

PROJECT

Drummond Institution Guardhouse - Building 1

2025, Boul. Jean-de-Brébeuf, Drummondville, Quebec, J2B 7Z6

CLIENT| Correctional Service of Canada
400 FordyceRoad, Cowansville, Quebec, J2K 3N7

SPECIFICATIONS – ARCHITECTURE

Architect's project #: 20-277

Date: 2022-05-19
Issue : Issued for bids

The logo for Artesa Architects Concepteurs. It features a thick black horizontal bar above the word "artesa" in a bold, lowercase sans-serif font. The letter "a" is orange, while the rest of the letters are black. Below "artesa" is the text "ARCHITECTES CONCEPTEURS" in a smaller, orange, uppercase sans-serif font.

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PART 1 - GENERAL

.1.1 Tables of seals

.1

			
Éric Jutras, Artesa inc. Architect			

END OF SECTION

ARCHITECTURE QUOTE

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END OF SECTION

PART 1 - GENERAL

.1.1 SECTION CONTENT

- .1 Designation and description of work;
- .2 Type of contract;
- .3 Schedule for the execution of the work;
- .4 Work execution order;
- .5 Contractor's Use of Premises;
- .6 Occupation of the premises by the Employer;
- .7 Management staff;
- .8 Existing utility services;
- .9 Required documents.

.1.2 RELATED REQUIREMENTS

- .1 All sections of Division 01

.1.3 WORK COVERED BY THE CONTRACT DOCUMENTS

- .1 The work under this contract includes the remodeling of the guardhouse in Building 1, including the demolition of the existing built-in furniture, the fabrication and installation of the new built-in furniture, and the patching of the surfaces following the work.
- .2 The work includes removing the tiles from the raised floor, supplying and installing new tiles on the existing raised floor structure.

.1.4 TYPE OF CONTRACT

- .1 The work shall be subject to a single, fixed-price contract.
- .2 The relationship and responsibilities between the Contractor and the subcontractors designated by the Owner's Representative shall be in accordance with the terms of the Contract. In addition, designated subcontractors shall:
 - .1 provide the Contractor with Subcontractor's Work Bonds and related payment bonds when the Contractor is required to provide such bonds to the Owner's Representative;

- .2 obtain and maintain liability insurance to protect the Contractor against potential claims, at least up to the minimum liability insurance coverage that the Contractor is required to provide to the Owner's Representative.

.1.5 WORK ORDER

- .1 Execute the work in phases, so that the Owner can use the premises intermittently during the day, evening and weekend work.
 - .1 The schedule of the visits will be transmitted at the beginning of the project by the representative of the Master of works.
- .2 Coordinate the construction progress schedule with the Owner's occupancy during construction.
- .3 The work will take place over a period of four (4) weeks following the award of the contract, taking into consideration periods of no work. All work will have to be performed within these weeks, including the correction of deficiencies and cleaning.
- .4 Maintain access for firefighting purposes; also provide firefighting capabilities.
- .5 The contractor shall plan the preparation of shop drawings and material orders with significant manufacturing and delivery times in his schedule to meet the above deliverable dates.
- .6 All work shall be coordinated between the owner and the contractor to determine the work schedule according to the availability of the site.
- .7 The start-up meeting will be held the week following contract award (following receipt of the Letter of Intent), to allow the contractor to prepare shop drawings, material orders and prepare the mobilization plan and detailed schedule. See other professionals' quotes for additional details.
- .8 Noisy work :
 - .1 The contractor shall refer to the borough's standards regarding noise pollution;
 - .2 For noisy work to be performed, refer to Section 01 35 13 - Project Procedure Specific to Owner's Safety Requirements in the Appendix.
- .9 Provide, for approval, a schedule for completion of the work no later than 5 days after contract award;
- .10 The schedule shall be updated at no additional cost, presented as a horizontal bar chart (GANTT) with complete scheduling of construction activities, and start and finish dates.
 - .1 It shall include the dates of submission of shop drawings, data sheets and samples. Indicate the review time, resubmission date, float time and due date for fabrication of components.
 - .2 Provide the start and end dates for each of the major activities.

- .3 Take the necessary steps to ensure that the schedule is met.
- .4 -Send a copy of the first schedule and revised copies to the site office, subcontractors and other interested parties
- .11 Request recipients to notify the Contractor within 10 days of any problems with the proposed schedule.

.1.6 USE OF THE PREMISES BY THE CONTRACTOR

- .1 Use of the premises is restricted to areas necessary for the performance of the work and access to allow:
 - .1 partial occupation of the premises by the Owner, in relation to the visiting and occupancy schedules to be coordinated with the Owner's representative;
- .2 Coordinate the use of the premises as directed by the Owner's Representative.
- .3 Locate and pay for any additional work or storage areas required to perform the work under this contract.
- .4 Repair or replace as directed by the Consultant, for the purpose of connection to or harmonization with the existing Work or adjacent Work, those portions of the existing Work that have been altered during construction.
- .5 Upon completion of the work, the existing structure shall be in a condition equivalent to or better than the condition it was in before the work was begun.
- .6 Mobilization is permitted on the grounds of the building in the designated area. The perimeter of the mobilization area shall be secured at all times and access to the mobilization area shall be protected at all times. The mobilization area shall be submitted by the contractor and approved by the Owner's Representative.
- .7 The Contractor shall employ a superintendent whose presence is continuously required on the job site throughout its duration, together with sufficient foremen and watchmen.

.1.7 OCCUPATION OF THE PREMISES BY THE OWNER

- .1 The Employer shall occupy the premises during the entire construction period and shall continue its normal business operations during this period.
- .2 Work with the Owner's Representative in scheduling the work to reduce conflicts and facilitate the Owner's use of the site.

- .3 The work area shall be sealed at all times to prevent dust contamination during work in other spaces. The Contractor shall have his method of dust containment approved by the Owner and the Architect prior to commencing demolition work.
- .4 Prior to the commencement of work and mobilization, the contractor shall provide a photographic survey to the client. Photographs shall be taken in the work area and in the adjacent areas close to the work area (plus or minus 15 meters). Any contamination outside the work area or damage in the work area or adjacent area shall be corrected to the satisfaction of the client at the contractor's expense. The contractor shall include in his survey the ductwork entry for air diffusers and return air outlets

.1.8 MODIFICATIONS, ADDITIONS OR REPAIRS TO THE EXISTING BUILDING

- .1 Perform the Work with minimum interference with the occupants and normal use of the premises. Make arrangements with the owner's representative to facilitate the execution of the work.

.1.9 EXISTING UTILITIES

- .1 Before interrupting utility services, inform the owner's representative and the utility companies involved and obtain the necessary approvals.
- .2 Construct barriers in accordance with Section 01 56 00 - Temporary Access and Protection Structures.

.1.10 REQUIRED DOCUMENTS

- .1 Keep a copy of each of the following documents on the job site.
 - .1 Contractual drawings.
 - .2 Quote.
 - .3 Addendum.
 - .4 Revised studio drawings.
 - .5 List of unreviewed shop drawings.
 - .6 Change orders.
 - .7 Other changes to the contract.
 - .8 Reports of the tests carried out on site.
 - .9 Copy of the approved schedule.
 - .10 Health and safety plan and other safety related documents.
 - .11 Other documents indicated.

PART 2 - PRODUCT

.2.1 NO OBJECT

.1 Not applicable.

PART 3 - EXECUTION

.3.1 NO OBJECT

.1 Not applicable.

END OF THE SECTION

GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Workshop drawings and data sheets;
- .2 Certificates and minutes.
- .3 Material Safety Data Sheets for each hazardous material.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 11 00 - Summary of Work;
- .2 Section 01 45 00 - Quality Control;
- .3 Section 01 78 00 - Documents/Items to be submitted upon completion of the work.

.1.3 ADMINISTRATIVE PROCEDURES

- .1 As soon as possible and in a predetermined order in order not to delay the execution of the work, submit the required documents and samples to the professionals for review. A delay in this respect shall not constitute a sufficient reason for obtaining an extension of the time limit for carrying out the work and no such request shall be accepted.
- .2 Do not undertake work for which documentation and samples are required until the examination of all submitted exhibits is completely completed.
- .3 The characteristics indicated on shop drawings, data sheets and samples of products and structures must be expressed in metric units (SI).
- .4 Where elements are not produced or manufactured in metric units (SI) or characteristics are not given in metric units (SI), converted values may be accepted.
- .5 Review documents and samples before handing them over to professionals. Through this due diligence, the Contractor confirms that the requirements applicable to the Work have been or will be determined and verified, and that each of the documents and samples submitted has been reviewed and found to comply with the requirements of the Work and the Contract Documents. Documents and samples that are not stamped, signed, dated and identified in connection with the particulier project will be returned without being examined and will be considered rejected.
- .6 Notify the professional in writing, at the time of filing the documents and samples, of the deviations they present from the requirements of the Contractual Documents, and explain the reasons.

- .1 It is the sole responsibility of the Contractor to demonstrate the equivalence between its proposal and the requirements of the contractual documents.
- .7 Ensure the accuracy of the measurements taken on site in relation to adjacent work affected by the work.
- .8 The fact that the documents and samples submitted are examined by the representative of the client does not in any way relieve the Contractor of its responsibility to transmit complete and accurate documents.
- .9 The fact that the documents and samples submitted are examined by the professional does not in any way relieve the Contractor of its responsibility to transmit documents that comply with the requirements of the Contractual Documents.
- .10 Keep on site a verified sample of each document submitted.

.1.4 WORKSHOP DRAWINGS AND DATA SHEETS

- .1 The term "shop drawings" means the drawings, diagrams, illustrations, tables, performance or performance graphs, pamphlets and other documentation that the Contractor must provide to show in detail a part of the work concerned.
- .2 Drawings must bear the seal and signature of a competent engineer recognized or holding a licence to practise in Quebec, Canada.
- .3 Shop drawings must indicate the materials to be used and the methods of construction, fastening or anchoring to be used, and must contain the assembly diagrams, details of the connections, the relevant explanatory notes and any other information necessary for the execution of the work. Where works or components are connected or connected to other works or components, indicate on the drawings that the requirements have been coordinated, regardless of the section under which the adjacent works or elements will be supplied and installed. Make references to the quote and preliminary design drawings.
- .4 Allow 7 days for the professional to review each batch of documents submitted.
- .5 Changes made to the atelier drawings by the professional are not supposed to vary the contractual price. If this is the case, however, notify the professional in writing before undertaking the work.
- .6 Make changes to the shop drawings that are requested by the preprofessional in accordance with the requirements of the Contractual Documents. When resubmitting drawings, notify the professional in writing of any changes that have been made in addition to those required.
- .7 Submitted documents must be accompanied by a letter of transmittal in 2 copies containing the following information:

- .1 the date;
- .2 the designation and number of the project;
- .3 the name and address of the Entrepreneur;
- .4 the designation of each drawing, technical sheet and sample and the number submitted;
- .5 The number of the quotation section and the Article to which it relates;
- .6 any other relevant data.
- .8 Documents submitted must bear or indicate the following:
 - .1 the date of preparation and the dates of revision;
 - .2 the designation and number of the project;
 - .3 the names and addresses of the following persons:
 - .1 the subcontractor;
 - .2 the supplier;
 - .3 the manufacturer;
 - .4 the Contractor's stamp, signed by the Contractor's authorized representative, certifying that the documents submitted are approved, that the measures taken on site have been verified and that the whole complies with the requirements of the Contractual Documents;
 - .5 the relevant details of the portions of work concerned:
 - .1 materials and manufacturing details;
 - .2 the layout or configuration, with dimensions, including those taken on site, as well as clearances and clearances;
 - .3 details regarding mounting or adjustment;
 - .4 characteristics such as power, flow or capacity;
 - .5 performance characteristics ;
 - .6 reference standards;
 - .7 the operational mass;
 - .8 wiring diagrams;
 - .9 single-threaded schemes and schematic schemes;
 - .10 links to adjacent works.

- .9 Distribute copies of shop drawings and data sheets once the professional has completed the verification.
- .10 Submit one (1) electronic copy in PDF format or two (2) hard copies for any documents larger than 11" x 17" of the workshop drawings prescribed in the technical sections of the quote and selon the reasonable requirements of the professional.
- .11 If no shop drawing is required due to the use of a standard manufacturing product, submit one (1) electronic copies of the technical data sheets or manufacturer's documentation prescribed in the technical sections of the specification and required by the professional.
- .12 Submit one (1) electronic copies of the test reports prescribed in the technical sections of the specification and required by the professional.
 - .1 The report signed by the official representative of the testing laboratory must attest that materials, products or systems identical to those proposed for the work have been tested in accordance with the prescribed requirements.
- .13 Submit one (1) electronic copies of the certificates prescribed in the technical sections of the specification and required by the professional.
 - .1 The documents, printed on official correspondence paper of the manufacturer and signed by a representative of the latter, must certify that the products, materials, materials and systems supplied comply with the requirements of the quotation.
 - .2 Certificates must bear a date after the award of the contract and indicate the designation of the project.
- .14 Delete information that does not apply to workers.
- .15 In addition to current information, provide any additional details that apply to the work.
- .16 When the shop drawings have been verified by the professional and no errors or omissions have been detected or only minor corrections have been made, the documents are returned to the contractor by the professional, and the shaping and installation work can then be undertaken. If the shop drawings are rejected, the annotated copy(s) shall be returned and the corrected shop drawings shall be resubmitted in accordance with the above indications before the shaping and installation work can be undertaken.
- .17 The Contractor is responsible for issuing copies, in sufficient quantity and for distributing the shop drawings and technical data sheets once the Professional has completed the verification. In addition, the Contractor is responsible for keeping the copies necessary for the assembly of the end-of-project manuals.

.1.5 SAMPLES

- .1 Submit two (2) product samples for review, as required by the technical sections of the specification. Label samples with their origin, intended destination, project name and number.
- .2 Ship the samples prepaid to the professional's office.
- .3 Notify the professional in writing, at the time of submission of product samples, of the deviations they present from the requirements of the Contractual Documents.
- .4 Where the colour, pattern or texture is prescribed, submit the full range of samples necessary.
- .5 Changes made to the samples by the professional are not intended to vary the contract price. If this is the case, however, notify the professional in writing before undertaking the work.
- .6 Make the samples such changes as may be requested by the professional while respecting the requirements of the Contractual Documents.
- .7 The samples examined and approved will become the reference standard against which the quality of the materials and the quality of the finished and installed works will be evaluated.

.1.6 CERTIFICATES AND MINUTES

- .1 Submit the documents required by the health and safety commission to the relevant work immediately after the contract is awarded.
- .2 Submit copies of insurance policies immediately after contract award.

PRODUCT

.2.1 NOT APPLICABLE

- .1 Not applicable.

EXECUTION

.3.1 NOT APPLICABLE

- .1 Not applicable.

END OF SECTION

1. GENERAL INFORMATION

1.1. PURPOSE

- 1.1.1. To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

1.2. DEFINITIONS

- 1.2.1. « CSC » Correctional Service Canada.
- 1.2.2. « Warden » Warden of the institution.
- 1.2.3. « Departmental representative » Any employee who is mandated to intervene, carry out supervision, ensure coordination and/or supervision of the work.
- 1.2.4. « Work enclosure » Area where, as indicated on the project plans, the contractor is authorized to work. This can be isolated from the perimeter of the institution.
- 1.2.5. « Perimeter » Area of the establishment surrounded by fences or walls preventing the movement of inmates.
- 1.2.6. « Prohibited items » :
- a) Intoxicants, including alcohol, drugs and narcotics;
 - b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
 - c) An explosive or a bomb, or a component thereof;
 - d) An amount of money exceeding the regulatory limit;

NOTE: Consult the *Corrections and Conditional Release Regulations* (SOR/92-620): \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.

- e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
 - f) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are authorized items if used outside.
- 1.2.7. « Commercial vehicle » Vehicle intended for the transportation of material, equipment or tools necessary for the work.

1.3. PRELIMINARY MEASURES

- 1.3.1. Prior to starting the work, the Contractor must communicate with the Departmental representative to:
 - a) Discuss the nature and the scope of the work associated with the project;
 - b) Establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.
- 1.3.2. The Contractor must:
 - a) Be sure to inform their employees of the security requirements;
 - b) Work with institutional staff to ensure that their employees comply with the security requirements.

1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and have a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.
- 1.4.3. Individuals will be immediately removed from institutional premises if:
 - c) They appear to be under the influence of alcohol, drugs or narcotics;
 - d) They behave in an abnormal or disorderly manner;
 - e) They are in possession of prohibited items.
- 1.4.4. Before accessing the institution any individual may be required to fill out a form or to answer questions concerning their immediate health state. When requested by the Warden, the individual's body temperature may be checked. Following these verifications, CSC might chose to refuse access to any individual.

1.5. SHIPMENTS

- 1.5.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the Contractor.

1.6. COMMUNICATION DEVICES

- 1.6.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are permitted. Even when permitted, they are not to be used by offenders.

1.6.2. The Warden approve the use of two-way radios.

1.7. TOOLS AND EQUIPMENT

1.7.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date throughout the work and be submitted for inspection when necessary.

1.7.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).

1.7.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.

1.7.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the Departmental representative.

1.7.5. The Contractor's Employees must notify the Departmental representative immediately if any tools or equipment have been lost or are unaccounted for.

NOTE: Controlled items are managed differently from one institution to another and must be verified with the specific institution.

1.7.6. If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work site outside of regular working hours.

NOTE: This is a concern if the work site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.8. KEYS

1.8.1. The Departmental representative who escorts the Contractor's Employees must obtain the keys in order to open doors according to the Contractor's needs. The Contractor must inform his employees that only the Departmental representatives escorting them are authorized to use the keys.

1.9. PRESCRIPTION MEDICATION

1.9.1. If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

1.10. RESTRICTIONS ON TOBACCO USE

1.10.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions.

1.10.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.

1.10.3. Smoking will only be permitted outside.

1.11. PROHIBITED ITEMS

1.11.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.

1.11.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.

1.11.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may be expelled. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.

1.12. CONTACT WITH OFFENDERS

1.12.1. It is prohibited to enter into contact with offenders, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.

1.12.2. It is prohibited to photograph offenders or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. ACCESS TO THE INSTITUTION

3.1.1. Neither the Contractor's Employees nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the Departmental representative.

3.1.2. The work week at the facility is Monday to Friday, generally 8:00 a.m. to 4 p.m. Hours of work vary from institution to institution. They should be checked with the institution concerned.

3.2. DAILY WORK PROGRAM

3.2.1. The contractor must send a daily work program to the departmental representative in the form of an email one day in advance and before noon, so that he can coordinate the work with the operations and

security of the institution as well as with other work in progress and schedule the security escorts required for surveillance. The contractor must notify the departmental representative as soon as possible if there are any changes to the day's schedule, eg: interruption or need for extension of work, etc.

3.3. VEHICLE TRAFFIC

NOTE: Hours vary from one institution to the next. They should be verified with the institution concerned.

- 3.3.1. The Contractor must provide the Departmental representative forty-eight (48) hours' notice of the arrival of heavy equipment.
- 3.3.2. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

3.4. CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES

- 3.4.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
- 3.4.2. The previous paragraph notwithstanding, the Warden may:
 - a) Prohibit access to sections of the institution;
 - b) Require that the Contractor's Employees be accompanied by CSC security personnel or the departmental representative inside the building;

3.5. UNINSTALLED EQUIPMENTS AND ACCESSORIES

- ~~3.5.1. Return all uninstalled devices, devices, equipment, accessories or hardware to the Departmental Representative to ensure that they are disposed of or kept in a safe place for later reuse. If authorized by the departmental representative, dispose of it responsibly.~~

3.6. MONITORING AND INSPECTION

- 3.6.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement traffic to ensure that established security standards are being followed.
- 3.6.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.

3.7. WORK STOPPAGE

- 3.7.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC employee

issuing the request as well as the time and comply with the order as soon as possible.

- 3.7.2. Once notified, the Contractor must inform the Departmental representative of work stoppage without delay.

3.8. WORK COMPLETION

- 3.8.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the CSC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

END OF SECTION 01 35 13

Partie 1 General

GENERAL NOTE: in this section the term “site” includes all the facilities located at the site where the work is taking place (construction site, buildings, access, infrastructure, parkings, bays, etc.).

1.1 REFERENCES

- .1 Province of Québec
 - .1 Loi sur la santé et la sécurité du travail L.R.Q., c. S-2.1 (Act respecting occupational health and safety).
 - .2 Code de sécurité pour les travaux de construction L.R.Q., c. S-2.1, r.4 (Safety code for the construction industry).

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental representative, and the CNESST the site-specific prevention program, as outlined in the article “GENERAL REQUIREMENTS”, at least 10 days prior to the start of work.
- .3 Departmental representative will review Contractor’s site-specific prevention program and provide comments to Contractor within 10 days after receipt of the document. Revise plan as appropriate and resubmit to Departmental representative within 5 days after receipt of comments from Departmental representative. Departmental representative reserves the right not to authorize the start of work on the construction site as long as the content of the prevention program is not satisfactory. The Contractor shall then update his prevention program and resubmit it to the Departmental representative if the scope of work changes or if the working methods of the Contractor differ from his initial plans or for any other applicable new condition.
- .4 Departmental representative’s review of Contractor’s site-specific prevention program should not be construed as approval of the program and does not reduce the Contractor’s overall responsibility for construction Health and Safety during the work.
- .5 Submit copies of Contractor’s authorized representative’s construction site health and safety inspection reports to Departmental representative, [determine frequency, but at least once a week].
- .6 Submit to Departmental representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by Federal, Provincial and Territorial health and safety inspectors.

- .7 Submit to Departmental representative within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard.
- The investigation report shall contain at least the following:
1. date, time and place of accident;
 2. name of sub-contractor involved in the accident;
 3. number of persons involved and condition of wounded;
 4. witness identification;
 5. detailed description of tasks performed at the time of the accident;
 6. equipment being used to accomplish the tasks performed at the time of the accident;
 7. corrective measures taken immediately after the accident;
 8. causes of the accident;
 9. preventive measures that have been put in place to prevent a similar accident.
- .8 Submit to Departmental representative WHMIS MSDS - Material Safety Data Sheets in accordance with Section 01 33 00 - Submittals. Contractor must also keep one copy of these documents on the construction site.
- .9 Medical Surveillance: where prescribed by legislation, regulation or prevention program, submit certification of medical surveillance for construction site personnel prior to commencement of Work, and submit additional certifications for any new construction site personnel to Departmental representative.
- .10 Submit to Departmental representative an on-site Emergency Response Plan at the same time as the prevention program. The Emergency Response plan must contain the elements listed in the article “GENERAL REQUIREMENTS” of this section.
- .11 Submit to Departmental representative copies of all training certificates required for the application of the prevention program, in particular (if applicable) for the following:
- .1 first aid in the workplace and cardiopulmonary resuscitation;
 - .2 work likely to release asbestos dust (mandatory for all work where asbestos is present);
 - .3 work in confined spaces (mandatory for all work in confined spaces);
 - .4 lockout-tagout procedures (mandatory for all work requiring lockout);
 - .5 safely operating forklift trucks (mandatory for all forklift usage);
 - .6 safely operating elevating work platforms (mandatory for the use of all elevating platforms);
 - .7 any other requirement of Regulations or the safety program.

In addition, the certifications of the *Cours de santé et sécurité générale pour les chantiers de construction* (General Health and Safety Training for Construction Sites) shall be available on demand on the construction site.

- .12 Engineer's plans and certificates of compliance: Contractor must submit to the Departmental representative and to the *Commission des normes, de l'équité, de la santé et de la sécurité du travail* (CNESST) a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry) or by any other legislation or regulation or by any other clause in the specifications or in the contract. The Contractor must also submit a certificate of conformity signed by an engineer once the facility for which these plans were prepared has been completed and before a person uses the facility. A copy of these documents must be available on site at all times.

1.3 FILING OF NOTICE OF CONSTRUCTION SITE OPENING

- .1 Notice of construction site opening shall be submitted to the CNESST before work begins. A copy of such notice and acknowledgment of receipt from the CNESST shall be submitted to Departmental representative.
- At the completion of all the work, a notice of construction site closing shall be submitted to the CNESST, with a copy to Departmental representative.
- .2 The Contractor shall assume the role of being the Principal Contractor in the limits of the construction site and elsewhere where he must execute work within the framework of this project. The Contractor shall recognize the responsibility of being the Principal Contractor of the project and identify himself as such in the notice of the construction site opening he provides to the CNESST.
- .3 The Contractor shall accept to divide and identify the construction site adequately in order to define time and space at all times throughout the course of the project.

1.4 HAZARD ASSESSMENT

- .1 The contractor must perform construction site specific safety hazard assessment related to project.

1.5 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Departmental representative prior to commencement of Work.
- .2 Contractor's representative with decision power must attend any meetings at which construction site safety and health issues are to be discussed.
- .3 If it is anticipated that there will be 25 workers or more on the construction site at any given time, the Contractor shall set up a worksite committee and hold meetings as required by the *Code de sécurité pour les travaux de construction* (S-2.1, r. 4) (Safety

code for the construction industry). A copy of the minutes of the meetings of the committee shall be provided to the Departmental representative no later than 5 days after the committee meeting.

1.6 REGULATORY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards applicable to the construction site and its related activities.
- .2 Comply with specified standards and regulations to ensure safe operations on a site containing hazardous or toxic materials.
- .3 Always use the most recent version of the standards specified in the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry), notwithstanding the date indicated in that *Code*.

1.7 COMPLIANCE REQUIREMENTS

- .1 Comply with the *Loi sur la santé et la sécurité du travail* (L.R.Q., c. S-2.1) (Act Respecting Occupational Health and Safety) and the *Code de sécurité pour les travaux de construction* (S-2.1, r. 4.) (Safety code for the construction industry) in addition to respecting all the requirements of this specification manual.

1.8 RESPONSIBILITIES

- .1 The Contractor must acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the *Loi sur la santé et la sécurité du travail* (L.R.Q., ch. S-2.1) (Act Respecting Occupational Health and Safety) and the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the construction industry).
- .2 The Contractor must be responsible for health and safety of persons on construction site, safety of property on construction site and for the protection of persons adjacent to construction site and the environment to the extent that they may be affected by conduct of the work.
- .3 No matter the size or location of the construction site, the Contractor must clearly define the limits of the construction site by physical means and respect all specific regulation requirements applicable in this regard. The means chosen to define the limits of the construction site must be submitted to the Departmental representative.
- .4 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific prevention Plan.

1.9 WORK PERFORMED BY EXTERNAL CONTRACTORS

- .1 On this construction site, it is anticipated that work will be performed by an external contractor that has not been hired by the Contractor:

- .2 The Contractor must take the necessary steps to protect the health and safety of external contractors that have no contractual link with the Contractor but have been mandated by the Departmental representative to perform certain work. In return, these external contractors are obligated to submit to the authority of the Contractor (Principal Contractor). A subordination agreement must be signed by the Contractor and by each external contractor to this effect and submitted to the Departmental representative prior to the start of the work of each contractor (see the wording in the article HEALTH AND SAFETY SUBORDINATION AGREEMENT)

1.10 GENERAL REQUIREMENTS

- .1 Before undertaking the work, prepare a site-specific prevention program based on the hazards identified according to the article “HAZARD ASSESSMENT” and the article “RISKS INHERENT TO THE WORKSITE” in this section. Apply this program in its totality from the start of the project until demobilization of all personnel from the construction site. The prevention program shall take into consideration the specific characteristics of the project and cover all the work to be executed on the construction site.

The safety program must include at least the following:

- .1 company safety and health policy;
- .2 description of the stages of the work;
- .3 total costs, schedule and projected workforce curves;
- .4 flow chart of safety and health responsibilities;
- .5 physical and material layout of the construction site;
- .6 risk assessment for each stage of the work, including preventive measures and the procedures for applying them;
- .7 identification of the preventive measures relative to the specific risks inherent to the worksite indicated in the article “RISKS INHERENT TO THE WORKSITE”;
- .8 identification of preventive measures for health and safety of employees and / or public works site as indicated in the article “SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC”;
- .9 training requirements;
- .10 procedures in case of accident/injury;

- .11 written commitment from all parties to comply with the safety program;
- .12 construction site inspection checklist based on the preventive measures;
- .13 emergency response plan which shall contain at least the following:
 - .1 construction site evacuation procedures;
 - .2 identification of resources (police, firefighters, ambulance services, etc.);
 - .3 identification of persons in charge of the construction site;
 - .4 identification of the first-aid attendants;
 - .5 communication organizational chart (including the person responsible for the site and the Departmental representative);
 - .6 training required for those responsible for applying the plan;
 - .7 any other information needed, in the light of the construction site's characteristics.

If available the Departmental representative will provide the evacuation procedures to the Contractor who shall then coordinate the construction site procedure with that of the site and submit it to the Departmental representative.

- .2 Departmental representative may respond in writing, where deficiencies or concerns are noted in the prevention program and may request resubmission with correction of deficiencies or concerns.
- .3 In addition to the prevention program, during the course of the work the Contractor shall elaborate and submit to the Departmental representative specific written procedures for any work having a high risk factor of accident (for example: demolition procedures, specific installation procedures, hoisting plan, procedures for entering a confined space, procedures for interrupting electric power, etc.) or at the request of the Departmental representative.
- .4 The Contractor shall plan and organize work so as to eliminate the danger at source or ensure collective protection, thereby minimizing the use of personal protective equipment.
- .5 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .6 All mechanical equipment (for example, but not limited to: hoisting devices for persons or materials, excavators, concrete pumps, concrete saws) shall be inspected before delivery to the construction site. Before using any mechanical equipment, the Contractor shall obtain a certificate of compliance signed by a qualified mechanic dated less than a week prior to the arrival of each piece of equipment on the construction site; the certificate shall remain on the construction site and transmitted to the Departmental representative on demand.
- .7 Ensure all inspections (daily, periodic, annual, etc.) for the hoisting devices for persons or materials required by the current standards are carried out and be able to provide a copy of the inspection certificates to the Departmental representative on demand.

- .8 The Departmental representative can at all times, if he suspects a malfunction or the risk of an accident, order the immediate stop of any piece of equipment and require an inspection by a specialist of his choice.
- .9 The Departmental representative must be consulted for the location of storing gas cylinders and tanks on the construction site.

1.11 RISKS INHERENT TO THE WORKSITE

- .1 In addition to the risks related to the tasks to be carried out, personnel responsible for the execution of the work on the construction site will be exposed to the following risks, inherent to the area where the work will be executed..

At the worksite there is in particular the presence of the following:

- .1 materials containing asbestos;
- .2 materials containing lead;
- .3 moulds;
- .4 other dangerous materials (specify);
- .5 confined spaces;
- .6 overhead power lines;
- .7 underground services (electric, gas, vapour, water system, etc.);
- .8 laboratories;
- .9 trees and landscaping to preserve and protect;
- .10 potentially unstable ground;
- .11 barbed wire fences;
- .12 body of water close by;
- .13 [other to specify];
- .14 [other to specify];
- .15 [other to specify].

The Contractor shall process to a risk assessment of the site to validate this information and see if other risks are present on the site. He must include in its prevention program all risks that have been identified.

1.12 SPECIFIC REQUIREMENTS FOR THE HEALTH AND SAFETY OF OCCUPANTS AND PUBLIC

- .1 The worksite is occupied by employees and/or the public during the following times indicated in section 01 11 00. The Contractor shall consider the following specific requirements for the protection of employees and / or the public:

These requirements must be included in the Contractor's site-specific safety plan as well as any other measures provided by the Contractor to protect the health and safety of employees and / or the public on the site.

1.13 UNFORESEEN HAZARDS

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary construction site inspection arises as a result of or in the course of the work, the Contractor must immediately suspend work, notify the person responsible for health and safety on the construction site, take appropriate temporary measures to protect the workers and the public and notify Departmental representative, both verbally and in writing. Then the Contractor must do the necessary modifications to the prevention program or apply the security measures required in order to resume work.

1.14 PERSON IN CHARGE OF HEALTH AND SAFETY

- .1 If the construction site meets the requirements of article 2.5.3 of the *Code de sécurité pour les travaux de construction (S-2.1, r.4)* (Safety code for the construction industry), the Contractor needs to hire a competent person authorized as a safety officer and appoint this person full time from the beginning of the work. This person's tasks shall solely be dedicated to the management of health and safety on the construction site. This safety officer must have the following qualifications:
 - .1 have a safety officer certificate issued by the CNESST;
 - .2 have site-related working experience of at least 2 years specific to the activities associated with the present project;
 - .3 have working knowledge of occupational health and safety regulations in the workplace;
 - .4 be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter the construction site to perform work;
 - .5 be responsible for implementing, enforcing in detail and monitoring site-specific Contractor's Health and prevention program;
 - .6 be on construction site at all times during execution of work;
 - .7 inspect the work and ensure compliance with all regulatory requirements and those indicated in the contract documents or the site-specific prevention program.
 - .8 Keep a daily log of actions taken and submitting a copy to Departmental representative each week.

The safety officer's certificate shall be submitted to the Departmental representative before the start of the work.

- .2 When the hiring of a safety officer is not required or if this person is hired by the Departmental representative, the Contractor shall designate a competent person to supervise and take responsibility for health and safety, no matter the size of the construction site or how many workers are present at the workplace. This person shall be on construction site at all times and be able to take all necessary measures to ensure the health and safety of persons and property at or in the immediate vicinity of the construction site and likely to be affected by any of the work. The Contractor shall submit the name of this person to the Departmental representative before the start of work.

1.15 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on construction site in accordance with Acts and Regulations of the Province, and in consultation with Departmental representative.
- .2 At a minimum, the following information and documents must be posted in a location readily accessible to all workers:
 - .1 notice of construction site opening;
 - .2 identification of principal Contractor;
 - .3 company OSH policy;
 - .4 site-specific prevention program;
 - .5 emergency plan;
 - .6 minutes of worksite committee meetings;
 - .7 names of worksite committee representatives;
 - .8 names of the first-aid attendants;
 - .9 action reports and correction notices issued by the CNESST.

1.16 INSPECTION OF THE CONSTRUCTION SITE AND CORRECTION OF NON-COMPLIANCES

- .1 Inspect the construction site and complete the construction site inspection checklist and submit it to the Departmental representative in accordance with the article "ACTION AND INFORMATIONAL SUBMITTALS" in this section.
- .2 Immediately take all necessary measures to correct any situations deemed non-compliant during the inspections mentioned in the previous paragraph or noticed by the authorities having jurisdiction or the Departmental representative or his agent.
- .3 Submit to Departmental representative written confirmation of all measures taken to correct the situation in case of non-compliance in matters pertaining to health and safety.
- .4 The Contractor shall give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order cessation and resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person should always act so that the safety and health of the public and

construction site workers and environmental protection take precedence over cost and scheduling considerations.

- .5 The Departmental representative or his agent may order cessation of work if the Contractor does not make the corrections needed to conditions deemed non-compliant in matters pertaining to health and safety. Without limiting the scope of the preceding articles, the Departmental representative may order cessation of work if, in his view, there is any hazard or threat to the safety or health of construction site personnel or the public or to the environment.

1.17 PREVENTION OF VIOLENCE

- .1 Health and safety management of Public Works and Government Services Canada construction sites includes the implementation of measures designed to protect the psychological health of all persons who access the construction site where the work is taking place. Consequently, in addition to physical violence, verbal abuse, intimidation and harassment are not tolerated on the construction site. Any person who demonstrates such actions or behaviors will receive a warning and/or could be definitely expelled from the construction site by the Departmental representative.

1.18 POWDER ACTUATED DEVICE

- .1 Use powder actuated devices only after receipt of written permission from Departmental representative.
- .2 Any person using an explosive actuated tool shall hold a training certificate and meet all requirements of Section 7 of the *Code de la sécurité pour les travaux de construction* (S- 2.1, r. 4). (Safety code for the construction industry)
- .3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations.

1.19 USE OF PUBLIC ROADS

- .1 Where it is necessary to encroach on a public road for operational reasons or to ensure the security of the workers, the occupants or the public (for example: the use of scaffolding, cranes, excavation work, etc.), the Contractor shall obtain at his own expense any authorizations and permits required by the competent authority.
- .2 The Contractor shall install at his own expense any signage, barricades or other devices needed to ensure the safety and security of the public and the Contractor's own facilities.

1.20 LOCKOUT-TAGOUT

- .1 For all work on electrically or otherwise energized equipment, the Contractor shall draw up and implement a general lockout-tagout procedure and submit it to the Departmental representative.
- .2 Supervisors and all workers concerned by work requiring lockout-tagout must have received training on lockout-tagout procedures by a recognized organization; Contractor shall submit training certificates to the Departmental representative.
- .3 Before starting the lockout-tagout procedure of a piece of equipment on an occupied site, Contractor must coordinate his work with the representative of the site if the interruption of the power sources can have an impact on the operations of the site or on its occupants.
- .4 Contractor must designate a qualified person as responsible for the lockout-tagout and must make sure that that person prepares a lockout-tagout data sheet for each piece of equipment involved. The lockout-tagout data sheet must be submitted to the Departmental representative at least 48 hours before the beginning of the work. The Departmental representative will review the data sheet with the representative of the site if the work takes place in an existing building. The data sheets for lockout-tagout must contain at least the following information:
 - .1 description of work to carry out;
 - .2 identification, description and location of the circuit and/or ~~piece of~~ equipment to lockout-tagout;
 - .3 identification of energy sources that feeds the ~~piece of~~ equipment;
 - .4 identification of each cutout point;
 - .5 sequence of lockout-tagout and the release of residual energy as well as the sequence of unlocking;
 - .6 list of material needed for the lockout-tagout;
 - .7 method of verification of zero energy implementation;
 - .8 name and signature of the person who prepared the data sheet.

When required by the Departmental representative, Contractor must record all this information on the site's representative form.

- .5 At the time of lockout-tagout, the person responsible must date the data sheet and ensure that each worker involved in the work on the circuit/~~piece of~~ equipment to lockout-tagout puts his name on the data sheet and signs it.

1.21 ELECTRICAL WORK

- .1 Contractor shall ensure that all electrical work is executed by qualified employees in accordance with the provincial regulation respecting vocational training and qualification.
- .2 Contractor shall respect all requirements of standard CSA Z462 *Workplace Electrical Safety Standard*.
- .3 No repairs or alterations shall be carried out on any live equipment except where complete disconnection of the equipment is not feasible.
- .4 Contractor shall respect all requirements prescribed in paragraph “LOCKOUT-TAGOUT” in this section.
- .5 Contractor shall advise in writing the Departmental representative of all the work that cannot be done with de-energized equipment and obtain his authorization. Contractor shall demonstrate to the Departmental representative that it is impossible to do the work with de-energized equipment and provide all the information necessary to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter, protective equipment, etc.) before the beginning of the work, excluding for the exceptions indicated in standard CSA Z462 Workplace electrical safety.
- .6 The energized electrical work permit on must contain at least the following elements:
 - description of the circuit and equipment and its location;
 - justification for having to do the work in an energized condition;
 - description of safe work practices to apply;
 - results of the shock hazard analysis;
 - limit of the protective perimeter against electric shocks;
 - results of the arc flash hazard analysis;
 - description of the arc flash protection boundary;
 - description of the personal protective equipment required;
 - description of the means to limit access to unqualified persons;
 - proof that an information session has been carried out;
 - approval signature of the energized electrical work (by a person in authority or by the owner).
- .7 If for the operational requirements of the occupants of the site the representative of the site requires that the Contractor performs work in an energized condition, the Contractor shall obtain all the information required to request and obtain obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective

perimeter, protective equipment, etc.) and have it signed by the representative of the site assigned by the Departmental representative before the beginning of the work.

1.22 ASBESTOS EXPOSURE

It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.

Prior to starting any work likely to emit asbestos dust, the Contractor must:

1. Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the *Code de sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.
2. Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
3. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.23 FUNGAL CONTAMINATION

It is not anticipated that the work covered by the present specifications involves the manipulation of materials contaminated by mould; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the following requirements.

Prior to starting any work where workers are likely to be in contact with materials contaminated by mould, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the *Code de sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document “*Mould Guidelines for the Canadian Construction Industry*” published by the Canadian Construction Association (<http://www.cca-acc.com/documents/electronic/cca82/cca82.pdf>).

2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.24 EXPOSURE TO SILICA

For any interior or exterior work generating silica, the Contractor must respect the following requirements, in addition to those in the *Code de sécurité pour les travaux de construction S-2.1, r.4* (Safety code for the construction industry).

1. Work in wet environment or use tools with the inflow of water in order to reduce dustiness, if not, collect dust at the source and retain it with a high-efficiency filters not to propagate dust in the environment.
2. Clean surfaces and tools with water, never with compressed air.
3. Sand and pickle surfaces by using an abrasive containing less than 1% of silica (also called amorphous silica).
4. Install shields or other containment device to prevent silica dust from migrating toward other workers or the public.
5. Wear individual respiratory and ocular protection equipment during all the operations that could generate silica dust in accordance with the requirements of the *Code de sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the construction industry).
6. Wear coveralls to prevent contamination outside the construction site.
7. Do not eat, drink, or smoke in a dusty environment.
8. Wash the hands and the face before drinking, eating or smoking.

1.25 SANDBLASTING

Prior to starting any sandblasting work, the Contractor must:

1. Provide a written procedure of the work that meets the requirements of section 3.20. of the *Code de sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the Construction Industry).

2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.
3. All sanding and sandblasting work shall be done by using an abrasive containing less than 1% of silica.

1.26 EXPOSURE TO ANIMAL'S FECAL DROPPINGS

Prior to all work where workers are likely to come in contact with materials contaminated by animal's fecal droppings, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the *Code de la sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document "*Des fientes de pigeons dans votre lieu de travail: méfiez-vous*" (Pigeon droppings in your workplace: Beware" published by the CNESST (http://www.csst.qc.ca/publications/100/Documents/DC100_1331_1web2.pdf))
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

1.27 RESPIRATORY PROTECTION

1. Contractor must ensure that all workers who must wear a respirator as part of their duties have received training for that purpose as well as fit testing of their respirator, in accordance with CSA Standard Z94.4 *Selection, use and care of respirators*. Submit the certificates of the fit testingS to the Departmental representative on demand.

1.28 FALL PROTECTION

1. Plan and organize work so as to eliminate the risk of fall at the source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
2. Every person using an elevating platform (scissors, telescopic mast, articulated mast, rotative mast, etc.) must have a training regarding this equipment.
3. The use of a safety harness is mandatory for all elevating platforms with telescopic, articulate or rotative mast.
4. Define the limits of the danger zone around each elevating platform.

5. All openings in a floor or roof must be surrounded by a guardrail or provided with a cover fixed to the floor able to withstand the loads to which it could be exposed, regardless of the size of the opening and the height of the fall it represents.
6. Everyone who works within two metres from a fall hazard of three metres or more must use a safety harness in accordance with the requirements of the regulation, unless there is a guardrail or another device offering an equivalent safety.
7. Despite the requirements of the regulation, the Departmental representative may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than three metres.

1.29 SCAFFOLDINGS

In addition to the requirements of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Contractor who uses scaffoldingS must respect the following requirements:

Foundation

1. ScaffoldingS shall be installed on a solid foundation so that it does not slip or rock.
2. Contractors wishing to install scaffoldingS on a roof, overhang, canopy or awning shall submit their calculations and loads, as well as plans signed and sealed by an engineer to the Departmental representative and obtain his authorization before beginning installation.

Assembly, bracing and mooring

1. All scaffoldingS shall be assembled, braced and moored in accordance with the manufacturer's instructions and the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
2. Where a situation requires the removal of part of the scaffoldingS (e.g., crosspieces), the Contractor shall submit to the Departmental representative an assembly procedure signed and sealed by an engineer certifying that the scaffolding assembled in that manner will allow the work to be done safely given the loads to which it will be subject.
3. For scaffoldingS where the span between two supports is greater than three metres, the Contractor shall provide the Departmental representative an assembly plan signed and sealed by an engineer.

Protection against falls during assembly

1. Workers exposed to the risk of falling more than three metres shall be protected against falls at all times during assembly.

Platforms

1. Scaffolding platforms shall be designed and installed in accordance with the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
2. If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry)
3. Scaffoldings of four sections (or six metres) high or more shall have a full platform covering the entire surface between the putlogs every three metres high or fraction thereof, and the components of that platform shall not be moved at any time to create an intermediate landing.

Guardrails

1. A guardrail shall be installed on every landing.
2. Cross braces shall not be considered as guardrails.
3. If the platforms are not covering the entire surface between the putlogs, the guardrail must be installed just above the edge of the platform so that there is no empty horizontal space between the platform and the guardrail.
4. Where scaffoldings has four sections (or six metres) high or more and full platforms are required, the guardrails shall be installed on each landing at the start of work and shall remain in place until the work is completed.

Access

1. The Contractor shall ensure that access to the scaffoldings does not compromise worker safety.
2. Where the platforms of the scaffoldings are comprised of planks, ladders shall be installed in such a way that planks extending beyond the platform do not block the way up or down.
3. Notwithstanding the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), stairs shall be installed on all scaffoldings that have six or more rows of uprights or is six sections (or nine metres) high or higher.

Protection of the public and occupants

1. When scaffoldings are installed in a zone accessible to the public, the Contractor shall take the necessary measures to prevent the public from having access to them and, if applicable, to the work or storage area located in the vicinity of these scaffolding.
2. Contractor must install covered walkways, nets or other similar devices to protect workers, the public and the occupants against falling objects. The means of protection must be approved by the Departmental representative.

Engineering plans

1. In addition to those required by the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Departmental representative reserves the right to require engineering plans for other types or configurations of scaffolding~~S~~.
2. A plan signed and sealed by an engineer is required for all scaffolding~~S~~ that will be covered with a canvas, a tarpaulin or any other material that has wind resistance.
3. A certificate of conformity signed by an engineer is required in all cases where an engineering plan is required ~~for the installation~~ and this, before anybody uses the facility. A copy of these documents must be available on the construction site at all times.

1.30 LIFTING LOADS WITH CRANE OR BOOM TRUCK

1. Unless specified otherwise, the Contractor must prepare a hoisting plan and submit it to the Departmental representative for all lifting operations done with a crane or a boom truck at least 5 days before these lifting operations begin. The hoisting plan must contain at a minimum the information listed at the end of this article.
2. The hoisting plan must be signed and sealed by an engineer for the following lifting operations:
 - a. lifting of concrete panels;
 - b. lifting mechanical/electrical equipment on a roof or on the floor of a building;
 - c. lifting of loads encroaching on the public road;
 - d. lifting large dimension~~S~~ or very heavy loads;
 - e. all other lifting operation, in accordance with the requirements of the Departmental representative.
3. In addition to the above requirements, the Contractor must plan the hoisting operations in a way as to avoid that the loads pass over the occupied zones on the site. When there is no alternative, the hoisting plan must absolutely be signed and sealed by an engineer and must guarantee the security of the occupants in that zone; the plan must also be approved by the Departmental representative. The Departmental representative can, if he deems necessary, require that the work be done at night or on weekends.
4. Upon the beginning of the work on the construction site, the Contractor must submit the list of the hoisting plans anticipated for the whole project to the Departmental representative. That list shall be updated as needed if changes occur during the work.
5. In addition to the mechanical service inspection certificate, the annual inspection certificate and the crane logbook must be aboard all cranes and boom truck cabs.
6. The entire lifting area shall be marked off to prevent the entry of non-authorized persons.

7. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed and scrapped.
8. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.

MINIMUM CONTENT OF HOISTING PLAN

- Sketch indicating at a minimum, the location of the crane, the surrounding facilities, the zone covered by the hoisting operations, the pedestrian's pathways and vehicular routes, the security perimeter, etc.
- Weight of loads
- DimensionS of loads
- List of hoisting devices and weight of each
- Total weight lifted
- Maximum height of obstacles to clear
- Height of loads lifting relative to the surface of the roof (in the case of loads to be placed on roofs)
- Use of guide cables
- Type of crane used
- Crane capacity
- Boom length
- Boom angle
- Crane's radius of action
- Deployment of stabilizers
- Percentage usage of the crane's capacity
- Verification confirmation of hoisting equipment
- Identification of the crane operator and the person responsible for the hoisting operations with date and signatures

1.31 HOT WORK

Hot work means any work where a flame is used or a source of ignition may be produced, i.e., riveting, welding, cutting, grinding, burning, heating, etc.

1. Before the beginning of each shift of work and for each sector, the Contractor must obtain a “Hot Work Permit” emitted by the person responsible for the site.
2. A working portable fire extinguisher suitable to the fire risk shall be available and easily accessible within a 5 m radius from any flame, spark source or intense heat.
3. The Contractor must appoint an individual to do continuous monitoring of the fire risks for a period of one (1) hour after the end of the shift of hot work. This individual shall sign the section for this purpose on the permit and give it to the person in charge of the construction site after the one-hour period.
4. When the hot work is done in areas where there is combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless specified otherwise by the Departmental representative, the Contractor must assign a person to carry out this monitoring.

Welding and cutting

In addition to the requirements prescribed in the preceding paragraphs, the Contractor must respect the following requirements:

1. Welding and cutting work must be carried out in accordance with the requirements of the *Code de Sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the construction industry) and CSA standard W117.2, Safety in Cutting, Welding and Allied Processes.
2. Air extraction system with filters must be used for all welding and cutting work performed inside.
3. Stop all activities producing flammable or combustible gas, vapours or dust in the vicinity of the welding or cutting work.
4. Store all compressed gas cylinder on a fireproof fabric and make sure that the room is well ventilated.
5. Store all oxygen cylinders more than 6 metres from a flammable gas cylinder (ex: acetylene) or a combustible such as oil or grease, unless the oxygen cylinder is separated from it by a wall made of non-combustible material as mentioned in the article 3.13.4 of the *Code de sécurité pour les travaux de construction, S-2, r. 6* (Safety code for the construction industry)

6. Store the cylinders far from all heat sources.
7. Not to store the cylinders close to the staircases, exits, corridors and elevators.
8. Do not put acetylene in contact with metals such as silver, mercury, copper and alloys of brass having more than 65% copper, to avoid the risk of an explosive reaction.
9. Check that welding equipment with electric arc has the necessary tension and are grounded.
10. Ensure that the conducting wires of the electric welding equipment are not damaged.
11. Place the welding equipment on a flat ground away from the bad weather.
12. Install fireproof canvas when the welding work is done in a superposition and where there is the risk of falling sparks.
13. Move away or protect the combustible materials which are closer than 15 metres from the welding work.
14. Prohibition to weld or cut any closed container.
15. Do not perform any cutting, welding or work with a naked flame on a container, a tank, a pipe or other container containing a flammable or explosive substance unless:
 - a. they have been cleaned and air samples indicating that work can be done without danger has been taken; and
 - b. provisions to ensure the safety of the workers have been made.

1.32 STEEL STRUCTURE ERECTION OR DISMANTLING WORK

- .1 In addition to respecting section 3.24 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
- .2 Contractor must submit the following documents to the Departmental representative before the beginning of steel structure erection work:
 - .1 erecting procedures in accordance with article 3.24.10 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry);
 - .2 rescue procedures for the release of a worker suspended in a safety harness within a maximum of 15 minutes; procedures must be adapted to the construction site and in accordance with article 3.24.4 of that same code; the procedure must be accompanied by a written confirmation that it has been tested;
 - .3 statement from an engineer that the anchor rods have been installed in accordance with the anchoring plan as required by the article 3.24.12 of that same code;
 - .4 hoisting procedures in cases where the lifting is done in one of the ways described in the article 3.24.15 of that same code;
 - .5 name of the individual identified as rescuer and his rescue training certificate;
 - .6 name of the individual identified as first-aid attendant and his first-aid training certificate.
- .3 The Contractor must make sure that the following documents are available for consultation on construction site at all times:
 - .1 Steel structure manufacturer's erection plan in accordance with the requirements of article 3.24.9 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry);
 - .2 Column anchor rodS's anchoring plan in accordance with the requirements of article 3.24.11 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry).

1.33 INTERIOR USE OF INTERNAL COMBUSTION ENGINES

1. In addition to respecting article 3.10.17 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.

2. The use of a gas-powered equipment inside a building is prohibited even if the building is provided with openings.
3. The use of other equipment powered by an internal combustion engine inside a building must be submitted to the approval of the Departmental representative.
4. For the use of any piece of equipment powered by an internal combustion engine inside a building, even if the building is provided with openings, the Contractor must install a ventilation system able to maintain the concentrations of toxic gases below the regulatory values. The stale air shall be exhausted outside the building.
 - a. Before using equipment powered by an internal combustion engine, the Contractor must plan and write the following:
 - b. number of fans to install;
 - c. power of the fans;
 - d. location of the fans;
 - e. dimensions of the openings that will be open during the work.
5. During the operation of equipment with internal combustion engine, the Contractor must measure the concentrations of carbon monoxide and nitrogen oxides in the work area and at the breathing area of the workers; the concentration levels measured must be recorded in a register every 30 minutes that must be available for consultation.
6. If work is in an occupied building, the Contractor must also measure the concentrations of carbon monoxide and nitrogen oxides in the rooms next to the work area and the concentration levels measured must be recorded in a register every 30 minutes.
7. If the carbon monoxide or nitrogen oxides detector alarm goes off during the work, the Contractor must stop the work and take the corrective measures required before resuming the work.
8. A portable fire extinguisher must be available at all times in the work area during the use of equipment with internal combustion engines.
9. The equipment must be maintained at a safe distance from all combustible material.
10. The storage of fuel for any equipment with internal combustion engine is prohibited inside a building.

1.34 TEMPORARY HEATING

1. In addition to respecting section 3.11 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.

2. A portable fire extinguisher must be available at all times near the heating units, no matter what type of heating is used.
3. The heating units must always be used in accordance with the manufacturer's specifications.
4. If applicable, the canvas or tarpaulins used next to the heating units must be solidly fixed so as not to be projected on the heaters, on the pipes connected to the heaters or on any other heat source.
5. The gas cylinders must be installed in a way that they are protected from vehicle and other equipment traffic.
6. For the use of heating units other than electric, the Contractor must install a carbon monoxide detector in the work area, next to the heating units and/or the workers, throughout the course of the heating period. The Contractor must immediately apply the corrective measures required to the heating units if the detector's alarm goes off.
7. The Contractor must ensure a minimum surveillance of the heating units outside the hours of work (nights and weekends). He must submit a surveillance plan to the Departmental representative before the use of the heating units.

1.35 WORK NEAR OVERHEAD POWER LINES

- .1 When there is an overhead power line in the work zone and that the Contractor chooses to apply paragraph b) of article 5.2.2 of the *Code de sécurité pour les travaux de construction* (2.1, r.4) (Safety code for the Construction Industry), a copy of the agreement with the electrical power company and a copy of the work process, required in the article 5.2.2 b), must be submitted to the Departmental representative before the beginning of the work in relation to these documents.

1.36 DIVING OPERATIONS

In accepting this contract, the Contractor agrees to satisfy the following requirements:

1. Compliance with all the requirements of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Regulation respecting occupational health and safety), more precisely section XXVI, I, entitled *Travail effectué en plongée* (Underwater Work). Compliance, furthermore, with the latest editions of standards CAN/CSA Z275.2 – *Occupational Safety code for Diving Operations*, CAN/CSA Z275.1 – *Hyperbaric Chambers* and CAN/CSA Z275.4 – *Competency Standard for Diving Operations*. In the event of conflict between these requirements, the most stringent requirement shall apply.

2. In addition to the above, in cases where construction work is involved, compliance with the *Code de sécurité pour les travaux de construction (S-2.1, r.4)* (Safety code for the Construction Industry).
3. Before starting the work, submit to the Departmental representative the following documents, as per the *Règlement sur la santé et la sécurité au travail (S-2.1, r.13)* (Regulation respecting occupational health and safety):
 - a. the professional diving training certificate of each member of the dive team OR a document recognizing the skills of those persons in accordance with the *Competency Standard for Diving Operations, CAN/CSA Z275.4-02*, as per section 312.8 of the Regulation;
 - b. the workplace first-aid training certificate of each member of the dive team;
 - c. the medical certificate of each member of the dive team;
 - d. for each dive included in this contract, a dive plan containing the following information, in addition to that required under the *Règlement sur la santé et la sécurité au travail* (Regulation respecting occupational health and safety):
 - i. the thermal protection to be used;
 - ii. the repetitive dive factor;
 - iii. the no-decompression limit;
 - iv. the circumstances in which the dive must be terminated;
 - v. the procedures to be followed to ensure that machinery, equipment or devices that could create a hazard have been locked out;
 - vi. the decompression table to be used, as required;
 - e. notification confirming that a system for communicating with the *Service d'assistance médicale pour les urgences en plongée* (Medical assistance service for diving emergency) is available at the diving station at all times.
4. The Contractor shall take into account the following specific characteristics of the worksite, and adapt its dive plan accordingly:
5. Where the dive takes place at one of the following locations, provide the Departmental representative confirmation that the authorities concerned have been notified:
 - a. upstream or downstream from a hydraulic structure or submerged water line;
 - b. in marine waterways;
 - c. in port facilities.
6. If the dive station is more than 2 metres above the water, provide the Departmental representative:
 - a. a drawing of the equipment used to transport the worker through the air-water interface, if a device other than a stage is used for that purpose;
 - b. a drawing of the device used to hoist the stage or other device, unless that device is a crane or boom truck.

7. If the dive is carried out from a vessel, provide the Departmental representative the following documents:
 - a. proof of qualification of the vessel operator;
 - b. the vessel's certificate of compliance from Transport Canada.
8. Before starting the work, carry out an underwater rescue simulation at the site, as required under section 312.31 of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Regulation respecting occupational health and safety).
9. On a daily basis, complete and provide to the Departmental representative a checklist confirming the presence and condition of the equipment required at the dive site as per the dive plan.
10. Ensure that all other documents required under section XXVI of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Regulation respecting occupational health and safety) are available at the construction site at all times (diving logbook, diver's logbook, etc.).

1.37 HEALTH AND SAFETY SUBORDINATION AGREEMENT

Project: _____ **Address:** _____

EXTERNAL CONTRACTOR

I hereby agree to submit to the authority of (name of the Principal Contractor's business) _____, which is the Principal Contractor for the project indicated above during the entire duration of our work on the construction site. Accordingly, I confirm that I have reviewed the Principal Contractor's prevention program, and I agree to:

- inform my employees of the content of the Principal Contractor's prevention program and ensure that its content are complied with at all times;
- apply the prevention program that is specific to the activities that we carry out under this project;
- inform the Principal Contractor of my actions or dealings on the construction site and obtain the Principal Contractor's agreement before the start of work; and
- follow the health and safety directives provided by the representative of the Principal Contractor on the construction site and, depending on requirements, attend training sessions and health and safety meetings organized by the representative of the Principal Contractor.

Name of representative: _____

Name of business: _____

Description of work to be done on the construction site: _____

Approximate dates of work (start-end): _____

Signature: _____ Date: _____

PRINCIPAL CONTRACTOR

I hereby agree to allow the business (name of external contractor) _____ to perform the work under this project indicated above and, as Principal Contractor, to take the necessary steps to protect the health and safety of workers on the construction site. Should the Contractor repeatedly refuse or fail to comply with my directives, I agree to inform PWGSC's Departmental representative of this and to provide documentary evidence of my actions or dealings with the Contractor.

Name of representative: _____

Name of the Principal Contractor's business: _____

Signature: _____ Date: _____

Submit a completed and signed copy to PWGSC's Departmental representative

GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Inspections and testing, administrative and operational requirements;
- .2 Tests and dosage formulas;
- .3 Sample works;
- .4 Factory testing;
- .5 Adjustment and balancing of devices and systems.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 33 00 - Documents and samples to be submitted;
- .2 Section 01 78 00 - Documents to be submitted upon completion

.1.3 INSPECTION

- .1 Consultants must have access to the works. If part of the work or works is carried out outside the site, access to that place must also be ensured for the duration of the work.
- .2 In the event that works are to be subjected to special inspections, approvals or tests ordered by the professional or required under local regulations for the site, make the request within a reasonable time.
- .3 If the Contractor has covered or permitted to cover a work before it has been subjected to the required inspections, approvals or special tests, the Contractor must discover the work in question, see to the performance of the inspections or tests required to the satisfaction of the competent authorities, and then return the work to its original condition.
- .4 may order the inspection of any part of the work whose conformity with the Contractual Documents is in doubt. If, after examination, the work in question is found to be non-compliant with the requirements of the Contractual Documents, the Contractor must take the necessary measures to bring the work into conformity with the specified requirements, and assume the costs of inspection and repair.

.1.4 PROCEDURE

.1.5 REJECTED WORKS OR WORKS

- .1 Remove defective elements deemed not to conform to the Contractual Documents and rejected by , either because they have not been executed according to the rules of the art, or because they have been

made with defective materials or products, even if they have already been integrated into the work.
Replace or redo the elements in question according to the requirements of the Contractual Documents.

- .2 If necessary, repair without delay the works of other contractors that have been damaged during the above-mentioned repair or replacement work.
- .3 If, in the opinion of the professional, it is not appropriate to repair the defective works or deemed not to comply with the Contractual Documents, the Contracting Authority will deduct from the contractual price the difference in value between the work performed and that prescribed in the Contractual Documents, the amount of this difference being determined by the professional.

PRODUCT

.2.1 NOT APPLICABLE

EXECUTION

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Water supply;
- .2 Electricity supply;
- .3 Ventilation and heating;
- .4 Telecommunications;
- .5 Fire protection.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 52 00 - Site Installation;
- .2 Section 56 00 - Temporary Access and Protective Works;
- .3 Section 01 61 00 - General requirements for products

.1.3 DOCUMENTS/SAMPLES TO BE SUBMITTED FOR APPROVAL/INFORMATION

- .1 Submit the required documents and samples in accordance with section 01 33 00 - Documents and samples to be submitted.

.1.4 INSTALLATION AND REMOVAL OF EQUIPMENT

- .1 Provide the necessary means of use of temporary utilities to enable the work to be carried out as soon as possible.
- .2 Disassemble the equipment and evacuate it from the site when it is no longer needed.

.1.5 WATER SUPPLY

- .1 The representative of the client will ensure the continuous supply of drinking water necessary for the execution of the work.
- .2 Make the necessary arrangements to connect the network to that of the utility company concerned, and assume all costs of installation, maintenance and disconnection.

.1.6 ELECTRICITY SUPPLY AND LIGHTING

- .1 the contractor will have to provide a portable generator for the temporary power supply by electrical current necessary for the temporary lighting and operation of the mechanical tools during the work. No connection to the existing electricity system can be made.
- .2 The contractor will assume the costs associated with the supply of electrical current necessary for the lighting and operation of the mechanical tools during the work.

.1.7 FIRE PROTECTION

- .1 Provide and maintain fire protection equipment required by the relevant insurance companies and applicable codes and regulations.
- .2 It is forbidden to burn scrap materials and construction waste on the construction site.

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PART 3 - ENFORCEMENT

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Construction aid;
- .2 Offices and sheds;
- .3 Parking areas;
- .4 Construction site panels.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 51 00 - Temporary utilities;
- .2 Section 01 56 00 - Temporary access and protection works.

.1.3 DOCUMENTS/SAMPLES TO BE SUBMITTED FOR APPROVAL/INFORMATION

- .1 Submit the required documents and samples in accordance with section 01 33 00 - Documents and samples to be submitted.

.1.4 INSTALLATION AND REMOVAL OF EQUIPMENT

- .1 Prepare a site plan indicating the proposed location and dimensions of the area to be fenced and used by the Contractor, the number of construction trailers required, access routes to the fenced area and the details of the installation of the fence.
- .2 Indicate the areas that need to be paved with gravel to prevent sludge deposits.
- .3 Indicate any additional areas or transit zones.
- .4 Provide, set up or arrange the site facilities necessary to allow the execution of the work as soon as possible.
- .5 Disassemble the equipment and evacuate it from the site when it is no longer needed.

.1.5 ON-SITE STORAGE/ELIGIBLE LOADS

- .1 Ensure that the work is carried out within the limits indicated in the Contractual Documents . Do not unreasonably clutter the premises with materials and materials.
- .2 Do not overload or overload any part of the work so as not to compromise its integrity.
- .3 The waste container must be installed at least 5m from the building in the area provided for this purpose in the plans in accordance with SST standards or otherwise indicated in the contractual documents.

.1.6 PARKING AND ACCESS TO THE CONSTRUCTION SITE

- .1 It will be allowed to park on the site and in the zones indicated in the mobilization plans in coordination with the representative of the owner of the project.
- .2 Develop suitable access routes to the site and ensure its maintenance.
- .3 Clean runways and taxiways if construction equipment has been used.

.1.7 SECURITY MEASURES

- .1 Refer to section 01 35 13 - Project procedure specific to the safety requirements of the Contracting Authority in the annex.

.1.8 OFFICES

- .1 Arrange a ventilated office, heated to a temperature of 22 degrees Celsius, equipped with lighting fixtures ensuring an illumination level of 750 lux and of sufficient dimensions to allow the holding of site meetings, and provide a table for spreading drawings.
 - .1 Keep the premises clean.
- .2 Provide a complete and identified first aid hole, and store it in an easily accessible location.

.1.9 STORAGE OF MATERIALS, MATERIALS AND TOOLS

- .1 Provide lockable, weatherproof sheds for the storage of materials, materials and tools, and keep them clean and in good order.
- .2 Evacuate all materials, materials and tools from the site between each shift.

.1.10 SANITATION

- .1 Provide sanitary facilities for workers in accordance with the relevant ordinances and regulations.

.1.11 TRAFFIC PROTECTION AND MAINTENANCE

- .1 If necessary, provide access roads and temporary detour lanes to maintain traffic.
- .2 Maintain and protect traffic on the tracks concernée during the construction work, unless specifically indicated otherwise by the representative of the contracting authority.
- .3 Provide for measures for the protection and diversion of traffic, including the services of supervisors and signaleurs, the installation of barricades, the installation of lighting devices around and in front of the equipment and the work area, the installation and maintenance of warning signs, danger signs and appropriate direction signs.

- .4 The Contractor's rolling stock used to transport materials/materials entering or leaving the site must cause the least possible interference with road traffic.
- .5 Ensure that existing lanes and permitted load limits on them are adequate. The Contractor is required to repair tracks damaged as a result of the construction work.

.1.12 CLEANING

- .1 Evacuate debris, waste and packaging materials from the construction site on a daily basis.
- .2 Remove dust and mud from hard-lined pavements.
- .3 Store materials/materials recovered during demolition work.
- .4 Do not store new materials/materials or recovered materials/materials in construction site facilities.

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PART 2 - ENFORCEMENT

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Shelters, enclosures and weather closures; protective screens;
- .2 Traffic control devices;
- .3 Access roads for emergency vehicles.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 51 00 - Temporary utilities;
- .2 Section 01 52 00 - Construction facilities.

.1.3 REFERENCE STANDARDS

- .1 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB 1.189-[00], Printing paint, exterior, alkyd resins, for wood.
- .2 Canadian Standards Association (CSA CSA Group)
 - .1 CSA-O121-[FM1978(C2003)], Douglas fir plywood.

.1.4 INSTALLATION AND REMOVAL OF EQUIPMENT

- .1 Provide, install or arrange the temporary access and protection works necessary to allow the work to be carried out as soon as possible.
- .2 Disassemble the equipment and evacuate it from the site when it is no longer needed.

.1.5 DUST SCREENS

- .1 Provide dust screens or partitions to close spaces where dust-generating activities are carried out to protect workers, the public and surfaces or finished areas of the structure.

.1.6 ACCESS ROADS TO THE CONSTRUCTION SITE

- .1 Develop the tracks, paths, ramps and pedestrian crossings necessary to access the site.

.1.7 ROAD TRAFFIC

- .1 Retain the services of competent signallers and provide the signalling devices and rockets, barriers, lights and luminaires necessary for the execution of the work and the protection of the public.

.1.8 ACCESS ROADS FOR EMERGENCY VEHICLES

- .1 Ensure access to the site for emergency vehicles and provide sufficient height clearances.

.1.9 PROTECTION OF NEIGHBOURING PUBLIC AND PRIVATE PROPERTY

- .1 Protect nearby public and private property against any damage that may result from the execution of the work.
- .2 If applicable, assume full responsibility for the damage caused.

.1.10 PROTECTION OF FINISHED BUILDING SURFACES

- .1 Throughout the period of execution of the work, protect the equipment as well as the completely or partially finished surfaces of the work.
- .2 Provide the necessary screens, tarpaulins and barriers.
- .3 Three (3) days before the installation of the protective elements, confirm with the professional the location of each and the installation schedule.
- .4 Assume full responsibility for damage to works due to lack of protection or inadequate protection.

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PART 3 EXECUTION

.3.1 NOT APPLICABLE

END OF THE ELECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Quality, ease of obtaining, storage, handling, protection and transport of products;
- .2 Manufacturer's instructions;
- .3 Implementation, coordination and fasteners;
- .4 Existing utility networks;
- .5 Reference standards and codes.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 73 03 - Cutting, adjustment and ragging.

.1.3 REFERENCE STANDARDS

- .1 References to relevant standards can be made in each section of the quote. Comply with the standards indicated above, in whole or in part, according to the requirements of the quote.
 - .1 If no specific date or edition is mentioned or if the specified date has expired, comply with the most recent standards in force at the time of submission of the submission.
- .2 In the event that there is any doubt as to the conformity of certain products or systems with the relevant standards, the professional reserves the right to verify this by testing.
- .3 If the products or systems comply with the Contractual Documents, the costs incurred by these tests will be borne by the representative of the contracting authority, otherwise they will have to be borne by the contractor.
- .4 Carry out the work in accordance with the Quebec Construction Code – Chapter 1, Building, and National Building Code of Canada 2010 (as amended) including the amendments and any other provincial or local code that applies including the amendments, at the time of submission of the bid. In the event of any discrepancy or contradiction, the strictest requirements shall prevail.

.1.4 QUALITY

- .1 The products, materials, materials, appliances and parts used for the execution of the work must be new, in perfect condition and of the best quality for the purposes for which they are intended. If necessary, provide evidence establishing the nature, origin and quality of the products supplied.

- .2 Products found defective before the completion of the work will be refused, regardless of the conclusions of previous inspections. Inspections are not intended to relieve the Contractor of its responsibilities, but simply to reduce the risk of omission or error. The Entrepreneur shall ensure the removal and replacement of defective products at its own expense, and shall be responsible for any delays and costs arising therefrom.
- .3 In the event of a dispute as to the quality or suitability of the products, only the professional may decide the matter on the basis of the requirements of the Contractual Documents.
- .4 Unless otherwise specified in the specification, promote a certain uniformity by ensuring that materials or elements of the same type come from the same manufacturer.
- .5 Labels, trademarks and permanent nameplates prominently displayed on the products used are not acceptable unless they give an operating instruction or are placed on equipment installed in the premises of mechanical or electrical installations.

.1.5 EASE OF OBTAINING PRODUCTS

- .1 Immediately after signing the contract, be aware of the requirements relating to the delivery of the products and anticipate any delays. If delays in the delivery of the products are foreseeable, notify the professional so that measures can be taken to replace them with replacement products or to make the necessary corrections, and this, sufficiently in advance so as not to delay the work.
- .2 If the professional has not been notified of the foreseeable delivery delays at the beginning of the work, and if it seems likely that the execution of the work will be delayed, the professional reserves the right to replace the planned products with other comparable products that can be delivered more quickly, without the contract price being increased.

.1.6 STORAGE, HANDLING AND PROTECTION OF PRODUCTS

- .1 Handle and store products without damaging, altering or soiling them, and following the manufacturer's instructions, if applicable.
- .2 Store grouped or batch products in their original packaging; leave the packaging, label and manufacturer's seal intact. Do not unpack or untie products before incorporating them into the work.
- .3 Products that are likely to be damaged by the weather must be kept under a weatherproof enclosure.
- .4 Hydraulic binders should not be placed directly on the floor or on a concrete floor, nor be in contact with the walls.

- .5 Sand intended to be incorporated into mortars and grouts must remain dry and clean. Store it on wooden platforms and cover it with waterproof tarpaulins in bad weather.
- .6 Place the timber and materials in sheets, panels on rigid, flat tops, so that they do not rest directly on the ground. Give a low slope to promote the flow of condensation water.
- .7 Store and mix paint products in a heated and well-ventilated room. Every day, remove oily rags and other flammable waste from the workplace. Take all necessary precautions to avoid the risk of spontaneous combustion.
- .8 Replace damaged products at no additional cost, to the satisfaction of the professional.
- .9 Retouch to the satisfaction of the professional the finished surfaces in the factory that have been damaged. Use, for retouching, products identical to those used for the original finish. It is forbidden to apply a finishing or retouching product on the nameplates.

.1.7 TRANSPORT

- .1 Pay the transport costs of the products required for the execution of the work.
- .2 The transport costs of the products supplied by the Client will be borne by the representative of the Contracting Authority. Ensure the unloading, handling and storage of these products.

.1.8 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise specified in the quote, install or install the products according to the manufacturer's instructions. Do not enter into the indications on the labels and containers supplied with the products. Obtain a copy of the manufacturer's written instructions directly.
- .2 Notify the professional in writing of any discrepancies between the requirements of the quotation and the manufacturer's instructions, so that he can take appropriate action.
- .3 If the manufacturer's instructions have not been followed, the professional may demand, without the contractual price being increased, the removal and rest of the products that have been installed or installed incorrectly.

.1.9 QUALITY OF EXECUTION OF THE WORK

- .1 The implementation must be of the best possible quality, and the work must be carried out by tradesmen, qualified in their respective disciplines. Notify the professional if the work to be performed is such that it is unlikely to achieve the expected results.

- .2 Do not hire persons who are unqualified or do not have the necessary arrangements to carry out the work entrusted to them. The architect reserves the right to prohibit access to the site by any person deemed incompetent or negligent.
- .3 Only the architect can settle disputes concerning the quality of execution of the work and the skills of the workforce, and his decision is irrevocable.

.1.10 COORDINATION

- .1 Ensure that the workers collaborate with each other in the realization of the work. Exercise close and constant supervision of their work.
- .2 It is the Contractor's responsibility to ensure the coordination of the work and the installation of crossings, sleeves and accessories.

.1.11 ITEMS TO CONCEAL

- .1 Unless otherwise noted, conceal pipes, conduits and electrical cables in floors, walls and ceilings of rooms and finished areas.
- .2 Before concealing any elements, inform the professional of any abnormal situation. Do the installation according to the professional's instructions.

.1.12 RECLAMATION

- .1 Refer to section 01 73 00 - Execution of work.
- .2 Perform the restoration work required to repair or replace parts or elements of the work found to be defective or unacceptable. Coordinate the work to be carried out on the affected contiguous structures, as required.
- .3 Rehabilitation work must be carried out by specialists familiar with the materials and materials used; the work must be carried out in such a way that no part of the work is damaged or is likely to be damaged.

.1.13 LOCATION OF THE DEVICES

- .1 The location indicated for appliances, power outlets and other electrical or mechanical equipment should be considered approximate.
- .2 Inform the professional of any problem that may be caused by the choice of the location of a device and proceed with the installation according to his instructions.

.1.14 FASTENERS - GENERAL

- .1 Unless otherwise specified, provide metal accessories and fasteners with the same texture, colour and finish as the element to be subjected.
- .2 Avoid any electrolytic action between metals or materials of a different nature.
- .3 Unless stainless steel or other fasteners are prescribed in the relevant section of the specification, use corrosion-proof fasteners and anchorages of hot-dip galvanized steel to subject the outer structures.
- .4 It is important to determine the spacing of anchorages taking into account limit loads and shear strength in order to secure a permanent free anchorage. Dowels made of wood or any other organic matter are not accepted.
- .5 Use as few visible fasteners as possible; space them evenly and place them carefully.
- .6 Fasteners that could cause the crumbling or cracking of the element in which they are anchored will be refused.

.1.15 FASTENERS - MATERIALS

- .1 Use fasteners of standard commercial shapes and dimensions, made of suitable material, with a finish suitable for the intended use.
- .2 Unless otherwise stated, use sturdy fasteners, of semi-fine quality, with hexagonal head. Use stainless steel parts of grade 304 in the case of outdoor installations.
- .3 The bolt rods must not exceed the top of the nuts by a length greater than their diameter.
- .4 Use regular washers on devices and equipment and sheet metal lock washers with soft trim where there are vibrations. To secure appliances and materials on stainless steel elements, use resilient washers.

.1.16 PROTECTION OF WORKS IN PROGRESS

- .1 Do not overload any part of the building. Unless otherwise specified, obtain the written permission of the professional before cutting, drilling or passing a sleeve through a frame element.

.1.17 EXISTING UTILITY NETWORKS

- .1 In the case of making connections to existing networks, carrying them out at times set by the competent local authorities and causing as little inconvenience as possible to the progress of the works, [and/or the occupants of the building] [and pedestrian and vehicular traffic].
- .2 Protect, move or maintain utility pipes that are functional. If pipes are discovered during the work, close them in a manner approved by the responsible authorities, identify the filling points and record them.

.1.18 MATERIAL COMPATIBILITY

- .1 It is essential that the components of the assemblies and the contiguous materials are compatible with each other. Provide the Architect with a written statement certifying that the materials and components of the assemblies are compatible.
- .2 It is the responsibility of each of the stakeholders in the respective sections to ensure compatibility between their products and assemblies and the products and assemblies of the other sections.
- .3 Notify the professional in writing of the incompatibility of certain materials and systems in relation to theirs so that the professional can make the required changes.

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PART 3 - ENFORCEMENT

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Requirements and restrictions for cutting and ragging work.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 11 00 - Summary of Work.
- .2 Section 01 33 00 - Documents and samples to be submitted.
- .3 The relevant technical sections of the estimate, with regard to the cutting and rating work related to the work concerned. It is important to notify the other trades concerned in advance.

.1.3 DOCUMENTS/SAMPLES TO BE SUBMITTED FOR APPROVAL/INFORMATION

- .1 Submit the required documents and samples in accordance with section 01 33 00 - Documents and samples to be submitted.
- .2 Submit a written request before proceeding with any cutting and patching work that may have repercussions on the following:
 - .1 the structural integrity of any element of the work;
 - .2 the integrity of elements exposed to weather or water-repellent elements;
 - .3 the effectiveness, maintenance or safety of functional elements;
 - .4 the aesthetic qualities of the apparent elements;
 - .5 the work of the Contracting Authority or another contractor.
- .3 The application must specify or include the following:
 - .1 the designation of the project;
 - .2 the location and description of the affected items;
 - .3 a statement explaining why it is necessary to carry out the cutting and straightening work requested;
 - .4 a description of the proposed work and the products that will be used;
 - .5 alternatives to cutting and ragging work;
 - .6 the impact of the cutting and regrading work on that carried out by the Contracting Authority or by another contractor;
 - .7 the written permission of the contractor concerned;

.8 the date and time the work will be performed.

.1.4 MATERIALS/MATERIALS

- .1 Materials/materials to achieve identical installation.
- .2 Any changes to materials/materials must be the subject of a request for substitution in accordance with section 01 33 00 - Documents and samples to be submitted.

.1.5 PREPARATORY WORK

- .1 Inspect the site to examine existing conditions and identify elements that may be damaged or displaced during cutting and patching work.
- .2 After uncovering the elements, inspect them for any conditions that may affect the execution of the work.
- .3 Starting the cutting and ragging work means that the existing conditions have been accepted.
- .4 Provide and install supports to ensure the structural integrity of adjacent elements. Provide devices and consider methods to protect the other elements of the structure from damage.
- .5 Provide protection for surfaces that may be exposed to the weather as a result of the discovery of the structure; keep excavations free of water.

.1.6 EXECUTION OF THE WORK

- .1 Carry out the cutting, adjustment and ragging work necessary for the realization of the work.
- .2 Adjust the different elements together so that they integrate well with the rest of the work.
- .3 Uncover the work in such a way as to allow the work to be carried out which, for one reason or another, should have been carried out at another time.
- .4 Remove or replace defective or non-compliant items.
- .5 Provide openings in the non-load-bearing elements of the structure for crossing the mechanical and electrical installations.
- .6 Use methods that will not damage the other elements of the structure and that will make it possible to obtain surfaces suitable for ragging and finishing work.
- .7 Retain the services of the initial installer for the cutting and resurfacing of water-repellent elements, elements exposed to the weather as well as exposed surfaces.
- .8 Cut rigid materials with a masonry saw or drill biter. Without prior authorization, it is forbidden to use pneumatic or percussion tools on masonry structures.

- .9 Restore the work with new products, in accordance with the requirements of Contractual Documents.
- .10 Adjust the structure [tightly] around pipes, sleeves, air ducts and electrical conduits as well as other through elements.
- .11 Unless otherwise noted, conceal pipes, air conducts and wiring in the walls, ceilings and floors of rooms and finished areas.

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PART 3 - ENFORCEMENT

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Cleaning to be carried out during the execution of the work.
- .2 Final cleaning.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 73 00 - Execution of work;
- .2 Section 01 77 00 - Completion of work.

.1.3 CLEANLINESS OF THE CONSTRUCTION SITE

- .1 Keep the site clean and free from any accumulation of debris and scrap materials, other than those generated by the Owner or other contractors.
 - .2 Evacuate debris and scrap materials from the site daily, at predetermined hours, or dispose of them according to the professional's instructions. Scrap materials must not be burned on the site, unless this method of disposal is authorized by the professional.
 - .3 Make the necessary arrangements and obtain permits from the competent authorities for the disposal of debris and scrap materials.
 - .4 Provide containers on the construction site for the disposal of debris and scrap materials.
 - .1 All containers must be paid for and disposed of by the Contractor.
 - .5 Provide and use separate and identified containers for recycling.
 - .6 Dispose of debris and scrap materials off the job site and deposit them in waste containers at the end of each work period.
 - .7 Clean interior surfaces before finishing work begins and keep these areas free of dust and other impurities during the work.
 - .8 Store volatile waste in closed metal containers and dispose of it out of the canker at the end of each work period.
 - .9 Ensure good ventilation of the premises during the use of volatile or toxic substances. However, it is forbidden to use the building's ventilation system for this purpose.
 - .10 Use only the cleaning products recommended by the manufacturer of the surface to be cleaned, and use them according to the recommendations of the manufacturer of the products in question.
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- .11 Establish the cleaning schedule so that dust, debris and other raised dirt do not fall back on freshly painted wet surfaces and contaminate building systems.

.1.4 FINAL CLEANING

- .1 Upon substantial completion of the work, remove surplus materials, tools, and building equipment and materials that are no longer required to perform the rest of the work.
 - .2 Remove debris and scrap materials, except those generated by other contractors, and leave the premises clean and ready to occupy.
 - .3 Before the final inspection, remove excess materials, tools, equipment and construction materials.
 - .4 Remove debris and scrap materials, other than those generated by the Contracting Authority or other contractors.
 - .5 Evacuate hors scrap materials from the site at predetermined hours or dispose of them according to the professional's instructions. Scrap materials must not be burned on the site, unless this method of disposal is authorized by a professional.
 - .6 Make the necessary arrangements and obtain permits from the competent authorities for the disposal of debris and scrap materials.
 - .7 Clean and polish glazing, mirrors, hardware, wall tiles, chrome or enamelled surfaces, laminate surfaces, stainless steel or enamel-porcelain elements as well as mechanical and electrical appliances. Replace any broken, scratched or damaged glazing.
 - .8 Remove dust, stains, marks and scratches from decorative structures, mechanical and electrical appliances, furniture, walls, doors, windows and floors.
 - .9 Clean reflectors, diffusers and other lighting surfaces.
 - .1 Protect all deflectors of suspended luminaires to prevent them from being dusted.
 - .10 Dust the interior surfaces of the building and vacuum it, not forgetting to clean behind the gates, louvres, registers and musketeers.
 - .11 Wax, soap, seal or treat floor coverings appropriately according to the manufacturer's instructions.
 - .12 Review finishes, accessories and materials to ensure that they meet prescribed requirements for performance and quality of workmanship.
 - .13 Sweep and clean sidewalks, steps and other outdoor surfaces; sweep or rake the rest of the field.
 - .14 Remove dirt and other elements that disturb the exterior surfaces.
 - .15 Clean and sweep roofs, gutters, English courtyards and window wells.
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- .16 Sweep and clean hard-coated surfaces.
- .17 Thoroughly clean materials and appliances, and clean or replace filters in mechanical systems.
- .18 Clean roofs, downspouts as well as drains, drains and drains.

PART 2 - PRODUCT

.21 NOT APPLICABLE

PART 3 - ENFORCEMENT

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Administrative procedures prior to the preliminary and final inspections of the works.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 78 00 - Documents/Items to be submitted upon completion of the work.

.1.3 ADMINISTRATIVE PROCEDURES

- .1 Procedure for acceptance of works
 - .1 Inspection performed by the Contractor: The Contractor must inspect the work, identify defects and failures and make the necessary repairs to ensure that everything complies with the requirements of the Contractual Documents.
 - .1 Notify professionals in writing once the Contractor inspection is complete, and submit a document attesting that the corrections have been made.
 - .2 Then submit a request for the work to be inspected by professionals.
 - .2 Inspection carried out by professionals
 - .1 The professionals will carry out with the Contractor an inspection of the work in order to identify defects and failures.
 - .2 The Entrepreneur must make the requested corrections.
 - .3 Completion of tasks: submit a document written in French certifying that the tasks indicated below have been completed.
 - .1 Deficiencies and defects identified during inspections have been corrected.
 - .2 Devices, equipment and systems have been tested, tuned and balanced, and are fully operational.
 - .3 The necessary training in the operation of the apparatus, equipment and systems has been given to the Owner's staff.
 - .4 The work is finished and ready for final inspection.
- .4 Final inspection

- .1 When all the tasks mentioned above have been completed, submit a request for the work to be submitted to the final inspection, which will be carried out jointly by the representative of the client, the professionals and the Contractor.
- .2 If the work is deemed incomplete by the client's representative and/or professionals, complete the elements that have not been carried out and submit a new request for inspection.
- .5 Declaration of substantial completion: Where the client's representative and the professionals consider that the deficiencies and defects have been corrected and the contractual requirements appear to be largely met, submit a request for the production of a certificate of substantial completion of the work.
- .6 Beginning of the guarantee period and the period of exercise of the right of retention: The date of acceptance by the Contracting Authority of the declaration of substantial completion of the works submitted will be the date of the beginning of the period of exercise of the right of retention and the guarantee period, unless otherwise prescribed by the regulations relating to the right of retention in force at the place of the works.
- .7 Final payment
 - .1 Where the representative of the contracting authority and the professionals consider that the deficiencies and defects have been corrected and that the contractual requirements have been fully met, submit a request for final payment.
 - .2 If the work is deemed incomplete by the representative of the client and by the professionals, complete the elements that have not been carried out and submit a new request for inspection.
- .8 Payment of the holdback: After the issuance of the certificate of substantial completion of the work, submit a request for payment of the deduction in accordance with the provisions of the contractual agreement.

.1.4 FINAL CLEANING

- .1 Perform cleaning work in accordance with section 01 74 00 - Cleaning.
 - .1 Evacuate surplus materials/materials, waste, tools and equipment from the construction site.

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PAEXECUTION

.3.1 NOT APPLICABLE

END OF SECTION

PART 1 - GENERAL

.1.1 CONTENTS OF THE SECTION

- .1 Project file, samples and quotes.
- .2 Hardware and devices.
- .3 Technical data sheets, materials, finishing materials and products, and related information.
- .4 Operations and maintenance sheets and manuals .
- .5 Replacement materials/materials, special tools and spare parts.
- .6 Guarantees and guarantees.

.1.2 RELATED REQUIREMENTS

- .1 Section 01 45 00 - Quality Control;
- .2 Section 01 77 00 - Completion of work.

.1.3 ADMINISTRATIVE PROCEDURES

.1.4 DOCUMENTS/SAMPLES TO BE SUBMITTED FOR APPROVAL/INFORMATION

- .1 Submit the required documents and samples in accordance with section 01 33 00 - Documents and samples to be submitted.
- .2 Instructions must be prepared by competent persons with the required knowledge of the operation and maintenance of the products described.
- .3 The submitted copies will be returned after the final inspection of the works, accompanied by the comments of the Architect. The submitted copies will be returned after the final inspection of the works, accompanied by the comments of the professionals.
- .4 If necessary, review the content of documents before resubmitting them.
- .5 Two (2) weeks before substantial completion of the work, submit to the architect one (1) digital copy and one (1) paper copy of the operations and maintenance manuals, in English.
- .6 Replacement materials and materials, special tools and spare parts supplied must be of the same quality of manufacture as the products used for the execution of the work.
- .7 Upon request, provide documentation confirming the type, source of supply and quality of the products supplied.

- .8 Defective products will be rejected, even if they have previously been inspected, and they will need to be replaced at no additional cost. Assume the cost of transporting these products.

.1.5 PRESENTATION

- .1 Present the data in the form of an instruction manual.
- .2 Use rigid vinyl bindings with three (3) D-rings, 219 mm x 279 mm loose leaf, with back and sleeves.
- .3 When multiple bindings are required, group the data in a logical order.
 - .1 Indicate the contents of the bindings on the back of each.
- .4 On the cover page of each binding, the document designation, i.e. "Project File", typed or printed in block letters, the project designation and the table of contents must be indicated.
- .5 Organize the content in logical order of the operations, according to the numbers of the sections of the quote and the order in which they appear in the table of contents.
- .6 Provide, for each product and system, a tabbed separator on which the product description and the list of the main equipment parts must be typed.
- .7 The text must consist of printed data provided by the manufacturer or typed data.
- .8 Equip the drawings with a reinforced and perforated tab.
 - .1 Insert them into the binding and fold the large drawings according to the format of the text pages.

.1.6 CONTENTS OF THE PROJECT FOLDER

- .1 Table of contents for each volume: indicate the designation of the project;
 - .1 the date of filing of documents;
 - .2 the name, address and telephone number of the professionals and the contractor and the names of their representatives;
 - .3 a list of products and systems, indexed according to the contents of the volume.
- .2 For each product or system, indicate the following:
 - .1 the name, address and telephone number of subcontractors and suppliers, as well as local distributors of equipment and spare parts.
- .3 Data sheets: mark each sheet to clearly identify specific products and parts as well as installation data; delete any irrelevant information.

- .4 Drawings: drawings are used to complete the data sheets and to illustrate the relationship between the different elements of the equipment and systems; they include the control and principle schemes.
- .5 Typed text: as needed, to complete the data sheets.
 - .1 Give instructions in a logical order for each intervention, incorporating the manufacturer's instructions prescribed in section [01 45 00 - Quality Control].
- .6 In addition to drawings, data sheets and maintenance manuals, each volume must contain:
 - .1 CCQ certificate indicating that all expenses have been paid;
 - .2 CNESST certificate indicating that all expenses related to the project have been paid;
 - .3 Confirmation of closure of the CNESST site;
 - .4 Final receipts from all subcontractors.

.1.7 DOCUMENTS AND SAMPLES TO BE INCLUDED IN THE PROJECT FILE

- .1 In addition to the documents mentioned in the General Conditions, keep on the site, for the benefit of the representative of the client and professionals, a copy or set of the following documents:
 - .1 contractual drawings;
 - .2 quote;
 - .3 addendum;
 - .4 change orders and other amendments to the contract;
 - .5 revised workshop inserts, data sheets and samples;
 - .6 records of on-site testing;
 - .7 inspection certificates ;
 - .8 certificates issued by manufacturers;
 - .9 approved and updated work schedules;
 - .10 additional drawings issued.
- .2 Store documents and samples from the project file in the site office, separately from the work execution documents.
- .3 Label the documents and classify them according to the list of section numbers indicated in the table of contents of the specifications.
- .4 Keep project file documents clean, dry and legible.

- .1 Do not use them as work execution documents.
- .5 The client's representative and consultants must have access to the documents and documents in the project file for inspection purposes.

.1.8 LOGGING DATA TO THE PROJECT FOLDER

- .1 Record information on a set of opaque drawings and in a copy of the project file.
- .2 Record information using felt-tipped markers with a different colour for each major system.
- .3 Record information as the work progresses.
 - .1 Do not conceal works until the required information has been recorded.
- .4 Contract drawings and shop drawings: indicate each piece of data in such a way as to show the works as they are, including the following.
 - .1 The measured depth of the foundation elements relative to the level of the first finished floor.
 - .2 The location, measured in the horizontal and vertical planes, of utility pipes and underground accessories in relation to permanent surface developments.
 - .3 The location of utility pipes and interior fittings, measured in relation to visible and accessible building elements.
 - .4 On-site changes to the dimensions and details of the structures.
 - .5 Changes made as a result of change orders .
 - .6 Details that do not appear on the Origine Contractual Documents.
 - .7 Reference standards for shop drawings and related modifications.
- .5 Specification: Enter each data to describe the works as they are, including the following.
 - .1 The name of the manufacturer, the trademark and the catalogue number of each product actually installed, and in particular optional and replacement elements.
 - .2 Changes that are subject to addenda or change orders.
- .6 Other documents: keep [manufacturers' certificates] [inspection certificates,] [records of on-site testing] prescribed in each of the technical sections of the specification.
- .7 If applicable, provide the digital photos to be included in the project file.

.1.9 MATERIALS AND SYSTEMS

- .1 For each piece of material and for each system, give a description of the whole and its constituent parts.

- .1 Indicate the characteristic curves, together with technical data and test results; also give the complete list and the commercial number of parts that can be replaced.
- .2 Provide lists of supply circuits (distribution panels), with indication of electrical characteristics, control circuits and telecommunications circuits.
- .3 Provide chromocoded wiring diagrams of installed hardware.
- .4 Methods of operation: indicate the instructions and sequences for start-up, running-in and normal operation, as well as the following instructions:
 - .1 instructions for regulation, ordering, stopping, decommissioning and emergency manoeuvring;
 - .2 summer and winter operating instructions and any other special instruction.
- .5 Maintenance: Provide instructions for routine maintenance and fault finding , as well as instructions for disassembling, repairing and reassembling, aligning, adjusting, balancing and checking elements and networks.
- .6 Provide maintenance and lubrication schedules and a list of lubricants required.
- .7 Provide written instructions from the manufacturer regarding the operation and maintenance of the components.
- .8 Provide descriptions of the sequence of operations prepared by the various manufacturers of control/control devices and devices.
- .9 Provide the original manufacturer's parts list as well as illustrations, drawings and assembly diagrams necessary for maintenance.
- .10 Provide a list of spare parts from the original manufacturer with current prices and recommended quantities to keep in stock.
- .11 Provide the test and balancing reports prescribed in sections 01 45 00 - Quality Control.
- .12 Additional requirements: according to the requirements of the various technical sections of the quote.

.1.10 MATERIALS AND FINISHING PRODUCTS

- .1 Building materials, finishing products and other products to be applied: provide the technical data sheets and indicate the catalogue number, dimensions, composition as well as the colour and texture designations of the products and materials.
- .2 Provide instructions regarding cleaning agents and methods as well as recommended cleaning and maintenance schedules, and indicate precautions to be taken against harmful methods and harmful products.

- .3 Water repellents and weather-exposed products: provide the manufacturer's recommendations for cleaning agents and methods, as well as recommended cleaning and maintenance schedules, and indicate pre-hatchings for harmful methods and harmful products.
- .4 Additional requirements: according to the requirements of the various technical sections of the quote.

.1.11 MAINTENANCE MATERIALS/MATERIALS

- .1 Spare parts
 - .1 Provide spare parts according to the quantities prescribed in the different technical sections of the quote.
 - .2 The spare parts supplied must come from the same manufacturer and be of the same quality as the elements incorporated into the work.
 - .3 Deliver and store the parts of rechange at the place indicated by the representative of the client.
 - .4 Receive and list all parts.
 - .1 Submit the inventory list to the client's representative
 - .2 Insert the approved list in the maintenance manual.
 - .5 Keep a receipt of all delivered parts and submit it before final payment.
- .2 Materials/Replacement Materials
 - .1 Provide materials and replacement materials according to the quantities indicated in the different technical sections of the devis.
 - .2 Replacement materials and materials must come from the same manufacturer and be of the same quality as the materials and materials incorporated into the work.
 - .3 Deliver and store replacement materials/materials at the location indicated by the owner's representative.
 - .4 Receive and list replacement materials and materials.
 - .1 Submit the inventory list to the representative of the client.
 - .2 Insert the approved list in the maintenance manual.
 - .5 Keep a receipt for all materials and materials delivered and submit it before final payment.

.1.12 TRANSPORTATION, STORAGE AND HANDLING

- .1 Store spare parts, replacement materials and materials as well as special tools to prevent damage or deterioration.
- .2 Store spare parts, materials and replacement materials in their original packaging kept in good condition and bearing the manufacturer's seal and label intact.
- .3 Store elements that may be damaged by the weather in weatherproof enclosures.
- .4 Store paint and products that may freeze in a heated and ventilated room.
- .5 Evacuate damaged or deteriorated items or products, replace them with new ones at no additional cost, and submit them to professionals for review

PART 2 - PRODUCT

.2.1 NOT APPLICABLE

PART 3 - ENFORCEMENT

.3.1 NOT APPLICABLE

END OF SECTION