

1 General

1.1 DESCRIPTION OF WORK

- .1 In general, work under this contract consist of; but is not limited to the following:
 - .1 Demolition work:
 - .1 Removal of existing plumbing fixtures, washroom accessories, and finishes to accommodate new room layout.
 - .2 Architectural work:
 - .1 New finishes, doors, frames, and washroom accessories.
 - .2 New finishes and patching and repair of existing finishes to remain.
 - .3 Mechanical and electrical work:
 - .1 New plumbing and electrical fixtures.
 - .2 New built-in filtered water dispenser.
 - .3 Modifications of existing systems as required.
- .2 Scheduling of demolition work.
 - .1 Demolition work may only start after the following conditions have been met:
 - .1 All shop drawings have been submitted and have been stamped as acceptable for construction use by Departmental Representative.
 - .2 Departmental Representative receives written notice from Contractor that all products required for repair/new construction are available and that no delay in schedule is anticipated.

1.2 FAMILIARIZATION WITH SITE

- .1 Before submitting a bid, it is recommended that bidders visit the site to review and verify the form, nature and extent of the work, materials needed, the means of access and the temporary facilities required to perform the Work.
- .2 Departmental Representative will arrange only one (1) site visit day. Arrange appointment for site visit with Departmental Representative.

1.3 CODES AND STANDARDS

- .1 Perform work in accordance with the National Building Code of Canada (NBC) 2015 New Brunswick and National Fire Code of Canada (NFC) 2015, NFPA 101-2012 Life Safety Code, and any other code of provincial or local application, including all amendments up to bid closing date, provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.
- .2 Materials and workmanship must meet or exceed requirements of specified standards, codes and referenced documents.

1.4 INTERPRETATION OF DOCUMENTS

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

1.5 TERM ENGINEER

- .1 Unless specifically stated otherwise, the term Engineer where used in the Specifications and on the Drawings shall mean the Departmental Representative as defined in the General Conditions of the Contract.

1.6 SETTING OUT WORK

- .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices needed to lay out and construct work.
- .3 Supply such devices as straight edges and templates required to facilitate Departmental Representative's inspection of work.
- .4 Supply stakes and other survey markers required for laying out work.

1.7 COST BREAKDOWN

- .1 Before submitting first progress claim submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating contract amount. Required forms will be provided for application of progress payment.
- .2 List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by Departmental Representative.
- .3 Upon approval, cost breakdown will be used as basis for progress payment.

1.8 DOCUMENTS REQUIRED

- .1 Maintain at job site, one (1) copy each of the following:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda and amendments.
 - .4 Reviewed Shop Drawings.
 - .5 List of outstanding shop drawings.
 - .6 Change Orders.
 - .7 Other modifications to Contract.
 - .8 Field Test Reports.
 - .9 Copy of Approved Work Schedule.
 - .10 Health and Safety Plan and other safety related documents.
 - .11 Other documents as stipulated elsewhere in the Contract Documents.

1.9 PERMITS

- .1 In accordance with the General Conditions, obtain and pay for building permit, certificates, licenses and other permits as required by municipal, provincial and federal authorities.
- .2 Provide appropriate notifications of project to municipal and provincial inspection authorities.
- .3 Obtain compliance certificates as prescribed by legislative and regulatory provisions of municipal, provincial and federal authorities as applicable to the performance of work.
- .4 Submit to Departmental Representative, copy of application forms and approval documents received from above referenced authorities.

1.10 WORKING HOURS

- .1 Facility regular working hours are 07:30 to 16:00, Monday to Friday.

1.11 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.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas which will be operative during such work.

1.12 ROUGHING-IN

- .1 Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment, fixtures and appliances.

1.13 CUTTING, FITTING AND PATCHING

- .1 Ensure that cutting and patching required by all trades is included in total bid amount submitted for the work.
- .2 Execute cutting, fitting and patching required to make work fit properly.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services.
- .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative.
- .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .6 Fit work airtight to pipes, sleeves ducts and conduits.

1.14 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.15 LOCATION OF FIXTURES

- .1 Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable.
- .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 when impending installation conflicts with other new or existing components. Follow directives for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.16 BILINGUAL NOTATIONS

- .1 Any items supplied and installed under this contract which have operating instructions on them such as door hardware, washroom accessories, push button activation controls powered hand dryers, mechanical equipment such as water coolers, etc., and which can be expected to be used by the building tenants, must have such operating instructions in bilingual format - English and French.
- .2 Factory embossed or recessed symbols illustrating equipment operation is an acceptable alternate to lettering.
- .3 Items supplied with factory - embossed or recessed lettering in one (1) official language with an applied sticker or decal representing the second official language is not acceptable unless the Departmental Representative gives prior approval before any such items are ordered.
- .4 Internationally recognized colour coding such as red and blue center pieces for plumbing brass is acceptable.
- .5 No extra costs will be paid for re-stocking or re-ordering of materials and equipment due to Contractor's failure to fully meet bilingual signage requirements specified herein.
- .6 Ensure that all trades are made aware of above requirements.

1.17 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

1.18 ASBESTOS DISCOVERY

- .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed with relevant work until written instructions have been received from Departmental Representative.

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

1 General

1.1 APPLICATIONS FOR PROGRESS PAYMENT

- .1 Make applications for payment on account as provided in Agreement as Work progresses.
- .2 Date applications for payment last day of agreed payment period and ensure amount claimed is for value, proportionate to amount of Contract, of Work performed and Products delivered to Place of Work at that date.
- .3 Submit to Departmental Representative, at least fourteen (14) days before first application for payment. Schedule of values for parts of Work, aggregating total amount of Contract Price, to facilitate evaluation of applications for payment.

1.2 SCHEDULE OF VALUES

- .1 Provide schedule of values supported by evidence as Departmental Representative may reasonably direct and when accepted by Departmental Representative, be used as basis for applications for payment.
- .2 Include statement based on schedule of values with each application for payment.
- .3 Support claims for products delivered to Place of Work but not yet incorporated into Work by such evidence as Departmental Representative may reasonably require to establish value and delivery of products.

1.3 PROGRESS PAYMENT

- .1 Departmental Representative will issue, no later than ten (10) days after receipt of an application for payment, certificate for payment in amount applied for or in such other amount as Departmental Representative determines to be due. If Departmental Representative amends application, Departmental Representative will give notification in writing giving reasons for amendment.

1.4 SUBSTANTIAL PERFORMANCE OF WORK

- .1 Prepare and submit to Departmental Representative comprehensive list of items to be completed or corrected and apply for a review by Departmental Representative to establish Substantial Performance of Work or substantial performance of designated portion of Work when Work is substantially performed if permitted by lien legislation applicable to Place of Work designated portion which Departmental Representative agrees to accept separately is substantially performed. Failure to include items on list does not alter responsibility to complete Contract.
- .2 No later than ten (10) days after receipt of list and application, Departmental Representative will review Work to verify validity of application, and no later than seven (7) days after completing review, will notify Contractor if Work or designated portion of Work is substantially performed.
- .3 Departmental Representative will state date of Substantial Performance of Work or designated portion of Work in certificate.
- .4 Immediately following issuance of certificate of Substantial Performance of Work, in consultation with Departmental Representative, establish reasonable date for finishing Work.

1.5 PAYMENT OF HOLDBACK UPON SUBSTANTIAL PERFORMANCE OF WORK

- .1 After issuance of certificate of Substantial Performance of Work:
 - .1 Submit application for payment of holdback amount.
 - .2 Submit sworn statement that accounts for labour, subcontracts, products, construction machinery and equipment, and other indebtedness which may have been incurred in Substantial Performance of Work and for which Departmental Representative might in be held responsible have been paid in full, except for amounts properly retained as holdback or as identified amount in dispute.
- .2 After receipt of application for payment and sworn statement, Departmental Representative will issue certificate for payment of holdback amount.
- .3 Where holdback amount has not been placed in a separate holdback account, Departmental Representative shall, ten (10) days prior to expiry of holdback period stipulated in lien legislation applicable to Place of Work, place holdback amount in bank account in joint names of Departmental Representative and Contractor.
- .4 Amount authorized by certificate for payment of holdback amount is due and payable on day following expiration of holdback period stipulated in lien legislation applicable to Place of Work. Where lien legislation does not exist or apply, holdback amount is due and payable in accordance with other legislation, industry practice, or provisions which may be agreed to between parties. Departmental Representative may retain out of holdback amount sums required by law to satisfy liens against Work or, if permitted by lien legislation applicable to Place of Work, other third-party monetary claims against Contractor which are enforceable against Departmental Representative.

1.6 PROGRESSIVE RELEASE OF HOLDBACK

- .1 Where legislation permits, if Departmental Representative has certified that Work of subcontractor or supplier has been performed prior to Substantial Performance of Work, Departmental Representative shall pay holdback amount retained for such subcontract Work, or products supplied by such supplier, on day following expiration of holdback period for such Work stipulated in lien legislation applicable to Place of Work.
- .2 In addition to provisions of preceding paragraph, and certificate wording, ensure that such subcontract Work or products is protected pending issuance of final certificate for payment and be responsible for correction of defects or Work not performed regardless of whether or not such was apparent when such certificates were issued.

1.7 FINAL PAYMENT

- .1 Submit application for final payment when Work is completed.
- .2 Departmental Representative will, no later than ten (10) days after receipt of application for final payment, review Work to verify validity of application. Departmental Representative will give notification that applications valid or give reasons why it is not valid, no later than seven (7) days after reviewing Work.
- .3 Departmental Representative will issue final certificate for payment when application for final payments found valid.

2 Products

2.1 NOT USED

- .1 Not Used.

- 3 Execution
- 3.1 NOT USED
 - .1 Not Used.

END OF SECTION

1 General

1.1 DEFINITIONS

- .1 Activity: Distinct, scheduled portion of work performed during course of a project.
- .2 Activity Duration: time in calendar units between start and finish of a scheduled activity. See also Duration.
- .3 Assumption: factor in planning process that is considered true, real, or certain without proof or demonstration.
- .4 Bar Chart (Gantt Chart): graphic display of schedule-related information.
 - .1 In typical bar chart, schedule activities or work breakdown structure components are listed down left side of chart, dates are shown across the top, and activity durations are shown as date-placed horizontal bars.
- .5 Baseline: approved version of a work product that can be changed only through formal change control procedures and is used as a basis for comparison.
- .6 Budget: approved estimate for a project or work breakdown structure component or schedule activity.
- .7 Cash Flow: projection of progress payment requests based on cash loaded construction schedule.
- .8 Change Control: process whereby modifications to documents, deliverables, or baselines associated with a project are identified, documented, approved, or rejected.
- .9 Completion Milestones: they are firstly Substantial Completion and secondly Final Certificate.
- .10 Constraint: scheduled limiting factor that effects execution of a project, program, portfolio, or process.
- .11 Contract: mutually binding agreement that obligates a seller to provide a specified product or service or result and obligates a buyer to pay for it.
- .12 Control: comparing actual performance with planned performance, analyzing variance, assessing trends, to effect process improvements, evaluating possible alternatives, and recommending appropriate corrective action as needed.
- .13 Corrective Action: intentional activity that realigns performance of project work with project management plan.
- .14 Critical Path: sequence of activities that represents longest path through a project, which determines shortest possible duration.
- .15 Critical Path Activity: activity on critical path in a project schedule.
- .16 Critical Path Method (CPM): method used to estimate minimum project duration and determine amount of scheduling flexibility on logical network of paths within schedule model.
- .17 Data Date: point in time when the status of the project is recorded.
- .18 Decomposition: technique used for dividing and subdividing project scope and project deliverables into smaller, more manageable parts.

- .19 Deliverable: unique and verifiable product, result, or capability to perform a service that is required to be produced to complete a process, phase, or project.
- .20 Duration: total number of work periods (not including holidays or other non-working periods) required to complete a schedule activity or work breakdown structure component.
 - .1 Usually expressed as workdays or work weeks.
- .21 Early Finish Date (EF): in Critical Path Method, earliest possible point in time when uncompleted portions of schedule activity can finish based on schedule network logic, data date, and schedule constraints.
 - .1 Early finish dates can change as Project progresses and changes are made to Project plan.
- .22 Early Start Date (ES): in Critical Path Method, earliest possible point in time when uncompleted portions of a schedule activity can start based on schedule network logic, data date, and schedule constraints.
 - .1 Early start dates can change as Project progresses and changes are made to Project Plan.
- .23 Execute: directing, managing, performing, and accomplishing project work; providing deliverables, and providing work performance information.
- .24 Finish Date: point in time associated with a schedule activity's completion.
 - .1 Usually qualified by one of following: actual, planned, estimated, scheduled, early, late, baseline, target, or current.
- .25 Float: (also known as slack) amount of time a schedule activity can be delayed without delaying early start date of a successor or violating a schedule constraint.
 - .1 This resource is available to both Departmental Representative and Contractor.
- .26 Forecast: estimate or prediction of conditions and events in project future based on information and knowledge available at time of forecast.
 - .1 Information is based on projects past performance and expected future performance, and includes information that could impact project in future, a such as estimate at completion and estimate to complete.
- .27 Gantt Chart: see Bar Chart.
- .28 Impact Analysis: schedule analysis technique that adds a modeled delay to an accepted construction schedule to determined possible outcome of that delay on project completion.
- .29 Imposed Date: a fixed date imposed on a schedule activity or schedule milestone, usually in form of a "start no earlier than" and "finish no later than" date.
- .30 Lag: amount of time whereby a successor activity is required to be delayed with respect to a predecessor activity.
- .31 Late Finish Date (LF): in critical path method, latest possible point in time when uncompleted portions of a schedule activity can finish based on schedule network logic, project completion date, and schedule constraints.
- .32 Late Start Date (LS): in critical path method, latest possible point in time when uncompleted portions of a schedule activity can start based on schedule network logic, project completion date, and schedule constraints.
- .33 Lead: amount of time whereby a successor activity can be advanced with respect to a predecessor activity.

- .34 Logic Diagram: see Project network diagram.
- .35 Logical Relationship: dependency between two activities or between an activity and a milestone.
- .36 Master Schedule: summary-level schedule that identifies major deliverable; work breakdowns structure components, and key schedule milestones.
- .37 Milestone: significant point or event in a project, program, or portfolio.
- .38 Monitor: collect project performance data with respect to a plan, procedure performance measures, and report and disseminate performance.
- .39 Network: see Project Schedule Network Diagram.
- .40 Non-Critical Activities: activities which when delayed, do not affect specified Contract duration.
- .41 Project Control System: fully computerized system utilizing commercially available software packages.
- .42 Project Management: application of knowledge, skills, tools, and techniques, to project activities to meet project requirements.
- .43 Project Management Plan: approved document that describes how project will be executed, monitored, and controlled.
 - .1 Primary uses of Project management plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines.
 - .2 Project management plan may be summary or detailed.
- .44 Project Management Planning: development and maintenance of Project Plan.
- .45 Project Management Planning, Monitoring and Control System: overall system operated to enable monitoring of Project Work in relation to established milestones.
- .46 Project Schedule: planned dates for performing activities and planned dates for meeting milestones.
- .47 Project Schedule Network Diagram: graphical representation of logical relationships among project schedule activities.
 - .1 Always drawn from left to right to reflect Project chronology.
- .48 Project Scope: work performed to deliver a product, service, or result with specified features and functions.
- .49 Quantified days duration: working days based on five (5) day work week, discounting statutory holidays.
- .50 Risk: uncertain event or condition that, if it occurs, has positive or negative effect on one or more project objectives.
- .51 Schedule: see Project Schedule.
- .52 Schedule Data: collection of information for describing and controlling schedule.
- .53 Scope: see Project Scope.
- .54 Start Date: point in time associated with activity's start, usually qualified by one of following: actual, planned, estimated, scheduled, early, late, target, baseline, or current.

- .55 Work Breakdown Structure (WBS): hierarchical decomposition of total scope of work to be carried out by project team to accomplish project objectives and create the required deliverables.

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Project Meeting:
 - .1 Meet with Departmental Representative within ten (10) working days of Award of Contract date, to establish Work requirements and approach to project construction operations.
 - .2 Participate in regular project progress meetings with Departmental Representative specifically intended to discuss update of detailed schedule and contract changes.
- .2 Scheduling:
 - .1 Ensure that planning process is iterative and results in generally top-down processing with more detail being developed as planning progresses, and decisions concerning options and alternatives are made.
 - .2 Ensure project schedule efficiencies through monitoring of project in detail to ensure integrity of Critical Path, by comparing actual completions of individual activities with their scheduled completions, and review progress of activities that has started but are not yet completed.
 - .3 Monitor sufficiently often so that causes of delays can immediately be identified and mitigated.
- .3 Project monitoring and reporting:
 - .1 Keep team aware of changes to schedule, and potential consequences as project progresses.
 - .2 Use narrative reports to provide advice on seriousness of challenges and measures to overcome them.
 - .3 Begin narrative reporting with statement on general status of Project followed by summarization of delays, potential problems, corrective measures and project status criticality.
- .4 Critical Path Method (CPM) Requirements:
 - .1 Ensure Master Plan and Detail Schedule are practical and remain within specified contract duration.
 - .2 Revise Master Schedule and Detail Schedule deemed impractical by Departmental Representative and resubmit for approval.
 - .3 Change to Contract Duration:
 - .1 Acceptance of Master Schedule and Detail Schedule showing scheduled Contract duration shorter than specified Contract duration does not constitute change to Contract.
 - .2 Duration of Contract may only be changed through bilateral Agreement.
 - .4 Consider Master Schedule and Detail Schedule deemed practical by Departmental Representative, showing Work completed in less than specified Contract duration, to have float.
 - .5 First Milestone on Master Schedule and Detail Schedule will identify start Milestone with an Early Start, "ES", constraint date equal to Award of Contract date.
 - .6 Calculate dates for completion of milestones from Plan and Schedule using specified time periods for Contract.

- .7 Substantial Completion with Late Finish, "LF", constraint equal to calculated date.
- .8 Calculations on updates such that if early finish of Interim Certificate falls later than specified Contract duration then float calculation to reflect negative float.
- .9 Delays to non-critical activities with float may not be basis for time extension.
- .10 Do not use float suppression techniques such as extended activity times, preferential sequencing, special lead/lag logic restraints, software constraints, imposed dates other than required by Contract.
- .11 Allow for adverse weather conditions normally anticipated and show in Master Plan and Detail Schedule.
 - .1 Specified Contract duration has been predicated assuming normal amount of adverse weather conditions.
- .12 Provide necessary crews and manpower to meet schedule requirements for performing Work within specified Contract duration.
 - .1 Simultaneous use of multiple crews on multiple fronts on multiple critical paths may be required.
- .13 Arrange participation on and off site of subcontractors and suppliers, as required by Departmental Representative, for purpose of network planning, scheduling, updating and progress monitoring.
 - .1 Approvals by Departmental Representative of original networks and revisions do not relieve Contractor from duties and responsibilities required by Contract.
- .14 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit, to Departmental Representative, Project Control System for planning, scheduling, monitoring and reporting of project progress.
- .3 Submit Project Control System to Departmental Representative for approval.
 - .1 Failure to comply with each required submission, may result in progress payment being withheld in accordance with Federal Government's GC 5 Terms of Payment.
- .4 Include costs for execution, preparation and reproduction of schedule submittals in bid documents.
- .5 Submit letter ensuring that schedule has been prepared in co-ordination with major sub-contractors.
- .6 Refer to article "PROGRESS AND REPORTING" of this specification Section for frequency of Project control system submittals.
- .7 Submit impact analysis of schedule for changes that result in extension of contract duration.
 - .1 Include draft schedule update and report as outlined in article "PROGRESS AND REPORTING".

- .8 Submit Project planning, monitoring and control system data as required by Departmental Representative in following form.
 - .1 USB Drive files in original scheduling software containing schedule and cash flow information, labelled with data date, specific update, and person responsible for update.
 - .2 Master Schedule Bar Chart.
 - .3 Construction Detail Schedule Bar Chart.
 - .4 Listing of project activities including milestones and logical connectors, networks (sub-networks) from Project start to end. Sort activities by activity identification number and accompany with descriptions. List early and late start and finish dates together with durations, codes and float.
 - .5 Criticality report listing activities and milestones with days near critical total float used as first sort for ready identification of paths through entire project. List early and late starts and finishes dates, together with durations, codes and float for critical activities.
 - .6 Progress report in early start sequence, listing for each trade or activities. List activity identification number, description and duration. Provide columns for entry of actual start and finish dates, duration remaining and remarks concerning action required.

- 1.4 QUALITY ASSURANCE
 - .1 Use experienced personnel, fully qualified in planning and scheduling to provide services from start of construction to Final Certificate.

- 1.5 WORK BREAKDOWN STRUCTURE (WBS)
 - .1 Prepare construction Work Breakdown Structure (WBS).
 - .1 Develop WBS through at least five levels: project, stage, element, sub-element and work package.

- 1.6 PROJECT MILESTONES
 - .1 Mandatory and recommended project milestones form targets for both Master Schedule and Detail Schedule of CPM construction network system.

- 1.7 MASTER SCHEDULE
 - .1 Structure and base CPM construction networks system on WBS coding in order to ensure consistency throughout Project.
 - .2 Prepare comprehensive construction Master Schedule (CPM logic diagram) and dependent Cash Flow Projection within agreed upon working days of finalizing Agreement to confirm validity or alternates of identified milestones.
 - .1 Master Schedule will be used as baseline.
 - .1 Revise baseline as conditions dictate and as required by Departmental Representative.
 - .2 Departmental Representative as Project progresses will review and return revised baseline.
 - .3 Reconcile revisions to Master Schedule and Cash Flow Projections with previous baseline to provide continuous audit trail.

- .4 Initial and subsequent Master Schedule will include:
 - .1 USB Drive containing schedule and cash flow information, clearly labelled with data date, specific update, and person responsible for update.
 - .2 Bar chart identifying coding, activity durations, early/late and start/finish dates, total float, completion as percentile, current status and budget amounts.
 - .3 Network diagram showing coding, activity sequencing (logic), total float, early/late dates, current status and durations.
 - .4 Actual/projected monthly cash flow: expressed monthly and shown in both graphical and numerical form.

1.8 DETAIL SCHEDULE

- .1 Provide detailed project schedule (CPM logic diagram) within agreed upon working days of Award of Contract date showing activity sequencing, interdependencies and duration estimates. Include listed activities as follows:
 - .1 Shop drawings.
 - .2 Samples.
 - .3 Approvals.
 - .4 Procurement.
 - .5 Construction.
 - .6 Installation.
- .2 Detail CPM schedule to cover in detail beginning from Award of Contract date with duration of each activity.
 - .1 Show remaining activities for CPM construction network system up to Final Certificate and develop complete detail as project progresses.
 - .2 Detail activities completely and comprehensively throughout duration of project.
- .3 Relate Detail Schedule activities to basic activities and milestones developed and approved in Master Schedule.
- .4 Clearly show sequence and interdependence of construction activities and indicate:
 - .1 Start and completion of all items of Work, their major components, and interim milestone completion dates.
 - .2 Activities for procurement, delivery, installation and completion of each major piece of equipment, materials and other supplies, including:
 - .1 Time for submittals, resubmittals and review.
 - .2 Time for fabrication and delivery of manufactured products for Work.
 - .3 Interdependence of procurement and construction activities.
 - .3 Include sufficient detail to assure adequate planning and execution of Work. Activities generally range in duration from three (3) to fifteen (15) workdays each.
- .5 Provide level of detail for project activities such that sequence and interdependency of Contract tasks are demonstrated and allow co-ordination and control of project activities. Show continuous flow from left to right.
- .6 Ensure activities with no float are calculated and clearly indicated on logical CPM construction network system as being, whenever possible, continuous series of activities throughout length of Project to form "Critical Path". Increased number of critical activities is seen as indication of increased risk.
- .7 Insert Change Orders in appropriate and logical location of Detail Schedule. After analysis, clearly state and report to Departmental Representative for review effects created by insertion of new Change Order.

1.9 REVIEW OF CONSTRUCTION DETAIL SCHEDULE

- .1 Allow minimum five (5) work days for review by Departmental Representative of proposed construction Detail Schedule unless otherwise specified.
- .2 Upon receipt of reviewed Detail Schedule make necessary revisions and resubmit to Departmental Representative five (5) for review within maximum work days unless otherwise specified.
- .3 Promptly provide additional information to validate practicability of Detail Schedule as required by Departmental Representative.
- .4 Submittal of Detail Schedule indicates that it meets Contract requirements and will be executed generally in sequence.

1.10 COMPLIANCE WITH DETAIL SCHEDULE

- .1 Comply with reviewed Detail Schedule.
- .2 Proceed with significant changes and deviations from scheduled sequence of activities that cause delay, only after written receipt of approval by Departmental Representative.
- .3 Identify activities that are behind schedule and causing delay. Provide measures to regain slippage.
 - .1 Corrective measures may include:
 - .1 Increase of personnel with more experience/qualifications on site for effected activities or work package.
 - .2 Increase in equipment or materials.
 - .3 Additional work shifts; Overtime work.
- .4 Submit to Departmental Representative, justification, project schedule data and supporting evidence for approval of extension to Contract completion date or interim milestone date when required. As part of supporting evidence, include:
 - .1 Written submission of proof of delay based on revised activity logic, duration and costs, showing time impact analysis illustrating influence of each change or delay relative to approved contract schedule.
 - .2 Prepared schedule indicating how change will be incorporated into overall logic diagram. Demonstrate perceived impact based on date of occurrence of change and include status of construction at that time.
 - .3 Other supporting evidence requested by Departmental Representative.
 - .4 Do not assume approval of Contract extension prior to receipt of written approval from Departmental Representative.
- .5 In event of Contract extension, display in Detail Schedule that scheduled float time available for work involved has been used in full without jeopardizing earned float.
 - .1 Departmental Representative will determine and advise Contractor number of allowable days for extension of Contract based on project schedule updates for period in question, and other factual information.
 - .2 Construction delays affecting project schedule will not constitute justification for extension of contract completion date.

1.11 PROGRESS AND REPORTING

- .1 On an ongoing basis, Detail Schedule on job site to show "Progress to Date". Arrange participation on and off site of subcontractors and suppliers, as, and when necessary, for purpose of network planning, scheduling, updating and progress monitoring. Inspect Work with Departmental Representative at least monthly to establish progress on each current activity shown on applicable networks.
- .2 Update and reissue project Work Breakdown Structure and relevant coding structures as project develops and changes.
- .3 Perform Detail Schedule update monthly with status dated (Data Date) on last working day of month. Update to reflect activities completed to date, activities in progress, logic and duration changes.
- .4 Do not automatically update actual start and finish dates by using default mechanisms found in project management software.
- .5 Submit to Departmental Representative copies of updated Detail Schedule.
- .6 Requirements for monthly progress monitoring and reporting are basis for progress payment request.
- .7 Submit monthly written report based on Detail Schedule, showing Work to date performed, comparing Work progress to planned, and presenting current forecasts. Report summarize progress, defining problem areas and anticipated delays with respect to Work schedule, and critical paths. Explain alternatives for possible schedule recovery to mitigate potential delay. Include in report:
 - .1 Description of progress made.
 - .2 Pending items and status of: shop drawings, change orders, permits, possible time extensions.
 - .3 Status of Contract completion date and milestones.
 - .4 Current and anticipated problem areas, potential delays and corrective measures.
 - .5 Review of progress and status of Critical Path activities.

2 Products

2.1 NOT USED

- .1 Not used.

3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

1 General

1.1 ADMINISTRATIVE

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

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Submit drawings stamped and signed by a professional engineer registered or licensed in the Province of New Brunswick, Canada.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .4 Allow ten (10) days for review of each submission by Departmental Representative.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.

- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .8 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .9 After Departmental Representative's review, distribute copies.
- .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within three (3) years of date of contract award for project.

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

1.3 SAMPLES

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative's business address.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.4 MOCK-UPS

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

1.5 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, fine resolution as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
- .3 Number of viewpoints and their location as determined by Departmental Representative.
- .4 Frequency of photographic documentation: as directed by Departmental Representative.

1.6 CERTIFICATES AND TRANSCRIPTS

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

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

1 General

1.1 DEFINITIONS

- .1 Hot Work defined as:
 - .1 Welding work.
 - .2 Cutting of materials by use of torch or other open flame devices.
 - .3 Grinding with equipment which produces sparks.
 - .4 Use of open flame torches such as for roofing work.

1.2 SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit copy of Hot Work Procedures and sample of Hot Work permit to Departmental Representative for review, within 14 calendar days after contract award.

1.3 FIRE SAFETY REQUIREMENTS

- .1 Implement and follow fire safety measures during Work. Comply with following:
 - .1 National Fire Code.
 - .2 Federal Occupational Health and Safety Acts and Regulations.
 - .3 Provincial Occupational Health and Safety Acts and Regulations.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on course of action to be followed.

1.4 HOT WORK AUTHORIZATION

- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
 - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
 - .2 Description of the type and frequency of Hot Work required.
 - .3 Sample Hot Work Permit to be used.
- .3 Upon review and confirmation that effective fire safety measures will be implemented during performance of hot work, Departmental Representative will give authorization to proceed as follows:
 - .1 Issue one (1) written "Authorization to Proceed" covering the entire project for duration of work or;
 - .2 Subdivide the work into individual activities. Each activity requiring a separately written "Authorization to Proceed".
- .4 Requirement for individual authorization will be based on:
 - .1 Nature or phasing of work;
 - .2 Risk to Facility operations;
 - .3 Quantity of various trades needing to perform hot work on project or;
 - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.
- .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.

1.5 HOT WORK PROCEDURES

- .1 Develop and implement safety procedures and work practises to be followed during performance of Hot Work.
- .2 Procedures to include:
 - .1 Requirement to perform hazard assessment of site and immediate work area beforehand for each hot work event in accordance with Safety Plan specified in Section 01 35 29.06 - Health and Safety Requirements.
 - .2 The step-by-step process of how to prepare and issue permit.
 - .3 Permit shall be issued by Contactor's site superintendent, or other authorized person designated by Contractor, granting permission to worker or subcontractor to proceed with hot work.
 - .4 Permit required for each Hot Work event.
 - .5 Designation of a person on site as Fire Safety Watcher, to carry out a Fire Safety Watch for a minimum of 120 minutes immediately upon completion of the Hot Work.
 - .6 Compliance with fire safety codes, standards and occupational health and safety regulations specified.
 - .7 Site specific rules and procedures in force at the site as provided by the Facility Manager.
- .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific Project conditions. Label document as being the Hot Work Procedures for this contract.
- .4 Procedures shall clearly establish responsibilities of:
 - .1 Worker,
 - .2 Authorized person issuing Hot Work Permit,
 - .3 Fire Safety Watcher,
 - .4 Subcontractor(s) and Contractor.
 - .5 Brief all workers and subcontractors on Hot Work Procedures and of Permit system. Stringently enforce compliance.
 - .6 Failure to comply with fire safety procedures may result in the issue of a Non-Compliance notification with disciplinary measures imposed as specified in Section 01 35 29.06 - Health and Safety Requirements.

1.6 HOT WORK PERMIT

- .1 Hot Work Permit to include the following:
 - .1 Project name and project number;
 - .2 Building name and specific room or area where hot work will be performed;
 - .3 Date of issue;
 - .4 Description of work type to be performed;
 - .5 Special precautions required, including type of fire extinguisher needed;
 - .6 Name and signature of permit issuer.
 - .7 Name of worker (clearly printed) to which the permit is issued.
 - .8 Permit validity period, not to exceed eight (8) hours. Indicate start time/date and termination time/date.
 - .9 Worker's signature with time/date of hot work completion.
 - .10 Specified time period requiring safety watch.

- .11 Fire Safety Watcher's name and signature complete with time and date; certifying that surrounding area was under his continual surveillance and inspection during the full watch period and commenced immediately upon completion of Hot Work.
- .2 Permit to be typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
- .3 Each Hot Work Permit to be completed in full, signed as follows:
 - .1 By permit issuer before Hot Work commences;
 - .2 By Worker upon completion of Hot Work;
 - .3 By Fire Safety Watcher upon termination of safety watch;
 - .4 Returned to Contractor's Superintendent for safe keeping on site.
- 1.7 DOCUMENTS ON SITE
 - .1 Keep Hot Work Permits and Hazard assessment documentation on site for duration of Work.
 - .2 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.
- 2 Products
- 2.1 NOT USED
 - .1 Not Used.
- 3 Execution
- 3.1 NOT USED.
 - .1 Not Used.

END OF SECTION

1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 35 29.06 - Health and Safety Requirements.

1.2 REFERENCE STANDARDS

- .1 Canadian Standards Association (CSA).
 - .1 CSA C22.1-15, Canadian Electrical Code, Part I (23rd edition), Safety Standard for Electrical Installations.
 - .2 CSA-C22.3 No.1-15, Overhead Systems.
 - .3 CSA C22.3 No.7-15, Underground Systems.
- .2 Canada Occupational Health and Safety (COSH).
 - .1 Regulations made under Part II of the Canada Labour Code.

1.3 DEFINITIONS

- .1 **Electrical Facility:** means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons.
- .2 **Guarantee of Isolation:** means a guarantee by a competent person in control or in charge that a particular facility or equipment has been isolated.
- .3 **De-energize:** in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD).
- .4 **Guarded:** means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any person who might touch or go near such item.
- .5 **Isolate:** means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous.
- .6 **Live/alive:** means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons.

1.4 COMPLIANCE REQUIREMENTS

- .1 Comply with the following in regards to isolation and lockout of electrical facilities and equipment:
 - .1 Canadian Electrical Code.
 - .2 Federal Occupational Health and Safety Acts and Regulations.
 - .3 Provincial Occupational Health and Safety Acts and Regulations.
 - .4 Regulations and code of practise as applicable to mechanical equipment or other machinery being de-energized.
 - .5 Procedures specified herein.

- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply.

1.5 SUBMITTALS

- .1 Submit copy of lockout procedures, sample of lockout permit and lockout tags proposed for use in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit within 21 calendar days of acceptance of bid. Do not proceed with work until submittal reviewed by Departmental Representative.
- .3 Resubmit Lockout Procedures with noted revisions as may result from Departmental Representative's review.

1.6 ISOLATION OF EXISTING SERVICES

- .1 Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.
- .2 To obtain authorization, submit to Departmental Representative the following documentation:
 - .1 Written request to isolate the particular service or facility and;
 - .2 Copy of Contractor's Lockout Procedures.
- .3 Make a Request for Isolation for each event, unless directed otherwise by Departmental Representative, as follows:
 - .1 Fill-out standard form in current use at the Facility as provided by Departmental Representative or;
 - .2 Where no form exists, make written request indicating:
 - .1 The equipment, system or service to be isolated and it's location;
 - .2 Duration of isolation period (ie: start time & date and completion time & date).
 - .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.
- .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorizing to proceed with the work.
 - .1 Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
- .5 Conduct safe, orderly shut down of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility.
- .6 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.
- .7 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.
- .8 Conduct hazard assessment as part of the process in accordance with health and safety requirements specified Section 01 35 29.06 - Health and Safety Requirements.

1.7 LOCKOUTS

- .1 De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
- .2 Develop and implement clear and specific lockout procedures to be followed as part of the Work.
- .3 Prepare typed written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tagout it's sources of energy.
- .4 Include as part of the Lockout Procedures a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in-charge" at the site.
 - .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
 - .2 Duties of person managing the permit system to include:
 - .1 Issuance of permits and lockout tags to workers.
 - .2 Determining permit duration.
 - .3 Maintaining record of permits and tags issued.
 - .4 Making a Request for Isolation to Departmental Representative when required as specified above.
 - .5 Designating a Safety Watcher, when one is required based on type of work.
 - .6 Ensuring equipment or facility has been properly isolated.
 - .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.
- .5 Clearly establish, describe, and allocate responsibilities of:
 - .1 Workers.
 - .2 Person managing the lockout permit system.
 - .3 Safety Watcher.
 - .4 Subcontractor(s) and General Contractor.
- .6 Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
 - .1 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through the Departmental Representative.
 - .2 Clearly label the document as being the Lockout procedures applicable to work of this contract.
- .7 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.
- .8 Use industry standard lockout tags.
- .9 Provide appropriate safety grounding and guards as required.

1.8 CONFORMANCE

- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.
- .2 Failure to follow lockouts procedures specified herein may result in the issuance of a Non-Compliance Notification as specified in Section 01 35 29.06 - Health and Safety Requirements.

1.9 DOCUMENTS ON SITE

- .1 Post Lockout Procedures on site in common location for viewing by workers.
- .2 Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
- .3 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

1.1 RELATED REQUIREMENTS

- .1 Section 01 35 24 - Special Procedures on Fire Safety Requirements.
- .2 Section 01 35 25 - Special Procedures on Lockout Requirements.
- .3 Section PSPC Policy on Occupational Health and Safety <https://masource-mysource.spac-pspc.gc.ca/eng/services/rh-hr/santesecuritetravail-occupationalhealthsafety/normes-documents-standards/Pages/default.aspx>.
- .4 Section PSPC Directive on Construction Occupational Health and Safety <https://masource-mysource.spac-pspc.gc.ca/eng/services/rh-hr/santesecuritetravail-occupationalhealthsafety/normes-documents-standards/Pages/default.aspx>.
- .5 Section PSPC Standard on Construction Occupational Health and Safety <https://masource-mysource.spac-pspc.gc.ca/eng/services/rh-hr/santesecuritetravail-occupationalhealthsafety/normes-documents-standards/Pages/secure-construction-security.aspx>.

1.2 DEFINITIONS

- .1 Competent Person: means a person who is:
 - .1 Qualified by virtue of personal knowledge, training and experience to perform assigned work in a manner that will ensure the health and safety of persons in the workplace, and;
 - .2 Knowledgeable about the provisions of occupational health and safety statutes and regulations that apply to the Work and;
 - .3 Knowledgeable about potential or actual danger to health or safety associated with the Work.
- .2 Medical Aid Injury: any injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.
- .3 PPE: personal protective equipment.
- .4 Work Site: where used in this section shall mean areas, located at the premises where Work is undertaken, used by Contractor to perform all of the activities associated with the performance of the Work.
- .5 Incident - occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injury, illness, property damage, environmental issues or fatality.

1.3 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit Site-Specific Health and Safety Plan prior to commencement of Work.
 - .1 Submit within 15 workdays of notification of Bid Acceptance. Allow for five (5) to ten (10) workdays for Department review and recommendations prior to the commencement of work. Provide three (3) copies.
 - .2 Departmental Representative will review Health and Safety Plan and provide comments.
 - .3 Revise the Plan as appropriate and resubmit within five (5) workdays after receipt of comments.

- .4 Departmental Representative's review and comments made of the Plan shall not be construed as an endorsement, approval, or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.
- .5 Submit revisions and updates made to the Plan during the course of Work.
- .3 Submit name of designated Health and Safety Site Representative and support documentation specified in the Safety Plan.
- .4 Submit building permit, compliance certificates and other permits obtained.
- .5 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other Department of Labour organization.
 - .1 Submit update of Letter of Good Standing whenever expiration date occurs during the period of Work.
- .6 Submit copies of reports or directions issued by Federal or Provincial authorities within 24 hours after the visit to the Departmental Representative.
- .7 Submit copies of incident reports (incident, accident, injury, near-miss, fire, explosion, chemical spill, or damage to property occurring at the work site) 24 hours after the event to the Departmental Representative.
- .8 Submit documented plans as prescribed through Public Health requirements, directions, orders, and declarations. Include industry best practices when preparing the plan and revise/update accordingly and in a timely manner as per Public Health requirements and recommended industry best practices.

1.4 COMPLIANCE REQUIREMENTS

- .1 Comply with Occupational Health and Safety Act for Province of New Brunswick, and General Regulations made pursuant to the Act.
- .2 Comply with Provincial/Federal Public Health requirements, directions, and declarations. Prepare documented plans as prescribed by Public Health and/or industry best practices in consultation with the Departmental Representative.
- .3 Canadian Standards Association (CSA):
 - .1 CSA S350-M1980(R2003), Code of Practice for Safety in Demolition of Structures.
- .4 Observe construction safety measures of:
 - .1 NBC 2015, Division B, Part 8.
 - .2 NFC 2015.
 - .3 Municipal by-laws and ordinances.
- .5 In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.
- .6 Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.
- .7 Medical Surveillance: Where prescribed by legislation or regulation, obtain and maintain worker medical surveillance documentation.

1.5 RESPONSIBILITY

- .1 The Contractor shall:
 - .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons and environment adjacent to the site to extent that they may be affected by conduct of Work.
 - .2 Comply with and enforce compliance by all workers, sub-contractors and other persons granted access to Work Site with safety requirements of Contract Documents, applicable federal, provincial, and local by-laws, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.6 SITE CONTROL AND ACCESS

- .1 The Contractor shall:
 - .1 Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons. Immediately stop and remove non-authorized persons.
 - .1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.
 - .2 Isolate Work Site from other areas of the premises by use of appropriate means.
 - .1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment.
 - .2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.
 - .3 Use professionally made signs with bilingual message in both official languages or international known graphic symbols.
 - .3 Provide safety orientation session to persons granted access to Work Site. Advise of hazards and safety rules to be observed while on site. Maintain records of such orientation on site for review and audit by the Departmental Representative or their authorized inspector.
 - .4 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.
 - .5 Secure Work Site against entry when inactive or unoccupied and to protect persons against harm. Provide security guard where adequate protection cannot be achieved by other means.

1.7 PROTECTION

- .1 The Contractor shall:
 - .1 Give precedence to safety and health of persons and protection of environment over cost and schedule considerations for Work.
 - .2 Should unforeseen or peculiar safety related hazard or condition become evident during performance of Work, immediately take measures to rectify situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.

1.8 FILING OF NOTICE

- .1 The Contractor shall:
 - .1 File Notice of Project with pertinent provincial health and safety authorities prior to beginning of Work. Departmental Representative will assist in locating address if needed.

1.9 PERMITS

- .1 The Contractor shall:
 - .1 Be responsible to pay all fees to obtain all permits required to conduct the work.
 - .2 Be responsible to provide authorities with plans and information for acceptance certificates and the costs arising from same.
 - .3 Be responsible to provide inspections certificates as evidence that work conforms to requirements of Authorities Having Jurisdiction (AHJ).
 - .4 Post permits, licenses, and compliance certificates, specified in Section 01 10 10 - General Instructions, at Work Site.
 - .5 Where a particular permit or compliance certificate cannot be obtained, notify Departmental Representative in writing, and obtain approval to proceed before carrying out applicable portion of work.

1.10 HAZARD ASSESSMENTS

- .1 The Contractor shall:
 - .1 Perform a documented site specific Project hazard assessment for the Work. Include any site issues / hazards / concerns identified arising from site visit that must be considered.
 - .2 Carryout initial assessment prior to commencement of Work with further assessments completed and documented as needed during progress of work, including when new trades and subcontractors arrive on site.
 - .3 Record results and address in Health and Safety Plan.
 - .4 Share information and controls identified from original and updated Project hazard assessments with project workers. Record this information sharing complete with names and dates. Keep documentation on site for entire duration of the Work.

1.11 PROJECT/SITE CONDITIONS

- .1 Following are potential health, environmental and safety hazards at the site for which Work may involve contact with:
 - .1 Existing hazardous substances or contaminated building materials:
 - .1 Asbestos.
- .2 Above items shall not be construed as being complete and inclusive of potential health and safety hazards encountered during Work.
- .3 Include above items in the hazard assessment of the Work.
- .4 SDS Data sheets of pertinent hazardous and controlled products stored on site can be obtained from Departmental Representative.

1.12 MEETINGS

- .1 The Contractor shall:
 - .1 Attend pre-construction health and safety meeting, convened and chaired by Departmental Representative, prior to commencement of Work, at time, date and location determined by Departmental Representative. Ensure attendance of:
 - .1 Superintendent of Work.
 - .2 Designated Health & Safety Site Representative.
 - .3 Subcontractors.
 - .2 Conduct pre shift toolbox talks with the crew and conduct regularly scheduled (minimum bi-weekly) safety meetings during the Work.
 - .3 Keep documents on site for review by Departmental Representative or their authorized representative.

1.13 HEALTH AND SAFETY PLAN

- .1 The Contractor shall:
 - .1 Prior to commencement of Work, develop a written Site Specific Safety Plan for the Project. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
 - .2 Items to include in the Site Specific Safety Plan.
 - .3 Name of the designated Site Safety Rep showing proof of his/her competence and reporting relationship in Contractor's company. This person is expected to be on site during all work execution.
 - .4 A copy of a current WCB Letter of Good Standing.
 - .5 Details as to how WHMIS 2015 / GHS will be managed on site.
 - .6 Details as to how the Project work areas will be delineated/protected from other areas of the premises (fences, signs). Must be project specific.
 - .7 Details as to how Safety orientations will be managed. Include a summary of what topics are covered in the safety orientation described in this section.
 - .8 A copy of a Notice of Project that was sent to the Provincial OHS regulator.
 - .9 Project site specific hazard assessment.
 - .10 Details as to how toolbox and safety meetings will be held and recorded.
 - .11 An organizational chart illustrating supervision and subs (if available) that are assigned to this Project.
 - .12 On-site Emergency Response Plans that cover all potential emergency situations that could arise. This should harmonize with the facility if possible. Emergency Contacts: name and telephone number of officials from:
 - .1 General Contractor and subcontractors. (key personnel).
 - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - .3 Local emergency resource organizations.
 - .13 List of critical work activities which have a risk of endangering health and safety of Facility users and/or others.
 - .14 Details as to how the subcontractors documented safety program will be reviewed and managed prior to allowing them to work on site.
 - .15 Details as to how the site safety inspection program will be managed. Include frequency, assignment of responsibility as well as standard inspection form to be used.

- .16 Basic PPE requirements as well as specialized PPE requirements; minimum being hard hat, safety footwear, safety glasses and high visibility vest.
 - .17 General safety rules as well as the disciplinary protocols to be taken for noncompliance.
 - .18 Details as to how Incident investigations will be managed. Include procedure and incident form.
- .2 Post copy of the Plan, and updates, prominently on Work Site.

1.14 SAFETY SUPERVISION

- .1 Employ Health & Safety Site Representative responsible for daily supervision of health and safety of the Work.
- .2 Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and shall be assigned the responsibility and authority to:
 - .1 Implement, monitor, and enforce daily compliance with health and safety requirements of the Work.
 - .2 Monitor and enforce Contractor's site-specific Health and Safety Plan.
 - .3 Conduct site safety orientation session to persons granted access to Work Site.
 - .4 Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
 - .5 Stop the Work as deemed necessary for reasons of health and safety.
- .3 Health & Safety Site Representative shall:
 - .1 Be qualified and competent person in occupational health and safety.
 - .2 Have site-related working experience specific to activities of the Work.
 - .3 Be on Work Site at all times during execution of the Work.
- .4 All supervisory personnel assigned to the Work shall also be competent persons.
- .5 Inspections:
 - .1 Conduct regularly scheduled safety inspections of the Work on a minimum weekly basis. Record deficiencies and remedial action taken.
 - .2 Follow-up and ensure corrective measures are taken.
 - .3 Share inspection reports with crews / subs.
- .6 Cooperate with the Facility's and / or the PSPC Occupational Health and Safety representative.
- .7 Keep inspection reports and supervision related documentation on site.

1.15 TRAINING

- .1 Use only skilled workers on Work Site who are deemed competent and are trained in occupational health and safety procedures and practices pertinent to their assigned task.
- .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licensed workers. Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.
- .3 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.

- .4 When unforeseen or peculiar safety-related 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 Province having jurisdiction and advise Departmental Representative verbally and in writing.

1.16 MINIMUM SITE SAFETY RULES

- .1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; the company shall establish rules to govern the conduct and actions of their employees. These rules should leave no room for discretion and argument. The rules shall be enforced and action should be taken every time a rule is violated.
- .2 Brief persons of the documented disciplinary protocols to be taken for noncompliance. Post rules on site.

1.17 CORRECTION OF NON-COMPLIANCE

- .1 The Contractor shall:
 - .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
 - .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
 - .3 Departmental Representative will stop Work if non-compliance of health and safety regulations is not corrected in a timely manner.

1.18 INCIDENT REPORTING

- .1 Investigate and report all incidents to Departmental Representative.
- .2 Notify the Departmental representative as soon as reasonably practicable following the incident.
- .3 Ensure the Authority having Jurisdiction is notified as prescribed by applicable legislation.
- .4 Submit report in writing.

1.19 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep SDS data sheets for all products delivered to site.
 - .1 Post on site.
 - .2 Submit copy to Departmental Representative.
 - .3 For interior work in an occupied Facility, post additional copy in one (1) or more publicly accessible locations.

1.20 BLASTING

- .1 Blasting or other use of explosives is not permitted on site.

1.21 POWDER ACTUATED DEVICES

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

1.22 SITE RECORDS

- .1 Maintain on Work Site copy of safety related documentation and reports stipulated to be produced in compliance with Acts and Regulations of authorities having jurisdiction and of those documents specified herein.
- .2 Upon request, make available to Departmental Representative or authorized Safety Officer for inspection.

1.23 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in a conspicuous location on the Work Site in accordance with Acts and Regulations of Province. See local legislation for specifics.
- .2 Post other documents as specified herein, including:
 - .1 Site specific Health and Safety Plan.
 - .2 WHMIS data sheets.

1.24 COVID-19 CONSTRUCTION SAFETY PLAN

- .1 Provide written COVID-19 Construction Safety Plan.
- .2 Plan shall adhere to current standards set out by Government of New Brunswick Department of Health, as well as the latest version of the Canadian Construction Association (CCA) COVID-19 – Standardized Protocols for All Canadian Construction Sites and/or any other more up-to-date documents made available by Public Health Canada.

END OF SECTION

1 General

1.1 DEFINITIONS

- .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit two (2) copies of SDS.
- .3 Before commencing construction activities or delivery of materials to site, submit Environmental Protection Plan for review and approval by Departmental Representative.
- .4 Environmental Protection Plan must include comprehensive overview of known or potential environmental issues to be addressed during construction.
- .5 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .6 Include in Environmental Protection Plan:
 - .1 Names of persons responsible for ensuring adherence to Environmental Protection Plan.
 - .2 Names and qualifications of persons responsible for manifesting hazardous waste to be removed from site.
 - .3 Names and qualifications of persons responsible for training site personnel.
 - .4 Descriptions of environmental protection personnel training program.
 - .5 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
 - .6 Air pollution control plan detailing provisions to assure that dust, debris, materials, and trash, are contained on project site.
 - .7 Contaminant Prevention Plan identifying potentially hazardous substances to be used on job site; intended actions to prevent introduction of such materials into air, water, or ground; and detailing provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.
 - .8 Wastewater Management Plan identifying methods and procedures for management of discharge of waste waters which are directly derived from construction activities, such as clean-up water, disinfection water, hydrostatic test water, and water used in flushing of lines.

1.3 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.4 POLLUTION CONTROL

- .1 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris.

1.5 NOTIFICATION

- .1 Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.
- .2 Contractor: after receipt of such notice, inform Departmental Representative of proposed corrective action and take such action for approval by Departmental Representative.
 - .1 Take action only after receipt of written approval by Departmental Representative.
- .3 Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted, or equitable adjustments allowed to Contractor for such suspensions.

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
- .3 Final Cleaning: upon completion remove surplus materials, rubbish, tools, and equipment in accordance with Section 01 74 11 - Cleaning.

END OF SECTION

1 General

1.1 REFERENCES TO REGULATORY REQUIREMENTS

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .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.

1.2 BUILDING SMOKING ENVIRONMENT

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

1.3 QUALITY ASSURANCE

- .1 Regulatory Requirements: Except as otherwise specified, Contractor will 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.

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

1 General

1.1 INSPECTION

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

1.2 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Departmental Representative.
- .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 reinspection.

1.3 ACCESS TO WORK

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

1.4 PROCEDURES

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.5 REJECTED WORK

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

1.6 REPORTS

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

1.7 TESTS AND MIX DESIGNS

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

1.8 MOCK-UPS

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

1.9 MILL TESTS

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

1.10 EQUIPMENT AND SYSTEMS

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

- 2 Products
- 2.1 NOT USED
 - .1 Not Used.
- 3 Execution
- 3.1 NOT USED
 - .1 Not Used.

END OF SECTION

- 1 General
- 1.1 INSTALLATION AND REMOVAL
 - .1 Provide temporary controls in order to execute Work expeditiously.
 - .2 Remove from site all such work after use.
- 1.2 GUARD RAILS AND BARRICADES
 - .1 Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs.
 - .2 Provide as required by governing authorities.
- 1.3 WEATHER ENCLOSURES
 - .1 Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
 - .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
 - .3 Design enclosures to withstand wind pressure.
- 1.4 DUST/DEBRIS SCREENS
 - .1 Provide dust tight screens or partitions at water and aeration trough to control dust and debris from entering troughs.
 - .2 Maintain protection until such work is complete.
- 1.5 FIRE ROUTES
 - .1 Maintain access to property including overhead clearances for use by emergency response vehicles.
- 1.6 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY
 - .1 Protect surrounding private and public property from damage during performance of Work.
 - .2 Be responsible for damage incurred.
- 1.7 PROTECTION OF BUILDING FINISHES
 - .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
 - .2 Provide necessary screens, covers, and hoardings.
 - .3 Confirm with Departmental Representative locations and installation schedule three (3) days prior to installation.
 - .4 Be responsible for damage incurred due to lack of or improper protection.
- 1.8 WASTE MANAGEMENT AND DISPOSAL
 - .1 Separate waste materials for recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

- 2 Products
- 2.1 NOT USED
 - .1 Not Used.
- 3 Execution
- 3.1 NOT USED
 - .1 Not Used.

END OF SECTION

1 General

1.1 REFERENCE STANDARDS

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

1.2 QUALITY

- .1 Products, materials, equipment, and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Procurement policy is to acquire, in cost effective manner, 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.

1.3 AVAILABILITY

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

1.4 STORAGE, HANDLING AND PROTECTION

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

1.5 TRANSPORTATION

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

1.6 MANUFACTURER'S INSTRUCTIONS

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

1.7 QUALITY OF WORK

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

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

1.8 CO-ORDINATION

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

1.9 CONCEALMENT

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

1.10 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialist familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.11 LOCATION OF FIXTURES

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

1.12 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.13 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.

- .3 Bolts may not project more than one (1) diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.14 PROTECTION OF WORK IN PROGRESS

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

1.15 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and/or facility users.
- .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.

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

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 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 by 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.

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 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. Cut tools and methods to be approved by Departmental Representative.
 - .10 Restore work with new products in accordance with requirements of Contract Documents.
 - .11 Fit Work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
 - .12 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
 - .13 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- 2 Products
- 2.1 NOT USED
- .1 Not Used.
- 3 Execution
- 3.1 NOT USED
- .1 Not Used.

END OF SECTION

1 General

1.1 GENERAL

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .4 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .5 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

1.2 MATERIALS

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.3 CLEANING DURING CONSTRUCTION

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Departmental Representative or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
- .3 Provide on-site dump container for collection of waste material and debris.
- .4 Use separate collection bins, clearly marked as to purpose, for source separation and recycling of waste and debris in accordance with waste management requirements specified.
- .5 Remove waste materials, and debris from site on a minimum weekly basis or as required by Departmental Representative.
- .6 Clean interior areas prior to start of finishing work and maintain areas free of dust and other contaminants during finishing operations.
- .7 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.4 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 materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site.
 - .5 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.
 - .6 Remove stains, spots, marks and dirt from work, electrical and mechanical fixtures, walls, and floors.
 - .7 Clean lighting reflectors, lenses, and other lighting surfaces.
 - .8 Vacuum clean and dust building interiors, behind grilles, louvres, and screens.
 - .9 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
 - .10 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- 1.5 WASTE MANAGEMENT AND DISPOSAL
- .1 Separate waste materials for recycling.
- 2 Products
- 2.1 NOT USED
- .1 Not Used.
- 3 Execution
- 3.1 NOT USED
- .1 Not Used.

END OF SECTION

1 General

1.1 SUMMARY

- .1 Departmental Representative has established that this project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors be employed by the Contractor.

1.2 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.

1.3 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 before starting any Work of the Contract attended by the Contractor, affected Subcontractors and Departmental Representative to discuss the Contractor's Construction Waste Management Plan and to develop mutual understanding of the requirements for a consistent policy towards waste reduction and recycling.

1.4 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.

2 Products

2.1 NOT USED

- .1 Not Used.

3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

1 General

1.1 RELATED REQUIREMENTS

.1 Section 01 78 00 - Closeout Submittals.

1.2 INSPECTION AND DECLARATION

.1 Contractor's Inspection: Coordinate and perform, in concert with subcontractors, an inspection and check of all Work. Identify and correct deficiencies, defects, repairs and perform outstanding items as required to complete work in conformance with Contract Documents.

.1 Notify Departmental Representative in writing when deficiencies from Contractor's inspection have been rectified and that Work is deemed to be complete and ready for Departmental Representative's inspection of the completed work.

.2 Departmental Representative's Inspection: Accompany Departmental Representative during all substantial and final inspections of the Work.

.1 Address defects, faults and outstanding items of work identified by such inspections.

.2 Advise Departmental Representative when all deficiencies identified have been rectified.

.3 Note that Departmental Representative will not issue a Certificate of Substantial Performance of the work until such time that Contractor performs following work and turns over the specified documents:

.1 Project record as-built documents.

.2 Final Operations and Maintenance manuals.

.3 Maintenance materials, parts, and tools.

.4 Compliance certificates from applicable authorities.

.5 Reports resulting from designated tests.

.6 Demonstration and training complete with user manuals.

.7 Manufacturer's Guarantee certificates.

.8 Testing, adjusting, and balancing of equipment and systems complete with submission of test reports.

.9 Commissioning of equipment and systems specified.

.4 Correct all discrepancies before Departmental Representative will issue the Certificate of Completion.

2 Products

2.1 NOT USED

.1 Not Used.

3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

1 General

1.1 PROJECT RECORD DOCUMENTS

- .1 Departmental Representative will provide two (2) white print sets of contract drawings and two (2) copies of Specifications Manual specifically for "As-Built" purposes.
- .2 Maintain at site one (1) set of the contract drawings and specifications to record actual As-Built site conditions.
- .3 Maintain up-to-date, real time as-built drawings and specifications in good condition and make available for inspection by the Departmental Representative upon request.
- .4 As-Built Drawings:
 - .1 Record changes in red ink on the prints. Mark only on one (1) set of prints and at completion of work, neatly transfer notations to second set (also by use of red ink).
 - .2 Submit both sets to Departmental Representative prior to application for Certificate of Substantial Performance.
 - .3 Stamp all drawings with "As-Built". Label and place Contractor's signature and date.
 - .4 Show all modifications, substitutions, and deviations from what is shown on the contract drawings.
 - .5 Record following information:
 - .1 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure;
 - .2 Field changes of dimension and detail;
 - .3 Location of all capped or terminated services and utilities.
 - .4 Chases for mechanical, electrical, and other services;
 - .5 Reflected ceiling plan condition showing finished layout of all ceiling-mounted services and devices;
 - .6 Plumbing, heating, air conditioning and ventilation, sprinkler, and electrical service installation locations; all to be dimensioned and referenced to building columns or load bearing walls;
 - .7 Any details produced in the course of the contract by the Departmental Representative to supplement or to change existing design drawings;
 - .8 All change orders issued over the course of the contract must be documented on the finished As-Built documents, accurately and consistently depicting the changed condition as it applies to all affected drawing details.
- .5 As-Built Specifications: legibly mark in red each item to record actual construction, including:
 - .1 Changes made by Addenda and Change Orders.
 - .2 Mark up both copies of specifications; stamp "As-Built", sign and date similarly to drawings as per above clause.
- .6 Maintain As-Built documents current as the contract progresses. Departmental Representative will conduct reviews and inspections of the documents on a regular basis. Failure to maintain as-builts current and complete to satisfaction of the Departmental Representative shall be subject to financial penalties in the form of progress payment reductions and holdback assessments.

- .7 Submit on paper and in electronic format as pdf files. Forward pdf and in the native program format, MS Word, and Autocad dwg and photograph jpg files on USB compatible with PWGSC encryption requirements or through email or alternate electronic file sharing service such as FTP, as directed by Departmental Representative.

1.2 REVIEWED SHOP DRAWINGS

- .1 Provide a complete set of all shop drawings reviewed for project to incorporate into each copy of the Operations and Maintenance Manuals.
- .2 Submit full sets at same time and as part of the contents of the Operation and Maintenance Manuals specified.

1.3 OPERATIONS & MAINTENANCE MANUAL

- .1 O&M Manual - Definition: an organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of the specifications.
- .2 Manual Language: final manuals to be in English languages.
 - .1 Upon review and acceptance by Departmental Representative, submit two (2) final copies. Interim copies are not to be considered as part of the final copies unless they have been fully revised and are identical to the final approved version.
- .3 Submission Date: submit complete operation and maintenance manual to Departmental Representative three (3) weeks prior to application for Certificate of Substantial Performance of the work.
- .4 Binding:
 - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
 - .2 Use vinyl, hard covered, 3 "D" ring binders, loose leaf, sized for 215 mm x 280 mm paper, with spine pocket.
 - .3 Where multiple binders are needed, correlate data into related consistent groupings.
 - .4 Identify contents of each binder on spine.
 - .5 Organize and divide data following same numerical system as the section numbers of the Specification Manual.
 - .6 Dividers: separate each section by use of cardboard dividers and labels. Provide tabbed fly leaf for each individual product and system and give description of product or component.
 - .7 Type lists and notes. Do not hand write.
 - .8 Drawings, diagrams and manufacturers' literature must be legible. Provide with reinforced, punched binder TAB. Bind in with text; fold larger drawings to size of text pages.
- .5 Manual Contents:
 - .1 Cover sheet containing:
 - .1 Date submitted.
 - .2 Project title, location and project number.
 - .3 Names and addresses of Contractor, and all Sub-Contractors.
 - .2 Table of Contents: provide full table of contents in each binder(s), clearly indicate which contents are in each binder.

- .3 List of maintenance materials.
 - .4 List of spare parts.
 - .5 List of special tools.
 - .6 Original or certified copy of warranties and product guarantees.
 - .7 Copy of approval documents and certificates issued by Inspection Authorities.
 - .8 Copy of reports and test results performed by Contractor as specified.
 - .9 Product Information (PI Data) on materials, equipment and systems as specified in various sections of the specifications. Data to include:
 - .1 List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
 - .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts list.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.
 - .7 Maintenance instructions for finishes.
 - .6 Shop drawings:
 - .1 Include complete set of reviewed shop drawings into each copy of the operations and maintenance manual.
 - .2 Fold and bind material professionally in a manner that corresponds with the specification section numbering system.
 - .3 When large quantity of data is submitted, place into separate binders of same size as O&M binders.
 - .7 Equipment and Systems Data: the following list indicates the type of data and extent of information required to be included for each item of equipment and for each system:
 - .1 Maintenance Requirements: include routine procedures and guide for troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
 - .2 Manufacturer's printed operation and maintenance instructions.
 - .3 Include test and balancing reports.
 - .4 Additional requirements as specified in individual specification sections.
 - .8 Materials and Finishes Maintenance Data:
 - .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations.
 - .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
 - .3 Additional Requirements: as specified in individual specifications sections.
- 1.4 SPARE PARTS, TOOLS AND MAINTENANCE MATERIALS
- .1 Provide spare parts, special tools, and extra materials for maintenance purposes in quantities specified in individual specification sections.
 - .2 Tag all items with associated function or equipment.
 - .3 Provide items of same manufacture and quality as items in Work.
 - .4 Deliver to site in well packaged condition. Store in location as directed by Departmental Representative.

- .5 Clearly mark as to contents indicating:
 - .1 Part number.
 - .2 Identification of equipment or system for which parts are applicable.
 - .3 Installation instructions or intended use as applicable.
 - .4 Name, address and telephone number of nearest supplier.
- .6 Prepare and submit complete inventory list of items supplied. Include list within Maintenance Manual.

END OF SECTION