

## **1 GENERAL**

### **1.01 WORK COVERED BY CONTRACT DOCUMENTS**

- .1 The work covered under this project consists of the furnishing of all plant, labour, equipment and materials for the removal and replacement of one diesel engine driven fire pump. All work under this contract will be constructed in strict accordance with specifications and accompanying drawings subject to all terms and condition of this contract.
- .2 Mobilization and Demobilization of all equipment necessary to make work progress for the entire contract.

### **1.02 DESCRIPTION OF WORK**

- .1 The work will consist of but will not necessarily be limited to the following:
  - .1 Mobilization and Demobilization.
  - .2 Submittal of environmental mitigation plan and its implementation(s).
  - .3 Submittal of a Health and Safety Plan, including provision for Covid-19 protection and its implementation (s).
  - .4 Complete removal and disposal of existing diesel fire pump.
  - .5 Provision of temporary emergency power back-up for electric fire pump.
  - .6 Cleaning of the floor area.
  - .7 Installation of new diesel engine driven fire pump.
  - .8 Testing and Commissioning of new installation.

### **1.03 PERMIT CERTIFICATES AND FEES**

- .1 Obtain and pay for all permits and certificates, licenses as required by Municipal, Provincial, Federal and other Authorities.
- .2 Provide appropriate notifications of project to inspection authorities.
- .3 Submit to Departmental Representative, copy of application submissions and approval documents received for above referenced authorities.
- .4 Comply with all requirements, recommendations and advise by all regulatory authorities unless otherwise agreed in writing by Departmental Representative. Make requests for such deviations to these requirements sufficiently in advance to related work.

#### **1.04 INSPECTION OF SITE**

- .1 All bidders, before submitting their bid, are required to inspect and examine the site and its surroundings and satisfy themselves as to the form and nature of the work and materials necessary for the completion of the works, the means of access to the site, severity, exposure and uncertainty of weather, soil conditions, any accommodations they may require, and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. No allowance shall be made subsequently in this connection on account of error or negligence to properly observe and determine the conditions that will apply.
- .2 Contractors, bidders or those they invite to site are to review specification Section 01 35 29.06 - Health and Safety Requirements before visiting site. Take all appropriate safety measures for any visit to site, either before or after acceptance of bid.

#### **1.05 CODES AND STANDARDS**

- .1 Materials and workmanship must meet or exceed requirements of specified standards, codes and referenced documents.

#### **1.06 WORK SCHEDULE**

- .1 Submit within 7 work days of notification of acceptance of bid, a construction schedule showing commencement and completion of all work within the time stated on the Bid and Acceptance Form and the date stated in the bid acceptance letter.
- .2 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .3 As a minimum, work schedule to be prepared and submitted in the form of Bar (GANTT) Charts, indicating work activities, tasks and other project elements, their anticipated durations and planned dates for achieving key activities and major project milestones provided in sufficient details and supported by narratives to demonstrate a reasonable plan for completion of project within designated time. Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.
- .4 Submit Schedule updates on a minimum monthly basis and more often, when requested by Departmental Representative, due to frequent changing project conditions. Provide a narrative explanation of necessary changes and schedule revisions at each update.

- .5 The Schedule, including updates, shall be to Departmental Representative's approval. Take necessary measures to complete work within approved time. Do not change schedule without Departmental Representative's approval.
- .6 All work on the project will be completed within the time indicated on the Bid and Acceptance Form.

### **1.07 ABBREVIATIONS**

- .1 Following abbreviations of standard specifications have been used in this specification and on the drawings:  
CGSB - Canadian Government Specifications Board  
CSA - Canadian Standards Association  
  
NLGA - National Lumber Grades Authority  
ASTM - American Society for Testing and Materials
- .2 Where these abbreviations and standards are used in this project, latest edition in effect on date of bid call will be considered applicable.

### **1.08 SITE OPERATIONS**

- .1 Arrange for sufficient space adjacent to project site for conduct of operations, storage of materials and so on. Exercise care so as not to obstruct or damage public or private property in area. Do not interfere with normal day-to-day operations in progress at site. All arrangements for space and access will be made by Contractor.
- .2 Remove snow and ice as required to maintain safe access in a manner that does not damage existing structures or interfere with the operations of others.

### **1.09 PROTECTION**

- .1 Store all materials and equipment to be incorporated into work to prevent damage by any means.
- .2 Repair or replace all materials or equipment damaged in transit or storage to the satisfaction of Departmental Representative and at no cost to Canada.

### **1.10 PAYMENT**

- .1 Payment for all work under this contract to be according to the "Articles of Agreement".
- .2 Dimensional changes as directed by the Departmental Representative to suit existing conditions, but not resulting in additional work or materials, will not be considered as extra to the Contract.

### **1.11 INSPECTION AND TESTING**

- .1 Payment for all work under this contract to be according to the "Articles of Agreement".
- .2 Dimensional changes as directed by the Departmental Representative to suit existing conditions, but not resulting in additional work or materials, will not be considered as extra to the Contract.

### **1.12 DISPOSAL OF DEBRIS**

- .1 Debris, including construction materials not incorporated in the work, oil products and containers, and other materials of this nature will be disposed of in suitable locations off the site. Disposal is the responsibility of the Contractor.
- .2 Material from the work will not be permitted to go adrift to otherwise become a menace to navigation.

### **1.13 LOCATION OF EQUIPMENT**

- .1 Location of buildings, tanks, equipment, fixtures, shown or specified shall be considered as approximate. Actual locations shall be as required to suit conditions at time of installation and as is reasonable. Obtain approval of Departmental Representative.
- .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 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

### **1.14 PROJECT MEETINGS**

- .1 Contractor will arrange project meetings and assume responsibility for setting times and recording minutes.
- .2 Project meetings will take place on site of work unless so directed by the Departmental Representative.
- .3 Contractor will assume responsibility for recording minutes of meetings and forwarding copies to all parties present at the meetings.
- .4 Have a responsible member of firm present at all project meetings.

### **1.15 ACCEPTANCE**

- .1 Prior to the issuance of the Certificate of Substantial Performance, in Company with Departmental Representative, make a check of all work. Correct all discrepancies before final inspection and acceptance.

- .2 Before Work can be accepted, the Contractor must clean up the site and leave it in a condition which is acceptable to the Departmental Representative.

#### **1.16 WORKS COORDINATION BY CONTRACTOR**

- .1 Responsible for coordinating the work of the various trades, where the work of such trades interfaces with each other.
- .2 Convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required. Provide each trade with the plans and specifications of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
- .3 Canada will not be responsible for or held accountable for any extra costs incurred as a result of the failure to carry out coordination work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor and shall be resolved at no extra cost to Canada.
- .4 Contractor will cooperate with other contractors on site.

#### **1.17 CONTRACTOR'S USE OF SITE**

- .1 The Contractor's use of site is limited to the locations of the Construction operations as specified on the drawings.
- .2 Access to the site MUST be pre-approved by the Departmental Representative.
- .3 Co-ordinate use of premises under direction of Departmental Representative.
- .4 Construction operations, including storage of materials for this contract, not to interfere with the fishing activity and/or operations at this harbour facility.
- .5 Contractor is responsible for arranging the storage of materials on or off site, and any materials stored at the site which interfere with any of the day to day activities at or near the site will be moved promptly at the Contractor's expense, upon request by Departmental Representative.
- .6 Exercise care so as not to obstruct or damage public or private property in the area.

#### **1.18 INTERPRETATION OF DOCUMENTS**

- .1 Supplementary to GC1.1 of the General Conditions, the Division 01 sections of the specifications take precedence over technical specifications in other divisions of the specifications.

### **1.19 WORK COMMENCEMENT**

- .1 Mobilization to project site is to commence immediately after acceptance of bid and submission of Site Specific Safety Plan, unless otherwise agreed by Departmental Representative.
- .2 Project work on site is to commence as soon as possible, with a continuous reasonable work force, unless otherwise agreed by Departmental Representative.
- .3 Weather conditions, short construction season, delivery challenges and the location of the work site may require the use of longer working days and additional work force to complete the project within the specified completion time.
- .4 Make every effort to ensure that sufficient material and equipment is delivered to site at the earliest possible date after acceptance of bid and replenished as required.

### **1.20 PROTECTION OF SERVICES**

- .1 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .2 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .3 Provide temporary services when directed by Departmental Representative to maintain critical facility systems.
- .4 Where unknowns services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .5 The Contractor will immediately restore any existing services disrupted as a result of his operations at no cost to the Departmental Representative.

### **1.21 EXISTING SERVICES**

- .1 Notify, Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 48 hours' notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to Harbour Users.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.

- .4 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .5 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .6 Record locations of maintained, re-routed and abandoned service lines.

### **1.22 DOCUMENTS REQUIRED**

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

### **1.23 SITE ACCESS/RESTRICTIONS**

- .1 Location of access to the Construction zone, must be pre-approved by the Departmental Representative prior to mobilization.

## **2 PRODUCTS**

### **2.01 NOT USED**

- .1 Not used.

## **3 EXECUTION**

### **3.01 NOT USED**

- .1 Not used.

END OF SECTION

**1.01 SUBMITTALS**

- .1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:
  - .1 Work Schedule as specified herein.
  - .2 Shop Drawing Submittal Schedule specified in Section 01 33 00.
  - .3 Waste Management Plan specified in Section 01 74 21.
  - .4 Health and Safety Plan specified in Section 01 35 29.06.
  - .5 Hot Work Procedures specified in Section 01 35 24.
  - .6 Lockout Procedures specified in Section 01 35 25.
  - .7 List of workers requiring security clearance and those to be placed on Site Security Control list.

**1.02 WORK SCHEDULE**

- .1 Upon acceptance of bid submit:
  - .1 Preliminary work schedule within 7 calendar days of contract award.
- .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
- .3 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Work schedule content to include as a minimum the following:
  - .1 Bar (GANTT) Charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
  - .2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
  - .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.
- .5 Work schedule must take into consideration and reflect the work phasing, required sequence of work, special conditions and operational restrictions as specified below and indicated on drawings.
- .6 Schedule work in cooperation with the Departmental Representative. Incorporate within Work Schedule items identified by Departmental Representative.

- .7 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
- .8 Ensure that all sub-trades and subcontractors are made aware of the work restraints and operational restrictions specified.
- .9 Schedule Updates:
  - .1 Submit when requested by Departmental Representative.
  - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
  - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
- .10 Departmental Representative will make or coordinate interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.
- .11 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

### **1.03 OPERATIONAL RESTRICTIONS**

- .1 The Contractor must recognize that building occupants will be affected by implementation of this Contract. The Contractor must perform the work with utmost regard to the safety and convenience of building occupants and users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the building without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.
- .2 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .3 Facility circulation maintained:
  - .1 Ensure that entrances, corridors, stairwells, fire exits and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users and public at all times during the entire work.
  - .2 Maintain those areas clean and free of construction materials and equipment. Provide temporary dust barriers and other suitable enclosures to ensure users are not exposed to construction activities and are protected from exposure to dust, noise and hazardous conditions.

- .3 Provide temporary corridors, walkways, passageways, access to offices, etc. when required due to nature of work. Such circulation routes must be constructed to barrier free requirements unless approved otherwise by Departmental Representative.
  - .4 Maintain fire escape routes accessible and firefighting access open all times for the duration of the project.
  - .5 Do not under any circumstances block fire exit doors. Do not leave construction materials or debris in corridors, stairwells building entrances and exits.
- .5 Safety Signage:
- .1 Provide on-site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and building occupants of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the facility, and directing building occupants through any detours which may be required.
  - .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
  - .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
  - .4 Include costs for the supply and installation of these signs in the bid amount.
- .6 Work in Occupied Areas:
- .1 Where work must be carried out in an occupied area beyond the boundaries of the enclosed construction site, perform such work during the non-operational periods of the Facility.
  - .2 Ensure that all dust, dirt, debris, construction waste, materials, tools and equipment are completely removed at the end of each work shift. Clean and reinstate area ready for daytime use by tenant.
  - .3 Provide temporary dust barriers around immediate work areas and place fabric drop sheets over workstations, equipment and other furnishings located immediately adjacent to such work.
  - .4 Conduct work in such a way as to minimize the creation of dust and to avoid contaminating areas beyond the immediate location.
  - .5 Discuss and obtain Departmental Representative's approval beforehand on the type and extent of dust barriers, protective devices and measures needed.
  - .6 Be responsible for temporarily moving office furnishings, workstations, computer equipment and other objects as needed to gain access and conduct work. Reinstall all dislocated items at end of each work shift making the area operational again.
  - .7 Disconnect and reconnect any power and communications systems feeding workstations as required.
  - .8 Clean such areas as well as those corridors and routes used to gain entry and access.

- .7 Cleaning of tenant occupied areas used by Contractor:
  - .1 Clean lobbies, corridors, stairs and other circulation routes used by workers to gain access to work by conducting cleaning, vacuuming and washing of floors, walls and other soiled surfaces.

#### **1.04 PROJECT MEETINGS**

- .1 Schedule and administer project meetings, held on a minimum bi-weekly basis for entire duration of work and more often when directed by Departmental Representative as deemed necessary due to progress of work or particular situation.
- .2 Prepare agenda for meetings.
- .3 Notify participants in writing 4 days in advance of meeting date.
  - .1 Ensure attendance of all subcontractors.
  - .2 Departmental Representative will provide list of other attendees to be notified.
- .4 Hold meetings at project site or where approved by Departmental Representative.
- .5 Preside at meetings and record minutes.
  - .1 Indicate significant proceedings and decisions. Identify action items by parties.
  - .2 Distribute to participants by mail or by e-mail within 3 calendar days after each meeting.
  - .3 Make revisions as directed by Departmental Representative.

#### **1.05 WORK COORDINATION**

- .1 General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
  - .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 General Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
  - .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
  - .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.

- .1 Pay particularly close attention to overhead work above ceilings and within or near to building structural elements.
  - .2 Coordination drawings to identify all building elements, services lines, rough-in points and indicate from where various services are coming.
  - .3 Review coordination drawings at purposely called meetings. Have subcontractors sign-off on drawings and publish minutes of each meeting.
  - .4 Plan and coordinate work in such a way to minimize quantity of service line offsets.
  - .5 Submit copy of coordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .4 Work Cooperation:
- .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
  - .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting, patching and the need to remove and replace completed work.
- .5 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at own cost.

END OF SECTION

**1.01 RELATED SECTIONS**

- .1 Section 01 78 00: Closeout Submittals.

**1.02 SUBMITTAL GENERAL REQUIREMENTS**

- .1 Submit to Departmental Representative for review requested submittals specified in various sections of the specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.
- .2 Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
- .3 Do not proceed with work until relevant submissions have been reviewed.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units, provide soft converted values.
- .6 Review submittals prior to submission. Ensure that necessary requirements have been determined and verified and that each submittal has been checked and coordinated with requirements of Work and Contract Documents.
  - .1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Departmental Representative and considered rejected.
- .7 Verify field measurements and affected adjacent Work are coordinated.
- .8 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .9 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .10 Submittal format:
  - .1 Submit paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.

- .2      Submit in electronic format as pdf files. Forward pdf and in the native program format, MS Word, MS Excel and AutoCAD dwg and photograph jpg files on USB compatible with Departmental Representative encryption requirements or through email or alternate electronic file sharing service such as ftp, as directed by Departmental Representative.
- .11     Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, identify in writing of any revisions other than those requested.
- .12     Keep one reviewed copy of each submittal document on site for duration of Work.

### **1.03      SHOP DRAWINGS AND PRODUCT DATA**

- .1      The term "shop drawings" means fabrication drawings, erection drawings, diagrams, illustrations, schedules, performance charts, technical product data, brochures, specifications, test reports installation instructions and other data which are to be provided by Contractor to illustrate compliance with specified materials and details of a portion of work.
- .2      Shop Drawing Quantities: submit sufficient copies required by the General Contractor and sub-contractors plus 3 copies which will be retained by Departmental Representative.
  - .1      Ensure sufficient copies are submitted to enable one complete set to be included in each of the maintenance manuals specified in Section 01 78 00.
- .3      Shop Drawings Format:
  - .1      Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specific to project requirements. Maximum sheet size to be 1000 x 707 mm.
  - .2      Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be original full colour brochures, clearly marked indicating applicable data and deleting information not applicable to project.
  - .3      Non or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
- .4      Shop Drawings Content:
  - .1      Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work.

- Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
- .2 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
  - .3 Delete information not applicable to project on all submittals.
  - .4 Equipment installation/start-up data: include manufacturer's recommended installation instructions, pre-start and start-up checklists for those pieces of equipment and systems designated to be commissioned.
- .5 Allow 14 calendar days for Departmental Representative's review of each submission.
  - .6 Adjustments or corrections made on shop drawings by Departmental Representative are not intended to change Contract Amount. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.
  - .7 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be "Resubmitted", do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.
  - .8 Be advised that costs and expenses incurred by Departmental Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work may be assessed against the Contractor in the form of a financial holdback to the Contract.
  - .9 Accompany each submissions with transmittal letter, in duplicate, containing:
    - .1 Date.
    - .2 Project title and project number.
    - .3 Contractor's name and address.
    - .4 Identification and quantity of each shop drawing, product data and sample.
    - .5 Other pertinent data.
  - .10 Submissions shall include:
    - .1 Date and revision dates.
    - .2 Project title and project 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 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
- .6 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.
- .11 After Departmental Representative's review, distribute copies.
- .12 The review of shop drawings by the Departmental Representative or designate is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

#### **1.04 SAMPLES**

- .1 Submit for review samples as specified in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples to Departmental Representative's office or to other address as directed. Do not drop off samples at construction site except for pre-approved circumstances previously approved by Departmental Representative.
- .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 Amount. If adjustments will result in a cost increase to the Contract notify Departmental Representative in writing 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.

END OF SECTION

**1.01      SECTION INCLUDES**

- .1      Fire Safety Requirements.
- .2      Hot Work Permit.
- .3      Existing Fire Protection and Alarm Systems.

**1.02      RELATED SECTIONS**

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

**1.03      REFERENCES**

- .1      National Fire Code, latest edition.
- .2      National Building Code, latest edition.

**1.04      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.

**1.05      SUBMITTALS**

- .1      Submit copy of Hot Work Procedures and sample of Hot Work permit to Departmental Representative for review, within 14 calendar days of acceptance of bid.
- .2      Submit in accordance with section 01 33 00.

**1.06      FIRE SAFETY REQUIREMENTS**

- .1      Implement and follow fire safety measures during Work. Comply with following:
  - .1      National Fire Code, latest edition.
  - .2      National Building Code, latest edition.
  - .3      Federal and 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 the course of action to be followed.

**1.07      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 and followed during performance of hot work, Departmental Representative will give authorization to proceed as follows:
  - .1 Issue one written "Authorization to Proceed" covering the entire project for duration of work or;
  - .2 Subdivide the work into pre-determined, 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.
- .6 In tenant occupied Facility, coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed, perform Hot Work only during non-operative hours of the Facility. Follow Departmental Representative's directives in this regard.

**1.08      HOT WORK PROCEDURES**

- .1 Develop and implement safety procedures and work practices to be followed during the performance of Hot Work.
- .2 Hot Work 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.
  - .2 Use of a Hot Work Permit system with individually issued permit by Contractor's Superintendent to worker or subcontractor granting permission to proceed with Hot Work.

- .3 Permit required for each Hot Work event.
  - .4 Designation of a person on site as a Fire Safety Watcher responsible to conduct a fire safety watch for a minimum duration of 30-60 minutes immediately following the completion of the Hot Work.
  - .5 Compliance with fire safety codes, standards and occupational health and safety regulations specified.
  - .6 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 performing hot work,
    - .2 Person issuing the 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.

#### **1.09      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 hot work type needed;
  - .5 Special precautions to be followed, including type of fire extinguisher needed;
  - .6 Name and signature of permit issuer.
  - .7 Name of worker to which the permit is issued.
  - .8 Permit validity period not to exceed 8 hours. Indicate start time/date and termination time/date.
  - .9 Worker's signature with time/date of hot work completion.
  - .10 Stipulated time period of safety watch.
  - .11 Fire Safety Watcher's signature with time/date.
- .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 and returned to Contractor's Superintendent for safe keeping on site.

#### **1.10      FIRE PROTECTION AND ALARM SYSTEMS**

- .1 Fire protection and alarm systems shall not be:
  - .1 Obstructed.

- .2 Shut-off, unless approved by Departmental Representative.
- .3 Left inactive at the end of a working day or shift.
  
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
  
- .3 Costs incurred, from the fire department, Departmental Representative and tenants, resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract.

**1.11      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.

END OF SECTION

**1.01      SECTION INCLUDES**

- .1      Procedures to isolate and lockout electrical facility and other equipment from energy sources.

**1.02      RELATED SECTIONS**

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

**1.03      REFERENCES**

- .1      CSA C22.1, Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.
- .2      CAN/CSA-C22.3 No.1-06, Overhead Systems.
- .3      CSA C22.3 No.7-06, Underground Systems.
- .4      COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.

**1.04      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.

#### **1.05 COMPLIANCE REQUIREMENTS**

- .1 Comply with the following in regards to isolation and lockout of electrical facilities and equipment:
  - .1 Canadian Electrical Code.
  - .2 Federal and Provincial Occupational Health and Safety Acts and Regulations.
  - .3 Regulations and code of practice as applicable to mechanical equipment or other machinery being de-energized.
  - .4 Procedures specified herein.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply.

#### **1.06 SUBMITTALS**

- .1 Submit copy of lockout procedures, sample of lockout permit and lockout tags proposed for use in accordance with Section 01 33 00. Submit within 14 calendar days of acceptance of bid.

#### **1.07 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 its location;
    - .2 Duration of isolation period (i.e.: 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.

## **1.08 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 tag-out 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.

**1.09      CONFORMANCE**

- .1      Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.

**1.10      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.

END OF SECTION

**1      GENERAL**

**1.01      DEFINITIONS**

- .1      COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.
- .2      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.
- .3      Medical Aid Injury: any minor 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.
- .4      PPE: personal protective equipment including measures for protection against Covid-19.
- .5      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.

**1.02      SUBMITTALS**

- .1      Make submittals in accordance with Section 01 33 00.
- .2      Submit site-specific Health and Safety Plan prior to commencement of Work.
  - .1      Submit within 10 work days of notification of Bid Acceptance. Provide 1 electronic copy.
  - .2      Departmental Representative will review Health and Safety Plan and provide comments.
  - .3      Revise the Plan as appropriate and resubmit within 5 work days 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.
  - .6      Contractor to submit a site-specific Health and Safety Plan prior to commencement of Work. Contractor will be required to include Health and Safety Requirements to protect their workers and the project site including precautions and mitigation related to the hazard of contracting or spreading Covid-19 disease. A source of advice can be found in the Canadian Construction Association Covid-19 Standardized Protocols for All Canadian Construction Sites.

- .3      Submit name of designated Health & 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, Provincial and Territorial health and safety inspectors.
- .7      Submit copies of incident reports.
- .8      Submit WHMIS MSDS - Material Safety Data Sheets.

**1.03                      COMPLIANCE REQUIREMENTS**

- .1      Comply with Occupational Health and Safety Act for Province of New Brunswick, and Regulations made pursuant to the Act.
- .2      Comply with Canada Labour Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations (COSH) as well as any other regulations made pursuant to the Act.
  - .1      The Canada Labour Code can be viewed at:  
[www.http://laws.justice.gc.ca/en/L-2/](http://laws.justice.gc.ca/en/L-2/)
  - .2      COSH can be viewed at: [www.http://laws.justice.gc.ca/eng/SOR-86-304/n\\_e.html](http://laws.justice.gc.ca/eng/SOR-86-304/n_e.html)
  - .3      A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 Tel: (819) 956-4800(1-800-635-7943) Publication No. L31-85/2000 E or F).
- .3      Observe construction safety measures of:
  - .1      Part 8 of National Building Code
  - .2      Municipal by-laws and ordinances.
- .4      In case of conflict or discrepancy between above specified requirements, the more stringent shall apply.
- .5      Maintain Workers Compensation Coverage in good standing for duration of Contract. Provide proof of clearance through submission of Letter in Good Standing.
- .6      Medical Surveillance: Where prescribed by legislation or regulation, obtain and maintain worker medical surveillance documentation.

#### **1.04 RESPONSIBILITY**

- .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.

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

- .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 the 2 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.
  - .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.

#### **1.06 PROTECTION**

- .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.

**1.07                      FILING OF NOTICE**

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

**1.08                      PERMITS**

- .1      Post permits, licenses and compliance certificates, at Work Site.
- .2      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.

**1.09 HAZARD ASSESSMENTS**

- .1      Perform site specific health and safety hazard assessment of the Work and its site.
- .2      Carryout initial assessment prior to commencement of Work with further assessments 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      Keep documentation on site for entire duration of the Work.

**1.10 PROJECT/SITE CONDITIONS**

- .1      Following are potential health, environmental and safety hazards at the site for which Work may involve contact with:
  - .1      Known latent site and environmental conditions:
    - .1      Working in Traffic (marine and vehicular).
    - .2      Working adverse Weather Conditions.
    - .3      Working near wildlife.
    - .4      Working on uneven surfaces
    - .5      Working with tides
  - .2      Covid-19 measures to protect contractor, employees, consultants, Departmental Representative and harbor users. Update these measures as required. Discuss any concerns throughout the contract with the Departmental Representative.
    - .1      Include measures put in place for physical distancing to and from site, during breaks, lunch, supper and hotels.

- .3 Facility on-going operations:
  - .1 The Contractor will co-operate with users of existing facilities. Maintain access to the existing Wharf structure, and consult with the Departmental Representative for site access limitations.
  - .2 Should interference occur, take directions from Departmental Representative.
  - .3 Do not unreasonably encumber site with materials.
  - .4 Move stored products or equipment which interfere with operations.
  - .5 Comply with all regulations and authorities having jurisdiction over the work.
- .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 MSDS Data sheets of pertinent hazardous and controlled products stored on site can be obtained from Departmental Representative.

#### **1.11 MEETINGS**

- .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 regularly scheduled tool box and safety meetings during the Work in conformance with Occupational Health and Safety regulations.
- .3 Keep documents on site.

#### **1.12 HEALTH AND SAFETY PLAN**

- .1 Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
- .2 Health and Safety Plan shall include the following components:
  - .1 List of health risks and safety hazards identified by hazard assessment.
  - .2 Control measures used to mitigate risks and hazards identified.
  - .3 On-site Contingency and Emergency Response Plan as specified below.
  - .4 On-site Communication Plan as specified below.
  - .5 Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.

- .6 Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.
- .3 On-site Contingency and Emergency Response Plan shall include:
  - .1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
  - .2 Evacuation Plan: site and floor plan layouts showing escape routes, marshalling areas. Details on alarm notification methods, fire drills, location of firefighting equipment and other related data.
  - .3 Name, duties and responsibilities of persons designated as Emergency Warden(s) and deputies.
  - .4 Emergency Contacts: name and telephone number of officials from:
    - .1 General Contractor and subcontractors.
    - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
    - .3 Local emergency resource organizations.
  - .5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- .4 On-site Communication Plan:
  - .1 Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.
  - .2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
- .5 Address all activities of the Work including those of subcontractors.
- .6 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or subcontractor arrive at Work Site.
- .7 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.
- .8 Post copy of the Plan, and updates, prominently on Work Site.

### **1.13 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 must:
  - .1      Be qualified and a 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 bi-weekly basis. Record deficiencies and remedial action taken.
  - .2      Conduct Formal Inspections on a minimum monthly basis. Use standardized safety inspection forms. Distribute to subcontractors.
  - .3      Follow-up and ensure corrective measures are taken.
- .6      Cooperate with Facility's Occupational Health and Safety representative should one be designated by Departmental Representative.
- .7      Keep inspection reports and supervision related documentation on site.

**1.14      TRAINING**

- .1      Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
- .2      Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.
- .3      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.

**1.15      MINIMUM SITE SAFETY RULES**

- .1      Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:
  - .1      Wear appropriate PPE pertinent to the Work or assigned task; minimum being hard hat, safety footwear, safety vest, safety glasses and hearing protection.
  - .2      Immediately report unsafe condition at site, near-miss accident, injury and damage.

- .3      Maintain site and storage areas in a tidy condition free of hazards causing injury.
- .4      Obey warning signs and safety tags.
- .2      Brief persons of disciplinary protocols to be taken for noncompliance. Post rules on site.

**1.16                      CORRECTION OF NON-COMPLIANCE**

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

**1.17                      INCIDENT REPORTING**

- .1      Investigate and report the following incidents to Departmental Representative:
  - .1      Incidents requiring notification to Provincial WorkSafe NB, Workers Compensation Board or to other regulatory Agency.
  - .2      Medical aid injuries.
  - .3      Property damage in excess of \$10,000.00.
  - .4      Interruptions to Facility operations resulting in an operational lost to a Federal department in excess of \$5000.00.
- .2      Submit report in writing.

**1.18                      HAZARDOUS PRODUCTS**

- .1      Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2      Keep MSDS 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 or more publicly accessible locations.

**1.19                      BLASTING**

- .1      Blasting or other use of explosives is not permitted on site without prior receipt of written permission and instructions from Departmental Representative.

**1.20            POWDER ACTUATED DEVICES**

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

**1.21            CONFINED SPACES**

- .1      Abide by occupational health and safety regulations regarding work in confined spaces.
- .2      Obtain an Entry Permit in accordance with Part XI of the Canada Occupational Health and Safety Regulations for entry into an existing identified confined space located at the Facility or premises of Work.
  - .1      Obtain permit from Facility Manager
  - .2      Keep copy of permit issued.
- .3      Safety for Inspectors:
  - .1      Provide PPE and training to Departmental Representative and other persons who require entry into confined space to perform inspections.
  - .2      Be responsible for efficacy of equipment and safety of persons during their entry and occupancy in the confined space.

**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 conspicuous location on Work Site in accordance with Acts and Regulations of Province having jurisdiction.
- .2      Post other documents as specified herein, including:
  - .1      Site specific Health and Safety Plan
  - .2      WHMIS data sheets
  - .3      Fire and Safety Requirements
  - .4      Special Procedures on Lockout Requirements

**2            PRODUCTS**

**2.01 NOT USED**

- .1      Not used.

**3      EXECUTION**

**3.01 NOT USED**

.1      Not used.

END OF SECTION

**1.01 RELATED SECTIONS**

- .1 Section 01 74 21 - Construction/Demolition Waste Management and Disposal.

**1.02 DEFINITIONS**

- .1 Hazardous Material: Product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to the environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .2 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .3 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.

**1.03 FIRES**

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

**1.04 HAZARDOUS MATERIAL HANDLING**

- .1 Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment
- .2 Label containers to WHMIS requirements and keep MSDS data sheets on site for all hazardous materials.
- .3 Maintain inventory of hazardous materials and hazardous waste stored on site. List items by product name, quantity and date when storage began.
- .4 Store and handle flammable and combustible materials in accordance with National Fire Code.
- .5 Transport hazardous materials in accordance with federal Transportation of Dangerous Goods Regulations and applicable Provincial regulations.

**1.05 DISPOSAL OF WASTES**

- .1 Do not bury rubbish and waste materials on site. Dispose in accordance with project waste management requirements.

- .2 Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites.
- .3 Dispose of hazardous waste in accordance with applicable federal and provincial laws, regulations, codes and guidelines.

**1.06 DRAINAGE**

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with governing regulations and requirements.
- .4 Provide control devices such as filter fabrics, sediment traps and settling ponds to control drainage and prevent erosion of adjacent lands. Maintain in good order for duration of work.

**1.07 SITE AND PLANT PROTECTION**

- .1 Protect trees and plants on site and adjacent properties where indicated.
- .2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas indicated or designated by Departmental Representative.

**1.08 WORK ADJACENT TO WATERWAYS**

- .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material.
- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 At borrow sites, design and construct temporary crossings to minimize erosion to waterways in strict conformance with provincial environmental regulations.

- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or 100 m of spawning beds.
- .8 Do not refuel any type of equipment within 100 meters of a water body. Maintain equipment in good working condition with no fluid leaks, loose hoses or fittings.

**1.09 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant to local authorities' emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads and around entire construction site.
- .5 Have appropriate emergency spill response equipment and rapid clean-up kit on site located adjacent to hazardous materials storage area. Provide personal protective equipment required for clean-up.
- .6 Report spills of petroleum and other hazardous materials as well as accidents having potential of polluting the environment to Federal and Provincial Department of the Environment.
  - .1 Notify Departmental Representative and submit a written spill report to Departmental Representative within 24 hours of occurrence.

END OF SECTION

**Part 1 General**

**1.01 WORK COVERED BY CONTRACT DOCUMENTS**

- .1 Work of this Contract must not disrupt the daily operations of the Institution and shall be carried out in such a way to ensure that security at the Institution is maintained at all times.
- .2 Abide by all rules and procedures specified herein and with all directives given by the Director.

**1.02 DEFINITIONS**

- .1 Where used, the following terms shall be deemed to have the meaning stated herein.
- .2 Institution: means the Penitentiary or Correctional Facility where the Work will be carried out.
- .3 Director: means the person in charge of the Correctional Institution where the Work will be carried out and includes any authorized person at the Facility, as designated by the Director, to provide directions on his/her behalf.
- .4 Contraband: means any of the following:
  - .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
  - .2 A weapon or a component thereof, ammunition for a weapon, and any other object that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization;
  - .3 An explosive or a bomb or a component thereof;
  - .4 Currency over the prescribed limit of 50.00 dollars and;
  - .5 Any other item, as deemed by the Director, to pose a risk to the security of a Penitentiary or to the safety of persons, when that items is possessed without prior authorization from the Director.
- .5 **Smoking is not permitted on Institutional property. Unauthorized smoking items: means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.**
- .6 Commercial vehicle: means any motor vehicle used to transport materials, equipment and tools to the site as required for construction purposes.
- .7 CSC: means the Department of Correctional Service Canada.
- .8 Construction employee: means any person working for the General Contractor or subcontractor(s), commercial vehicle or equipment operator, material supplier and personnel from testing, inspection or regulatory agencies who needs to circulate on the Institution's property as part of the Work.

- .9 Departmental Representative: means the person as defined in the General Conditions of the Contract for projects managed by Public Works and Government Services Canada (PWGSC) or the Project Manager for projects that are managed by Correctional Service Canada (CSC).

### 1.03 PRELIMINARY PROCEEDINGS

- .1 The Departmental Representative will coordinate a pre-construction meeting between Contractor, the Director and Facility security personnel who will provide details on site security requirements.
- .2 The Contractor shall:
- .1 Ensure that all construction employees are aware of the CSC security requirements.
  - .2 Ensure that a copy of the CSC security requirements is prominently displayed at the work site at all times.
  - .3 Co-operate with Institutional staff in ensuring that security requirements and procedures are stringently followed by all construction employees.
- .3 Any infraction of site security requirements by the Contractor or by a construction employee could result in the immediate removal of the offending party or person from the site.

### 1.04 CONSTRUCTION EMPLOYEES

- .1 CPIC security clearance **is no longer required** for Construction Employees who need to circulate on the Institution's property during the course of the Work.
- .2 Each construction employees shall provide a recent picture identification, such as a provincial driver's license upon entering the Institution. No person will be admitted inside the Institution without a valid proof of identification.
- .3 For the duration of the contract, the names of each construction employee shall be registered in advance to the front desk. Upon entering the institution and during the sign-in process. If the name of an employee is not registered in the system, that employee may not be admitted inside the Institution for that working day. The general contractor is responsible to provide a list of names of all employees including sub-contractors to the Departmental Representative for coordination.
- .4 Entry to Institutional Property will be refused to any person which the Director there may be a reason to believe may be a security risk to the facility's operation.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if he/she:
- .1 Appear to be under the influence of alcohol, drugs or narcotics.
  - .2 Behave in an unusual or disorderly manner.
  - .3 Is found in possession of contraband.
- .6 Smoking is prohibited anywhere on CSC property.

- .7 Construction employees will be escorted at all time by a member of the Canadian corps of commissionaires provided by the Departmental Representative.

#### **1.05 VEHICLES**

- .1 All unattended vehicles on the Institution's property shall have their windows, doors and trunks closed and locked at all times. Keys must be removed and kept securely in the possession of the vehicle's owner or with an employee of the Contractor or subcontractor who owns the vehicle.
- .2 The Director may limit at any time the number and type of vehicles allowed within the Institution.
- .3 Drivers of vehicles simply delivering materials to the site do not require security clearance but shall remain inside their vehicle for the entire duration that the vehicle is on the Institution's property. This is of particular importance for vehicles entering the Institution's secure perimeter area in which case the vehicle must be escorted by Institutional staff or Commissionaires while in that area.
- .4 If the Director allows office and/or storage trailers to be left inside the secure perimeter area of the Institution, their exterior doors shall be kept locked at all times and windows securely locked when trailer is unoccupied. Additionally, windows shall be covered with expanded metal mesh secured in place. All storage trailers, whether inside and outside of the secure perimeter area must be kept locked when not in use.

#### **1.06 PARKING OF VEHICLES AND CONSTRUCTION TRAILERS**

- .1 Parking area is limited and shall be coordinated with the departmental representative at the start-up meeting.

#### **1.07 SHIPMENTS**

- .1 Contractor shall have designated employee(s) on site to receive and take possession of all deliveries and shipments.
- .2 **Under no circumstances will personnel of the Institution accept delivery of materials, equipment and tools designated for use by the Contractor in the Work.**

#### **1.08 TELEPHONES**

- .1 Telephone landlines, facsimile machines and computers with internet connections are not permitted within the secure perimeter of the Institution unless prior approval is obtained from the Director.
- .2 If approved, locate telephones, facsimile machines and computers with internet connections only where designated by the Director and in such location where they are not accessible to offenders.

- .1 Equip all computers with approved password protection features which will block internet connection to unauthorized computer users.
  
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, cell phones, telephone used as 2-way radios, are not permitted within the secure perimeter of the Institution unless prior approval is obtained from the Director.
  - .1 Should wireless cellular telephones be permitted, the owner/user of such device shall not permit its use by any offender.
  
- .4 The Director may approve but limit the use of two way radios.

#### **1.09 WORK HOURS**

- .1 Be aware that for operational requirements the days and hours which Contractor will be permitted to perform work at the site are limited to:
  - .1 Weekdays only from Monday to Friday and between the hours of 7:30 and 16:00.
  
- .2 Work will **not be permitted during weekends and on statutory holidays without the permission of the Director. A minimum of two days (48 hours) advance notice will be required to obtain the necessary permission.**

#### **1.10 OVERTIME WORK**

- .1 No overtime work will be allowed at the end of a work shift.
  
- .2 Where overtime work is deemed necessary at the end of a work shift to complete a critical component of the work, it shall be planned and requested a minimum of 48 hours beforehand for approval by the Director.
  
- .3 Should unplanned overtime work occur due to an emergency situation, such as to complete a concrete pour or to make the work site safe and secure, the Contractor shall immediately advise the Director of this pending situation and stringently follow all directions given by the Director.
  
- .4 Extra Costs: Note that when overtime work or off-hour work on weekends and statutory holidays is approved by the Director, be aware that extra CSC security staff or commissionaires may need to be posted at the Institution to maintain security surveillance. The costs for such service will be charged to the Contractor in the form of a financial assessment to the Contract.

#### **1.11 TOOLS AND EQUIPMENT**

- .1 Make a complete list of all tools and equipment brought on site for use in the work. Provide copy of the list to the Director and to Departmental Representative.
  
- .2 Maintain and update list during the entire duration of the Work.

- .3 Keep all tools and equipment under constant supervision. This is of particular importance for power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders as well as all types of jacking devices.
  - .4 Store all tools and equipment in lockable tool boxes and place in approved and secure locations.
  - .5 Lock tool boxes when not in use. Keys shall remain in the possession of employees designated by Contractor.
  - .6 Scaffolding: Store and securely lock scaffolding components when not erected. When erected, secure against unauthorized dismantling in manner approved by the Director.
  - .7 Immediately report to the Director any missing tools and equipment.
  - .8 Tool Check: Be aware that CSC security personnel will conduct tool/equipment checks during the course of the Work against the list provided by Contractor. Frequency of checks to be as follows:
    - .1 At commencement and completion of the project.
    - .2 Weekly basis when the construction period is greater than 1 week.
  - .9 Controlled items: entry and use of certain tools and equipment, such as cartridges and hacksaw blades, are highly controlled at the Institution. The Director will determine and advise which items are to be controlled.
    - .1 Controlled items will be given to the Contractor at the beginning of each workday in quantities as required for 1 day's work.
    - .2 All controlled items must be returned to CSC security personnel at the end of each day including used blades, cartridges etc...
  - .10 When propane or natural gas is used as fuel for construction heaters, the Contractor shall provide an employee to supervise that work site during non-working hours.
- All security keys must always remain with the security escort.

### **1.12 SECURITY HARDWARE**

- .1 Turn over to Director all security hardware removed as part of the work. This includes all items intended for disposal as well as those for temporary safekeeping until ready for reinstallation as part of the work.

### **1.13 PRESCRIPTION DRUGS**

- .1 Construction employees who are required to take prescription drugs during the workday shall obtain approval from the Director beforehand and shall only bring on site a one days supply each day.

**1.14 SMOKING RESTRICTIONS**

- .1 Contractor and construction employees are not permitted to:
  - .1 Smoke inside the Institution or outdoors within the secure perimeter of the Facility and;
  - .2 Must not possess unauthorized smoking items within the secure perimeter of the Institution.
- .2 All persons found in violation of this directive shall immediately cease smoking and dispose of any unauthorized smoking items. If violation persist, such persons will be removed from the Institution's property.
- .3 Smoking on the Institution's property is only permitted outdoors, outside of the secure perimeter of the Institution and in a location designated by the Director.

**1.15 CONTRABAND**

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are considered contraband by the Institution and are strictly prohibited on the Institution's property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.
- .3 Contractor shall be vigilant with all construction employees and suppliers in ensuring that no contraband items are brought on site. Advise all persons that the discovery of contraband will result in the cancellation of their security clearance and their immediate removal from the site. Serious infractions may result in the removal of the Contractor or subcontractor from the Institution's property for the duration of the Contract.
- .4 Presence of arms and ammunition found in vehicles owned by Contractor, subcontractors, suppliers and construction employees will result in the immediate cancellation of security clearance for the driver of that vehicle.

**1.16 SEARCHES**

- .1 All vehicles and persons entering Institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that a construction employee is in possession of contraband, he/she may order that person to be searched.
- .3 Be aware that persons entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

**1.17 OFF-HOURS SITE ACCESS**

- .1 Construction personnel and commercial vehicles will not be permitted access to the Institution outside of the stipulated work hours specified in article 1.9, page 4 of this section, unless approved by the Director.

**1.18 MOVEMENT OF VEHICLES**

- .1 Contractor shall provide 24 hours advance notice to the Director of the arrival of heavy equipment such as excavator, cranes, concrete trucks etc. to the site.
- .2 Vehicles being loaded with soil or other debris at site, or any vehicle considered impossible to search, must be under continuous supervision by Institutional staff or Commissionaires working under the authority of the Director.
- .3 Subject to prior approval from the Director, certain construction equipment may be permitted to remain in the work areas during night time or weekend provided such equipment is securely locked and has its battery removed. The Director may also require that the equipment be tied by chain and padlocked to a solid unmovable object.

**1.19 MOVEMENT OF PERSONS AT THE INSTITUTION**

- .1 Subject to the requirements of good security, the Director will permit the Contractor and construction employees as much freedom of action and movement in the work areas of the site as is possible.
- .2 Notwithstanding the above clause, the Director will:
  - .1 Prohibit or restrict access to certain parts of the Institution.
  - .2 Require that access to certain areas of the Institution, (either for the entire duration of the work or for certain specific time periods be only allowed under escort by a member of CSC security staff or a commissionaire.

**1.20 SURVEILLANCE AND INSPECTION**

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspections by the Institution's security staff to ensure that established security requirements and procedures are followed.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the duration of the entire work.

**1.21 STOPPAGE OF WORK**

- .1 The director may, at any given time during the course of this contract, stop contractor and workers from entering the institution or order their immediate departure from the site due to an emergency security situation occurring at the Institution.
  - .1 Should this occur, contractor's superintendent shall obtain the name of the staff member issuing the order, note the date and time the notification was given and immediately obey the order as quickly as possible.

- .2 The contractor shall advise the departmental representative within 24 hours of receipt of such notification from the Institution.

#### **1.22 CONTACT WITH PAROLEES**

- .1 Unless specifically authorized, it is forbidden to come in contact with offenders, to talk with them, to receive objects from them or to give them objects. Any construction employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 Note that cameras are not allowed on CSC property.
- .3 Notwithstanding the above clause if the director approves the use of cameras, it is strictly forbidden to take pictures of offenders, staff members or any part of the Institution other than those areas under renovations as part of the work.

#### **1.23 COMPLETION OF THE WORK**

- .1 Upon completion of the work and/or to takeover and occupancy of the facility, remove all materials, waste, tools and equipment that are not part of the work.

END OF SECTION

## 1.01 ABBREVIATIONS AND ACRONYMS

- .1 The abbreviations and acronyms are commonly found in the Project Manual and represent the associated organizations or terms.

## 1.02 MATERIALS, EQUIPMENT AND METHODS

- .1 A:
- .1 AC: acoustic.
  - .2 AC PAN: acoustic panel.
  - .3 ACU: acoustic unit ceiling.
  - .4 AFF: above finished floor.
  - .5 AC PLAS: acoustic plaster.
  - .6 ACT: acoustic tile.
  - .7 ACR CU LVR: acrylic cube louvre.
  - .8 ADH: adhesive.
  - .9 ADJ: adjustable.
  - .10 A/C: air conditioner.
  - .11 AL: aluminum.
  - .12 AB: anchor bolt.
  - .13 ANOD: anodized.
  - .14 ARCH: architecture.
  - .15 ARCH BLK: architectural block.
  - .16 AVB: air vapour barrier.
- .2 B:
- .1 B: base.
  - .2 BEAST: benthic assessment of sediment.
  - .3 BH: bore hole.
  - .4 BL: bottom layer.
  - .5 BLK: block.
  - .6 BLKD: bulkhead.
  - .7 BM: beam.
  - .8 BOT: bottom.
  - .9 BMP: best management practice.
  - .10 B PL: base plate.
  - .11 BRG: bearing.
  - .12 BRK: brick.
  - .13 BSMT: basement.
  - .14 BTEX: benzene, toluene, ethylbenzene and xylenes.
  - .15 BUR: built-up roof.
- .3 C:
- .1 CAL: caliper.
  - .2 CANTIL: cantilever.
  - .3 CB: catch basin.
  - .4 CC: centre to centre.
  - .5 CCN: contemplated change notice.
  - .6 CDF: controlled density fill.
  - .7 CEC: Canadian Electrical Code.
  - .8 CF: chair fabric.
  - .9 CHAN: channel.

- .10 CHS: Canadian hydrographic service.
  - .11 CJ: construction joint.
  - .12 CL: centreline.
  - .13 CK: cork.
  - .14 CLG: ceiling.
  - .15 CLR: clear.
  - .16 COL: column.
  - .17 CONC: concrete.
  - .18 CONC BLK: concrete block.
  - .19 CONC BRK: concrete brick.
  - .20 CONT: continuous.
  - .21 CONT J: control joint.
  - .22 COMPL: complete.
  - .23 CM: centimetre. (Nursery stock).
  - .24 CPL: cement plaster.
  - .25 CPM: critical path method.
  - .26 CPT: carpet.
  - .27 CPTT: carpet tile.
  - .28 CT: ceramic tile.
  - .29 CVT: conductive vinyl tile.
  - .30 C/W: complete with.
- .4 D:
- .1 D: deep.
  - .2 DD: dutch door.
  - .3 DEG: degree.
  - .4 DF: drinking fountain.
  - .5 DIA: diameter.
  - .6 DIM: dimension.
  - .7 DL: dead load.
  - .8 DMNT: demountable.
  - .9 DP: damp-proofing.
  - .10 DR: door.
  - .11 DRP: drapery.
  - .12 DWL: dowel.
- .5 E:
- .1 EA: each.
  - .2 EC: epoxy coating.
  - .3 ECF: engineered containment facility.
  - .4 EE: each end.
  - .5 EF: each face.
  - .6 EL: elevation.
  - .7 ELEC: electric.
  - .8 ELEV: elevator.
  - .9 EM: expanded metal.
  - .10 ENCL: enclosure.
  - .11 EQ: equal.
  - .12 EXH: exhaust.
  - .13 EXIST: existing.
  - .14 EXPJ: expansion joint.
  - .15 EXP STRUCT: exposed structure.

- .16 EXT: exterior.
- .17 EW: each way.
  
- .6 F:
  - .1 FC: fuel contributed.
  - .2 FD: floor drain.
  - .3 FDN: foundation.
  - .4 FEAT W: feature wall.
  - .5 FEXT: fire extinguisher.
  - .6 FH: fire hose.
  - .7 FHC: fire hose cabinet.
  - .8 FHR: fire hose rack.
  - .9 FIN: finish.
  - .10 FIP: federal identity program.
  - .11 FL: floor.
  - .12 FLD: field.
  - .13 FLUOR: fluorescent.
  - .14 FR: frame.
  - .15 FRR: fire resistance rating.
  - .16 FTG: footing.
  
- .7 G:
  - .1 GALV: galvanized steel.
  - .2 GB: grab bar.
  - .3 GBD: gypsum board.
  - .4 GC: General Conditions.
  - .5 GF: ground floor.
  - .6 GFCI: ground fault circuit interrupter.
  - .7 GL: glass or glazing.
  - .8 GL BLK: glass block.
  - .9 GPC: gypsum plaster ceiling.
  - .10 GPW: gypsum plaster wall.
  - .11 GT: glass tile.
  
- .8 H:
  - .1 HB: hose bib.
  - .2 HC: hollow core.
  - .3 HCWD: hollow core wood door.
  - .4 HD: hand dryer.
  - .5 HDW: hardware.
  - .6 HDWD: hardwood.
  - .7 HM: hollow metal.
  - .8 HOR: horizontal.
  - .9 HOR EF: horizontal each face.
  - .10 HP: hydro pole.
  - .11 HPA: Hamilton Port Authority.
  - .12 HR: hour.
  - .13 HRV: heat recovery ventilator.
  - .14 HT: height.
  - .15 HTR: heater.
  - .16 HWT: hot water tank.
  - .17 HYD: hydrant.

- .9 I:  
.1 ICF: insulated concrete formwork.  
.2 ID: inside diameter.  
.3 INS: insulation.  
.4 INTLK: interlock.
- .10 J:  
.1 JT: joint.
- .11 K:  
.1 KPL: kick plate.
- .12 L:  
.1 LAV: lavatory.  
.2 LDG: landing.  
.3 LG: long.  
.4 LINO: linoleum.  
.5 LL: live load.  
.6 LT: light.
- .13 M:  
.1 MAS: masonry.  
.2 MAS FL: masonry flashing.  
.3 MAX: maximum.  
.4 MBG: metal bar grating.  
.5 MCL: metal cube louvre.  
.6 MECH: mechanical.  
.7 MET: metal.  
.8 MET DK: metal deck.  
.9 MET FL: metal flashing.  
.10 MET GRID CLG: metal grid ceiling.  
.11 MET GRTG: metal grating.  
.12 MET LIN CLG: metal linear ceiling.  
.13 MET T PTN: metal toilet partition.  
.14 MH: maintenance hole.  
.15 MIN: minimum.  
.16 MLP: metal lath and plaster.  
.17 MO: masonry opening.  
.18 MR: marble.  
.19 MT: metal threshold.  
.20 MWP: membrane waterproofing.
- .14 N:  
.1 NBC: national building code.  
.2 NF: near face.  
.3 NFC: national fire code.  
.4 NIC: not in contract.  
.5 NO: number.  
.6 NRC: noise reduction coefficient.  
.7 NRP: non removable pin.  
.8 NTS: not to scale.

- .15 O:  
.1 OBC: Ontario building code.  
.2 OC: on centre.  
.3 OD: outside diameter.  
.4 OPNG: opening.  
.5 OPR: operator.  
.6 OVHD: overhead.  
.7 OWSJ: open web steel joist.
- .16 P:  
.1 P: prefinished.  
.2 PAH: polynuclear aromatic hydrocarbons.  
.3 PARG: parging.  
.4 PCC: precast concrete.  
.5 PCT: porcelain ceramic tile.  
.6 PED ACS FLG: pedestal access flooring.  
.7 PF: panel fabric.  
.8 PL: plate.  
.9 PLAM: plastic laminate.  
.10 PLAS: plaster.  
.11 PLYWD: plywood.  
.12 PR: pair.  
.13 PREFAB: prefabricated.  
.14 PREFIN: prefinished.  
.15 PRFL: profile.  
.16 PT: paint.  
.17 PTD: paper towel dispenser.  
.18 PTN: partition.  
.19 PVC: polyvinyl chloride.
- .17 Q:  
.1 QTB: quarry tile base.  
.2 QTF: quarry tile floor.  
.3 QTR: quarry tile roof.
- .18 R:  
.1 R: radius.  
.2 RA: return air.  
.3 RB: resilient base.  
.4 RC: reinforced concrete.  
.5 RCPT: receptacle.  
.6 RD: roof drain.  
.7 REINF: reinforced/reinforcing.  
.8 REQD: required.  
.9 REQT: requirement.  
.10 RFT: rubber floor tile.  
.11 RM: room.  
.12 RO: rough opening.  
.13 RP: radiant panel.  
.14 RRS: recycled rubber sheet.  
.15 RRT: recycled rubber tile.  
.16 RSD: rolling steel door.

- .17 RSF: rubber sheet flooring.
- .18 RTU: roof top unit.
- .19 RWL: rain water leader.
  
- .19 S:
  - .1 SAN SEW: sanitary sewer.
  - .2 SCHED: schedule.
  - .3 SC: solid core.
  - .4 SCRN: screen.
  - .5 SCWD: solid core wood door.
  - .6 SD: smoke developed.
  - .7 SDT: static dissipative tile.
  - .8 SECT: section.
  - .9 SH: sill height.
  - .10 SIM: similar.
  - .11 SL: sliding.
  - .12 SLR: sealer.
  - .13 SPEC: specification.
  - .14 SS: stainless steel.
  - .15 STD: standard.
  - .16 STL: steel.
  - .17 STL BM: steel beam.
  - .18 STC: sound transmission class.
  - .19 STL FL DK: steel floor deck.
  - .20 STL PL: steel plate.
  - .21 STN: stone.
  - .22 STR: structure or structural.
  - .23 ST SEW: storm sewer.
  - .24 S&U: stain and urethane.
  - .25 S&V: stain and varnish.
  - .26 SVT: solid vinyl tile.
  
- .20 T:
  - .1 T: top.
  - .2 T&B: top and bottom.
  - .3 TCB: turbidity control plan.
  - .4 TEL: telephone.
  - .5 TER: terrazzo.
  - .6 TERT: terrazzo tile.
  - .7 THKNS: thickness.
  - .8 THR: threshold.
  - .9 TMPD: tempered.
  - .10 TOPG: topping.
  - .11 TRANSV: transverse.
  - .12 TYP: typical.
  
- .21 U:
  - .1 U: urethane.
  - .2 UCUT: undercut.
  - .3 UGRD: underground.
  - .4 UNO: unless noted otherwise.
  - .5 UOS: unless otherwise specified.

- .6 U/S: underside.
- .7 UR: urinal.
  
- .22 V:
  - .1 VCF: vinyl coated fabric.
  - .2 VCT: vinyl composition tile.
  - .3 VERT: vertical.
  - .4 VERT B: vertical blinds.
  - .5 VERT EF: vertical each face.
  - .6 VSF: vinyl sheet flooring.
  - .7 VT: vinyl tile.
  - .8 VWC: vinyl wall covering.
  
- .23 W:
  - .1 WC: water closet.
  - .2 W-C: wall connectors.
  - .3 WD: wood.
  - .4 WDV: wood veneer.
  - .5 WH: wall hydrant.
  - .6 WHMIS: workplace hazardous materials information system.
  - .7 WP: waterproofing.
  - .8 WR: washroom.
  - .9 WSIB: workplace safety and insurance board.
  - .10 WT: weight.
  - .11 WTP: water treatment plant.

### **1.03 STANDARDS ORGANIZATIONS**

- .1 Standards writing organizations:
  - .1 AA - Aluminum Association.
  - .2 ACPA - American Concrete Pipe Association.
  - .3 ANSI - American National Standards Institute.
  - .4 ASHRAE - American Society of Heating and Refrigerating and Air-Conditioning Engineers.
  - .5 ASTM - American Society for Testing and Materials.
  - .6 AWI/AWMAC - Architectural Woodwork Institute/Architectural Woodwork Manufacturers Association of Canada.
  - .7 AWPA - American Wood Preservers' Association.
  - .8 AWWA - American Water Works Association.
  - .9 BHMA - Builders Hardware Manufacturers Association.
  - .10 CCDC - Canadian Construction Documents Committee.
  - .11 CCMPA - Canadian Concrete Masonry Producers Association.
  - .12 CGSB - Canadian General Standards Board.
  - .13 CNTA - Canadian Nursery Trades Association.
  - .14 CPCA - Canadian Painting Contractors Association.
  - .15 CRCA - Canadian Roofing Contractors Association.
  - .16 CSA - Canadian Standards Association.
  - .17 CSC - Construction Specifications Canada.
  - .18 CSDMA - Canadian Steel Door Manufacturers Association.
  - .19 CSI - Construction Specifications Institute.
  - .20 CSSBI - Canadian Sheet Steel Building Institute.
  - .21 CRCA - Canadian Roofing Contractors Association.

- .22 DHI - Door and Hardware Institute.
- .23 EEMAC - Electrical and Electronic Manufacturer's Association of Canada.
- .24 ESA - Electrical Safety Authority.
- .25 FCC - Fire Commissioner of Canada.
- .26 FSC - Forest Stewardship Council.
- .27 GANA - Glass Association of North America.
- .28 HMMA - Hollow Metal Manufacturers Association.
- .29 IEEE - Institute of Electrical and Electronics Engineers Inc.
- .30 ISO - International Organization for Standardization.
- .31 IWFA - International Window Film Association.
- .32 LEED - LEED Canada, Leadership in Energy and Environmental Design.
- .33 MPI - Master Painters Institute.
- .34 NAAMM - National Association of Architectural Metal Manufacturers.
- .35 NCPI - National Clay Pipe Institute.
- .36 NEMA - National Electrical Manufacturers Association.
- .37 NFPA - National Fire Protection Association.
- .38 OPSD - Ontario Provincial Standard Drawings.
- .39 OPSS - Ontario Provincial Standard Specifications.
- .40 PPI - Plastics Pipe Institute.
- .41 SDI - Steel Door Institute.
- .42 SCAQMD - South Coast Air Quality Management District.
- .43 TIA - Telecommunications Industry Association.
- .44 TIAC - Thermal Insulation Association of Canada.
- .45 TTMAC - Terrazzo Tile and Marble Association of Canada.
- .46 UL - Underwriters Laboratories.
- .47 ULC - Underwriters Laboratories of Canada.
- .48 US EPA - United States Environmental Protection Agency.
- .49 WH - Warnock Hersey.

#### **1.04 FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES**

- .1 Departments, agencies and crown corporations.
  - .1 CEAA - Canadian Environmental Assessment Agency.
  - .2 CSC - Correctional Service Canada.
  - .3 CRA - Canada Revenue Agency.
  - .4 DND - Department of National Defence.
  - .5 EC - Environment Canada.
  - .6 FHBRO - Federal Heritage Buildings Review Office.
  - .7 HC - Health Canada.
  - .8 HCD - Heritage Conservation Directorate.
  - .9 LC - Labour Canada.
  - .10 PC - Parks Canada.
  - .11 PWGSC - Public Works and Government Services Canada.
  - .12 RCMP - Royal Canadian Mounted Police.
  - .13 TBS - Treasury Board Secretariat.
  - .14 TC - Transport Canada.

### **1.05 UNITS OF MEASURE METRIC**

- .1 The following abbreviations of units of measure are commonly found in the Project Manual:
  - .1 C: Celsius.
  - .2 cm: centimetre.
  - .3 kg: kilogram.
  - .4 kg/mü: kilogram per cubic metre.
  - .5 kN: kilonewton.
  - .6 kPa: kilopascals.
  - .7 kw: kilowatts.
  - .8 l/s: litre per second.
  - .9 m: metre.
  - .10 mü: cubic metre.
  - .11 mg/kg: milligrams per kilogram.
  - .12 mg/L: milligrams per litre.
  - .13 mm: millimetres.
  - .14 MPa: megapascal.
  - .15 NTU: nephelometric turbidity unit.
  - .16 ppm: parts per million.
  - .17 ug/L: micrograms per litre.
  - .18 ug/mü: micrograms per cubic metre.

### **1.06 UNITS OF MEASURE IMPERIAL**

- .1 The following abbreviations of units of measure are commonly found in the Project Manual:
  - .1 F: Fahrenheit.
  - .2 ft: foot/feet.
  - .3 ga: gauge.
  - .4 gpm: gallons per minute.
  - .5 in: inches.
  - .6 lbs: pounds.
  - .7 NTU: nephelometric turbidity unit.
  - .8 psi: pounds-force per square inch.
  - .9 ppm: parts per million.

END OF SECTION

### **1.01 INSPECTION**

- .1 Give timely notice requesting inspection of Work designated for special tests, inspections or approvals by Departmental Representative or by inspection authorities having jurisdiction.
- .2 In accordance with the General Conditions, Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents.
- .3 If Contractor covers or permits to be covered Work designated for special tests, inspections or approvals before such is made, uncover Work until particular inspections or tests have been fully and satisfactorily completed and until such time as Departmental Representative gives permission to proceed.
- .4 Pay costs to uncover and make good work disturbed by inspections and tests.

### **1.02 TESTING**

- .1 Tests on materials, equipment and building systems as specified in various sections of the Specifications is the responsibility of the Contractor except where stipulated otherwise.
  - .1 Provide all necessary instruments, equipment and qualified personnel to perform tests.
- .2 At completion of tests, turn over 2 sets of fully documented tests reports to the Departmental Representative. Submit in accordance with Section 01 33 00.
  - .1 Obtain additional copies for inclusion of a complete set in each of the maintenance manuals specified in Section 01 78 00.
- .3 Unspecified tests may also be made by Departmental Representative, at the discretion of the Departmental Representative. The costs of these tests will be paid for by the Departmental Representative.
- .4 Where tests or inspections reveal work not in accordance with contract requirements, Contractor shall pay costs for additional tests and inspections incurred by Departmental Representative as required to verify acceptability of corrected work.

### **1.03 ACCESS TO WORK**

- .1 Facilitate Departmental Representative's access to Work. If part of Work is being fabricated at locations other than construction site, make preparations to allow access to such Work whenever it is in progress.
- .2 Furnish labour and facility to provide access to the work being inspected and tested.

- .3 Co-operate to facilitate such inspections and tests.

**1.04 REJECTED WORK**

- .1 Remove and replace defective Work, whether result of poor workmanship, use of defective or damaged products and whether incorporated in Work or not, which has been identified by Departmental Representative as failing to conform to Contract Documents.
- .2 Make good damages to new and existing construction and finishes resulting from removal or replacement of defective work.

END OF SECTION

**1.01        SITE ACCESS AND PARKING**

- .1    The Departmental Representative will designate Contractor's access to project site as well as parking facilities for equipment and workers.

**1.02        BUILDING ACCESS**

- .1    Use only access doors, and circulation routes within building as designated by Departmental Representative to access interior work.

**1.03        CONTRACTOR'S SITE OFFICE**

- .1    Be responsible for and provide own site office, if required, including electricity, heat, lights and telephone. Locate site office as directed by Departmental Representative.

**1.04        MATERIAL STORAGE**

- .1    Locate site storage trailers where directed by Departmental Representative. Place in location of least interference with existing Facility operations.
- .2    Material storage space on site does not exist. Coordinate delivery to minimize storage period on site before being needed for incorporation into work.
- .3    Make arrangements elsewhere in the city as deemed required and pay all costs for storage of materials not ready for incorporation into work.

**1.05        SANITARY FACILITIES**

- .1    Sanitary facilities are available at the site and may be used by Contractor's work force. Make arrangements for the use of such facilities through the Departmental Representative.
- .2    When permanent water and drain connections are completed, provide temporary water closets and urinals complete with temporary enclosures, inside building. Permanent facilities may be used on approval of Departmental Representative.

**1.06        POWER**

- .1    Power supply is available and will be provided for construction usage at current cost rates.
  - .1    Make arrangements for the use of such services through the Departmental Representative.
  - .2    Departmental Representative will designate and approve each location of existing power source to which connections can be made to obtain temporary power service.

- .3 Connect to existing power supply in accordance with CSA C22.1, Canadian Electrical Code.

#### **1.07 WATER SUPPLY**

- .1 Water supply is available in existing building and will be provided for construction usage at no cost. Make arrangements for the use and transportation of such services to work area through the Departmental Representative.
- .2 Permanent water supply system installed under this Contract can be used for construction requirements provided that guarantees are not affected thereby. Make good damage.

#### **1.08 SCAFFOLDING**

- .1 Design, construct and maintain scaffolding in rigid, secure and safe manner in accordance with CSA Z797-09, Code of Practice for Access Scaffold.
- .2 Erect scaffolding independent of walls. Remove when no longer required.

#### **1.09 HEATING AND VENTILATING**

- .1 Supply, install and pay for costs of temporary heat and ventilation used during construction, including costs of installation, fuel, operation, maintenance and removal of equipment. Use of direct-fired heaters discharging waste products into work areas will not be permitted.
- .2 Provide temporary heat and ventilation in enclosed areas as required to:
  - .1 Facilitate progress of work.
  - .2 Protect work and products against dampness and cold.
  - .3 Prevent moisture condensation on surfaces.
  - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
  - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .3 Maintain minimum temperature of 10°C, or higher where specified, as soon as finishing work is commenced and maintain until acceptance of structure by Departmental Representative.
  - .1 Maintain ambient temperature and humidity levels as required for comfort of office personnel.
- .4 Ventilating:
  - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.



### **1.01 GENERAL**

- .1 Use new material and equipment unless otherwise specified.
- .2 Within 7 days of written request by Departmental Representative, submit following information for any materials and products proposed for supply:
  - .1 Name and address of manufacturer.
  - .2 Trade name, model and catalogue number.
  - .3 Performance, descriptive and test data.
  - .4 Compliance to specified standards.
  - .5 Manufacturer's installation or application instructions.
  - .6 Evidence of arrangements to procure.
  - .7 Evidence of manufacturer delivery problems or unforeseen delays.
- .3 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .4 Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

### **1.02 PRODUCT QUALITY**

- .1 Contractor shall be solely responsible for submitting relevant technical data and independent test reports to confirm whether a product or system proposed for use meets contract requirements and specified standards.
- .2 Final decision as to whether a product or system meets contract requirements rest solely with the Departmental Representative in accordance with the General Conditions of the Contract.

### **1.03 ACCEPTABLE MATERIALS AND ALTERNATIVES**

- .1 Acceptable Materials: When materials specified include trade names or trademarks or manufacturer's or supplier's name as part of the material description, select and only use one of the names listed for incorporation into the Work.
- .2 Alternative Materials: Submission of alternative materials to trade names or manufacturer's names specified must be done during the bidding period following procedures indicated in the Instructions to Bidders.

- .3 Substitutions: After contract award, substitution of a specified material will be dealt with as a change to the Work in accordance with the General Conditions of the Contract.

#### **1.04 MANUFACTURERS INSTRUCTIONS**

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods to be used. Do not rely on labels or enclosure provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing of any conflict between these specifications and manufacturer's instructions so that Departmental Representative will designate which document is to be followed.

#### **1.05 AVAILABILITY**

- .1 Immediately notify Departmental Representative in writing of unforeseen or unanticipated material delivery problems by manufacturer. Provide support documentation as per clause 1.1.2 above.

#### **1.06 WORKMANSHIP**

- .1 Ensure quality of work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed.
- .2 Remove unsuitable or incompetent workers from site as stipulated in the General Conditions of the Contract.
- .3 Ensure cooperation of workers in laying out work. Maintain efficient and continuous supervision on site at all times.
- .4 Coordinate work between trades and subcontractors.
- .5 Coordinate placement of openings, sleeves and accessories.

#### **1.07 FASTENINGS - GENERAL**

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work and in humid areas.
- .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood or organic material plugs not acceptable.
- .3 Keep exposed fastenings to minimum, space evenly and lay out neatly.

- .4 Fastenings which cause spalling or cracking of material to which anchorage is made, are not acceptable.
- .5 Do not use explosive actuated fastening devices unless approved by Departmental Representative. See section on Health and Safety Requirements in this regard.

#### **1.08 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.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur and, use resilient washers with stainless steel.

#### **1.09 STORAGE, HANDLING AND PROTECTION**

- .1 Deliver, handle and store materials in manner to prevent deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled materials in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work. Provide additional cover where manufacturer's packaging is insufficient to provide adequate protection.
- .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 Immediately remove damaged or rejected materials from site.

- .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.

END OF SECTION

**1.01            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.

**1.02            MATERIALS**

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

**1.03            CLEANING DURING CONSTRUCTION**

- .1    Maintain work areas in a tidy condition, free from accumulations of waste material and debris.    Clean areas on a daily basis.
- .2    Keep building entrances, corridors, stairwells and tenant occupied areas of building in a clean dust free condition at all times. Conduct thorough cleaning of these areas at end of each work shift when used by workers or affected by the Work.
- .3    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.
- .4    Remove waste materials, and debris from site on a daily basis.
- .5    Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- .6    Immediately clean all dust, dirt, smears, scuffs and soiled surfaces within tenant occupied areas resulting from the Work.
  - .1    Perform cleaning, dusting and washing operations, carpet vacuuming (including shampooing if deemed required by Departmental Representative) and floor washing as necessary to thoroughly clean all soiled surfaces.
- .7    Remove snow and ice from access doors used by workforce.

**1.04            FINAL CLEANING**

- .1    In preparation for acceptance of the completed work, perform final cleaning.

- .2 Remove grease, dust, dirt, stains, labels, fingerprints, marks and other foreign materials, from interior and exterior finished surfaces.
- .3 Inspect finishes, fitments and equipment. Ensure specified workmanship and operation.
- .4 Broom clean and wash exterior paved surfaces and walks; rake clean other surfaces of grounds.
- .5 Remove debris and surplus materials from crawl areas, roof areas and other accessible concealed spaces.

END OF SECTION

**1.01 RELATED SECTIONS**

- .1 Section 01 35 43 - Environmental Procedures.

**1.02 GENERAL**

- .1 Carry out work placing maximum emphasis on the areas of:
  - .1 Waste reduction;
  - .2 Diversion of waste from landfill and;
  - .3 Material Recycling.

**1.03 WASTE MANAGEMENT PLAN**

- .1 Prior to commencement of work, prepare waste Management Workplan.
- .2 Workplan to include:
  - .1 Waste audit.
  - .2 Waste reduction practices.
  - .3 Material source separation process.
  - .4 Procedures for sending recyclables to recycling facilities.
  - .5 Procedures for sending non-salvageable items and waste to approved waste processing facility or landfill site.
  - .6 Training and supervising workforce on waste management at site.
- .3 Workplan to incorporate waste management requirements specified herein and in other sections of the Specifications.
- .4 Develop Workplan in collaboration with all subcontractors to ensure all waste management issues and opportunities are addressed.
- .5 Implement and manage all aspects of Waste Management Workplan for duration of work.
- .6 Revise Plan as work progresses addressing new opportunities for diversion of waste from landfill.

**1.04 WASTE AUDIT**

- .1 At project start-up, conduct waste audit of:
  - .1 Site conditions identifying salvageable and non-salvageable items and waste resulting from demolition and removal work.
  - .2 Projected waste resulting from product packaging and from material leftover after installation work.
- .2 Develop written list. Record type, composition and quantity of various salvageable items and waste anticipated, reasons for waste generation and operational factors which contribute to waste.

**1.05 WASTE REDUCTION**

- .1 Based on waste audit, develop waste reduction program.

- .2 Structure program to prioritize actions, with waste reduction as first priority, followed by salvage and recycling effort, then disposal as solid waste.
- .3 Identify materials and equipment to be:
  - .1 Protected and turned over to Departmental Representative when indicated.
  - .2 Salvaged for resale by Contractor.
  - .3 Sent to recycling facility.
  - .4 Sent to waste processing/landfill site for their recycling effort
  - .5 Disposed of in approved landfill site.
- .4 Reduce construction waste during installation work. Undertake practices which will minimize waste and optimize full use of new materials on site, such as:
  - .1 Use of a central cutting area to allow for easy access to off-cuts;
  - .2 Use of off-cuts for blocking and bridging elsewhere.
  - .3 Use of effective and strategically placed facilities on site for storage and staging of left-over or partially cut materials (such as gypsum board, plywood, ceiling tiles, insulation etc.) to allow for easy incorporation into work whenever possible avoiding unnecessary waste.
- .5 Develop other strategies and innovative procedures to reduce waste such as minimizing the extent of packaging used for delivery of materials to site etc.

#### **1.06 MATERIAL SOURCE SEPARATION PROCESS**

- .1 Develop and implement material source separation process at commencement of work as part of mobilization and waste management at site.
- .2 Provide on-site facilities to collect, handle and store anticipated quantities of reusable, salvageable and recyclable materials.
  - .1 Use suitable containers for individual collection of items based on intended purpose.
  - .2 Locate to facilitate deposit but without hindering daily operations of existing building tenants.
  - .3 Clearly mark containers and stockpiles as to purpose and use.
- .3 Perform demolition and removal of existing building components and equipment following a systematic deconstruction process.
  - .1 Separate materials and equipment at source, carefully dismantling, labelling and stockpiling alike items for the following purposes:
    - .1 Reinstallation into the work where indicated.
    - .2 Salvaging reusable items not needed in project which Contractor may sell to other parties. Sale of such items not permitted on site.

- .3 Sending as many items as possible to locally available recycling facility.
- .4 Segregating remaining waste and debris into various individual waste categories for disposal in a "non-mixed state" as recommended by waste processing/landfill sites.
- .4 Isolate product packaging and delivery containers from general waste stream. Send to recycling facility or return to supplier/manufacturer.
- .5 Send leftover material resulting from installation work for recycling whenever possible.
- .6 Establish methods whereby hazardous and toxic waste materials, and their containers, encountered or used in the course work are properly isolated, stored on site and disposed in accordance with applicable laws and regulations from authorities having jurisdiction.
- .7 Isolate and store existing materials and equipment identified for re-incorporation into the Work. Protect against damage.

**1.07 WORKER TRAINING AND SUPERVISION**

- .1 Provide adequate training to workforce, through meetings and demonstrations, to emphasize purpose and worker responsibilities in carrying out the Waste Management Plan.
- .2 Waste Management Coordinator: designate full-time person on site, experienced in waste management and having knowledge of the purpose and content of Waste Management Plan to:
  - .1 Oversee and supervise waste management during work.
  - .2 Provide instructions and directions to all workers and subcontractors on waste reduction, source separation and disposal practices.
- .3 Post a copy of Plan in a prominent location on site for review by workers.

**1.08 CERTIFICATION OF MATERIAL DIVERSION**

- .1 Submit to Departmental Representative, copies of certified weigh bills from authorized waste processing sites and sale receipts from recycling/reuse facilities confirming receipt of building materials and quantity of waste diverted from landfill.
- .2 Submit data at pre-determined project milestones as determined by Departmental Representative.
- .3 Compare actual quantities diverted from landfill with projections made during waste audit.

**1.09 DISPOSAL REQUIREMENTS**

- .1 Burying or burning of rubbish and waste materials is prohibited.
- .2 Disposal of waste, volatile materials, mineral spirits, oil, or paint thinner into waterways, storm, or sanitary sewers is prohibited.
- .3 Dispose of waste only at approved waste processing facility or landfill sites approved by authority having jurisdiction.
- .4 Contact the authority having jurisdiction prior to commencement of work, to determine what, if any, demolition and construction waste materials have been banned from disposal in landfills and at transfer stations. Take appropriate action to isolate such banned materials at site of work and dispose in strict accordance with provincial and municipal regulations.
- .5 Transport waste intended for landfill in separated condition, following rules and recommendations of Landfill Operator in support of their effort to divert, recycle and reduce amount of solid waste placed in landfill.
- .6 Collect, bundle and transport salvaged materials to be recycled in separated categories and condition as directed by recycling facility. Ship materials only to approved recycling facilities.
- .7 Sale of salvaged items by Contractor to other parties not permitted on site.

END OF SECTION

**1.01            SECTION INCLUDES**

- .1      Administrative procedures preceding inspection and acceptance of Work by Departmental Representative.

**1.02            RELATED SECTIONS**

- .1      Section 01 78 00: Closeout Submittals.

**1.03            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.

END OF SECTION

**1.01            SECTION INCLUDES**

- .1      Project Record Documents.
- .2      Operations and Maintenance data.

**1.02            RELATED SECTIONS**

- .1      Section 01 79 00: Demonstration and Training.

**1.03            PROJECT RECORD DOCUMENTS**

- .1      Departmental Representative will provide 2 white print sets of contract drawings and 2 copies of Specifications Manual specifically for "As-Built" purposes.
- .2      Maintain at site one 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 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      Reflected ceiling plan condition showing finished layout of all ceiling-mounted services and devices;
    - .5      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;
    - .6      All design elevations, sections, floor plans and details dimensioned and marked-up to consistently report finished installation conditions;
    - .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      Manufacturer, trade name, and catalogue number of each product actually installed, particularly items substituted from that specified.
  - .2      Changes made by Addenda and Change Orders.
  - .3      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, on USB compatible with DEPARTMENTAL REPRESENTATIVE encryption requirements or through email or alternate electronic file sharing service such as ftp, as directed by Departmental Representative.

#### **1.04      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.
  
- .3      Schedule of Products and Systems, shall be indexed to content of volume using provided CSC CMMS Form. Provide information on all new equipment as per CSC CMMS form.

#### **1.05      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.

- .3 Number of copies required:
  - .1 Upon review and acceptance by Departmental Representative, submit 3 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.
  
- .4 Submission Date: submit complete operation and maintenance manual to Departmental Representative 3 weeks prior to application for Certificate of Substantial Performance of the work.
  
- .5 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 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.
  
- .6 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.
- .7      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.
- .8      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      Description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with Departmental Representative data and tests, and complete nomenclature and commercial number of replaceable parts.
  - .2      Panel board circuit directories: provide electrical service characteristics, controls, and communications.
  - .3      Include installed colour coded wiring diagrams.
  - .4      Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
  - .5      Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
  - .6      Servicing and lubrication schedule, and list of lubricants required.
  - .7      Manufacturer's printed operation and maintenance instructions.
  - .8      Sequence of operation by controls manufacturer.
  - .9      Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
  - .10     Provide installed control diagrams by controls manufacturer.
  - .11     Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
  - .12     Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
  - .13     Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
  - .14     Include test and balancing reports.
  - .15     Additional requirements as specified in individual specification sections.

- .9 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 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
  - .4 Additional Requirements: as specified in individual specifications sections.

**1.06                      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

**1.01 RELATED SECTIONS**

- .1 Section 01 78 00 - Closeout Submittals.

**1.02 DESCRIPTION**

- .1 Demonstrate scheduled operation and maintenance of equipment and systems to Departmental Representative's personnel prior to date of final inspection.
- .2 Departmental Representative will provide a list of Departmental Representative's personnel to receive instructions,
- .3 Cooperate with Departmental Representative in coordinating time and attendance of Departmental Representative's personnel with manufacturer's training Representative(s).

**1.03 QUALITY CONTROL**

- .1 Ensure that only personnel from own forces, Subcontractors or Suppliers competent and fully knowledgeable in the particular material component, equipment or system installation are used to provide training and demonstrations.
- .2 When specified in individual Sections, obtain the manufacturers authorized Representative to demonstrate operation of equipment and systems, instruct Departmental Representative's personnel, and provide written report that demonstration and instructions have been completed.
- .3 Upon request, provide evidence to Departmental Representative of individual Trainer's knowledge and qualifications.

**1.04 SUBMITTALS**

- .1 Submit schedule of time, date and complete list of equipment and systems for which demonstration and training sessions will be provided. Submit schedule a minimum of 2 weeks prior to designated dates, for Departmental Representative's approval.
- .2 Submit report within 1 week after completion of demonstration, that demonstration and instructions have been satisfactorily completed. Provide time and date of when each demonstration was actually given, with list of persons present.

**1.05 CONDITIONS FOR DEMONSTRATIONS**

- .1 Prior to carrying out demonstration and training, ensure that equipment has been inspected and tested, is fully operational, has been performance verified and TAB has been carried out.

- .2 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

**1.06 PREPARATION**

- .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.

**1.07 DEMONSTRATION AND INSTRUCTIONS**

- .1 Include the following items within the demonstration and training:
  - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each of equipment.
  - .2 Instruct personnel in all phases of operation and maintenance using operation and maintenance manuals as the basis of instruction.
  - .3 Review contents of manual in detail to explain all aspects of operation and maintenance.
  - .4 Prepare and insert additional data in operations and maintenance manuals when the need for additional data becomes apparent during instructions.
  - .5 Provide other specific training and instructions as specified in trade sections.

**1.08 TIME ALLOCATED FOR INSTRUCTIONS**

- .1 Observe the allocated time period specified in trade sections. Provide additional time when required to ensure all personnel fully understand all aspects of the information and instructions being provided. Allow for questions by participants.

END OF SECTION

### **1.01 SECTION INCLUDES**

- .1 This section deals with commissioning activities to occur during the construction stage and the early period of facility occupancy stage.
- .2 Section includes:
  - .1 Commissioning activities to be performed by the Contractor.
- .3 In general, Contractor's commissioning activities consists of performing specified tasks and functions to assist the Commissioning Agent, along with other members of the commissioning team who will commission various components and systems of the Facility.

### **1.02 RELATED SECTIONS**

- .1 Section 01 78 00 - Closeout Submittals.
- .2 Section 01 79 00 - Demonstration and Training.

### **1.03 BACKGROUND INFORMATION**

- .1 Historically, the term commissioning has been used in reference to the process used to conduct testing, adjusting and setting in operation, facility mechanical system.
- .2 Commissioning (or the commissioning process), as understood by PSPC, is a planned program of activities conducted in concert with other activities performed during each stage of project delivery.
  - .1 The commissioning process identifies issues during the Planning and Design stages which are addressed during the Construction and Occupancy Stages of a Facility to ensure that the built facility is constructed and proven to operate satisfactorily under all weather, environmental and occupancy conditions to meet operational and user requirements.
  - .2 Commissioning activities during the Construction stage incorporates a third party verification process and a transfer of critical operational knowledge to Facility personnel.

### **1.04 COMMISSIONING OBJECTIVES**

- .1 The commissioning activities have the following objectives:
  - .1 Collect data on equipment and systems being supplied and document their installation;
  - .2 Conduct checks and tests on fully installed building components, equipment, systems and integrated systems to:
    - .1 Verify whether they operate in accordance with requirements of Contract Documents;
    - .2 Verify performance against design criteria and user requirements and measure peak capacities;

- .3 Prepare a Building Management Manual (BMM) which contains operations and maintenance data, as-built record documents, commissioning reports, training data and other critical information for future use by Facility operational staff;
- .4 Ensure transfer of knowledge on the operations, maintenance and management of the Facility to Tenant and Operational personnel by means of appropriate training.
- .2 Work to achieve the above objectives requires a collaborative effort from all members of the commissioning team.
  - .1 Contractor's commissioning activities and responsibilities are described in Clause 1.5 below.
- .3 Commissioning activities performed by the Commissioning Agent and/or the Departmental Representative does not replace checks, tests, adjustments, balancing and other performance verification procedures to be carried out by the Contractor as an integral part of performing the Work of this contract as specified in other sections of the Specifications.

#### **1.05 SYSTEMS TO BE COMMISSIONED**

- .1 The following systems and controls, complete with associated equipment and components, will be commissioned by the Commissioning Agent and requires related commissioning activities to be performed by Contractor as specified herein and in section(s):
  - .1 Fire Pump Systems (Diesel).
  - .2 Fuel System.
  - .3 Fire Alarm system, Fire pump controller.
  - .4 BAS controls integration.

#### **1.06 DEFINITIONS**

- .1 For the purpose of this contract, the various terms listed below, as they relate directly or indirectly to the commissioning process, shall be deemed to have the following meaning.
- .2 Commissioning Process: a planned program of tasks, activities and procedures carried out systematically during the Construction and Occupancy Stages in accordance with the commissioning objectives, specified in clause 1.4.2 above, to:
  - .1 Verify whether the fully installed equipment, systems and integrated systems operate in accordance with contract documents and design criteria and;
  - .2 Ensure that appropriate documentation is compiled to effectively train O& M staff and prepare a comprehensive Building Management Manual (BMM).
- .3 Commission to be conducted on all systems for fully installed, functional and Contractor's Performance Verification responsibilities shall be completed and approved.

- .1 Contractor shall by operating equipment and systems, by troubleshooting and making adjustments as may be required.
- .2 Systems are run under their full operation and under various modes to determine if they function correctly, consistently, at peak efficiency and interactively with each other as intended in accordance with Contract Documents and design criteria.
- .3 During these checks, adjustments may be made enhancing performance to meet environmental or user requirements.
- .4 Installation/Start-up Checks: (sometimes referred to as pre-functional checks) A written compilation of checks and inspections to be performed by Contractor during the pre-start-up and start-up of a particular equipment or system component.
  - .1 Checklist sheets are produced which include the following data:
    - .1 Product manufacturer's installation instructions and recommended checks and;
    - .2 Special procedures as specified in relevant sections of Specifications;
    - .3 Other items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
  - .2 Standard Installation/Start-Up Checklist sheets prepared by equipment manufacturer are acceptable for use. However, supplement with additional data representative of specific project conditions as deemed required by Departmental Representative.
  - .3 Use Checklist sheets for all equipment installation. Document in writing on checklist the various checks made, deficiencies noted and corrective action taken.
  - .4 Installer to sign Checklist sheets upon completion, certifying that stated checks and inspections have been performed.
  - .5 Use of Installation/Start-Up Checklists shall not be considered part of the commissioning process but shall be stringently used for all equipment pre-start and start-up procedures.
  - .6 Return completed Installation/Start-Up Checklist sheets after use to the Departmental Representative. Checklists will be included in the BMM manual at completion of project.
- .5 Performance Verification: (sometimes referred to Functional Testing) checks, running dynamic tests and adjustments carried out by Contractor on equipment and systems, upon their installation, to ensure they operate correctly, efficiently and function independently and interactively with other systems as intended in accordance with contract documents and manufacturer's recommendations.
  - .1 Performance Verification shall not be considered part of the commissioning process. It is however considered an essential and integral part of Contractor's responsibilities in the equipment installation process which must be stringently conducted, successfully completed and approved by Departmental Representative before a piece of equipment or system is considered fully installed and functional.

- .6 Performance Verification Report Sheets (PV sheets): forms developed by Manufacturer for Contractor's use to record measured data and readings taken during functional testing and Performance Verification procedures.
- .7 Product Information (PI Data): a compilation of data gathered on a particular piece of equipment, typically produced by manufacturer, which includes nameplate information, installation/startup instructions, parts list, operating instructions, maintenance guidelines and other pertinent technical data and recommended checks that is necessary to prepare for start-up and functional testing and used during operation and maintenance of such equipment. This documentation is included in the Building Management Manual (BMM) at completion of work.

## **1.07 CONTRACTOR'S COMMISSIONING ACTIVITIES**

- .1 General:
  - .1 Organize and arrange for the services of subcontractors, their specialists and manufacturer's technical representatives to perform commissioning activities.
  - .2 Ensure that personnel forming part of the Commissioning Team are qualified and knowledgeable of installed equipment and systems and with design intent.
  - .3 Notify Departmental Representative in writing when Facility is ready for be commissioned. Give 14 calendar day notice.
  - .4 Note that Certificate of Substantial Performance will only be issued when:
    - .1 All commissioning documentation has been received from Commissioning Agent and found suitable by Departmental Representative;
    - .2 Designated equipment and systems have been commissioned and;
    - .3 Training has been completed.
  - .5 Performance faults:
    - .1 Equipment and systems found not operating correctly or not performing as intended during commissioning shall be re-verified by checking 100% of all equipment and components of the un-functional system, including related controls as required to rectify the deficiencies and ensure correct performance.
    - .2 Costs to conduct additional tests and inspections, as deemed required by Departmental Representative, to determine acceptability and proper performance of such item to be paid for by Contractor.
- .2 Upon completion of Facility Commissioning:
  - .1 Provide training to maintenance & operational personnel as specified in clause 1.12 below.
  - .2 Turn over any filled-in checks sheets or reports resulting from commissioning.

## **1.08 TRAINING**

- .1 Commence process of familiarizing Tenant and O&M personnel in the early stages of work on purpose and operation of various equipment and systems. Continue process throughout the entire construction duration.
  - .1 Provide informal briefings during occasional site visits, at planned commissioning meetings and during the final commissioning site activities.
- .2 Conduct formal demonstration and training sessions only after all identified systems have been commissioned by Commissioning Agent and Departmental Representative has given approval to proceed with the training process.
- .3 Carryout training in accordance with requirements of section 01 79 00.
- .4 Submit training manuals for review 2 weeks prior to actual training.
- .5 Ensure required tools and O&M Manuals are on site for training and system demonstration.
- .6 As a minimum, the training sessions to cover the following information:
  - .1 Introduction.
  - .2 Description of the system with factory personnel being involved at appropriate times.
  - .3 Instructions on start-up procedures including seasonal procedures, system check-lists and emergency procedures.
  - .4 Operational procedures, including occupancy considerations, seasonal change-over, manual and automatic operations and emergency modes.
  - .5 Instruction on system shutdowns, including checklists.
  - .6 Instructions on all aspects of system maintenance, including routine servicing, lubrication, overhaul and factory servicing.
  - .7 Information concerning the scope of warranties and their use.
  - .8 A description of spare parts in stock and their service.
  - .9 A description of normal tools required for servicing the systems/equipment.
- .7 Submit typewritten record of training sessions given and list of attendees. Use forms of format approved by Departmental Representative.

## **1.09 COMMISSIONING DOCUMENTATION**

- .1 Submit the following documentation for use during commissioning and for incorporation thereafter into a Building Management Manual (BMM):
  - .1 Operations and Maintenance Manuals, Project Record Documents and other data as specified in Section 01 78 00. Data to

include:

- .1 Equipment Product Information (PI Data) complete with:
    - .1 Nameplate info.
    - .2 Installation instructions.
    - .3 Operating procedures and
    - .4 Maintenance guidelines.
  - .2 Reviewed shop drawings.
  - .3 As-built record drawings and Specifications.
  - .2 Completed Installation/Start-up Checklist sheets used.
  - .3 Performance Verifications checks and tests procedures and completed report sheets used.
  - .4 Copy of any static and dynamic test and reports conducted.
  - .5 TAB report and other reports as specified in various trade sections.
- 
- .2 Documentation to include detailed information and number of copies as specified for maintenance manuals of section 01 78 00.
  - .3 Provide information on all new equipment, on CSC CMMS forms.

END OF SECTION