 Supply and erect signs, delineators, barricades and miscellaneous warning devices to Ontario Traffic Manual, Book 7: Temporary Conditions.
- .4 Place signs and other devices in locations recommended in Ontario Traffic Manual, Book 7: Temporary Conditions.
- .5 Meet with Departmental Representative prior to commencement of Work to prepare list of signs and other devices required for project. If situation on site changes, revise list to approval of Departmental Representative.
- .6 Continually maintain traffic control devices in use:
 - .1 Check signs daily for legibility, damage, suitability and location. Clean, repair or replace to ensure clarity and reflectance.
 - .2 Remove or cover signs which do not apply to conditions existing from day to day.
- .7 No advertising will be permitted on this project.

1.4 CONTROL OF PUBLIC TRAFFIC

- .1 Provide competent flag personnel, trained in accordance with, and properly equipped to Ontario Traffic Manual, Book 7: Temporary Conditions for situations as follows:
 - .1 When public traffic is required to pass working vehicles or equipment that block all or part of travelled roadway.
 - .2 When it is necessary to institute one-way traffic system through construction area or other blockage where traffic volumes are heavy, approach speeds are high and traffic signal system is not in use.
 - .3 When workers or equipment are employed on travelled way over brow of hills, around sharp curves or at other locations where oncoming traffic would not otherwise have adequate warning.
 - .4 Where temporary protection is required while other traffic control devices are being erected or taken down.
 - .5 For emergency protection when other traffic control devices are not readily available.
 - .6 In situations where complete protection for workers, working equipment and public traffic is not provided by other traffic control devices.
 - .7 At each end of restricted sections where pilot cars are required.
 - .8 Delays to public traffic due to contractor's operators: 15 minutes maximum.
- .2 Where roadway, carrying two-way traffic, is restricted to one lane, for 24 hours each day, provide portable traffic signal system.

- .1 Adjust, as necessary, and regularly maintain system during period of restriction.
- .2 Ensure signal system meets requirements of Ontario Traffic Manual, Book 7: Temporary Conditions.

1.5 OPERATIONAL REQUIREMENTS

- .1 Maintain existing conditions for traffic throughout period of contract.
- .2 Do not block fire department access to building, including the fire lane for the building, at any time.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 78 00 – Closeout Submittals

1.2 REFERENCE STANDARDS

- .1 Within text of each specifications section, reference may be made to reference standards.
 - .1 Conform to these reference standards, in whole or in part as specifically requested in specifications.
 - .2 If there is question as to whether products or systems are in conformance with applicable standards, Departmental Representative reserves right to have such products or systems tested to prove or disprove conformance.
 - .3 Cost for such testing will be born by Departmental Representative in event of conformance with Contract Documents or by Contractor in event of non-conformance.

1.3 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, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
- .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.

1.4 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.

1.5 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, and other items 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.

1.6 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Departmental Representative will be paid for by Departmental Representative. Unload, handle and store such products.

1.7 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.

1.8 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.

1.9 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.

1.10 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floors, walls and ceilings in finished areas, except where indicated otherwise.
- .2 Before installation, inform Departmental Representative if there is interference. Install as directed by Departmental Representative.
- .3 Notify the Departmental Representative a minimum of 5 business days prior to enclosing areas that will conceal the work to permit review and inspection by the Departmental Representative.
- .4 Document all concealment work with photographic evidence of installation. Provide photographs in electronic format to Departmental Representative as part of final O&M manual. Refer to Section 01 78 00 – Closeout Submittals.

1.11 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.

1.12 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.

1.13 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.

1.14 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.

1.15 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.

1.16 EXISTING UTILITIES

- .1 Request for and obtain written approval from Departmental Representative prior to breaking into or connecting to existing services or utilities. Execute Work at times directed by local governing authorities and Departmental Representative, with minimum of disturbance to Work 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.
- .3 Connections to existing utilities are not anticipated under this project. Should connections to utilities be required, request direction from Departmental Representative before proceeding.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 QUALIFICATIONS OF SURVEYOR

- .1 Qualified registered land surveyor, licensed to practise in Place of Work, acceptable to Departmental Representative.

1.2 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Departmental Representative of impending installation and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.3 RECORDS

- .1 Record locations of maintained, re-routed and abandoned service lines.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 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 MATERIALS

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

1.3 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.

1.4 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 Remove samples of installed Work for testing.
- .6 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .7 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .8 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .9 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .10 Restore work with new products in accordance with requirements of Contract Documents.
- .11 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .12 Provide 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.
- .13 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .14 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.5 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 74 19 – Waste Management and Disposal

1.2 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .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, unless approved by Departmental Representative.
- .3 Work in occupied and public areas must be completed off hours and area cleaned by 6:00AM Monday to Friday. An air test must be performed after work is complete and area is cleaned to verify air cleanliness by 6:00AM Monday to Friday.
- .4 Clear snow and ice to maintain access to Work area. Remove snow from site.
- .5 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .6 Provide on-site containers and bins for collection of waste materials and debris.
- .7 Provide and use marked separate bins for recycling. Refer to Section 01 74 19 – Waste Management and Disposal.
- .8 Dispose of waste materials and debris off site.
- .9 Clean interior areas prior to start of finishing work and maintain areas free of dust and other contaminants during finishing operations.
- .10 Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .11 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .12 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .13 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.3 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 caused by Work.

- .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, unless approved by Departmental Representative.
- .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, ceilings, floors, equipment, panels, devices, grates, doors, windows, and related building components.
- .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; rake clean other surfaces of grounds.
- .14 Remove dirt and other disfiguration from exterior surfaces.
- .15 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .16 Sweep and wash clean paved areas.
- .17 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .18 Clean roofs, downspouts, and drainage systems.
- .19 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .20 Remove snow and ice from access to building.

1.4 WASTE MANAGEMENT AND DISPOSAL

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Clean Waste: Untreated and unpainted; not contaminated with oils, solvents, sealants or similar materials.
- .2 Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling operations.
- .3 Hazardous: Exhibiting the characteristics of hazardous substances including properties such as ignitability, corrosiveness, toxicity or reactivity.
- .4 Non-hazardous: Exhibiting none of the characteristics of hazardous substances, including properties such as ignitability, corrosiveness, toxicity, or reactivity.
- .5 Non-toxic: Not poisonous to humans either immediately or after a long period of exposure.
- .6 Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- .7 Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- .8 Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form; recycling does not include burning, incinerating, or thermally destroying waste.
- .9 Return: To give back reusable items or unused products to vendors for credit.
- .10 Reuse: To reuse a construction waste material in some manner on the project site.
- .11 Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- .12 Sediment: Soil and other debris that has been eroded and transported by storm or well production run off water.
- .13 Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- .14 Toxic: Poisonous to humans either immediately or after a long period of exposure.
- .15 Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- .16 Volatile Organic Compounds (VOC's): Chemical compounds common in and emitted by many building products over time through outgassing:
 - .1 Solvents in paints and other coatings;
 - .2 Wood preservatives; strippers and household cleaners;
 - .3 Adhesives in particleboard, fiberboard, and some plywood; and foam insulation.
 - .4 When released, VOC's can contribute to the formation of smog and can cause respiratory tract problems, headaches, eye irritations, nausea, damage to the liver, kidneys, and central nervous system, and possibly cancer.

- .17 Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.
- .18 Construction Waste Management Plan: A project related plan for the collection, transportation, and disposal of the waste generated at the construction site; the purpose of the plan is to ultimately reduce the amount of material being landfilled.

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Coordination: Coordinate waste management requirements with all Divisions of the Work for the project, and ensure that requirements of the Construction Waste Management Plan are followed.
- .2 Preconstruction Meeting: Arrange a pre-construction meeting in accordance with Section 01 31 19 – Project Meetings before starting any Work of the Contract attended by the Departmental Representative, Contractor and affected Subcontractor's to discuss the Construction Waste Management Plan and to develop mutual understanding of the requirements for a consistent policy towards waste reduction and recycling.

1.3 SUBMITTALS

- .1 Provide required information in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Action Submittals: Provide the following submittals before starting any work of this Section:
 - .1 Draft Construction Waste Management Plan (Draft CWM Plan): Submit to Representative a preliminary analysis of anticipated site generated waste by listing a minimum of five (5) construction or demolition waste streams that have potential to generate the most volume of material indicating methods that will be used to divert construction waste from landfill and source reduction strategies; Contractor will provide commentary before development of Construction Waste Management Plan.
 - .2 Construction Waste Management Plan (CWM Plan): Submit a CWM Plan for this project prior to any waste removal from site and that includes the following information:
 - .1 Material Streams: Analysis of the proposed jobsite waste being generated, including material types and quantities forming a part of identified material streams in the Draft CWM Plan; materials removed from site destined for alternative daily cover at landfill sites and land clearing debris cannot be considered as contributing to waste diversion and will be included as a component of the total waste generated for the site.
 - .2 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials, and incorporate into CWM Plan.
 - .3 Alternative Waste Disposal: Prepare a listing of each material proposed to be salvaged, reused, recycled or composted during the course of the project, and the proposed local market for each material.

- .4 Landfill Materials: Identify materials that cannot be recycled, reused or composted and provide explanation or justification; energy will be considered as a viable alternative diversion strategy for these materials where facilities exist.
- .5 Landfill Options: The name of the landfill where trash will be disposed of; landfill materials will form a part of the total waste generated by the project.
- .6 Materials Handling Procedures: A description of the means by which any recycled waste materials will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.
- .7 Transportation: A description of the means of transportation of the recyclable materials, whether materials will be site separated and self hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site, and destination of materials.

1.4 PROJECT CLOSEOUT SUBMISSIONS

- .1 Record Documentation: Submit as constructed information in accordance with Section 01 78 00 – Closeout Submittals and as follows:
 - .1 Construction Waste Management Report (CWM Report): Submit a CWM Report for this project in a format acceptable to submittal requirements and that includes the following information:
 - .1 Accounting: Submit information indicating total waste produced by the project.
 - .2 Composition: Submit information indicating types of waste material and quantity of each material.
 - .3 Diversion Rate: Submit information indicating total waste diverted from landfill as a percentage of the total waste produced by the project.
 - .4 Transportation Documentation: Submit copies of transportation documents or shipping manifests indicating weights of materials, and other evidence of disposal indicating final location of waste diverted from landfill and waste sent to landfill.
 - .5 Alternative Daily Cover (ADC): Submit quantities of material that were used as ADC at landfill sites, and that form a part of the total waste generated by the project.
 - .6 Multiple Waste Hauling: Compile all information into a single CWM Report where multiple waste hauling and diversion strategies were used for the project.
 - .7 Photographs: Submit photographs of waste diversion facilities documenting location and signage describing usage of waste separation containers.

1.5 QUALITY ASSURANCE

- .1 Resources for Development of Construction Waste Management Report (CWM Report): The following sources may be useful in developing the Draft Construction Waste Management Plan:
 - .1 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials, and incorporate into CWM Plan.
 - .2 Waste-to-Energy Systems: Investigate local waste-to-energy incentives where systems for diverting materials from landfill for reuse or recycling are not available.

1.6 DELIVERY, STORAGE AND HANDLING

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 (CWM PLAN) IMPLEMENTATION

- .1 Manager: Contractor is responsible for designating an on site party or parties responsible for instructing workers and overseeing and documenting results of the CWM Plan for the project.
- .2 Distribution: Distribute copies of the CWM Plan to the job site foreman, each Subcontractor, and the Departmental Representative.
- .3 Instruction: Provide on site instruction of appropriate separation, handling, and recycling, salvage, reuse, composting and return methods being used for the project to Subcontractor's at appropriate stages of the project.

- .4 Separation Facilities: Lay out and label a specific area to facilitate separation of materials for potential recycling, salvage, reuse, composting and return:
 - .1 Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination of materials.
 - .2 Hazardous wastes shall be separated, stored, and disposed of in accordance with local regulations.
- .5 Progressive Documentation: Submit a monthly summary of waste generated by the project to ensure that waste diversion goals are on track with project requirements:
 - .1 Submission of waste summary can coincide with application for progress payment, or similar milestone event as agreed upon between the Contractor and Representative.
 - .2 Monthly waste summary shall contain the following information:
 - .1 The amount in tonnes or m3 and location of material landfilled,
 - .2 The amount in tonnes or m3 and location of materials diverted from landfill, and
 - .3 Indication of progress based on total waste generated by the project with materials diverted from landfill as a percentage.

3.2 SUBCONTRACTOR'S RESPONSIBILITY

- .1 Subcontractor's shall cooperate fully with the Contractor to implement the CWM Plan.
- .2 Failure to cooperate may result in the Departmental Representative not achieving their environmental goals and may result in penalties being assessed by the Contractor to the responsible Subcontractor's.

3.3 CONSTRUCTION WASTE MANAGEMENT FORMS

- .1 Contractor to establish their own forms for recording management of construction waste.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE REQUIREMENTS

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

1.2 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 1 electronic copy and 4 final hardcopies of operating and maintenance manuals in each English and French languages (separate copies).
- .3 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .4 Provide evidence, if requested, for type, source and quality of products supplied.

1.3 FORMAT

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings.
 - .1 Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.

- .8 Drawings: provide with reinforced punched binder tab.
- .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dwg format on USB.

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

1.5 AS -BUILT DOCUMENTS AND SAMPLES

- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store 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 blue line opaque drawings, and in copy of Project Manual provided by Departmental Representative.
- .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 References to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.
- .7 Provide digital photos for site records in accordance with Section 01 33 00 – Submittal Procedures.

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. Valve charts are to size A0 paper and be framed and mounted under glass in mechanical rooms where valves are present.
- .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 and commissioning documents.
- .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 site; place and store.
 - .4 Receive and catalogue items.

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

1.10 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 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative for approval.
- .3 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.
- .6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
- .4 Verify that documents are in proper form, contain full information, and are notarized.
- .5 Co-execute submittals when required.
- .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 6 months and 11-month warranty inspection, measured from time of acceptance, by Departmental Representative.
- .9 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Listing and status of delivery of Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and commissioned systems such as building automation systems and lightning protection systems.
 - .3 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 overall warranty of construction according to GC3.13. 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.
- .4 Contractor's plans for attendance at 11-month post-construction warranty inspection.

- .5 Procedure and status of tagging of equipment covered by extended warranties.
- .6 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification to follow oral instructions.
- .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.12 WARRANTY TAGS

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water-resistant tag approved by Departmental Representative and coordinated through PSPC's NMMS.
- .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.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 23 08 16 – Cleaning and Start-up of HVAC Piping Systems.
- .2 Section 25 01 11 – EMCS: Start-up, Verification and Commissioning.

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 The Contractor is responsible for preparing a training plan describing the content and procedure of the O&M training exercise. The plan will be submitted to the Departmental Representative in advance of the training for review and approval prior to the Contractor proceeding with final training.
- .2 Demonstrate scheduled operation and maintenance of equipment and systems to Departmental Representative's personnel two weeks prior to date of final inspection.
- .3 Departmental Representative: provide list of personnel to receive instructions, and co-ordinate their attendance at agreed-upon times.
- .4 Preparation:
 - .1 Verify conditions for demonstration and instructions comply with requirements.
 - .2 Verify designated personnel are present.
 - .1 Ensure equipment has been inspected and put into operation in accordance with Section 23 08 16 – Cleaning and Start-up of HVAC Piping Systems and Section 25 01 11 – EMCS: Start-up, Verification and Commissioning.
 - .2 Ensure testing, adjusting, and balancing has been performed in accordance with Section 01 91 13 – General Commissioning Requirements and equipment and systems are fully operational.
- .5 Demonstration and Instructions:
 - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at scheduled agreed upon times, at the equipment location.
 - .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
 - .3 Review contents of manual in detail to explain aspects of operation and maintenance.
 - .4 Prepare and insert additional data in operations and maintenance manuals when needed during instructions.
- .6 Time Allocated for Instructions: ensure amount of time required for instruction of each item of equipment or system as follows:
 - .1 Division 21 - Plumbing System: 2 hours of instruction, 2 sessions total.
 - .2 Division 23 - Heating System: 4 hours of instruction, 2 sessions total.
 - .3 Division 23 - Cooling System: 4 hours of instruction, 2 sessions total.
 - .4 Division 25 - Control System: Refer to Section 25 01 12 – EMCS: Training.

- .5 Division 26 - Electrical System: 2 hours of instruction, 2 sessions total.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.
- .3 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .4 Give time and date of each demonstration, with list of persons present.
- .5 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.4 QUALITY ASSURANCE

- .1 When specified in individual Sections requiring manufacturer to provide authorized representative to demonstrate operation of equipment and systems:
 - .1 Instruct Departmental Representative's personnel.
 - .2 Provide written report that demonstration and instructions have been completed.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 ACRONYMS:

- .1 Cx - Commissioning.
- .2 EMCS - Energy Monitoring and Control Systems.
- .3 O&M - Operation and Maintenance.
- .4 PI - Product Information.
- .5 PV - Performance Verification.
- .6 TAB - Testing, Adjusting and Balancing.

1.2 GENERAL

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project. Cx is performed after systems and integrated systems are completely installed, functional and Contractor's Performance Verification responsibilities have been completed and approved. Objectives:
 - .1 Verify installed equipment, systems and integrated systems operate in accordance with Contract Documents and design criteria and intent.
 - .2 Ensure appropriate documentation is compiled into the O&M Manual.
 - .3 Effectively train O&M staff.
- .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
 - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively tested with each other as intended in accordance with Contract Documents and design criteria.
 - .2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements.
- .3 Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements.

1.3 COMMISSIONING OVERVIEW

- .1 For Cx responsibilities refer to Section 01 91 31 – Commissioning (Cx) Plan.
- .2 Cx to be a line item of Contractor's cost breakdown.
- .3 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .4 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built work is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and

operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.

- .5 Departmental Representative will issue Interim Acceptance Certificate when:
 - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
 - .2 Equipment, components and systems have been commissioned.
 - .3 O&M training has been completed.

1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

- .1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance.
- .2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. Above costs to be in form of progress payment reductions or hold-back assessments.

1.5 PRE-CX REVIEW

- .1 Before Construction:
 - .1 Review Contract Documents, confirm by writing to Departmental Representative.
 - .1 Adequacy of provisions for Cx.
 - .2 Aspects of design and installation pertinent to success of Cx.
- .2 During Construction:
 - .1 Co-ordinate provision, location and installation of provisions for Cx.
- .3 Before start of Cx:
 - .1 Have completed Cx Plan up-to-date.
 - .2 Ensure installation of related components, equipment, sub-systems, systems is complete.
 - .3 Fully understand Cx requirements and procedures.
 - .4 Have Cx documentation shelf-ready.
 - .5 Understand completely design criteria and intent and special features.
 - .6 Submit complete start-up documentation to Departmental Representative.
 - .7 Have Cx schedules up-to-date.
 - .8 Ensure systems have been cleaned thoroughly.
 - .9 Complete TAB procedures on systems, submit TAB reports to Departmental Representative for review and approval.
 - .10 Ensure "As-Built" system schematics are available.
- .4 Inform Departmental Representative in writing of discrepancies and deficiencies on finished works.

1.6 CONFLICTS

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

1.7 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 – Submittal Procedures.
 - .1 Submit no later than 4 weeks after award of Contract:
 - .1 Name of Contractor's Cx agent.
 - .2 Draft Cx documentation.
 - .3 Preliminary Cx schedule.
 - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval at least 8 weeks prior to start of Cx.
 - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 8 weeks prior to start of Cx.
 - .4 Provide additional documentation relating to Cx process required by Departmental Representative.

1.8 COMMISSIONING DOCUMENTATION

- .1 Refer to Section 01 91 33 – Commissioning (Cx) Forms for requirements and instructions for use.
- .2 Departmental Representative to review and approve Cx documentation.
- .3 Provide completed and approved Cx documentation to Departmental Representative.

1.9 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction schedule.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
 - .1 Approval of Cx reports.
 - .2 Verification of reported results.
 - .3 Repairs, retesting, re-commissioning, re-verification.
 - .4 Training.

1.10 COMMISSIONING MEETINGS

- .1 Convene Cx meetings.
- .2 Purpose: to resolve issues, monitor progress, identify deficiencies, relating to Cx.
- .3 Continue Cx meetings on regular basis until commissioning deliverables have been addressed.

- .4 At 60% construction completion stage, Departmental Representative to call a separate Cx scope meeting to review progress, discuss schedule of equipment start-up activities and prepare for Cx. Issues at meeting to include:
 - .1 Review duties and responsibilities of Contractor and subcontractors, addressing delays and potential problems.
 - .2 Determine the degree of involvement of trades and manufacturer's representatives in the commissioning process.
- .5 Thereafter Cx meetings to be held until project completion and as required during equipment start-up and functional testing period.
- .6 Meeting will be chaired by Contractor, who will record and distribute minutes.
- .7 Ensure subcontractors and relevant manufacturer representatives are present at Cx meetings as required.

1.11 STARTING AND TESTING

- .1 Contractor assumes liabilities and costs for inspections. Including disassembly and re-assembly after approval, starting, testing and adjusting, including supply of testing equipment.

1.12 WITNESSING OF STARTING AND TESTING

- .1 Provide 14 days notice prior to commencement.
- .2 Departmental Representative to witness of start-up and testing.
- .3 Contractor's Cx Agent to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers.

1.13 MANUFACTURER'S INVOLVEMENT

- .1 Factory testing: manufacturer to:
 - .1 Coordinate time and location of testing.
 - .2 Provide testing documentation for approval by Departmental Representative.
 - .3 Arrange for Departmental Representative to witness tests.
 - .4 Obtain written approval of test results and documentation from Departmental Representative before delivery to site.
- .2 Obtain manufacturer's installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative
 - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
 - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .3 Integrity of warranties:
 - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
 - .2 Verify with manufacturer that testing as specified will not void warranties.

- .4 Qualifications of manufacturer's personnel:
 - .1 Experienced in design, installation and operation of equipment and systems.
 - .2 Ability to interpret test results accurately.
 - .3 To report results in clear, concise, logical manner.

1.14 PROCEDURES

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
 - .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
 - .2 Visual inspection of quality of installation.
 - .2 Start-up: follow accepted start-up procedures.
 - .3 Operational testing: document equipment performance.
 - .4 System PV: include repetition of tests after correcting deficiencies.
 - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Document required tests on approved PV forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
 - .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.
 - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
 - .3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.
 - .1 Rejected equipment to be removed from site and replaced with new.
 - .2 Subject new equipment/systems to specified start-up procedures.
 - .3 Contractor shall be responsible for costs of new equipment and installation of said equipment.
 - .4 Contractor shall pay for costs of independent testing agency.

1.15 START-UP DOCUMENTATION

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
 - .1 Factory and on-site test certificates for specified equipment.

- .2 Pre-start-up inspection reports.
- .3 Signed installation/start-up check lists.
- .4 Start-up reports,
- .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

1.16 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS

- .1 After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer.
- .2 With assistance of manufacturer develop written maintenance program and submit Departmental Representative for approval before implementation.
- .3 Operate and maintain systems for length of time required for commissioning to be completed.
- .4 After completion of commissioning, operate and maintain systems until issuance of certificate of interim acceptance.

1.17 TEST RESULTS

- .1 If start-up, testing and/or PV produce unacceptable results, repair, replace or repeat specified starting and/or PV procedures until acceptable results are achieved.
- .2 Provide manpower and materials, assume costs for re-commissioning.

1.18 START OF COMMISSIONING

- .1 Notify Departmental Representative at least 21 days prior to start of Cx.
- .2 Start Cx after elements of building affecting start-up and performance verification of systems have been completed.

1.19 INSTRUMENTS / EQUIPMENT

- .1 Submit to Departmental Representative for review and approval:
 - .1 Complete list of instruments proposed to be used.
 - .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.
- .2 Provide the following equipment as required:
 - .1 2-way radios.
 - .2 Ladders.
 - .3 Equipment as required to complete work.

1.20 COMMISSIONING PERFORMANCE VERIFICATION

- .1 Carry out Cx:
 - .1 Under accepted simulated or actual operating conditions, over entire operating range, in all modes.
 - .2 On independent systems and interacting systems.

- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.
- .4 EMCS trending to be available as supporting documentation for performance verification.

1.21 WITNESSING COMMISSIONING

- .1 Departmental Representative to witness activities and verify results.

1.22 AUTHORITIES HAVING JURISDICTION

- .1 Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility.
- .2 Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction.
- .3 Provide copies to Departmental Representative within 5 days of test and with Cx report.

1.23 COMMISSIONING CONSTRAINTS

- .1 Since access into secure or sensitive areas will be very difficult after occupancy, it is necessary to complete Cx of occupancy, weather, and seasonal sensitive equipment and systems before issuance of the Interim Certificate, using, if necessary, simulated thermal loads.

1.24 EXTRAPOLATION OF RESULTS

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

1.25 EXTENT OF VERIFICATION

- .1 Provide manpower and instrumentation to verify up to 30% of reported results, unless specified otherwise in other sections.
- .2 Number and location to be at discretion of Departmental Representative.
- .3 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .4 Review and repeat commissioning of systems if inconsistencies found in more than 20% of reported results.
- .5 Perform additional commissioning until results are acceptable to Departmental Representative.

1.26 REPEAT VERIFICATIONS

- .1 Pay for costs incurred by Departmental Representative for third and subsequent verifications where:

- .1 Verification of reported results fail to receive Departmental Representative's approval.
- .2 Repetition of second verification again fails to receive approval.
- .3 Departmental Representative deems Contractor's request for second verification was premature.

1.27 SUNDRY CHECKS AND ADJUSTMENTS

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

1.28 DEFICIENCIES, FAULTS, DEFECTS

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

1.29 COMPLETION OF COMMISSIONING

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

1.30 ACTIVITIES UPON COMPLETION OF COMMISSIONING

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

1.31 TRAINING

- .1 In accordance with Section 01 91 41 – Commissioning (Cx) - Training.

1.32 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

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

1.33 OCCUPANCY

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

1.34 INSTALLED INSTRUMENTATION

- .1 Use instruments installed under Contract for TAB and PV if:
 - .1 Accuracy complies with these specifications.
 - .2 Calibration certificates have been deposited with Departmental Representative.

- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

1.35 PERFORMANCE VERIFICATION TOLERANCES

- .1 Application tolerances:
 - .1 Specified range of acceptable deviations of measured values from specified values or specified design criteria. Except for special areas, to be within +/- 10% of specified values.
- .2 Instrument accuracy tolerances:
 - .1 To be of higher order of magnitude than equipment or system being tested.
- .3 Measurement tolerances during verification:
 - .1 Unless otherwise specified actual values to be within +/- 2% of recorded values.

1.36 OWNER'S PERFORMANCE TESTING

- .1 Performance testing of equipment or system by Departmental Representative will not relieve Contractor from compliance with specified start-up and testing procedures.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 GENERAL

- .1 Provide a fully functional facility:
 - .1 Systems, equipment, and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
 - .2 Facility users and O&M personnel have been fully trained in aspects of installed systems.
 - .3 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx. This document:
 - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
 - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
 - .3 Sets out deliverables relating to O&M, process and administration of Cx.
 - .4 Describes process of verification of how built works meet design requirements.
 - .5 Details steps to produce a complete functional system prior to issuance of Certificate of Occupancy.
 - .6 Acts as a management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
 - .1 Overview of Cx.
 - .2 General description of elements that make up Cx Plan.
 - .3 Process and methodology for successful Cx.
- .4 Acronyms:
 - .1 Cx - Commissioning.
 - .2 EMCS - Energy Monitoring and Control Systems.
 - .3 MSDS - Material Safety Data Sheets.
 - .4 PI - Product Information.
 - .5 PV - Performance Verification.
 - .6 TAB - Testing, Adjusting and Balancing.
 - .7 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
 - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
 - .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

1.2 DEVELOPMENT OF 100% CX PLAN

- .1 Cx Plan to be 100% completed within 8 weeks of award of contract to take into account:
 - .1 Approved shop drawings and product data.
 - .2 Approved changes to contract.
 - .3 Contractor's project schedule.
 - .4 Cx schedule.
 - .5 Contractor's and suppliers' requirements.
 - .6 Project construction team's and Cx team's requirements.
- .2 Submit completed Cx Plan to Departmental Representative and obtain written approval.

1.3 REFINEMENT OF CX PLAN

- .1 During construction phase, revise, refine and update Cx Plan to include:
 - .1 Changes resulting from Client program modifications.
 - .2 Approved design and construction changes.
- .2 Revise, refine and update every 6 weeks during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.
- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

1.4 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM

- .1 Contractor's Commissioning Agent to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Departmental Representative will select Cx Team consisting of following members:
 - .1 PSPC Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
 - .2 PSPC Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:
 - .1 Review of Cx documentation from operational perspective.
 - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
 - .3 Protection of health, safety and comfort of occupants and O&M personnel.
 - .4 Monitoring of Cx activities, training, development of Cx documentation.
 - .5 Work closely with members of Cx Team.
 - .3 Departmental Representative is responsible for:
 - .1 Monitoring operations Cx activities.
 - .2 Certifying accuracy of reported results.
 - .3 Certifying TAB and other tests.

- .4 Ensuring implementation of final Cx Plan.
- .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with Contract Documents, including:
 - .1 Organizing Cx.
 - .2 Testing.
 - .3 TAB.
 - .4 Performance of Cx activities.
 - .5 Performing verification of performance of installed systems and equipment.
 - .6 Implementation of Training Plan.
 - .7 Delivery of training and Cx documentation.
 - .8 Assigning one person as point of contact with Departmental Representative and PSC Cx Manager for administrative and coordination purposes.
- .5 Contractor's Cx agent implements specified Cx activities including:
 - .1 Demonstrations.
 - .2 Training.
 - .3 Testing.
 - .4 Preparation, submission of test reports.
- .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
 - .1 Receiving facility.
 - .2 Day-To-Day operation and maintenance of facility.

1.5 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
 - .1 Installation contractor/subcontractor:
 - .1 Equipment and systems except as noted.
 - .2 Equipment manufacturer: equipment specified to be installed and started by manufacturer.
 - .1 To include performance verification.
 - .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
 - .4 Specialist Cx agency:
 - .1 Possessing specialist qualifications and installations providing environments essential to client's program but are outside scope or expertise of Cx specialists on this project.
 - .5 Client: responsible for intrusion and access security systems.
 - .6 Ensure that Cx participant:

- .1 Could complete work within scheduled time frame.
- .2 Is available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
 - .1 Modify ventilation rates to meet changes in off-gassing.
 - .2 Changes to heating or cooling loads beyond scope of EMCS.
 - .3 Changes to EMCS control strategies beyond level of training provided to O&M personnel.
 - .4 Redistribution of electrical services.
 - .5 Modifications of fire alarm systems.
 - .6 Modifications to voice communications systems.
- .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3 months prior to starting date of Cx for review and approval.

1.6 DELIVERABLES RELATING TO O&M PERSPECTIVES

- .1 General requirements:
 - .1 Compile English documentation.
 - .2 Documentation to be PDF native (not scanned) format ready for inputting for data management.
- .2 Provide deliverables:
 - .1 Warranties.
 - .2 Project record documentation.
 - .3 Inventory of spare parts, special tools and maintenance materials.
 - .4 Maintenance Management System (CMMS) identification system used.
 - .5 WHMIS information.
 - .6 MSDS data sheets.
 - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

1.7 DELIVERABLES RELATING TO THE CX PROCESS

- .1 General:
 - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
 - .1 Cx as used in this section includes:
 - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
 - .2 Factory inspections and performance verification tests.

- .3 Deliverables: provide:
 - .1 Cx Specifications.
 - .2 Startup, pre-Cx activities and documentation for systems, and equipment.
 - .3 Completed installation checklists (ICL).
 - .4 Completed product information (PI) report forms.
 - .5 Completed performance verification (PV) report forms.
 - .6 Results of Performance Verification Tests and Inspections.
 - .7 Description of Cx activities and documentation.
 - .8 Description of Cx of integrated systems and documentation.
 - .9 Training Plans.
 - .10 Cx Reports.
 - .11 Prescribed activities during warranty period.
- .4 Departmental Representative to witness and certify tests and reports of results provided by Contractor.

1.8 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in this Cx Plan include the following:
 - .1 Pre-Start-Up inspections: by Contractor to be performed prior to permission for start up. Contractor to rectify deficiencies to Departmental Representative 's satisfaction.
 - .2 Contractor to use approved check lists.
 - .3 Inform Departmental Representative of these tests and receive approval to proceed prior to commencement of tests. Departmental Representative will monitor some of these pre-start-up inspections.
 - .4 Include completed documentation with Cx report.
 - .5 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Departmental Representative and does not form part of Cx specifications.
 - .6 Inform Departmental Representative of these tests and receive approval to proceed prior to commencement of tests. Departmental Representative will monitor some of these inspections and tests.
 - .7 Include completed documentation in Cx report.
- .2 Pre-Cx activities - ARCHITECTURAL AND STRUCTURAL:
 - .1 Slab and beam deflection test: test after removal of temporary supports and concrete has cured to ensure adequacy for raised floors.
- .3 Pre-Cx activities - MECHANICAL:
 - .1 Plumbing systems:
 - .1 "Bump" each item of equipment in its "stand-alone" mode.
 - .2 Complete pre-start-up checks and complete relevant documentation.

- .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
 - .2 HVAC equipment and systems:
 - .1 "Bump" each item of equipment in its "stand-alone" mode.
 - .2 At this time, complete pre-start-up checks and complete relevant documentation.
 - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
 - .4 Perform TAB on systems. TAB reports to be approved by Departmental Representative.
 - .3 EMCS:
 - .1 EMCS trending to be available as supporting documentation for performance verification.
 - .2 Perform point-by-point testing in parallel with start-up.
 - .3 Carry out point-by-point verification.
 - .4 Demonstrate performance of systems, to be witnessed by Departmental Representative prior to start of 30 day Final Acceptance Test period.
 - .5 Perform final Cx and operational tests during demonstration period and 30 day test period.
 - .6 Only additional testing after foregoing have been successfully completed to be "Off-Season Tests".
 - .4 Pre-Cx activities - ELECTRICAL:
 - .1 High voltage distribution systems over 750 V:
 - .1 Requires independent testing agency to perform pre- energization and post-energization tests.
 - .2 Low voltage distribution systems under 750 V:
 - .1 Requires independent testing agency to perform pre- energization and post-energization tests.
 - .3 Low voltage systems: these include:
 - .1 Clock, communications, low voltage lighting control systems and data communications systems.
 - .4 Security, surveillance and intrusion alarm systems: to include verification by Departmental Representative.

1.9 START-UP

- .1 Start up components, equipment and systems.
- .2 Equipment manufacturer, supplier, installing specialist sub-contractor, as appropriate, to start-up, under Contractor's direction, following equipment, systems:
 - .1 Chillers
 - .2 Cooling Towers
 - .3 Pumps

- .3 Departmental Representative to monitor some of these start-up activities.
 - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .4 Performance Verification (PV):
 - .1 Approved Cx Agent to perform.
 - .1 Repeat when necessary until results are acceptable to Departmental Representative.
 - .2 Use procedures modified generic procedures to suit project requirements.
 - .3 Departmental Representative to witness and certify reported results using approved PI and PV forms.
 - .4 Departmental Representative to approve completed PV reports provided by Contractor.
 - .5 Departmental Representative reserves right to verify up to 30% of reported results at random.
 - .6 Failure of randomly selected item shall result in rejection of PV report or report of system start up and testing.

1.10 CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Perform Cx by specified Cx agency using procedures developed by Contractor and approved by Departmental Representative.
- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.
- .4 Departmental Representative to witness, certify reported results of all Cx activities completed by Contractor.

1.11 INSTALLATION CHECK LISTS (ICL)

- .1 Refer to Section 01 91 33 – Commissioning (Cx) Forms.

1.12 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Refer to Section 01 91 33 – Commissioning (Cx) Forms.

1.13 PERFORMANCE VERIFICATION (PV) REPORT

- .1 Refer to Section 01 91 33 – Commissioning (Cx) Forms.

1.14 DELIVERABLES RELATING TO ADMINISTRATION OF CX

- .1 General:
 - .1 Because of risk assessment, complete Cx of occupancy, weather and seasonal-sensitive equipment and systems in these areas before building is occupied.

1.15 CX SCHEDULES

- .1 Prepare detailed Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:

- .1 Milestones, testing, documentation, training and Cx activities of components, equipment, subsystems, systems and integrated systems, including:
 - .1 Design criteria, design intents.
 - .2 Pre-TAB review: 28 days after contract award, and before construction starts.
 - .3 Cx agents' credentials: 60 days before start of Cx.
 - .4 Cx procedures: 3 months after award of contract.
 - .5 Cx Report format: 3 months after contract award.
 - .6 Discussion of heating/cooling loads for Cx: 3 months before start-up.
 - .7 Submission of list of instrumentation with relevant certificates: 21 days before start of Cx.
 - .8 Notification of intention to start TAB: 21 days before start of TAB.
 - .9 TAB: after successful start-up, correction of deficiencies and verification of normal and safe operation.
 - .10 Notification of intention to start Cx: 14 days before start of Cx.
 - .11 Identification of deferred Cx.
 - .12 Implementation of training plans.
 - .13 Cx reports: immediately upon successful completion of Cx.
- .2 Detailed training schedule to demonstrate no conflicts with testing, completion of project and hand-over to Departmental Representative.
- .3 6 months in Cx schedule for verification of performance in all seasons and wear conditions.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Departmental Representative will monitor progress of Cx against this schedule.

1.16 CX REPORTS

- .1 Submit reports of tests, witnessed and certified by Departmental Representative, to Departmental Representative who will verify reported results.
- .2 Include completed and certified PV reports in properly formatted Cx Reports.
- .3 Before reports are accepted, reported results to be subject to verification by Departmental Representative.

1.17 ACTIVITIES DURING WARRANTY PERIOD

- .1 Cx activities must be completed before issuance of Interim Certificate.

1.18 TESTS TO BE PERFORMED BY DEPARTMENTAL REPRESENTATIVE

- .1 None is anticipated on this project.

1.19 TRAINING PLANS

- .1 Refer to Section 01 91 41 – Commissioning (Cx) - Training.

1.20 FINAL SETTINGS

- .1 Upon completion of Cx to satisfaction of Departmental Representative, lock control devices in their final positions, indelibly mark settings marked and include in Cx Reports.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INSTALLATION/START-UP CHECK LISTS

- .1 Include the following data:
 - .1 Product manufacturer's installation instructions and recommended checks.
 - .2 Special procedures as specified in relevant technical sections.
 - .3 Items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- .2 Equipment manufacturer's installation/start-up check lists are acceptable for use. As deemed necessary by Departmental Representative, supplemental additional data lists will be required for specific project conditions.
- .3 Use check lists for equipment installation. Document check list verifying checks have been made, indicate deficiencies and corrective action taken.
- .4 Installer to sign check lists upon completion, certifying stated checks and inspections have been performed. Return completed check lists to Departmental Representative. Check lists will be required during Commissioning and will be included in O&M Manual at completion of project.
- .5 Use of check lists will not be considered part of commissioning process but will be stringently used for equipment pre-start and start-up procedures.

1.2 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Product Information (PI) forms compiles gathered data on items of equipment produced by equipment manufacturer, includes nameplate information, parts list, operating instructions, maintenance guidelines and pertinent technical data and recommended checks that is necessary to prepare for start-up and functional testing and used during operation and maintenance of equipment. This documentation is included in the O&M Manual at completion of work.
- .2 Prior to Performance Verification (PV) of systems complete items on PI forms related to systems and obtain Departmental Representative's approval.

1.3 PERFORMANCE VERIFICATION (PV) FORMS

- .1 PV forms to be used for checks, running dynamic tests and adjustments carried out on equipment and systems to ensure correct operation, efficiently and function independently and interactively with other systems as intended with project requirements.
- .2 PV report forms, including those developed by Contractor, are used to record measured data and readings taken during functional testing and Performance Verification procedures.
- .3 Prior to PV of integrated system, complete PV forms of related systems and obtain Departmental Representative's approval.

1.4 COMMISSIONING FORMS

- .1 Contractor is responsible for creating and completing project-specific Commissioning forms in electronic format complete with specification data. Manufacturer-provided forms can be used, but must be reviewed and approved by Departmental Representative prior to use.

1.5 COMMISSIONING FORMS

- .1 Use Commissioning forms to verify installation and record performance when starting equipment and systems.
- .2 Strategy for Use:
 - .1 Contractor develops project-specific Commissioning forms with specification data included.
 - .2 Contractor will provide required shop drawings information and verify correct installation and operation of items indicated on these forms.
 - .3 Confirm operation as per design criteria and intent.
 - .4 Identify variances between design and operation and reasons for variances.
 - .5 Verify operation in specified normal and emergency modes and under specified load conditions.
 - .6 Record analytical and substantiating data.
 - .7 Verify reported results.
 - .8 Form to bear signatures of recording technician and reviewed and signed off by Departmental Representative.
 - .9 Submit immediately after tests are performed.
 - .10 Reported results in true measured SI unit values.
 - .11 Provide Departmental Representative with originals of completed forms.
 - .12 Maintain copy on site during start-up, testing and commissioning period.
 - .13 Forms to be both hard copy and electronic format with typed written results in O&M Manual.

1.6 LANGUAGE

- .1 To suit the language profile of the awarded contract.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 TRAINEES

- .1 Trainees: personnel selected for operating and maintaining this facility. Includes Facility Manager, building operators, maintenance staff, security staff, and technical specialists as required.
- .2 Trainees will be available for training during later stages of construction for purposes of familiarization with systems.

1.2 INSTRUCTORS

- .1 Departmental Representative will provide:
 - .1 Descriptions of systems.
 - .2 Instruction on design philosophy, design criteria, and design intent.
- .2 Contractor and certified factory-trained manufacturers' personnel: to provide instruction on the following:
 - .1 Start-Up, operation, shut-down of equipment, components and systems.
 - .2 Control features, reasons for, results of, implications on associated systems of, adjustment of set points of control and safety devices.
 - .3 Instructions on servicing, maintenance and adjustment of systems, equipment and components.
- .3 Contractor and equipment manufacturer to provide instruction on:
 - .1 Start-up, operation, maintenance and shut-down of equipment they have certified installation, started up and carried out PV tests.

1.3 TRAINING OBJECTIVES

- .1 Training to be detailed and duration to ensure:
 - .1 Safe, reliable, cost-effective, energy-efficient operation of systems in normal and emergency modes under all conditions.
 - .2 Effective on-going inspection, measurements of system performance.
 - .3 Proper preventive maintenance, diagnosis and trouble-shooting.
 - .4 Ability to update documentation.
 - .5 Ability to operate equipment and systems under emergency conditions until appropriate qualified assistance arrives.

1.4 TRAINING MATERIALS

- .1 Instructors to be responsible for content and quality.
- .2 Training materials to include:
 - .1 "As-Built" Contract Documents.
 - .2 Operating Manual.

- .3 Maintenance Manual.
 - .4 Management Manual.
 - .5 TAB and PV Reports.
- .3 Departmental Representative, Commissioning Manager, and Facility Manager will review training manuals.
- .4 Training materials to be in a format that permits future training procedures to same degree of detail.
- .5 Supplement training materials:
 - .1 Multimedia presentations.
 - .2 Manufacturer's training videos.

1.5 SCHEDULING

- .1 Include in Commissioning Schedule time for training.
- .2 Deliver training during regular working hours, training sessions to be 3 hours in length.
- .3 Training to be completed prior to acceptance of facility.

1.6 RESPONSIBILITIES

- .1 Be responsible for:
 - .1 Implementation of training activities,
 - .2 Coordination among instructors,
 - .3 Quality of training, training materials,
- .2 Departmental Representative will evaluate training and materials.
- .3 Upon completion of training, provide written report, signed by Instructors, witnessed by Departmental Representative.

1.7 TRAINING CONTENT

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
 - .1 Review of facility and occupancy profile.
 - .2 Functional requirements.
 - .3 System philosophy, limitations of systems and emergency procedures.
 - .4 Review of system layout, equipment, components and controls.
 - .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
 - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
 - .7 Maintenance and servicing.
 - .8 Trouble-shooting diagnosis.

- .9 Interaction among systems during integrated operation.
- .10 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

1.8 VIDEO-BASED TRAINING

- .1 Manufacturer's videotapes to be used as training tool with Departmental Representative's review and written approval 3 months prior to commencement of scheduled training.
- .2 On-Site training videos:
 - .1 Videotape training sessions for use during future training.
 - .2 To be performed after systems are fully commissioned.
 - .3 Organize into several short modules to permit incorporation of changes.
- .3 Production methods to be high quality.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 78 00 – Closeout Submittals

1.2 ACRONYMS

- .1 BMM - Building Management Manual.
- .2 Cx - Commissioning.
- .3 HVAC - Heating, Ventilation and Air Conditioning.
- .4 PI - Product Information.
- .5 PV - Performance Verification.
- .6 TAB - Testing, Adjusting and Balancing.
- .7 WHMIS - Workplace Hazardous Materials Information System.

1.3 GENERAL REQUIREMENTS

- .1 Standard letter size paper 216 mm x 279 mm.
- .2 Methodology used to facilitate updating.
- .3 Drawings, diagrams and schematics to be professionally developed.
- .4 Electronic copy of data to be in a format accepted and approved by Departmental Representative.

1.4 APPROVALS

- .1 Prior to commencement, co-ordinate requirements for preparation, submission and approval with Departmental Representative.

1.5 GENERAL INFORMATION

- .1 Provide Departmental Representative the following for insertion into appropriate Part and Section of BMM:
 - .1 Complete list of names, addresses, telephone and fax numbers of contractor, sub-contractors that participated in delivery of project - as indicated in Section 1.2 of BMM.
 - .2 Summary of architectural, structural, fire protection, mechanical and electrical systems installed and commissioned - as indicated in Section 1.4 of BMM.
 - .1 Including sequence of operation as finalized after commissioning is complete as indicated in Section 2.0 of BMM.
 - .3 Description of building operation under conditions of heightened security and emergencies as indicated in Section 2.0 of BMM.
 - .4 System, equipment and components NMMS identification - Section 2.1 of BMM.

- .5 Information on operation and maintenance of architectural systems and equipment installed and commissioned - Section 2.0 of BMM.
- .6 Information on operation and maintenance of fire protection and life safety systems and equipment installed and commissioned - Section 2.0 of BMM.
- .7 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
- .8 Operating and maintenance manual - Section 3.2 of BMM.
- .9 Final commissioning plan as actually implemented.
- .10 Completed commissioning checklists.
- .11 Commissioning test procedures employed.
- .12 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
- .13 Commissioning reports.

1.6 CONTENTS OF OPERATING AND MAINTENANCE MANUAL

- .1 For detailed requirements refer to Section 01 78 00 – Closeout Submittals.
- .2 Departmental Representative to review and approve format and organization within 12 weeks of award of contract.
- .3 Include original manufactures brochures and written information on products and equipment installed on this project.
- .4 Record and organize for easy access and retrieval of information contained in BMM.
- .5 Include completed PI report forms, data and information from other sources as required.
- .6 Inventory directory relating to information on installed systems, equipment and components.
- .7 Approved project shop-drawings, product and maintenance data.
- .8 Manufacturer's data and recommendations relating: manufacturing process, installation, commissioning, start-up, O&M, shutdown and training materials.
- .9 Inventory and location of spare parts, special tools and maintenance materials.
- .10 Warranty information.
- .11 Inspection certificates with expiration dates, which require on-going re-certification inspections.
- .12 Maintenance program supporting information including:
 - .1 Recommended maintenance procedures and schedule.
 - .2 Information to removal and replacement of equipment including, required equipment, points of lift and means of entry and egress.

1.7 LIFE SAFETY COMPLIANCE (LSC) MANUAL

- .1 Samples of LSC Manual will be available from Departmental Representative.
- .2 Content of Manual:

- .1 All possible Emergency situations modes including: presence of fire and smoke, power failure, lose of water or pressure, chemical spills and refrigerant release.
- .2 HVAC emergencies and failures.
- .3 Emergency control procedures for power and major equipment failure.
- .4 Emergency contacts and numbers.
- .5 Manual to be readily available and comprehensible to non- technical readers.

1.8 SUPPORTING DOCUMENTATION FOR INSERTION INTO SUPPORTING APPENDICES

- .1 Provide Departmental Representative supporting documentation relating to installed equipment and system, including:
 - .1 General:
 - .1 Finalized commissioning plan.
 - .2 WHMIS information manual.
 - .3 Approved "as-built" drawings and specifications.
 - .4 Procedures used during commissioning.
 - .5 Cross-Reference to specification sections.
 - .2 Architectural and structural:
 - .1 Inspection certificates, construction permits.
 - .2 PV reports.
 - .3 Mechanical:
 - .1 Installation permits, inspection certificates.
 - .2 Piping pressure test certificates.
 - .3 Ducting leakage test reports.
 - .4 TAB and PV reports.
 - .5 Charts of valves and steam traps.
 - .6 Copies of posted instructions.
 - .4 Electrical:
 - .1 Installation permits, inspection certificates.
 - .2 TAB and PV reports.
 - .3 Electrical work log book.
 - .4 Charts and schedules.
 - .5 Locations of cables and components.
 - .6 Copies of posted instructions.
- .2 Assist Departmental Representative with preparation of BMM.

1.9 LANGUAGE

- .1 Provide separate binders each for both official Canadian languages English and French.

1.10 IDENTIFICATION OF FACILITY

- .1 When submitting information to Departmental Representative for incorporation into BMM, use following system for identification of documentation:

1.11 USE OF CURRENT TECHNOLOGY

- .1 Use current technology for production of documentation. Emphasis on ease of accessibility at all times, maintain in up-to-date state, compatibility with user's requirements.
- .2 Obtain Departmental Representative's approval before starting Work.

Part 2 Products

2.1 NOT USED

- .1 Not used.

Part 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION