



# SPECIFICATIONS

**SOLICITATION #:** 22-58059

**BUILDING:** M-50,  
1200 Montreal Road,  
Ottawa, Ontario

**PROJECT:** M50 Room 066 Modifications

**PROJECT #:** 6084

**Date:** September 2022



# **SPECIFICATION**

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## Construction Tender Form

### Project Identification      M50 Room 066 Modifications

**Tender No.:**      22-58059

#### 1.2 **Business Name and Address of Tenderer**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person(Print Name) \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

#### 1.3 **Offer**

I/We the Tenderer, hereby offer to Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the National Research Council Canada to perform and complete the work for the above named project in accordance with the Plans and Specifications and other Tender Documents, at the place and in the manner set out therein for the Total Tender Amount (to be expressed in numbers only) of: \$\_\_\_\_\_. \_\_\_\_\_  
**in lawful money of Canada (excluding GST/HST)**

The above amount is inclusive of all applicable (\*) Federal, Provincial and Municipal taxes except that in the event of a change in any tax imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act, the Customs Tariff or any provincial sales tax legislation imposing a retail sales tax on the purchase of tangible personal property incorporated into Real Property, that occurs

- .1      after the date this tender was mailed or delivered, or
- .2      if this tender is revised, after the date of the last revision

the amount of this offer shall be decreased or decreased in the manner provided for in GC22 of the General Conditions of the Contract Documents.

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National Research Council Canada	Conseil national de recherches Canada
Finance and Procurement Services Branch	Direction des services financiers et d'approvisionnement

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### **1.3.1 Offer** (continued)

(\* ) For the purpose of this tender, the Goods and Services Tax (GST) is not to be considered as an applicable tax.

In the province of Quebec, the Quebec Sales Tax is not to be included in the tender amount because the Federal Government is exempt from this tax. Tenderers shall make arrangements directly with the provincial Revenue Department to recover any tax they may pay on good and services acquired in the performance of this contract. However, tenderers should include in their tender amount Quebec Sales Tax for which an Input Tax Refund is not available.

### **1.4 Acceptance and Entry into Contract**

I/We undertake, within fourteen (14) days of notification of acceptance of my/our offer, to sign a contract for the performance of the work provided I/we are notified, by the Department, of the acceptance of my/our offer within 30 days of the tender closing date.

### **1.5 Construction Time**

I/We Agree to complete the work within the time stipulated in the specification from the date of notification of acceptance of my/our offer.

### **1.6 Bid Security**

I/We herewith enclose tender security in accordance with Article 5 of the General Instruction to Tenderers.

I/We understand that if a security deposit is furnished as tender security and if I/we refuse to enter into a contract when called upon to do so, my/our security deposit shall be forfeited but the Minister may, if it is in the public interest, waive the right of Her Majesty to forfeit the security deposit.

I/We understand that if the security furnished is not in the approved form as described in Article 5 of the General Instructions to Tenderers, my/our tender is subject to disqualification.

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National Research Council      Conseil national de recherches  
Canada                              Canada

Finance and Procurement      Direction des services financiers  
Services Branch                    et d'approvisionnement

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**1.7      Contract Security**

Within fourteen (14) days after receipt of written notification of the acceptance of my/our offer, I/we will furnish contract security in accordance with the Contract Conditions "F" of the Contract Documents.

I/We understand that the contract security referred to herein, if provided in the form of a bill of exchange, will be deposited into the Consolidated Revenue Fund of Canada.

**1.8      Appendices**

This Tender Form includes Appendix No. \_\_\_\_\_N/A\_\_\_\_\_.

**1.9      Addenda**

The Total Tender Amount provides for the Work described in the following Addenda:

NUMBER	DATE	NUMBER	DATE

**(Tenderers shall enter numbers and dates of addenda)**

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National Research Council Canada	Conseil national de recherches Canada
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Finance and Procurement Services Branch	Direction des services financiers et d'approvisionnement
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**1.10 Execution of Tender**

The Tenderer shall refer to Article 2 of the General Instructions to Tenderers.

**SIGNED, ATTESTED TO AND DELIVERED on the \_\_\_\_\_ day of  
\_\_\_\_\_ on behalf of**

\_\_\_\_\_  
(Type or print the business name of the Tenderer)

**AUTHORIZED SIGNATORY (IES)**

\_\_\_\_\_  
(Signature of Signatory)

\_\_\_\_\_  
(Print name & Title of Signatory)

\_\_\_\_\_  
(Signature of Signatory)

\_\_\_\_\_  
(Print name & Title of Signatory)

**SEAL**

## BUY AND SELL NOTICE

### M50 Room 066 Modifications

The National Research Council Canada, 1200 Montreal Road Ottawa, has a requirement for a project that includes:

The proposed scope of work includes room 066 modifications with new mechanical in Building M50 located at the Montreal Road Campus of the National Research Council of Canada.

#### 1. GENERAL

Questions regarding any aspect of the project are to be addressed to and answered only by the Departmental Representative (or his designate) or the Contracting Authority.

Any information received other than from the Departmental Representative (or his designate) or the Contracting Authority will be disregarded when awarding the contract and during construction.

Firms intending to submit tenders on this project should obtain tender documents through the Buyandsell.gc.ca TMA services provider. Addenda, when issued, will be available from the Buyandsell.gc.ca TMA service provider. Firms that elect to base their bids on tender documents obtained from other sources do so at their own risk and will be solely responsible to inform the tender calling authority of their intention to bid. Tender packages are not available for distribution on the actual day of tender closing.

#### 2. MANDATORY SITE VISIT

It is mandatory that the bidder attends one of the site visits at the designated date and time. At least one representative from proponents that intend to bid must attend.

The site visits will be held on September 20<sup>th</sup> and September 21<sup>st</sup> 2022 at **10:00 am**. Meet Mark O'Connor at Building M-50, Main Entrance, 1200 Montreal Road, Ottawa, ON. Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and their tenders, therefore, will be considered as non-responsive. **NO EXCEPTIONS WILL BE MADE.**

As proof of attendance, at the site visit, the Contracting Authority will have an Attendance Form which **MUST** be signed by the bidder's representative. It is the responsibility of all bidders to ensure they have signed the Mandatory Site Visit Attendance form prior to leaving the site. Proposals submitted by bidders who have not attended the site visit or failed to sign the Attendance Form will be deemed non-responsive.

#### 3. CLOSING DATE

Closing date is October 4<sup>th</sup>, 2022, 14:00

#### 4. TENDER RESULTS

Following the Tender closing, the tender results will be sent by email to all Contractors who submitted a tender.

#### 5. SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

## 5.1 MANDATORY SECURITY REQUIREMENT:

This procurement contains a mandatory security requirement as follows:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Director (CISD), Public Works Government Services Canada.
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor must comply with the provisions of the:
  - a. Security Requirements Checklist attached at Appendix "D"
  - b. Industrial Security Manual (Latest Edition) available at: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>

## 5.2 VERIFICATION OF SECURITY CLEARANCE AT BID CLOSING

1. The Bidder must hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), **TO BE INCLUDED WITH THEIR TENDER OR PROVIDED WITHIN 48 HOURS FROM THE DATE AND TIME OF TENDER CLOSING.** Verifications will be made through CISD to confirm the security clearance status of the Bidder. Failure to comply with this requirement will render the bid non-compliant and no further consideration will be given to the bid.
2. Within 72 hours of tender closing, the General Contractor must name all of his sub-contractors, each of whom must hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC, or any other Federal Department or Agency along with the names and birthdates or security clearance certificate numbers of all personnel who will be assigned to the project.
3. It is to be noted that any subcontractor required to perform any part of the work during the performance of the subsequent contract must also adhere to the mandatory security requirement of the contract. As well, no personnel without the required level of security will be allowed on site. It will be the responsibility of the successful bidder to ensure that the security requirement is met throughout the performance of the contract. The Crown will not be held liable or accountable for any delays or additional costs associated with the contractor's non-compliance to the mandatory security requirement. Failure to comply with the mandatory security requirement will be grounds for being declared in default of contract.
4. For any enquiries concerning the project security requirement during the bidding period, the Bidder/Tenderer must contact the Security Officer @ 613-993-8956.

## 6. WSIB (WORKPLACE SAFETY AND INSURANCE BOARD)

All Bidders must provide a valid WSIB certificate with their Tender or prior to contract award.

## 7. OFFICE OF THE PROCUREMENT OMBUDSMAN

1. Clause for solicitation documents and regret letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding

the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information about OPO, including the available services, please visit the OPO website.

## 2. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 3. Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

The Departmental Representative or his designate for this project is: Mark O'Connor  
[Mark.O'Connor@nrc-cnrc.gc.ca](mailto:Mark.O'Connor@nrc-cnrc.gc.ca)  
Telephone: (613) 301-3576

Contracting Authority for this project is: Collin Long  
[Collin.Long@nrc-cnrc.gc.ca](mailto:Collin.Long@nrc-cnrc.gc.ca)

## INSTRUCTIONS TO BIDDERS

### Article 1 – Receipt of Tender

- 1a) Tender must be received **by email only** not later than the specified tender closing time. Electronic bids received after the indicated closing time - NRC servers received time - will be irrevocably rejected. Bidders are urged to send their proposal sufficient time in advance of the closing time to prevent any technical issues. NRC will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time. Tenders received after this time are invalid and shall not be considered, regardless of any reason for their late arrival.
- 1b) A letter of printed telecommunication from a bidder quoting a price shall not be considered as a valid tender unless a formal tender has been received on the prescribed Tender Form.
- 1c) Bidders may amend their tenders by **email only** provided that such amendments are received not later than the specified tender closing time.
- 1d) Any amendments to the tender which are transmitted by **email only** must be signed and must clearly identify the tenderer.

All such amendments are to be addressed to:  
National Research Council of Canada  
Collin Long, Senior Contracting Officer

[Collin.Long@nrc-cnrc.gc.ca](mailto:Collin.Long@nrc-cnrc.gc.ca)

### Article 2 – Tender Form & Qualifications

- 1) All tenders must be submitted on the Construction Tender Form and the tender must be signed in compliance with the following requirements:
  - a) Limited Company: The full names of the Company and the name(s) and status of the authorized signing officer(s) must be printed in the space provided for that purpose. The signature(s) of the authorized officer(s) and the corporate seal must be affixed.
  - b) Partnership: The firm name and the name(s) of the person(s) signing must be printed in the space provided. One or more of the partners must sign in the presence of a witness who must also sign. An adhesive colored seal must be affixed beside each signature.
  - c) Sole Proprietorship: The business name and the name of the sole proprietor must be printed in the space provided. The sole proprietor must sign in the presence of a witness who must also sign. An adhesive coloured seal must be affixed beside each signature.
- 2) Any alterations in the printed part of the Construction Tender Form or failure to provide the information requested therein, may render the tender invalid.
- 3) All space in the Construction Tender Form must be completed and any handwritten or typewritten corrections to the parts so completed must be initialed immediately to the side of the corrections by the person or persons executing the tender on behalf of the tenderer.
- 4) Tenders must be based on the plans, specifications and tender documents provided.

- 5) A proposal submitted by a bidder whose Board of Directors or proprietor (s) are in majority the same as a former vendor who has declared bankruptcy while performing work for NRC over the last 7-years from the date of issuance of this RFP may be rejected and not eligible for award at NRC's sole discretion. In such case, NRC will advise the ineligible proponent(s).
- 6) A proposal submitted by a bidder who has had a previous contracts cancelled by NRC due to lack of performance within 3 years from the issuance date of this RFP may be rejected and not eligible for award at NRC's sole discretion. In such case, NRC will advise the ineligible proponent (s).
- 7) If there is discrepancy between the English version and the French version of this document and any of the attachments and amendments, the English version will take precedence.

#### Article 3 - Contract

- 1) The Contractor will be required to sign a contract similar to the Standard Contract Form for Fixed Price Construction Contracts, a blank specimen of which is enclosed in the package for reference purposes.

#### Article 4 – Tender Destination

- 1a) Tenders are to be submitted **by email only**:  
National Research Council Canada

[Collin.Long@nrc-cnrc.gc.ca](mailto:Collin.Long@nrc-cnrc.gc.ca)

Endorsed "Tender for (insert title of work as it appears in the drawings and specifications)" and must bear the name and address of the tenderer.

- 1b) Unless otherwise specified, the only documents required to be submitted with the tender are the Tender form and the Bid Security.

#### Article 5 - Security

- 1a) Bid Security is required and must be submitted in one of the following forms:
  - i) bonds of the Government of Canada, or bonds unconditionally guaranteed as to principal and interest by the Government of Canada; **OR**
  - ii) a bid bond.
- 1b) Regardless of the Bid Security submitted, it should never be more than \$250,000 maximum, calculated at 10% of the first \$250,000 of the tendered price, plus 5% of any amount in excess of \$250,000.
- 1c) Bid Security shall accompany each tender or, if forwarded separately from the tender, shall be provided not later than the specified tender closing time. Bid bond or E-bond Security must be in the ORIGINAL form. PDF via email is acceptable. **FAILURE TO PROVIDE THE REQUIRED BID SECURITY SHALL INVALIDATE THE TENDER.**
- 1d) The successful tenderer is required to provide security within 14 days of receiving notice of tender acceptance. The tenderer must furnish EITHER:

- i) a Security Deposit as described in 1(b) above together with a Labour and Material Payment Bond in the amount of at least 50% of the amount payable under the contract, OR
  - ii) a Performance Bond and a Labour and Material Payment Bond – each in the amount of 50% of the amount payable under the contract.
- 1e) Bonds must be in an approved form and from the companies whose

bonds are acceptable to the Government of Canada. Samples of the approved form of Bid Bond, Performance Bond and Labour and Material Payment Bond and a list of acceptable Bonding Companies may be obtained from the Contracting Officer, National Research Council, Building M-58, Montreal Road, Ottawa, Ontario, K1A 0R6.

#### Article 7 – Sales Tax

- 1) The amount of the tender shall include all taxes as levied under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or the Customs Tariff, in force or applicable at the time.
- 1) In Quebec, the Provincial Sales Tax should not be included in the Tender Price as the Federal Government is exempt. Tenderers should contact the Provincial Revenue Minister to recover all taxes paid for goods and services rendered under this contract.

Tenderers must include in their Tender Price the amount of Provincial Sales Tax for which the exemption does not apply.

#### Article 8 – Examination of Site

- 1) All parties tendering shall examine the sites of the proposed work before sending in their tender and make themselves thoroughly acquainted with the same and obtain for themselves any and all information that may be necessary for the proper carrying out of the Contract. No after claim will be allowed or entertained for any work or material that may be requisite and necessary for the proper execution and completion of this Contract with the exception of that provided for under GC 35 in the General Conditions of the General Specification.

#### Article 9 – Discrepancies, Omissions, Etc.

- 1a) Bidders finding discrepancies in, or omissions from, drawings, specifications or other documents, or having any doubt as to the meaning or intent of any part thereof, should at once notify the Engineer who will send written instructions or explanation to all bidders.
- 1b) Neither the Engineer nor the Council will be responsible for oral instructions.
- 1c) Addenda or corrections issued during the time of the bidding shall be covered in the proposal. However, the contract supersedes all communications, negotiations and agreements, either written or oral, relating to the work and made prior to the date of the contract.

#### Article 10 – No additional Payments for Increased Costs

- 1) The only other adjustments in the contract price allowed are those specified in the General Conditions of the General Specification. The contract price will not be amended for change in freight rates, exchange rates, wage rates or cost of materials, plant or services.

#### Article 11 – Awards

- 1a) The Council reserves the power and right to reject tenders received from parties who cannot show a reasonable acquaintance with and preparation for the proper performance of the class of work herein specified and shown on plans. Evidence of such competence must be furnished by the tenderers if required to do so.
- 1b) A tenderer may be required to furnish to the Contracting Office, National Research Council of Canada, Building M-58, 1200 Montreal Road, Ottawa, Ontario, K1A 0R6, Canada, unsigned copies of the insurance requirements as covered by the Insurance Conditions of the General Specification.
- 1c) The Council does not bind itself to accept the lowest or any tender.

#### Article 12 – Harmonized Sales Tax

- 1) The Harmonized Sales Tax (HST) which is now in effect shall be considered an applicable tax for the purpose of this tender. However, the bidder shall NOT include any amount in the bid price for said HST. The successful contractor will indicate on each application for payment as a separate amount the appropriate HST the Owner is legally obliged to pay. This amount will be paid to the Contractor in addition to the amount certified for payment under the Contract in addition to the amount certified for payment under the Contract and will therefore not affect the Contract Price. The Contractor agrees to remit any HST collected or due to Revenue Canada.

## Non-resident contractors

RST guide 804

Published August 2006

ISBN: 1-4249-2007-8 (Print), **1-4249-2009-4 (PDF)**, **1-4249-2008-6 (HTML)**

## Publication Archived

**Notice to the reader: For Retail Sales Tax (RST)** – On July 1, 2010 the 13 per cent Harmonized Sales Tax (HST) took effect in Ontario replacing the existing provincial Retail Sales Tax (RST) and combining it with the federal Goods and Services Tax (GST). As a result, RST provisions described on this page and in other publications ended on June 30, 2010.

Effective July 1, 2010 this publication was archived for RST purposes **only**. Use caution when you refer to it, since it reflects the law in force for RST at the time it was released and may no longer apply.

- The information in this Guide explains the Retail Sales Tax (RST) responsibilities of a non-resident contractor who is awarded a construction contract to perform work in Ontario and their Ontario customers. Please note that this Guide replaces the previous version dated March 2001.

## Non-Resident Contractor Defined

A non-resident contractor is a contractor located outside Ontario who has been awarded a construction contract to perform work in Ontario, and who has not maintained a permanent place of business in Ontario continuously for twelve months immediately prior to signing the contract, or which is not a company incorporated under the laws of Ontario. A construction contract is a contract for the erection, remodelling or repair of a building or other structure on land.

A contractor is a person who is in the business of constructing, altering, repairing or improving real property and includes, but is not limited to,

1. a general contractor and subcontractor,
2. a carpenter, bricklayer, stonemason, electrician, plasterer, plumber, painter, decorator, paver, and bridge builder,
3. a sheet metal, tile and terrazzo, heating, air conditioning, insulation, ventilating, papering, road, roofing and cement contractor, who installs or incorporates items into real property. (See RST [Guide 206 - Real Property and Fixtures](#)).

## Registration and Guarantee Deposit

Non-resident contractors who are awarded a construction contract in Ontario are required to register with the Ministry of Finance (ministry), Centralized Programs Unit and post a guarantee equal to 4 per cent of the total of each Ontario contract. The guarantee can be paid in cash, by certified cheque (payable to the Minister of Finance), letter of credit or by a guarantee bond.

To register with the ministry and to obtain further information on posting a guarantee, contractors should contact the ministry's Centralized Programs Unit, 33 King Street West, PO Box 623, Oshawa, Ontario, L1H 8H7, toll-free 1 866 ONT-TAXS (1 866 668-8297) or fax to 905 435-3617.

Non-resident contractors who sell taxable goods on a supply only basis to Ontario customers, or provide taxable services in Ontario, may obtain a regular Vendor Permit to collect and remit RST on their sales. Non-resident contractors who have been issued a regular Vendor Permit must still register separately with the ministry and post a guarantee if they are awarded a construction contract in Ontario.

## Letter of Compliance

After receiving the guarantee, the ministry mails out two copies of a "letter of compliance" to the contractor certifying the Retail Sales Tax (RST) requirements have been met. Contractors must give a copy of the letter to their customers.

If a copy of the compliance letter is not provided, the customer must withhold 4 per cent of all amounts payable to the non resident contractor and pay the withheld amounts to the Minister of Finance (minister). Details relating to the contract should be sent along with the payments to the Centralized Programs Unit. Customers may give the minister a guarantee bond equal to 4 per cent of the total contract price instead of making the 4 per cent payments.

Note: Customers who do not follow these requirements may be held liable for 4 per cent of all amounts payable to the non resident contractor or any other amount that the Ministry deems to be the RST payable resulting from the performance of the contract.

## Calculation of RST

### ***Fair Value***

RST is payable on the "fair value" of materials, purchased or brought into Ontario, to be used for work performed in Ontario. "Fair value" includes:

- the purchase price in Canadian funds;
- all charges by the supplier for handling and delivery, and
- any federal customs duties and excise taxes paid (but not the federal Goods and Services Tax (GST)).

Contractors are also required to pay RST to Ontario suppliers on the purchase, rental or lease of taxable services, materials, machinery, or equipment.

### ***Machinery and Equipment - Leased***

If machinery or equipment is leased from a supplier outside Ontario and brought into the province, RST is payable on the lease payments for the period the machinery or equipment is in Ontario.

### ***Machinery and Equipment - Owned by Contractor***

If machinery or equipment is owned by the contractor, RST may be calculated in one of the following ways:

- a. If a contractor brings machinery and equipment into Ontario for less than 12 months' use, RST is to be calculated using the following formula:

$$1/36 \times \text{net book value at date of import} \times \text{number of months in Ontario} \times \text{tax rate}$$

For the purpose of this formula, RST is payable for each month or part of a month that the goods are in Ontario. A month is considered 31 consecutive days and a part month is considered more than 12 days. The RST payable is based on the number of days the machinery and equipment are located in Ontario and not the number of days the items are actually used.

Example: Equipment is brought into Ontario on March 28 and taken out on May 8. The items were in the province for 41 days. RST is payable on the first 31 days' temporary stay in Ontario vs. use of the equipment. Since the remainder (10 days) is not considered part of a month, no RST is payable on this portion.

- b. If, at the time the goods are brought into Ontario, it is expected that the machinery or equipment will be in Ontario for more than twelve months, contractors must pay Retail Sales Tax (RST) on the following basis:

net book value at date of import x tax rate

If, at the time of import, the length of time is not known, vendors may use the formula under (a). If they later find it necessary to keep the machinery and equipment in Ontario for more than 12 months, the RST paid under (a) may be deducted from the RST payable under (b).

Using formula (a) or (b) above, contractors will calculate and remit the RST payable on the return that is filed when the contract is finished.

(See Completion of Contract section)

## M a n u f a c t u r i n g   f o r   O w n   U s e

Contractors may need to manufacture items, such as doors and windows, for their construction contracts. Manufacturing is work done in a factory away from a construction site, or in a mobile unit or workshop that is on or near the construction site. Manufacturing occurs when raw materials are changed into manufactured goods for use in real property contracts.

Contractors are considered to be manufacturing contractors if they produce goods:

1. for their own use in real property contracts, and
2. the manufactured cost of the goods is more than \$50,000 a year.

(See RST Guide 401 - Manufacturing Contractors)

## C o n t r a c t s   w i t h   t h e   F e d e r a l   G o v e r n m e n t

Where a non-resident contractor enters into a construction contract with the federal government, for the construction of a building and/or the installation of equipment, the nature of the equipment will determine whether the contract should be let on a tax-included or tax excluded basis.

Contracts for the construction of a building and the installation of equipment that directly services that building (i.e., elevators, escalators, light fixtures, central heating and air conditioning, etc.) should be tendered on a tax -included basis. Contractors are the consumers of the materials used in fulfilling these contracts and must pay or account for RST on the materials used to complete the contracts. There is NO exemption just because the contract is with the federal government.

Contracts for the installation of equipment that becomes a fixture and does not directly service a building (i.e., material handling equipment, production machinery, communication equipment, training equipment) may be tendered on a tax-excluded basis. Contractors engaged in contracts of this nature are permitted to make tax exempt purchases of such equipment by issuing a valid Purchase Exemption Certificate (PEC) to their supplier. Only non-resident contractors who have registered with the ministry and posted a guarantee may issue a PEC.

## E x e m p t i o n s

Contractors may supply and install equipment or materials for certain customers that may be entitled to an exemption from RST (e.g., manufacturers, Indian band councils, farmers and diplomatic organizations). The equipment or materials, when installed, becomes real property if it is permanently attached to land, or a fixture if it is permanently attached to a building or real property structure. Since

contractors are liable for RST, they should contact the ministry to find out if the customer qualifies for exemption before tendering the contract on a tax-excluded basis.

## Status Indians, Indian Bands and Band Councils

Non-resident contractors may purchase building materials exempt from Retail Sales Tax (RST) for certain buildings and structures situated on reserves. The cost of such projects must be paid by the band council, and the buildings must provide a community service for the reserve. Contracts for the construction of an exempt community building project should be made on an RST-excluded basis. Non-resident contractors may purchase the materials exempt from RST by providing suppliers with a valid Purchase Exemption Certificate (PEC). As noted previously, only non-resident contractors who have registered with the ministry and posted a guarantee may issue a PEC. (See RST Guide [204 - Purchase Exemption Certificates](#)).

Non-resident contractors must pay RST on items purchased for incorporation into a building or structure built for individual status Indians on a reserve. (See RST [Guide 808 - Status Indians, Indian Bands and Band Councils](#)).

### Completion of Contract

When a contract is completed, non-resident contractors who were required to post a guarantee must complete a [Non-Resident Contractor Retail Sales Tax Return \[PDF - 92 KB\]](#) that is provided by the ministry.

If a contractor's guarantee was given in cash or by certified cheque, the amount of the deposit can be deducted from the RST liability owed by the contractor. If the liability is greater than the deposit, the amount remaining must be paid by the contractor. If the deposit is more than the liability, the contractor will receive a refund.

If a guarantee bond was posted instead of cash, the bond will be discharged once the RST liability is paid in full.

All returns are subject to audit.

### Legislative References

- Retail Sales Tax Act, Subsections 19(2) and 39(3)(4) and (5)
- Regulation 1012 under the Act, Subsections 15.3(1)(2)(5)(6) and (7)
- Regulation 1013 under the Act, Sections 1 and 3

### For More Information

The information contained in this publication is only a guideline. For more information, please contact the Ontario Ministry of Finance at 1 866 ONT-TAXS (1 866 668-8297) or visit our website at [ontario.ca/finance](http://ontario.ca/finance).

## **Acceptable Bonding Companies**

Published September 2010

The following is a list of insurance companies whose bonds may be accepted as security by the government.

### **1. Canadian Companies**

- ACE INA Insurance
- Allstate Insurance Company of Canada
- Ascentus Insurance Ltd. (Surety only)
- Aviva Insurance Company of Canada
- AXA Insurance (Canada)
- AXA Pacific Insurance Company
- Canadian Northern Shield Insurance Company
- Certas Direct Insurance Company (Surety only)
- Chartis Insurance Company of Canada (formerly AIG Commercial Insurance Company of Canada)
- Chubb Insurance Company of Canada
- Commonwealth Insurance Company
- Co-operators General Insurance Company
- CUMIS General Insurance Company
- The Dominion of Canada General Insurance Company
- Echelon General Insurance Company (Surety only)
- Economical Mutual Insurance Company
- Elite Insurance Company
- Everest Insurance Company of Canada
- Federated Insurance Company of Canada
- Federation Insurance Company of Canada
- Gore Mutual Insurance Company
- Grain Insurance and Guarantee Company
- The Guarantee Company of North America
- Industrial Alliance Pacific General Insurance Corporation
- Intact Insurance Company
- Jevco Insurance Company (Surety only)
- Lombard General Insurance Company of Canada
- Lombard Insurance Company
- Markel Insurance Company of Canada
- The Missisquoi Insurance Company
- The Nordic Insurance Company of Canada
- The North Waterloo Farmers Mutual Insurance Company (Fidelity only)
- Novex Insurance Company (Fidelity only)
- The Personal Insurance Company
- Pilot Insurance Company
- Quebec Assurance Company
- Royal & Sun Alliance Insurance Company of Canada
- Saskatchewan Mutual Insurance Company
- Scottish & York Insurance Co. Limited
- The Sovereign General Insurance Company
- TD General Insurance Company
- Temple Insurance Company
- Traders General Insurance Company

- Travelers Guarantee Company of Canada
- Trisura Guarantee Insurance Company
- The Wawanesa Mutual Insurance Company
- Waterloo Insurance Company
- Western Assurance Company
- Western Surety Company

## 2. Provincial Companies

Surety bonds issued by the following companies may be accepted provided that the contract of suretyship was executed in a province in which the company is licensed to do business as indicated in brackets.

- AXA Boreal Insurance Company (P.E.I., N.B., Que., Ont., Man., B.C.)
- AXA Boreal Insurance Company (P.E.I., N.B., Que., Ont., Man., B.C.)
- ALPHA, Compagnie d'Assurances Inc. (Que.)
- Canada West Insurance Company (Ont., Man., Sask, Alta., B.C., N.W.T.) (Surety only)
- The Canadian Union Assurance Company (Que.)
- La Capitale General Insurance Inc. (Nfld. & Lab., N.S., P.E.I., Que.(Surety only), Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- Coachman Insurance Company (Ont.)
- Continental Casualty Company (Nfld. & Lab., N.S., P.E.I., N.B., Que., Ont., Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- GCAN Insurance Company (Nfld. & Lab., N.S., P.E.I., N.B., Que., Ont., Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- The Insurance Company of Prince Edward Island (N.S., P.E.I., N.B.)
- Kingsway General Insurance Company (N.S., N.B., Que., Ont., Man., Sask., Alta., and B.C.)
- Liberty Mutual Insurance Company (Nfld. & Lab., N.S., P.E.I., N.B., Que., Ont., Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- Manitoba Public Insurance Corporation (Man.)
- Norgroupe Assurance Générales Inc.
- Orleans General Insurance Company (N.B., Que., Ont.)
- Saskatchewan Government Insurance Office (Sask.)
- SGI CANADA Insurance Services Ltd. (Ont., Man., Sask., Alta.)
- L'Unique General Insurance Inc. (Nfld. & Lab., N.S., P.E.I., N.B., Que.(Surety only), Ont.(Surety only), Man., Sask., Alta., B.C.(Surety only), Nun., N.W.T., Yuk.)

## 3. Foreign Companies

- Aspen Insurance UK Limited
- Compagnie Française d'Assurance pour le Commerce Extérieur (Fidelity only)
- Eagle Star Insurance Company Limited
- Ecclesiastical Insurance Office Public Limited Company (Fidelity only)
- Lloyd's Underwriters
- Mitsui Sumitomo Insurance Company, Limited
- NIPPONKOA Insurance Company, Limited
- Sompo Japan Insurance Inc.
- Tokio Marine & Nichido Fire Insurance Co., Ltd.
- XL Insurance Company Limited (Surety only)
- Zurich Insurance Company Ltd

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## Articles of Agreement

Standard Construction Contract – Articles of Agreement  
(23/01/2002)

- A1 Contract Documents
- A2 Date of Completion of Work and Description of Work
- A3 Contract Amount
- A4 Contractor's Address
- A5 Unit Price Table

---

## Articles of Agreement

These Articles of Agreement made in duplicate this      day of      .

Between

**Her Majesty the Queen**, in right of Canada (referred to in the contract documents as “ Her Majesty”) represented by the National Research Council Canada (referred to in the contract documents as the “Council”)

and

(referred to in the contract documents as the “Contractor”)

Witness that in consideration for the mutual promises and obligations contained in the contract, Her Majesty and the Contractor covenant and agree as follows:

A1      Contract Documents

**(23/01/2002)**

1.1      Subject to A1.4 and A1.5, the documents forming the contract between Her Majesty and the Contractor, referred to herein as the contract documents, are

1.1.1    these Articles of Agreement,

1.1.2    the document attached hereto, marked “A” and entitled “Plans and Specifications”, referred to herein as the Plans and Specifications,

1.1.3    the document attached hereto, marked “B” and entitled “Terms of Payment”, referred to herein as the Terms of Payment,

1.1.4    the document attached hereto, marked “C” and entitled “General Conditions”, referred to herein as the General Conditions,

1.1.5    the document attached hereto, marked “D” and entitled “Labour Conditions”, referred to herein as the Labour Conditions,

1.1.6    the document attached hereto, marked “E” and entitled “Insurance Conditions”, referred to herein as the Insurance Conditions,

1.1.7    the document attached hereto, marked “F” and entitled “Contract Security Conditions”, referred to herein as the Contract Security Conditions, and

1.1.8    any amendment or variation of the contract documents that is made in accordance with the General Conditions.

1.1.9    the document entitled Fair Wage Schedules for Federal Construction Contracts referred to herein as Fair Wage Schedules

1.1.10

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## Articles of Agreement

The Council hereby designates \_\_\_\_\_ of \_\_\_\_\_ of the Government of Canada as the Engineer for the purposes of the contract, and for all purposes of or incidental to the contract, the Engineer's address shall be deemed to be:

### 1.2 In the contract

1.3.1 "Fixed Price Arrangement" means that part of the contract that prescribes a lump sum as payment for performance of the work to which it relates; and

1.3.2 "Unit Price Arrangement" means that part of the contract that prescribes the product of a price multiplied by a number of units of measurement of a class as payment for performance of the work to which it relates.

1.3 Any of the provisions of the contract that are expressly stipulated to be applicable only to a Unit Price Arrangement are not applicable to any part of the work to which a Fixed Price Arrangement is applicable.

1.4 Any of the provisions of the contract that are expressly stipulated to be applicable only to a Fixed Price Arrangement are not applicable to any part of the work to which a Unit Price Arrangement is applicable.

### A2 Date of Completion of Work and Description of Work

**(23/01/2002)**

2.1 The contractor shall, between the date of these Articles of Agreement and the \_\_\_\_\_, \_\_\_\_\_, in the careful and workmanlike manner, diligently perform and complete the following work:

which work is more particularly described in the Plans and Specifications.

---

## Articles of Agreement

### A3 Contract Amount

**(23/01/2002)**

- 3.1 Subject to any increase, decrease, deduction, reduction or set-off that may be made under the Contract, Her Majesty shall pay the Contractor at the times and in the manner that is set out or referred to in the Terms of Payment
- 3.1.1 the sum of \_\_\_\_\_ (GST/HST extra), in consideration for the performance of the work or the part thereof that is subject to Fixed Price Arrangement, and
- 3.1.2 a sum that is equal to the aggregate of the products of the number of units of Measurement of each class of labour, plant and material that is set out in a Final Certificate of Measurement referred to in GC44.8 multiplied in each case by the appropriate unit price that is set out in the Unit Price Table in consideration for the performance of the work or the part thereof that is subject to a Unit Price Arrangement.
- 3.2 For the information and guidance of the Contractor and the persons administering the contract on behalf of Her Majesty, but not so as to constitute a warranty , representation or undertaking of any nature by either party, it is estimated that the total amount payable by Her Majesty to the Contractor for the part of the work to which a Unit Price Arrangement is applicable will be approximately \$N/A
- 3.3 A3.1.1 is applicable only to a Fixed Price Arrangement.
- 3.4 A3.1.2 and A3.2 applicable only to a Unit Price Arrangement.

### A4 Contractor's Address

**(23/01/2002)**

- 4.1 For all purposes of or incidental to the contract, the Contractor's address shall be deemed to be:

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## Articles of Agreement

### A5 Unit Price Table

(23/01/2002)

5.1 Her Majesty and the Contractor agree that the following table is the Unit Price Table for the purposes of the contract.

<b>Column 1</b> Item	<b>Column 2</b> Class of Labour Plant  Or Material	<b>Column 3</b> Unit of Measurement	<b>Column 4</b> Estimated Total Quantity	<b>Column 5</b> Price per Unit	<b>Column 6</b> Estimated Total Price
		N/A			

5.2 The Unit Price Table that is set out in A5.1 designates the part of the work to which a Unit Price Arrangement is applicable.

5.3 The part of the work that is not designated in the Unit Price Table referred to in A5.2 is the part of the work to which a Fixed Price Arrangement is applicable.

---

**Articles of Agreement**

Signed on behalf of Her Majesty by

\_\_\_\_\_

as Senior Contracting Officer

and \_\_\_\_\_

as \_\_\_\_\_

of the **National Research Council Canada**

on the \_\_\_\_\_

day of \_\_\_\_\_

Signed, sealed and delivered by

\_\_\_\_\_

as \_\_\_\_\_ and  
Position

by \_\_\_\_\_

as \_\_\_\_\_ and  
Position

of

on the \_\_\_\_\_

day of \_\_\_\_\_

**Seal**

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**END OF TABLE**

**1. SCOPE OF WORK**

- .1 Work under this contract covers the modifications to room 066 in the Council's Building M50 of the National Research Council.

**2. DRAWINGS**

- .1 The following drawings illustrate the work and form part of the contract documents: 6084 Dwg ENG- Issued for Tender M50 Rm66 Modifications

**3. COMPLETION**

- .1 Complete all work 6 weeks of onsite construction to be scheduled based on material delivery and completed prior to March 31, 2023 after receipt of notification of acceptance of tender. Only 5 days of abatement air monitoring is being carried by NRC, if work extends past this period contractor is responsible to carry the costs.

**4. GENERAL**

- .1 The word "provide" in this Specification means to supply and install.
- .2 Provide items mentioned in either the drawings or the specification.

**5. SPECIFIED ACCEPTABLE & ALTERNATIVE EQUIPMENT & MATERIALS**

- .1 Materials and equipment scheduled and/or specified on the drawings or in the specifications have been selected to establish a performance and quality standard. In most cases, acceptable manufacturers are stated for any material or equipment specified by manufacturer's name and model number. Contractors may base their tender price on materials and equipment supplied by any of the manufacturers' names as acceptable for the particular material or equipment.
- .2 In addition to the manufacturers specified or named as acceptable, you may propose alternative manufacturers of materials or equipment to the Departmental Representative for acceptance. For a product to be considered as an alternative product substitute, make a written application to the Departmental Representative during the tender period, not later than seven (7) working days before tender closing.
- .3 Certify in writing that the alternative meets all requirements of the specified material or equipment. In addition, it shall be understood that all costs required by or as a result of acceptance or proposed alternatives, will be borne by the Contractor.
- .4 Approval of alternatives will be signified by issue of an Addendum to the Tender Documents.
- .5 Any alternative manufacturers or materials submitted which are incomplete and cannot be evaluated, or are later than seven (7) working days before tender closing date or after the tender period, will not be considered.

**6. MINIMUM STANDARDS**

- .1 Conform to or exceed minimum acceptable standards of the various applicable federal, provincial and municipal codes such as The National Building Code, The National Fire Code, Canadian Plumbing Code, Canadian Electrical Code, Canadian Code for Construction Safety and the Provincial Construction Safety Act.
- .2 Work to conform to referenced standards and codes as reaffirmed or revised to date of specification.

**7. WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)**

- .1 The General Contractor shall comply with Federal and Provincial legislation regarding the WHMIS. The Contractor's responsibilities include, but are not limited to the following:
  - .1 To ensure that any controlled product brought on site by the Contractor or sub-contractor is labeled;
  - .2 To make available to the workers and the Departmental Representative, Material Safety Data Sheets (MSDS) for these controlled products;
  - .3 To train own workers about WHMIS, and about the controlled products that they use on site;
  - .4 To inform other Contractors, sub-contractors, the Departmental Representative, authorized visitors and outside inspection agency personnel about the presence and use of such products on the site.
  - .5 The site foreman or superintendent must be able to demonstrate, to the satisfaction of the Departmental Representative, that he/she has had WHMIS training and is knowledgeable in its requirements. The Departmental Representative can require replacement of this person if this condition or implementation of WHMIS is not satisfactory

**8. REQUIREMENTS OF BILL 208, SECTION 18(a)**

Under the requirements of Bill 208 of the Ontario Ministry of Labour Occupational Health & Safety Act, the following designated substances may be encountered while performing the work described in these contract documents:

- .1 Acrylonitrile, Isocyanates, Arsenic, Lead, Asbestos, Mercury, Benzene, Silica, Coke Oven Emissions, Vinyl Chloride, and Ethylene Oxide
  - .1 It is the responsibility of the General Contractor to ensure that each prospective sub-contractor for this project has received a copy of the above list.
  - .2 In addition to the above designated substances, the following may also be present: asbestos and lead. Only 5 days of abatement air monitoring is being carried by NRC, if work extends past this period contractor is responsible to carry the costs.

**9. COST BREAKDOWN**

- .1 Submit, for approval by the Departmental Representative, a cost breakdown of tender 72 hours after the contract is awarded.
- .2 Use the approved cost breakdown as the basis for submitting all claims.
- .3 Request Departmental Representative's verbal approval to amount of claim prior to preparing and submitting the claim in its final form.
- .4 Contractor costs associated with compliance with occupational health and safety requirements (Canada Labour Code) related to the Coronavirus/COVID-19 pandemic must be included in the initial bid price. These costs may include, but are not limited to, the provision of additional personal protective equipment (PPE) and social distancing requirements as required to complete the project. Contractor must review and incorporate into initial bid pricing compliance with any Coronavirus/COVID-19 related health and safety guidance issued by the local Medical Officer of Health (applicable in the jurisdiction of the project), the Public Health Agency of Canada, Health Canada and/or the provincial Ministry of Health, as applicable.

**10. SUB-TRADES**

- .1 Submit no later than 72 hours after tender closing, a complete list of sub trades for the Departmental Representative's review.

**11. PERSONNEL SECURITY AND IDENTIFICATION**

- .1 All persons employed by the Contractor, or by any sub-contractor and present on the site must be security cleared in accordance with the requirements of the Section entitled Special Instructions to Tenderers.
- .2 All such persons must wear and keep visible identification badges as issued by the Security Office of NRC.

**12. WORKING HOURS AND SECURITY**

- .1 Normal working hours on the NRC property are from 8:00 a.m. until 4:30 p.m., Monday to Friday inclusive, except statutory holidays.
- .2 At all other times, special written passes are required for access to the building site.
- .3 Before scheduling any work outside normal working hours, obtain permission from the Departmental Representative to perform the specific tasks.
- .4 An escort may be required whenever working outside normal hours. Contractor to bear the associated costs.

**13. SCHEDULE**

- .1 The Contractor shall prepare a detailed schedule, fixing the date for commencement and completion of the various parts of the work and update the said schedule. Such schedule shall be

made available to the Departmental Representative not later than two weeks after the award of the contract and prior to commencement of any work on site.

- .2 Notify Departmental Representative in writing of any changes in the schedule.
- .3 Five (5) day(s) before the scheduled completion date, arrange to do an interim inspection with the Departmental Representative.

**14. PROJECT MEETINGS**

- .1 Hold regular project meetings at times and locations approved by the Departmental Representative.
- .2 Notify all parties concerned of meetings to ensure proper coordination of work.
- .3 Departmental Representative will set times for project meetings and assumes responsibility for recording and distributing minutes.

**15. SHOP DRAWINGS**

- .1 Submit to Departmental Representative for review, shop drawings, product data and samples specified within two (2) week(s) after contract award.
- .2 Submit to Departmental Representative for review a complete list of all shop drawings, product data and samples specified and written confirmation of corresponding delivery dates within one (1) week after shop drawings, product data and samples approval date. This list shall be updated on a 1 week basis and any changes to the list shall be immediately notified in writing to the Departmental Representative.
- .3 Review shop drawings, data sheets and samples prior to submission.
- .4 Submit one (1) electronic copy of all shop drawings and product data and samples for review, unless otherwise specified.
- .5 Review of shop drawings and product data by the Departmental Representative does not relieve the Contractor of the responsibility for errors and omissions and for the conformity with contract documents.

**16. SAMPLES AND MOCK-UPS**

- .1 Submit samples in sizes and quantities as specified.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Construct field samples and mock-ups at locations acceptable to Departmental Representative.
- .4 Reviewed samples or mock-ups will become standards of workmanship and material against which installed work will be checked on the project.

**17. MATERIALS AND WORKMANSHIP**

- .1 Install only new materials on this project unless specifically noted otherwise.
- .2 Only first class workmanship will be accepted, not only with regard to safety, efficiency, durability, but also with regard to neatness of detail and performance.

**18. WORK & MATERIALS SUPPLIED BY OWNER**

- .1 Work and materials not included in this contract are described on drawings and in this specification.
- .2 Deliver to a storage place, as directed by the Departmental Representative, all materials returned to the Owner.
- .3 Unless otherwise specified, accept owner-supplied materials at their storage location and provide all transportation as required.
- .4 General Contractor's duties:
  - .1 Unload at site.
  - .2 Promptly inspect products and report damaged or defective items.
  - .3 Give written notification to the Departmental Representative for items accepted in good order.
  - .4 Handle at site, including uncrating and storage.
  - .5 Repair or replace items damaged on site.
  - .6 Install, connect finished products as specified.

**19. SITE ACCESS**

- .1 Make prior arrangements with the Departmental Representative before starting work or moving materials and equipment on site.
- .2 Obtain approval of Departmental Representative for regular means of access during the construction period.
- .3 Obtain approval of Departmental Representative before temporarily suspending operations on site; before returning to the site and before leaving the site at the end of the job.
- .4 Provide and maintain access to site.
- .5 Build and maintain temporary roads and provide snow removal during period of work.
- .6 Provide snow clearing and removal as required during the contract period.
- .7 Make good any damage and clean up dirt, debris, etc., resulting from Contractor's use of existing roads.

**20. USE OF SITE**

- .1 Restrict operations on the site to the areas approved by the Departmental Representative
- .2 Locate all temporary structures, equipment, storage, etc., to the designated areas.
- .3 Restrict parking to the designated areas.

**21. ACCEPTANCE OF SITE**

- .1 Inspect the site before commencing work, review any unexpected conditions with the Departmental Representative.
- .2 Commencement of work will imply acceptance of existing conditions.

**22. SITE OFFICE & TELEPHONE**

- .1 Contractor to erect a temporary site office at his own expense.
- .2 Install and maintain a telephone, if necessary.
- .3 Use of NRC phones is not permitted unless in the case of an emergency.

**23. SANITARY FACILITIES**

- .1 Obtain permission from the Departmental Representative to use the existing washroom facilities in the building.

**24. TEMPORARY SERVICES**

- .1 A source of temporary power will be made available in the area. Bear all costs to make connections to the power source and perform distribution on site.
- .2 Provide all load centres, breakers, conduit, wiring, disconnects, extension cords, transformers, as required from the source of power.
- .3 Power is to be used only for power tools, lighting, controls, motors, and not for space heating.
- .4 A source of temporary water will be made available if required.
- .5 Bear all costs associated with distributing the water to the required locations.
- .6 Comply with NRC requirements when connecting to existing systems in accordance with the articles entitled "Co-operation" and "Service Interruptions" of this section.

**25. DOCUMENTS REQUIRED AT WORK SITE**

- .1 The Contractor shall keep on the site, one (1) up-to-date copy of all contract documents, including specifications, drawings, addenda, shop drawings, change notices, schedule and any

reports or bulletins pertaining to the work, in good order, available to the Departmental Representative and to his / her representatives at all times.

- .2 At least one (1) copy of specifications and drawings shall be marked by the Contractor to show all work "As Built" and shall be provided to the Departmental Representative with the Application for Payment and for the Final Certificate of Completion.

**26. CO-OPERATION**

- .1 Co-operate with NRC staff in order to keep disruption of normal research work to an absolute minimum.
- .2 Work out in advance, a schedule for all work which might disrupt normal work in the building.
- .3 Have schedule approved by the Departmental Representative.
- .4 Notify the Departmental Representative in writing, 72 hours prior to any intended interruption of facilities, areas, corridors, mechanical or electrical services and obtain requisite permission.

**27. PROTECTION AND WARNING NOTICES**

- .1 Provide all materials required to protect existing equipment.
- .2 Erect dust barriers to prevent dust and debris from spreading through the building.
- .3 Place dust protection in the form of cover sheets over equipment and furniture and tape these sheets to floors, to ensure no dust infiltration.
- .4 Repair or replace any and all damage to Owner's property caused during construction, at no cost to the Owner and to the satisfaction of the Departmental Representative.
- .5 Protect the buildings, roads, lawns, services, etc. from damage which might occur as a result of this work.
- .6 Plan and co-ordinate the work to protect the buildings from the leakage of water, dust, etc.
- .7 Ensure that all doors, windows, etc., that could allow transfer of dust, noise, fumes, etc., to other areas of the building are kept closed.
- .8 Be responsible for security of all areas affected by the work under the Contract until acceptance by NRC. Take all necessary precautions to prevent entry to the work area by unauthorized persons and guard against theft, fire and damage by any cause. Secure working area at the end of each day's work and be responsible for same.
- .9 Provide and maintain adequate safety barricades around the work sites to protect NRC personnel and the public from injury during the construction.
- .10 Post warnings, in all instances where possible injury could occur such as Work Overhead, Hard Hat Areas, etc. or as required by the Departmental Representative.

- .11 Provide temporary protective enclosures over building entrances and exits to protect pedestrians. All enclosures to be structurally sound against weather and falling debris.

**28. BILINGUALISM**

- .1 Ensure that all signs, notices, etc. are posted in both official languages.
- .2 Ensure that all identification of services called for by under this contract are bilingual.

**29. LAYOUT OF WORK**

- .1 Location of equipment, fixtures, outlets and openings indicated on drawings or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with the manufacturer's recommendations for safety, access and maintenance.
- .3 Employ competent person to lay out work in accordance with the contract documents.

**30. DISCREPANCIES & INTERFERENCES**

- .1 Prior to the start of the work, examine drawings and specifications. Report at once to the Departmental Representative, any defects, discrepancies, omissions or interferences affecting the work.
- .2 Contractor to immediately inform the Departmental Representative in writing, of any discrepancies between the plans and the physical conditions so the Departmental Representative may promptly verify same.
- .3 Any work done after such a discovery, until authorized, is at the Contractor's risk.
- .4 Where minor interferences as determined by the Departmental Representative are encountered on the job and they have not been pointed out on the original tender or on the plans and specifications, provide offsets, bends or reroute the services to suit job conditions at no extra cost.
- .5 Arrange all work so as not to interfere in any way with other work being carried out.

**31. MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify the Departmental Representative in writing of any conflict between these specifications and manufacturer's instruction. Departmental Representative will designate which document is to be followed.

**32. TEMPORARY HEATING AND VENTILATING**

- .1 Bear the costs of temporary heat and ventilation during construction including costs of installation, fuel, operation, maintenance, and removal of equipment.
- .2 Use of direct-fired heaters discharging waste products into the work areas will not be permitted unless prior approval is given by the Departmental Representative.
- .3 Furnish and install temporary heat and ventilation in enclosed areas as required to:
  - .1 Facilitate progress of work.
  - .2 Protect work and products against dampness and cold.
  - .3 Reduce moisture condensation on surfaces to an acceptable level.
  - .4 Provide ambient temperature and humidity levels for storage, installation and curing of materials.
  - .5 Provide adequate ventilation to meet health regulations for a safe working environment.
- .4 Maintain minimum temperature of 10°C (50°F) or higher where specified as soon as finishing work is commenced and maintain until acceptance by the Departmental Representative.
  - .1 Maintain ambient temperature and humidity levels as required for comfort of NRC personnel.
- .5 Prevent hazardous or unhealthy accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction including also, storage areas and sanitary facilities.
  - .1 Dispose of exhaust materials in a manner that will not result in a harmful or unhealthy exposure to persons.
- .6 Maintain strict supervision of operation of temporary heating and ventilating equipment.
  - .1 Enforce conformance with applicable codes and standards.
  - .2 Comply with instructions of the Departmental Representative including provision of full-time watchman services when directed.
  - .3 Enforce safe practices.
  - .4 Vent direct-fired combustion units to outside.
- .7 Submit tenders assuming existing or new equipment and systems will not be used for temporary heating and ventilating.
- .8 After award of contract, Departmental Representative may permit use of the permanent system providing agreement can be reached on:
  - .1 Conditions of use, special equipment, protection, maintenance, and replacement of filters.
  - .2 Methods of ensuring that heating medium will not be wasted and in the case of steam, agreement on what is to be done with the condensate.
  - .3 Saving on contract price.
  - .4 Provisions relating to guarantees on equipment.

**33. CONNECTIONS TO AND INTERRUPTIONS TO EXISTING SERVICES**

- .1 Where work involves breaking into or connecting to existing services, carry out work at times and in the manner agreed to by the Departmental Representative and by authorities having jurisdiction, with minimum disruption to NRC Personnel and vehicular traffic and minimum service interruption. Do not operate any NRC equipment or plant.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit a schedule to and obtain approval from the Departmental Representative for any shut-down or closure of active service or facility; allow minimum 72 hours notice. Adhere to approved schedule and provide notice to the Departmental Representative.
- .4 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .5 Provide detours, bridges, alternate feeds, etc., as required to minimize disruptions.
- .6 Protect existing services as required and immediately make repairs if damage occurs.
- .7 Remove any abandoned service lines as indicated on the contract documents and as approved by the Departmental Representative; cap or otherwise seal lines at cut-off points. Record and provide a copy to the Departmental Representative of locations of maintained, re-routed and abandoned service lines.

**34. CUTTING AND PATCHING**

- .1 Cut existing surfaces as required to accommodate new work.
- .2 Remove all items as shown or specified.
- .3 Patch and make good with identical materials, the surfaces that have been disturbed, cut or damaged, to the satisfaction of the Departmental Representative.
- .4 Where new pipes pass through existing construction, core drill an opening. Size openings to leave 12mm (1/2") clearance around the pipes or pipe insulation. Do not drill or cut any surface without the approval of the Departmental Representative.
- .5 Obtain written approval of the Departmental Representative before cutting openings through existing or new structural members.
- .6 Seal all openings where cables, conduits or pipes pass through walls with an acoustic sealant conforming to CAN/CGSB-19.21-M87.
- .7 Where cables, conduits and pipes pass through fire rated walls and floors, pack space between with compressed glass fibres and seal with fire stop caulking in accordance with CAN/CGSB-19.13-M87 AND NBC 3.1.7.

**35. FASTENING DEVICES**

- .1 Do not use explosive actuated tools, without first obtaining permission from the Departmental Representative.
- .2 Comply with the requirements of CSA A-166 (Safety Code for Explosive Actuated Tools).
- .3 Do not use any kind of impact or percussion tool without first obtaining permission from the Departmental Representative.

**36. OVERLOADING**

- .1 Ensure that no part of the building or work is subjected to a load which will endanger safety or cause permanent deformation or structural damage.

**37. DRAINAGE**

- .1 Provide temporary drainage and pumping as required to keep excavations and site free of water.

**38. ENCLOSURE OF STRUCTURES**

- .1 Construct and maintain all temporary enclosures as required to protect foundations, sub-soil, concrete, masonry, etc., from frost penetration or damage.
- .2 Maintain in place until all chances of damage are over and proper curing has taken place.
- .3 Provide temporary weather tight enclosures for exterior openings until permanent sash and glazing and exterior doors are installed.
- .4 Provide lockable enclosures as required to maintain the security of NRC facilities and be responsible for the same.
- .5 Provide keys to NRC security personnel when required.
- .6 Lay out the work carefully and accurately and verify all dimensions and be responsible for them. Locate and preserve general reference points.
- .7 Throughout the course of construction, keep continuously acquainted with field conditions, and the work being developed by all trades involved in the project. Maintain an awareness of responsibility to avoid space conflict with other trades.
- .8 Conceal all services, piping, wiring, ductwork, etc., in floors, walls or ceilings except where indicated otherwise.

**39. STORAGE**

- .1 Provide storage as required to protect all tools, materials, etc., from damage or theft and be responsible for the same.

- .2 Do not store flammable or explosive materials on site without the authorization of the Departmental Representative.

**40. GENERAL REVIEW**

- .1 Periodic review of the Contractor's work by the Departmental Representative does not relieve the Contractor of the responsibility of making the work in accordance with contract documents. Contractor shall carry out his own quality control to ensure that the construction work is in accordance with contract documents.
- .2 Inform the Departmental Representative of any impediments to the installation and obtain his / her approval for actual location.

**41. INSPECTION OF BURIED OR CONCEALED SERVICES**

- .1 Prior to concealing any services that are installed, ensure that all inspection bodies concerned, including NRC, have inspected the work and have witnessed all tests. Failure to do so may result in exposing the services again at the Contractor's expense.

**42. TESTING**

- .1 On completion, or as required by local authority inspectors and/or Departmental Representative during progress of work and before any services are covered up and flushing is complete, test all installations in the presence of the Departmental Representative.
- .2 Obtain and hand to the Departmental Representative all acceptance certificates or test reports from authority having jurisdiction. The project will be considered incomplete without the same.

**43. PARTIAL OCCUPANCY**

- .1 NRC may request partial occupancy of the facility if the contract extends beyond the expected completion date.
- .2 Do not restrict access to the building, routes, and services.
- .3 Do not encumber the site with materials or equipment.

**44. DISPOSAL OF WASTES**

- .1 Dispose of waste materials including volatiles, safely off NRC property. Refer to the section entitled "General and Fire Safety Requirements" included as part of this specification.

**45. CLEAN-UP DURING CONSTRUCTION**

- .1 On a daily basis, maintain project site and adjacent area of campus including roofs, free from debris and waste materials.
- .2 Provide on-site dump containers for collection of waste materials and rubbish.

**46. FINAL CLEAN-UP**

- .1 Upon completion do a final clean-up to the satisfaction of the Departmental Representative.
- .2 Clean all new surfaces, lights, existing surfaces affected by this work, replace filters, etc.
- .3 Clean all resilient flooring and prepare to receive protective finish. Protective finish applied by NRC.

**47. WARRANTY AND RECTIFICATION OF DEFECTS IN WORK**

- .1 Refer to General Conditions "C", section GC32.
- .2 Ensure that all manufacturers' guarantees and warranties are issued in the name of the **General Contractor** and the National Research Council.

**48. MAINTENANCE MANUALS**

- .1 Provide two (2) bilingual copies of maintenance manuals or two (2) English and two (2) French maintenance manuals and one (1) electronic copy of same immediately upon completion of the work and prior to release of holdbacks.
- .2 Manuals to be neatly bound in hard cover loose leaf binders.
- .3 Manuals to include operating and maintenance instructions, all guarantees and warranties, shop drawings, technical data, etc., for the material and apparatus supplied under this contract.

**END OF SECTION**

## 1. GENERAL CONSTRUCTION SAFETY REQUIREMENTS

- .1 The Contractor shall take all necessary steps to protect personnel (workers, visitors, general public, etc.) and property from any harm during the course of the contract.
- .2 The Contractor shall be solely responsible for the construction safety of both its employees and those of its sub-contractors at the work site, and for initiating, maintaining and supervising safety precautions, programs and procedures in connection with the performance of the work.
- .3 The Contractor shall comply with all Federal, Provincial and Municipal safety codes and regulations and the Occupational Health and Safety Act and the Workplace Safety and Insurance Board. In the event of any conflict between any provisions in legislation or codes, the most stringent provisions shall apply.
- .4 Periodic review of the Contractor's work by the Departmental Representative, using the criteria of the contract documents, does not relieve the Contractor of his safety responsibilities in carrying out the work in accordance with the contract documents. The Contractor shall consult with the Departmental Representative to ensure that this responsibility is carried out.
- .5 The Contractor shall ensure that only competent personnel are permitted to work on site. Throughout the term of the contract, any person will be removed from the site who is not observing or complying with the safety requirements.
- .6 All equipment shall be in safe operating condition and appropriate to the task.
- .7 Following a project and site hazard assessment, the Contractor shall develop a Site Specific Safety Plan based on the following minimum requirements. Site Specific Safety Plans must also be robust enough to address any abnormal occurrences, such as, but not limited to: pandemics (COVID-19 or a similar), fire, flooding, inclement weather or other environmental anomalies.
  - .1 Provide a safety board mounted in a visible location on the project site, with the following information included thereon:
    - .1 Notice of Project.
    - .2 Site specific Safety Policy.
    - .3 Copy of Ontario Health and Safety Act.
    - .4 Building Schematic showing emergency exits.
    - .5 Building emergency procedures.
    - .6 Contact list for NRC, Contractor and all involved sub-contractors.
    - .7 Any related MSDS sheets.
    - .8 NRC Emergency phone number.
- .8 The Contractor shall provide competent personnel to implement its safety program and those of any Health and Safety Act legislation applicable at this project location, and to ensure they are being complied with.
- .9 The Contractor shall provide safety orientation to all its employees as well as those of any sub-contractors under its jurisdiction.

- .10 The Departmental Representative will monitor to ensure that safety requirements are met and that safety records are properly kept and maintained. Continued disregard for safety standards can cause the contract to be cancelled and the Contractor or sub-contractors removed from the site.
- .11 The Contractor will report to the Departmental Representative and jurisdictional authorities, any accident or incident involving Contractor or NRC personnel or the public and/or property arising from the Contractor's execution of the work.
- .12 If entry to a laboratory is required as part of the work of the Contractor, a safety orientation shall be provided to all his employees as well as those of any sub-contractors regarding lab safety requirements and procedures, as provided by the Researcher or the Departmental Representative.

## **2. FIRE SAFETY REQUIREMENTS**

### **.1 Authorities**

1. The Fire Commissioner of Canada (FC) is the authority for fire safety at NRC.
2. For the purpose of this document, "Departmental Representative" will be deemed as the NRC person in charge of the project and who will enforce these Fire Safety Requirements.
3. Comply with the following standards as published by the Office of the Fire Commissioner of Canada:
  - a. Standard No. 301 - June 1982 "Standard for Construction Operations";
  - b. Standard No. 302 - June 1982 "Standard for Welding and Cutting".

### **.2 Smoking**

- .1 Smoking is prohibited inside all NRC buildings, as well as roof areas.
- .2 Obey all "NO SMOKING" signs on NRC premises.

### **.3 Hot Work**

- .1 Prior to commencement of any "Hot Work" involving welding, soldering, burning, heating, use of torches or salamanders or any open flame, obtain a Hot Work Permit from the Departmental Representative.
- .2 Prior to commencement of "Hot Work", review the area of hot work with the Departmental Representative to determine the level of fire safety precautions to be taken.

### **.4 Reporting Fires**

- .1 Know the exact location of the nearest Fire Alarm Pull Station and telephone, including the emergency phone number.
- .2 REPORT immediately, all fire incidents as follows:
  1. Activate nearest fire alarm pull station; and



- .4 Carbon Dioxide (CO<sub>2</sub>) extinguishers will not be considered as substitutes for the above.

## **.7 Roofing Operations**

### **.1 Kettles:**

- .1 Arrange for the location of asphalt kettles and material storage with the Departmental Representative before moving on site. Do not locate kettles on any roof or structure and keep them at least 10m (30 feet) away from a building.
- .2 Equip kettles with two (2) thermometers or gauges in good working order; a hand held and a kettle-mounted model.
- .3 Do not operate kettles at temperatures in excess of 232°C (450°F).
- .4 Maintain continuous supervision while kettles are in operation and provide metal covers for the kettles to smother any flames in case of fire. Provide fire extinguishers as required in article 2.6.
- .5 Demonstrate container capacities to Departmental Representative prior to start of work.
- .6 Store materials a minimum of 6m (20 feet) from the kettle.

### **.2 Mops:**

- .1 Use only glass fibre roofing mops.
- .2 Remove used mops from the roof site at the end of each working day.

### **.3 Torch Applied Systems:**

- .1 DO NOT USE TORCHES NEXT TO WALLS.
- .2 DO NOT TORCH MEMBRANES TO EXPOSED WOOD OR CAVITY.
- .3 Provide a Fire Watch as required by article 2.9 of this section.

### **.4 Fire and Smoke Hazard Management:**

- .1 Contractor shall identify “Designated Roofing Marshall” for duration of construction activities. “Designated Roofing Marshall” shall be responsible for the following:
  - .1 Perform NRC Daily Fire and Smoke Risk Hazard Assessment each day prior to commencement of roofing activities.
  - .2 Provide completed NRC Daily Fire and Smoke Risk Hazard Assessment to Departmental Representative every morning by email prior to commencement of roofing activities.
  - .3 Follow behind any torch activities with a thermal scanner periodically to identify any hot spots and rectify immediately. Interval for periodic thermal scanning to be approved on site with Departmental Representative.

.2 Any proposed changes to “Designated Roofing Marshall” must be reviewed and approved by Departmental Representative.

.5 Store all combustible roofing materials at least 3m (10 feet) away from any structure.

.6 Keep compressed gas cylinders a minimum of 6m (20 feet) away from the kettle, protected from mechanical damage and secured in an upright position.

**.8 Welding / Grinding Operations**

.1 Contractor to provide fire blankets, portable fume extraction devices, screens or similar equipment to prevent exposure to welding flash, or sparks from grinding.

**.9 Fire Watch**

.1 Provide a fire watch for a minimum of one hour after the termination of any hot work operation.

.2 For temporary heating, refer to General Instructions Section 00 010 00.

.3 Equip fire watch personnel with fire extinguishers as required by article 2.6.

**.10 Obstruction of access/egress routes-roadways, halls, doors, or elevators**

.1 Advise the Departmental Representative in advance of any work that would impede the response of Fire Department personnel and their apparatus. This includes violation of minimum overhead clearance, erection of barricades and the digging of trenches.

.2 Building exit routes must not be obstructed in any way without special permission from the Departmental Representative, who will ensure that adequate alternative routes are maintained.

.3 The Departmental Representative will advise the FPO of any obstruction that may warrant advanced planning and communication to ensure the safety of building occupants and the effectiveness of the Fire Department.

**.11 Rubbish and Waste Materials**

.1 Keep rubbish and waste materials to a minimum and a minimum distance of 6m (20 feet) from any kettle or torches.

.2 Do not burn rubbish on site.

.3 Rubbish Containers:

.1 Consult with the Departmental Representative to determine an acceptable safe location for any containers and the arrangement of chutes etc. prior to bringing the containers on site.

.2 Do not overfill the containers and keep area around the perimeter free and clear of any debris.

- .4 Storage:
  - .1 Exercise extreme care when storing combustible waste materials in work areas. Ensure maximum possible cleanliness, ventilation and that all safety standards are adhered to when storing any combustible materials.
  - .2 Deposit greasy or oily rags or materials subject to spontaneous combustion in CSA or ULC approved receptacles and remove at the end of the work day or shift, or as directed.

### **.12 Flammable Liquids**

- .1 The handling, storage and use of flammable liquids is governed by the current National Fire Code of Canada.
- .2 Flammable Liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres (10 imp gal), provided they are stored in approved safety cans bearing the ULC seal of approval and kept away from buildings, stockpiled combustible materials etc. Storage of quantities of flammable liquids exceeding 45 litres (10 imp gal) for work purposes, require the permission of the Departmental Representative.
- .3 Flammable liquids are not to be left on any roof areas after normal working hours.
- .4 Transfer of flammable liquids is prohibited within buildings.
- .5 Do not transfer flammable liquids in the vicinity of open flames or any type of heat producing device.
- .6 Do not use flammable liquids having a flash point below 38°C (100°F) such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable waste liquids for disposal in approved container located in a safe, ventilated area. Waste flammable liquids are to be removed from the site on a regular basis.
- .8 Where flammable liquids, such as lacquers or urethane are used, ensure proper ventilation and eliminate all sources of ignition. Inform the Departmental Representative prior to, and at the cessation of such work.

### **3. QUESTIONS OR CLARIFICATIONS**

- .1 Direct any questions or clarification on Fire or General Safety, in addition to the above requirements, to the Departmental Representative.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 General requirements relating to commissioning of project's components and systems, specifying general requirements to PV of components, equipment, sub-systems, systems, and integrated systems.
- .2 Acronyms:
  - .1 AFD - Alternate Forms of Delivery, service provider.
  - .2 BMM - Building Management Manual.
  - .3 Cx - Commissioning.
  - .4 EMCS - Energy Monitoring and Control Systems.
  - .5 O&M - Operation and Maintenance.
  - .6 PI - Product Information.
  - .7 PV - Performance Verification.
  - .8 TAB - Testing, Adjusting and Balancing.

### **1.2 GENERAL**

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

### **1.3 COMMISSIONING OVERVIEW**

- .1 Section 01 91 31 - Commissioning (Cx) Plan.
- .2 For Cx responsibilities refer to Section 01 91 31 - Commissioning (Cx) Plan.
- .3 Cx to be a line item of Contractor's cost breakdown.

- .4 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .5 Cx is conducted in concert with activities performed during stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built [facility] is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities includes transfer of critical knowledge to facility operational personnel.
- .6 Departmental Representative will issue Interim Acceptance Certificate when:
  - .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
  - .2 Equipment, components and systems have been commissioned.
  - .3 O&M training has been completed.

#### 1.4 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

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

#### 1.5 PRE-CX REVIEW

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

## 1.6 CONFLICTS

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

## 1.7 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 10 00 – General Instructions and 01 33 00 – Submittal Procedures.
  - .1 Submit no later than 4 weeks after award of Contract:
    - .1 Name of Contractor's Cx agent.
    - .2 Draft Cx documentation.
    - .3 Preliminary Cx schedule.
  - .2 Request in writing to Departmental Representative for changes to submittals and obtain written approval at least 8 weeks prior to start of Cx.
  - .3 Submit proposed Cx procedures to Departmental Representative where not specified and obtain written approval at least 8 weeks prior to start of Cx.
  - .4 Provide additional documentation relating to Cx process required by Departmental Representative.

## 1.8 COMMISSIONING DOCUMENTATION

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms for requirements and instructions for use.
- .2 Departmental Representative to review and approve Cx documentation.
- .3 Provide completed and approved Cx documentation to Departmental Representative.
- .4 Provide all missing Cx forms and submit to Departmental Representative for approval.
- .5 Complete all Cx forms that are provided in Section 01 91 33 – Commissioning (Cx) Forms.

## 1.9 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction in accordance with Section 01 10 00 – General Instructions.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
  - .1 Approval of Cx reports.
  - .2 Verification of reported results.
  - .3 Repairs, retesting, re-commissioning, re-verification.
  - .4 Training.

### **1.10 COMMISSIONING MEETINGS**

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

### **1.11 STARTING AND TESTING**

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

### **1.12 WITNESSING OF STARTING AND TESTING**

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

### **1.13 MANUFACTURER'S INVOLVEMENT**

- .1 Factory testing: manufacturer to:
  - .1 Coordinate time and location of testing.
  - .2 Provide testing documentation for approval by Departmental Representative.
  - .3 Arrange for Departmental Representative to witness tests.
  - .4 Obtain written approval of test results and documentation from Departmental Representative before delivery to site.
- .2 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative.
  - .1 Compare completed installation with manufacturer's published data, record discrepancies,

- and review with manufacturer.
- .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .3 Start-up, PV and Cx, manufacturer to:
  - .1 Provide trained personnel to assist in start-up, PV and commissioning of equipment where specified.
- .4 Integrity of warranties:
  - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
  - .2 Verify with manufacturer that testing as specified will not void warranties.
- .5 Qualifications of manufacturer's personnel:
  - .1 Experienced in design, installation and operation of equipment and systems.
  - .2 Ability to interpret test results accurately.
  - .3 To report results in clear, concise, logical manner.

#### 1.14 PROCEDURES

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

### **1.15 START-UP DOCUMENTATION**

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
  - .1 Factory and on-site test certificates for specified equipment.
  - .2 Pre-start-up inspection reports.
  - .3 Signed installation/start-up check lists.
  - .4 Start-up reports,
  - .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

### **1.16 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS**

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

### **1.17 TEST RESULTS**

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

### **1.18 START OF COMMISSIONING**

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

### **1.19 INSTRUMENTS / EQUIPMENT**

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

## 1.20 COMMISSIONING PERFORMANCE VERIFICATION

- .1 Carry out Cx:
  - .1 Under actual or accepted simulated operating conditions, over entire operating range, in all modes.
  - .2 On independent systems and interacting systems.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.
- .4 EMCS trending to be available as supporting documentation for performance verification.

## 1.21 WITNESSING COMMISSIONING

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

## 1.22 AUTHORITIES HAVING JURISDICTION

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

## 1.23 COMMISSIONING CONSTRAINTS

- .1 It is necessary to complete Cx of occupancy, weather, and seasonal sensitive equipment and systems before issuance of the Interim Certificate, using, if necessary, simulated thermal loads.

## 1.24 EXTENT OF VERIFICATION

- .1 Laboratory areas:
  - .1 Provide manpower and instrumentation to verify 100 % of reported results.
- .2 Critical systems:
  - .1 Provide manpower and instrumentation to verify 100 % of reported results.
  - .2 Systems such as the following shall be deemed critical: boilers/boiler plant systems (ie. pumps, controllers, etc.), make-up air units, IT/server room cooling systems, chillers/chiller plant systems (ie. associated pumps, controllers, etc.), heat exchangers, air handling units, roof top units.
- .3 Elsewhere:

- .1 Provide manpower and instrumentation to verify 20 % of reported results, unless specified otherwise in other sections.
- .4 Number and location to be at discretion of Departmental Representative.
- .5 Conduct tests repeated during verification under same conditions as original tests, using same test equipment, instrumentation.
- .6 Review and repeat commissioning of systems if inconsistencies found in more than 20 % of reported results. Repeat verifications shall be performed in accordance to the following, unless otherwise specified.
  - .1 Laboratory areas:
    - .1 Second and Subsequent Verification:
      - .1 Provide manpower and instrumentation to verify 100 % of reported results.
  - .2 Critical systems:
    - .1 Second and subsequent verifications:
      - .1 Provide manpower and instrumentation to verify 100 % of reported results.
  - .3 Elsewhere:
    - .1 Second Verification:
      - .1 Provide manpower and instrumentation to verify 100 % of all failed tests plus an additional 20 % of reported results, location to be at the discretion of Departmental Representative.
    - .2 Third & Subsequent Verifications:
      - .1 Provide manpower and instrumentation to verify 100 % of all reported results.
- .7 Perform additional commissioning until results are acceptable to Departmental Representative.

### **1.25 REPEAT VERIFICATIONS**

- .1 Assume costs incurred by Departmental Representative for third and subsequent verifications where:
  - .1 Verification of reported results fail to receive Departmental Representative's approval.
  - .2 Repetition of second verification again fails to receive approval.
  - .3 Departmental Representative deems Contractor's request for second verification was premature.

### **1.26 SUNDRY CHECKS AND ADJUSTMENTS**

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

### **1.27 DEFICIENCIES, FAULTS, DEFECTS**

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

### **1.28 COMPLETION OF COMMISSIONING**

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

### **1.29 ACTIVITIES UPON COMPLETION OF COMMISSIONING**

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

### **1.30 TRAINING**

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

### **1.31 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS**

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

### **1.32 OCCUPANCY**

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

### **1.33 INSTALLED INSTRUMENTATION**

- .1 Use instruments installed under Contract for TAB and PV if:
  - .1 Accuracy complies with these specifications.
  - .2 Calibration certificates have been deposited with Departmental Representative.
- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

### **1.34 PERFORMANCE VERIFICATION TOLERANCES**

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

- .3 Measurement tolerances during verification:
  - .1 Unless otherwise specified actual values to be within +/- 2 % of recorded values.

### **1.35 OWNER'S PERFORMANCE TESTING**

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

## **PART 2 - PRODUCTS**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 Description of overall structure of Cx Plan and roles and responsibilities of Cx team.

### **1.2 REFERENCES**

- .1 American Water Works Association (AWWA)
- .2 Underwriters' Laboratories of Canada (ULC)

### **1.3 GENERAL**

- .1 Provide a fully functional facility:
  - .1 Systems, equipment and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
  - .2 Facility user and O&M personnel have been fully trained in aspects of installed systems.
  - .3 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
  - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
  - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
  - .3 Sets out deliverables relating to O&M, process and administration of Cx.
  - .4 Describes process of verification of how built works meet design requirements.
  - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.
  - .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
    - .1 Overview of Cx.
    - .2 General description of elements that make up Cx Plan.
    - .3 Process and methodology for successful Cx.
- .4 Acronyms:
  - .1 Cx - Commissioning.
  - .2 BMM - Building Management Manual.
  - .3 EMCS - Energy Monitoring and Control Systems.
  - .4 MSDS - Material Safety Data Sheets.
  - .5 PI - Product Information.
  - .6 PV - Performance Verification.
  - .7 TAB - Testing, Adjusting and Balancing.
  - .8 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:

- .1 Bumping: short term start-up to prove ability to start and prove correct rotation.
- .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

#### **1.4 DEVELOPMENT OF 100% CX PLAN**

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

#### **1.5 REFINEMENT OF CX PLAN**

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

#### **1.6 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM**

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Project Manager will select Cx Team consisting of following members:
  - .1 NRC Project Manager: during construction, will conduct periodic site reviews to observe general progress and ensures Cx activities are carried out to ensure delivery of a fully operational project including:
    - .1 Review of Cx documentation from operational perspective.
    - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
    - .3 Protection of health, safety and comfort of occupants and O&M personnel.
    - .4 Monitoring of Cx activities, training, and development of Cx documentation.
    - .5 Work closely with members of Cx Team.
  - .2 Departmental Representative is responsible for:
    - .1 Monitoring operations Cx activities.
    - .2 Ensuring implementation of final Cx Plan.
    - .3 Performing verification of performance of installed systems and equipment.
    - .4 Implementation of Training Plan.

- .3 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with contract documents, including:
  - .1 Testing.
  - .2 TAB.
  - .3 Performance of Cx activities.
  - .4 Delivery of training and Cx documentation.
  - .5 Assigning one person as point of contact with Departmental Representative for administrative and coordination purposes.
- .4 Contractor's Cx agent implements specified Cx activities including:
  - .1 Organizing Cx.
  - .2 Witnessing, certifying accuracy of reported results.
  - .3 Witnessing and certifying TAB and other tests.
  - .4 Demonstrations.
  - .5 Training.
  - .6 Testing.
  - .7 Preparation, submission of test reports.
- .5 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
  - .1 Receiving facility.
  - .2 Day-To-Day operation and maintenance of facility.

## 1.7 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
  - .1 Installation contractor/subcontractor:
    - .1 Equipment and systems except as noted.
- .2 Equipment manufacturer: assist in start-up, PV and Cx of equipment specified..
- .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
- .4 Specialist Cx agency:
  - .1 Possessing specialist qualifications and installations providing environments essential to client's program but are outside scope or expertise of Cx specialists on this project.
- .5 Departmental Representative: responsible for intrusion and access security systems.
- .6 Ensure that Cx participant:
  - .1 Could complete work within scheduled time frame.
  - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel, including:
    - .1 Modify ventilation rates to meet changes in off-gassing.
    - .2 Changes to heating or cooling loads beyond scope of EMCS.
    - .3 Changes to EMCS control strategies beyond level of training provided to O&M personnel.
- .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 2 months prior to starting date of Cx for review and approval.

## 1.8 EXTENT OF CX

- .1 Commission mechanical systems and associated equipment:
  - .1 HVAC and exhaust systems:
    - .1 HVAC systems:
      - .1 Fan coil units.
      - .2 Heating and cooling coils.
      - .3 Humidifier.
      - .4 Energy recovery ventilator.
    - .2 Noise and vibration control systems for mechanical systems.
    - .3 Seismic restraint and control measures.
    - .4 EMCS:
  - .2 Commission electrical systems and equipment:
    - .1 Low voltage below 750 V:
      - .1 Low voltage equipment.
      - .2 Low voltage distribution systems.
      - .3 Voice communications systems.
      - .4 Electronic data and communications information systems.
    - .2 Lighting systems:
      - .1 Lighting equipment.
      - .2 Distribution systems.
      - .3 Emergency lighting systems, including battery packs.

## 1.9 DELIVERABLES RELATING TO O&M PERSPECTIVES

- .1 General requirements:
  - .1 Compile English documentation.
  - .2 Documentation to be computer-compatible format ready for inputting for data management.
- .2 Provide deliverables:
  - .1 Warranties.
  - .2 Project record documentation.
  - .3 Inventory of spare parts, special tools and maintenance materials.
  - .4 Maintenance Management System (MMS) identification system used.
  - .5 WHMIS information.
  - .6 MSDS data sheets.
  - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

## 1.10 DELIVERABLES RELATING TO THE CX PROCESS

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

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

### 1.11 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in this Cx Plan include the following:
  - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to Departmental Representative's satisfaction.
  - .2 Departmental Representative to use approved check lists.
  - .3 Departmental Representative will monitor some of these pre-start-up inspections.
  - .4 Include completed documentation with Cx report.
  - .5 Conduct pre-start-up tests: conduct pressure, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Contractor's Cx agent and does not form part of Cx specifications.
  - .6 Departmental Representative will monitor some of these inspections and tests.
  - .7 Include completed documentation in Cx report.
- .2 Pre-Cx activities - MECHANICAL:
  - .1 HVAC equipment and systems:
    - .1 "Bump" each item of equipment in its "stand-alone" mode.
    - .2 At this time, complete pre-start-up checks and complete relevant documentation.
    - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.
    - .4 Perform TAB on systems. TAB reports to be approved by Departmental Representative.
  - .2 EMCS:
    - .1 EMCS trending to be available as supporting documentation for performance verification.
    - .2 Perform point-by-point testing in parallel with start-up.
    - .3 Carry out point-by-point verification.
    - .4 Demonstrate performance of systems, to be witnessed by Departmental Representative prior to start of 30 day Final Acceptance Test period.
    - .5 Perform final Cx and operational tests during demonstration period and 30 day test period.
    - .6 Only additional testing after foregoing have been successfully completed to be "Off-Season Tests".

## 1.12 START-UP

- .1 Start-up components, equipment and systems.
- .2 Equipment installing specialist sub-contractor, to start-up, under Contractor's direction, following equipment, systems:
  - .1 Fan coil units.
  - .2 Heating and cooling coils.
  - .3 Humidifier.
  - .4 Energy recovery ventilator.
  - .5 Control systems.
- .3 Departmental Representative to monitor some of these start-up activities.
  - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative.
- .4 Performance Verification (PV):
  - .1 Approved Cx Agent to perform.
    - .1 Repeat when necessary until results are acceptable to Departmental Representative.
  - .2 Use procedures modified generic procedures to suit project requirements.
  - .3 Contractor's Cx agent to certify reported results using approved PI and PV forms.
  - .4 Departmental Representative to approve completed PV reports.
  - .5 Departmental Representative reserves right to verify up to 30% of reported results at random.
  - .6 Failure of randomly selected item shall result in rejection of PV report or report of system startup and testing.

## 1.13 CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Perform Cx by specified Cx agency using procedures developed by Departmental Representative.
- .2 Departmental Representative to monitor Cx activities.
- .3 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.
- .4 Departmental Representative to witness, certify reported results of, Cx activities.
- .5 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

## 1.14 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative.
- .2 Tests to be witnessed by Departmental Representative and documented on approved report forms.
- .3 Upon satisfactory completion, Cx specialist to prepare Cx Report, and submitted to Departmental Representative for review.
- .4 Departmental Representative reserves right to verify percentage of reported results.

- .5 Integrated systems to include:
  - .1 HVAC and associated systems forming part of integrated HVAC systems: Fan coil units, perimeter heating terminals, and exhaust fan.

### 1.15 INSTALLATION CHECK LISTS (ICL)

- .1 Contractor's Cx Agent to provide for approval by Departmental Representative all Installation Check List Forms. Forms are to be approved by Departmental Representative prior to use.

### 1.16 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Contractor's Cx Agent to provide for approval by Departmental Representative all Product Information (PI) forms. Forms are to be approved by Departmental Representative prior to use.

### 1.17 PERFORMANCE VERIFICATION (PV) REPORT

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms. Contractor's Cx Agent to provide for approval by Departmental Representative any missing PV forms. Forms are to be approved by Departmental Representative prior to use.

### 1.18 CX SCHEDULES

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

- .3 Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

### **1.19 CX REPORTS**

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

### **1.20 ACTIVITIES DURING WARRANTY PERIOD**

- .1 Cx activities must be completed before issuance of Interim Certificate, it is anticipated that certain Cx activities may be necessary during Warranty Period, including:
  - .1 Fine tuning of HVAC systems.
  - .2 Adjustment of ventilation rates to promote good indoor air quality and reduce deleterious effects of VOCs generated by off-gassing from construction materials and furnishings.

### **1.21 TRAINING PLANS**

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

### **1.22 FINAL SETTINGS**

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

## **PART 2- PRODUCTS**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 Commissioning forms to be completed for equipment, system and integrated system.

### **1.2 INSTALLATION/START-UP CHECK LISTS**

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

### **1.3 PRODUCT INFORMATION (PI) REPORT FORMS**

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

### **1.4 PERFORMANCE VERIFICATION (PV) FORMS**

- .1 PV forms to be used for checks, running dynamic tests and adjustments carried out on equipment and systems to ensure correct operation, efficiently and function independently and interactively with other systems as intended with project requirements.

- .2 PV report forms include those developed by Contractor records measured data and readings taken during functional testing and Performance Verification procedures.
- .3 Prior to PV of integrated system, complete PV forms of related systems and obtain Departmental Representative's approval.

## 1.5 SAMPLES OF COMMISSIONING FORMS

- .1 Departmental Representative will develop and provide to Contractor required project-specific Commissioning forms in electronic format complete with specification data.
- .2 Revise items on Commissioning forms to suit project requirements.
- .3 Complete all forms missing information and provide all the required forms that are not attached but required for this project.
- .4 Samples of Commissioning forms and a complete index of produced to date will be attached to this section.

## 1.6 CHANGES AND DEVELOPMENT OF NEW REPORT FORMS

- .1 When additional forms are required, but are not available from Departmental Representative, develop appropriate verification forms and submit to Departmental Representative for approval prior to use.
  - .1 Additional commissioning forms to be in same format as provided by Departmental Representative.

## 1.7 COMMISSIONING FORMS

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

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Management Manual in accordance with Section 01 10 00 – General Instructions.

## **1.8 LANGUAGE**

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

## **PART 2 - PRODUCTS**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**



# Commissioning (Cx) Project Control Sheet

6084 M50 Room 066 Modifications / M50 Salle 066 Modifications

<b>Project Designers:</b>	Christopher Eby	RPPM-Engineering	cell number	email
	Kevin Li	RPPM-Engineering	cell number	email
	Patrick Smith	RPPM-Engineering	cell number	email
	Structural Engineer	Consulting Firm Name	cell number	email
	Other A&E Support Names	Consulting Firm Name	cell number	email
<b>Project Manager:</b>	Mark O'Connor	RPPM-Project Delivery	613-301-3576	Mark.O'Connor@nrc-cnrc.gc.ca
<b>Project Coordinator:</b>	Name	RPPM-Project Delivery	cell number	email
<b>BAS Control Specialist:</b>	Name	O&M BAS Team	cell number	email
<b>Building Coordinator:</b>	Name	O&M Client Services	cell number	email
<b>Client Contact:</b>	Name	CBI	cell number	email
<b>PMO:</b>	9100XXXX	<b>WBS Element:</b>	A1-XXXXXX-XX-XX	
<b>General Contractor:</b>	Company Name			
	Primary Contact Name	Title	cell number	email
<b>Commissioning Authority (Agent):</b>	Company Name			
	Primary Contact Name	Title	cell number	email
<b>Controls (Ainsworth) Contact:</b>	Ainsworth Canada			
	Primary Contact Name	Title	cell number	email



# Commissioning (Cx) List of Participants Execution (E), Verification (V), and Approval (A)

Systems for Cx	Company	Participant Name	Activity	Signature and Date
Plumbing	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
Ventilation	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
BAS	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
Electrical	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
Balancing	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
Witness - General Contractor	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
Witness - RPPM Departmental Rep(s)	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	
Commissioning Authority (Agent)	Company Name	Participant(s) Name	Execution <input type="checkbox"/> Verification <input type="checkbox"/> Approval <input type="checkbox"/>	



# Commissioning (Cx) Sign-Off

EQUIPMENT INFORMATION			
SAP Equipment ID	Tasks Complete (select Yes, No or N/A)	Supervised By	Date

PREREQUISITES			
SAP Equipment ID	Tasks Complete (select Yes, No or N/A)	Supervised By	Date

EQUIPMENT ITEMS TO BE VERIFIED			
SAP Equipment ID	Tasks Complete (select Yes, No or N/A)	Supervised By	Date




**ELEMENTS TO BE MEASURED FOR DESIGN VALIDATION**

<i>SAP Equipment ID</i>	<i>Tasks Complete (select Yes, No or N/A)</i>	<i>Supervised By</i>	<i>Date</i>

**CONTROL SYSTEM ITEMS TO BE VERIFIED**

<i>SAP Equipment ID</i>	<i>Tasks Complete (select Yes, No or N/A)</i>	<i>Supervised By</i>	<i>Date</i>

**CONTROL SYSTEM PRE-FUNCTIONAL CHECKS**

<i>SAP Equipment ID</i>	<i>Tasks Complete (select Yes, No or N/A)</i>	<i>Supervised By</i>	<i>Date</i>



<b>CONTROL SYSTEM FUNCTIONAL PERFORMANCE TESTS</b>			
<b>SAP Equipment ID</b>	<b>Tasks Complete</b> (select Yes, No or N/A)	<b>Supervised By</b>	<b>Date</b>
<b>FINAL SIGNATURES</b>			
Project Manager:	_____	O&M Project Acceptance Representative:	_____
Design Engineer:	_____		
BAS Control Specialist:	_____	E&C Handover Representative:	_____
O&M Supervisor:	_____		



# Electric Duct Heater Cx Checklist

## EQUIPMENT INFORMATION

SAP Equipment ID:	
Project No:	M50-6084
Drawing No:	
Manufacturer:	
Model No.:	
Serial No.:	
Safeties Included:	<input type="checkbox"/> freeze stat <input type="checkbox"/> air flow switch <input type="checkbox"/> other (identify):
Area Served:	
Location:	
Duct Heater Application:	<input type="checkbox"/> OA preheat <input type="checkbox"/> reheat <input type="checkbox"/> other (identify):
	Size (Width x Length):
	Capacity (kW)
	Electrical: V/ $\phi$ / Hz

## PREREQUISITE (check to confirm that the following prerequisites are documented)

<input type="checkbox"/> Shop Drawing Received	<input type="checkbox"/> Installation Complete
<input type="checkbox"/> Start-up Process per Manufacturer's Instructions Complete	<input type="checkbox"/> Connected to BAS
<input type="checkbox"/> Sequence Complete	<input type="checkbox"/> Seismic Review Letter Received
Comments:	

## EQUIPMENT ITEMS TO BE VERIFIED

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Equipment Items	Yes / No	Comments
Duct heater installation & start-up completed and form/report attached		
Equipment identification label has been applied and follows NRC naming convention		
Local protection/interlocks/alarms are functional		
Verifications of abnormal noise and vibration		
Comments:		

**ELEMENTS TO BE MEASURED FOR DESIGN VALIDATION**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Measured Element	Instrument (portable/BAS/local)	Design	Measured 1	Measured 2
Entering Air Temp (°C - °F)				
Leaving Air Temp (°C - °F)				
Voltage (T <sub>1</sub> -T <sub>2</sub> , T <sub>2</sub> -T <sub>3</sub> , T <sub>3</sub> -T <sub>1</sub> )				
Amperage (I <sub>1</sub> , I <sub>2</sub> , I <sub>3</sub> )				
Fuse/Breaker Rating				
O/L Protection - Adjustment				
Comments:				

**CONTROL SYSTEM ITEMS TO BE BE VERIFIED**

Control System Items	Yes / No	Comments
NRC Graphics Standard Checklist Completed		
NRC BAS Field Equipment Checklist Completed		
Controller online		
Graphics created		
Link to written sequence on system graphic		
Equipment shown on BAS floor plan		
Network layout shown on BAS floor plan		
SAP Equipment ID used in BAS		
Nametags for electric duct heater and BAS control points installed		
BAS Controller labelled		
Power source labelled on controller		
Comments:		

**CONTROL SYSTEM PRE-FUNCTIONAL CHECKS - TBC**

*Observations, Notes & Comments*

<b>Initial Conditions:</b>	
<b>Manually command heater to obtain:</b>	
From BAS, command heater ON	Record (mA): Physically check heater is ON: <input type="checkbox"/> Y <input type="checkbox"/> N
From BAS, command heater OFF	Record (mA): Physically check heater is OFF: <input type="checkbox"/> Y <input type="checkbox"/> N
Back to automatic	
<b>Return all changed control parameters and conditions to their pre-functional check values.</b>	
Comments:	

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

**CONTROL SEQUENCE FUNCTIONAL PERFORMANCE TEST - TBC**

Functional Performance Test Procedure	Expected, Actual Response & Comments	Pass (Y / N)
System stopped:		
System start-up:		
Normal mode:		
Control points:		
Local protection:		
Alarms:		
<b>Return all changed control parameters and conditions to their pre-functional performance test values.</b>		
Comments:		

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

# Heating or Cooling Coil Cx Checklist

EQUIPMENT INFORMATION	
SAP Equipment ID:	
Project No:	M50-6084
Drawing No:	
Manufacturer:	
Model No.:	
Serial No.:	
Area Served:	
Location:	
Service:	
Type:	<input type="checkbox"/> Glycol <input type="checkbox"/> Electric
Seasonal Draining Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fluid Flow:	
Fluid Pressure Drop:	
Airflow velocity:	
Airflow:	
Airside Pressure Drop:	
Capacity:	
Actuator:	
Control Valve:	<input type="checkbox"/> 2-Way <input type="checkbox"/> 3-Way

PREREQUISITE (check to confirm that the following prerequisites are documented)	
<input type="checkbox"/> Shop Drawing Received	<input type="checkbox"/> Installation Complete
<input type="checkbox"/> Start-up Process per Manufacturer's Instructions Complete	<input type="checkbox"/> Connected to BAS
<input type="checkbox"/> Sequence Complete	<input type="checkbox"/> System Balanced
<input type="checkbox"/> System Cleaned and Strainer Clean	Control Valve: <input type="checkbox"/> Yes (spec. attached) <input type="checkbox"/> No
Comments:	

**EQUIPMENT ITEMS TO BE VERIFIED**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Equipment Items	Yes / No	Comments
Coil installation & start-up completed and form/report attached		
Equipment identification label has been applied and follows NRC naming convention		
No evidence of damage		
Comments:		

**ELEMENTS TO BE MEASURED FOR DESIGN VALIDATION**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Measured Element	Instrument (portable/BAS/local)	Design	Measured 1	Measured 2
<b>Airside:</b>				
Airflow (l/s - cfm)				
Entering Air Temp (°C - °F)				
Leaving Air Temp (°C - °F)				
Temperature Difference (°C - °F)				
Airside Pressure Drop (Pa - "H <sub>2</sub> O)				
Capacity (kW - BTU/h)				
Number of rows in coil				
Fins Per Inch (FPI)				
<b>Fluid Side:</b>				
Flow (l/s - gpm)				
Entering Fluid Temp (°C - °F)				
Leaving Fluid Temp (°C - °F)				
Temperature Difference (°C - °F)				
Fluid Pressure Drop (Pa - "H <sub>2</sub> O)				
Capacity (kW - BTU/h)				

Number of rows in coil				
Fins Per Inch (FPI)				
Comments:				

**CONTROL SYSTEM ITEMS TO BE BE VERIFIED**

Control System Items	Yes / No	Comments
NRC Graphics Standard Checklist Completed		
NRC BAS Field Equipment Checklist Completed		
Graphics created		
Link to written sequence on system graphic		
Equipment shown on BAS floor plan		
SAP Equipment ID used in BAS		
Nametags for coil and BAS control points installed		
Comments:		

**CONTROL SYSTEM PRE-FUNCTIONAL CHECKS - TBC**

<i>Observations, Notes &amp; Comments</i>		
<b>Initial Conditions:</b>		
Cooling Water Valve	Spring range in PSIG (if pneumatic):	
	Corresponding BAS signal (mA):	
	Cv	
Heating Water Valve	Spring range in PSIG (if pneumatic):	
	Corresponding BAS signal (mA):	
	Cv	
From BAS, command CWV closed to coil	Record I/P current transducers (mA):	
	Physically check valve is closed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
From BAS, command CWV open to coil	Record I/P current transducers (mA):	
	Physically check valve is open:	<input type="checkbox"/> Yes <input type="checkbox"/> No
From BAS, command HWV closed to coil	Record I/P current transducers (mA):	
	Physically check valve is closed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
From BAS, command HWV open to coil	Record I/P current transducers (mA):	
	Physically check valve is open:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Back to automatic:		
<b>Return all changed control parameters and conditions to their pre-functional check values.</b>		
Comments:		

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TBC - To be completed by Cx Agent and Contractor based on the control sequence.

**CONTROL SEQUENCE FUNCTIONAL PERFORMANCE TEST - TBC**

Functional Performance Test Procedure	Expected, Actual Response & Comments	Pass (Y / N)
System stopped:		
System start-up:		
Normal mode:		
Control points:		
Local protection:		
Alarms:		
<b><i>Return all changed control parameters and conditions to their pre-functional performance test values.</i></b>		
Comments:		

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

# AHU (BUILT-UP) CX CHECKLIST

## EQUIPMENT INFORMATION

SAP Equipment ID:			
Project No:	M50-6084		
Drawing No:			
Manufacturer:			
Model No.:			
Serial No.:			
Area Served:			
Installed Location (Room #):			
Supply Fan HP:			
Return/Exhaust Fan HP:			
Energy Recovery Wheel Motor HP:			
Unit description:			
Cooling Coil:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Water	<input type="checkbox"/> DX
For DX Coils Only:			
Refrigerant Type:			
Refrigerant Volume:			
	Subcooling adjustment (°F - °C) - Refrigerant liquid pressure converted to temperature minus the liquid line temperature		
	Suction superheat adjustment via TXV (°F - °C) - Suction temperature minus the suction pressure converted to temperature		
Heating Coil:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Glycol	<input type="checkbox"/> Electric
Humidifier:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Direct Steam	<input type="checkbox"/> Electric

## PREREQUISITE (check to confirm that the following prerequisites are documented)

<input type="checkbox"/> Shop Drawing Received	<input type="checkbox"/> Installation Complete
<input type="checkbox"/> Start-up Process per Manufacturer's Instructions Complete	<input type="checkbox"/> Connected to BAS
<input type="checkbox"/> Sequence Complete	<input type="checkbox"/> System Balanced
<input type="checkbox"/> Seismic Review Letter Received	Control Valve(s) <input type="checkbox"/> Yes (specification(s) attached) <input type="checkbox"/> No

Comments:

**EQUIPMENT ITEMS TO BE VERIFIED**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Equipment Items	Yes / No	Comments
<b>Cabinet and General Installation</b>		
Casing condition good: no dents, leaks, door gaskets installed, no missing screws.		
Access doors close tightly and open easily - no leaks		
Vibration isolation equipment installed and released from shipping locks		
Abnormal noise and vibration		
Maintenance access acceptable for unit and components		
Thermal insulation properly installed		
Instrumentation installed according to specification (thermometers, pressure gauges, flow meters, etc.)		
Filters installed and replacement type and efficiency permanently affixed to housing - construction filters removed		
Equipment identification label has been applied and adheres to NRC naming convention		
Viewing windows installed in sizes and location as specified. Maintenance lights inside unit installed as		
No leakage between unit's outlet and ductwork connection. Flexible connection properly installed		
Unit installed on baserail as specified to ensure proper condensate drainage		
<b>Valves, Piping and Coils</b>	<b>Yes / No</b>	
Pipe fittings complete and pipes properly supported		
Pipes properly labeled		
Pipes properly insulated		
Strainers in place and clean		
Piping system properly installed and flushed		
No leaking apparent around fittings		
All coils are clean and fins are in good condition		
All condensate drain pans clean and slope to drain		
Valves properly labeled		
Valves installed in proper direction		
BAS sensors properly located and secure		
P/T plugs and isolation valves installed per drawings		
Control, balancing and isolation valves verified and are accessible for maintenance		
Enough clearance for coil removal		
<b>Energy Recovery Wheel</b>	<b>Yes / No</b>	
Unit on separate power circuit		
Power circuit labelled		
No visible damage on face or housing		

The wheel's purge side is correctly facing the building side supply air stream		
Ductwork correctly matched direction and locations of airflow		
Access doors installed immediately adjacent to the unit on all four ducts as specified		
All access doors are large enough to allow a person easy access to all seals and bearings		
Ductwork is self-supporting and does NOT use the unit as structural support		
Ductwork is attached to the unit's frame only and NOT to the unit's sheet metal		
Filters are incorporated into the outside and return air streams		
Filters have restraints to keep them from blowing out should they become wet		
Any indication of leakage (pay particular attention to the partition seal)		
<b>Fans and Dampers</b>	<b>Yes / No</b>	
Supply/exhaust/return fans and motor alignment correct		
Supply/exhaust/return fans belt tension & condition good		
Supply/exhaust/return fans protective shrouds for belts in place and secure		
Supply/exhaust/return fans area clean		
Supply/exhaust/return fans and motor properly lubricated		
Fan motor base vibration isolators type and quantity as per specifications		
Supply/exhaust/return accessible for replacement		
Interlocks installed as per specifications		
Filters clean and tight fitting		
Filter pressure differential measuring device installed and functional, per specification		
Smoke and fire dampers installed properly per contract documents (proper location, access doors,		
All dampers close tightly		
All damper linkages have minimum play		
Low limit freeze stat sensor located to deal with stratification & bypass		
Blade orientation as specified - Opposed/Paralle		
Verify loss of power position (N.O., N.C.) as specified		
<b>Humidifer</b>	<b>Yes / No</b>	
Casing condition good: no dents, leaks, door gaskets installed. No missing screws		
Unit's nameplate permanently affixed to the humidifer		
Humidifier is leveled and properly secured (floor stand or wall supports bolted to ther fllow/walls)		

Piping system properly installed and water isolation valve is provided at the supply piping		
Condensate piping properly sloped and trapped as per manufacturer's instructions		
Manifold is clean and has no damage		
Internal drain cooler is provided to maintain discharge temperature as per city's by-law requirements		
Humidity sensor located as per manufacturer's instructions		
High-humidity cut-out sensor located as per manufacturer's instructions and tested. Must be hard-wired		
<b>DX Coil (if applicable)</b>	<b>Yes / No</b>	
Equipment and refrigerant piping components installed as per drawings		
Refrigerent line sizes, slope, trapping, support, insulation as per manufacturer's instructions		
TXV bulb and equalizer line positioned and installed as per manufacturer's instructions		
Refrigerent piping leaked checked and evacuated down to 500 microns or in accordance with manufacturer's instructions		
System charged with total system refrigerant charge (including condensing unit, DX Coil and piping)		
Minimum face velocity of 350fpm		
<b>Ducts</b>	<b>Yes / No</b>	
Balancing report submitted		
Sound attenuation installed		
Duct joint sealant properly installed		
No apparent severe duct restrictions		
Turning vanes in square elbows as per drawings		
Fresh air intakes located away from pollutant sources & exhaust outlets		
Pressure leakage tests completed		
Branch duct control dampers operable		
Ducts cleaned as per specifications		
Balancing dampers installed as per drawings and TAB's site visit		
<b>Electrical and Controls</b>	<b>Yes / No</b>	
Pilot lights are functioning		
Power disconnects in place and labeled		
All electric connections tight		
Proper grounding installed for components and unit		
Safeties in place and operable		
Starter overload breakers installed and correct size		
Control system interlocks hooked up and functional		
Smoke detectors in place		
All control devices and wiring complete		

Controls, interlocks and sequence are functional		
<b>VFD</b>	<b>Yes / No</b>	
VFD powered (wired to controlled equipment)		
VFD interlocked to control system		
Static pressure sensor or other controlling sensor properly located and per drawings and calibrated		
Drive location not subject to excessive moisture or dirt		
Drive location not subject to excessive temperatures		
Drive size matches motor size		
Internal settings designating the model is correct		
Input of FLA represents 100% to 105% of motor FLA rating		
Appropriate Volts and Hz curve is being used		
Accel and decel times are around 10-50 seconds, except for special applications		
Actual decel = _____   Actual accel = _____		
Lower frequency limit at 0 for VAV fans and around 10-30% for chilled water pumps Actual = _____		
Upper frequency set at 100%, unless explained otherwise		
Unit is programmed with full written programming record on site		
<b>Final</b>	<b>Yes / No</b>	
Smoke and fire dampers and unpowered TUs are open		
Startup report completed with this checklist attached		
Safeties installed and safe operating ranges for this equipment provided to the commissioning agent		
Alarms and local protection are functional		
If unit is started and will be running during construction: have quality filters on RA grills, etc. to minimize dirt in the ductwork and coils in any finished areas. Verify moisture migration is not a problem, due to improper pressures between spaces		
Comments:		

**ELEMENTS TO BE MEASURED FOR DESIGN VALIDATION**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Measured Element	Instrument (portable/BAS/local)	Design	Measured 1	Measured 2
Supply Fan CFM				
Return/Exhaust Fan CFM				
Supply Fan Amperage				
Return/Exhaust Fan Amperage				
Fuse/Breaker rating				
Supply Fan RPM from balancing report				
Supply motor RPM from balancing report				
Return/Exhaust Fan RPM from balancing report				
Return/Exhaust Motor RPM from balancing report				
Supply/Return/Exhaust Fan External static pressure (ESP) from balancing report				
Supply/Return/Exhaust Fan Total Static Pressure (TSP) from balancing report				
<b>Heating Coil (Airside)</b>				
Airflow (l/s - CFM)				
Entering Air Temp (°C - °F)				
Leaving Air Temp (°C - °F)				
Temperature Difference (°C - °F)				
Airside Pressure Drop (Pa - "H <sub>2</sub> O)				
Airflow Velocity (m/s - fps)				

Capacity (kW - BTU/h)				
<b>Heating Coil (Fluidside)</b>				
Fluid Flow (l/s - GPM)				
Entering Fluid Temp (°C - °F)				
Leaving Fluid Temp (°C - °F)				
Fluid Temperature Drop (°C - °F)				
Fluid Pressure Drop (Pa - "H <sub>2</sub> O)				
Number of rows in coil				
Fins Per Inch (FPI)				
Capacity (kW - BTU/h)				
<b>Heating Coil (Electric)</b>				
Amperage				
Voltage				
Capacity (kW - BTU/h)				
<b>Cooling Coil (chilled water)</b>				
Airflow (l/s - CFM)				
Entering Air Temperature (°C - °F)				
Leaving Air Temp (°C - °F)				
Temperature Difference (°C - °F)				
Airside Pressure Drop (Pa - "H <sub>2</sub> O)				
Airflow Velocity (m/s - fps)				
Capacity (kW - BTU/h)				
Fluid Flow (l/s - GPM)				
Entering Fluid Temp (°C - °F)				
Leaving Fluid Temp (°C - °F)				

Fluid Temperature Drop (°C - °F)				
Fluid Pressure Drop (Pa - "H <sub>2</sub> O)				
Capacity (kW - BTU/h)				
Number of rows in coil				
Fins Per Inch (FPI)				
<b>Cooling Coil (DX)</b>				
Airflow (l/s - CFM)				
Entering Air Temp (°C - °F)				
Leaving Air Temp (°C - °F)				
Temperature Difference (°C - °F)				
Pressure Drop (Pa - "H <sub>2</sub> O)				
Capacity (kW - BTU/h)				
Refrigerant suction line pressure (kPa)				
Refrigerant liquid line pressure (kPa)				
<b>Humidifier</b>				
Entering Dry Bulb Temp (°C - °F)				
Entering Wet Bulb Temp (°C - °F)				
Entering Relative Humidity %				
Leaving Dry Bulb Temp (°C - °F)				
Leaving Wet Bulb Temp (°C - °F)				
Leaving Relative Humidity %				
<b>Filters</b>				
Static Pressure Drop				
Type				
Efficiency				
Size				
Quantity				

<b>Energy Recovery Wheel</b>				
Wheel size (nominal CFM)				
Total effectiveness				
Exhaust air transfer ratio (EATR)				
Outside air correction factor (OACF)				
Pressure drop (supply to exhaust air)				
Comments:				

**CONTROL SYSTEM ITEMS TO BE BE VERIFIED**

<b>Control System Items</b>	<b>Yes / No</b>	<b>Comments</b>
NRC Graphics Standard Checklist Completed		
NRC BAS Field Equipment Checklist Completed		
NRC Sequence Standard Checklist Completed		
Have scheduled points been added to the All Points Log (APL)		
Controller online		
Has AHU been programmed for GTA		
Graphics created		
Link to written sequence on system graphic		
Equipment shown on BAS floor plan		
Network layout shown on BAS floor plan		
SAP Equipment ID used in BAS		
Nametags for AHU and BAS control points installed		
Wiring inside BAS panel labelled to identify BAS point names		
Input/output points sheet for controller updated to include new equipment		
BAS Controller labelled		
Power source labelled on controller		
Comments:		

**CONTROL SYSTEM PRE-FUNCTIONAL CHECKS - TBC**

<i>Observations, Notes &amp; Comments</i>
<b>Initial Conditions:</b>

As-Found Outside Temp/Hum	
As-Found Supply Set Point - Temp/Hum	
As-Found Supply Temp/Hum	
As-Found Return Temp/Hum	
As-Found Position HV/CV/Damper	
As-Found HumVlv	
Total Pressure drop across fan	
Mixed air chamber pressure	
Pressure drop across OAD and MAD	
<b>Manually override the dampers to obtain:</b>	
0% (Fully Closed on OA)	
10% (Min)	
50%	
100% (Fully Open on OA)	
50%	
Back to Automatic	
Note travel time	
<b>Manually override the HV to obtain:</b>	
0% (Fully Closed)	
50%	
100% (Fully Open)	
Back to Automatic	
Note travel time. Verify if temperature is coherent with valve setting	
<b>Manually override the CV to obtain:</b>	
0% (Fully Closed)	
50%	
100% (Fully Open)	
Back to Automatic	
Note travel time. Verify if temperature is coherent with valve setting	
<b>Manually override the HumVlv to obtain:</b>	
0% (Fully Closed)	
50%	
100% (Fully Open)	
Back to Automatic	
Note travel time. Verify that steam is injected when valve is open	
<b>Calculate Energy Recovery Wheel effectiveness:</b>	
Supply airflow (CFM)	
Return airflow (CFM)	
Calculate the energy recovery wheel effectiveness according to ASHRAE Standard 84-2020 and note if different from design	
<b>Modify schedule for the system to go in unoccupied mode:</b>	
Verify that fan stops	
Verify damper positions	

Verify HV setting	
Back to normal schedule	
<b><i>Return all changed control parameters and conditions to their pre-functional check values</i></b>	
Comments:	

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

**CONTROL SEQUENCE FUNCTIONAL PERFORMANCE TEST - TBC**

Functional Performance Test Procedure	Expected, Actual Response & Comments	Pass (Y / N)
<b>System stopped:</b>		
<b>System start-up:</b>		
<b>Normal mode:</b>		
<b>Control points:</b>		
<b>Local protection:</b>		
<b>Alarms:</b>		
<b><i>Return all changed control parameters and conditions to their pre-functional performance test values.</i></b>		
Comments:		

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

# Fan Coil Cx Checklist

## EQUIPMENT INFORMATION

SAP Equipment ID:	
Project No:	M50-6084
Drawing No:	
Manufacturer:	
Model No.:	
Serial No.:	
Area Served:	
Location:	
Service:	
Motor Type:	<input type="checkbox"/> ECM <input type="checkbox"/> Belt <input type="checkbox"/> Direct Drive with VFD <input type="checkbox"/> Other (specify):
Motor Horsepower:	
Electrical: ___ V/ ___ φ / ___ Hz	
Heating Type:	<input type="checkbox"/> Electric <input type="checkbox"/> Hydronic
Function:	<input type="checkbox"/> ON/OFF <input type="checkbox"/> Other
No. of Speeds:	

## PREREQUISITE (check to confirm that the following prerequisites are documented)

<input type="checkbox"/> Shop Drawing Received	<input type="checkbox"/> Installation Complete
<input type="checkbox"/> Start-up Process per Manufacturer's Instructions Complete	<input type="checkbox"/> Connected to BAS
<input type="checkbox"/> Sequence Complete	<input type="checkbox"/> System Balanced
<input type="checkbox"/> Seismic Review Letter Received	
Comments:	

## EQUIPMENT ITEMS TO BE VERIFIED

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Equipment Items	Yes / No	Comments
Fan coil installation & start-up completed and form/report attached		
Equipment identification label has been applied and follows NRC naming convention.		
Comments:		

**ELEMENTS TO BE MEASURED FOR DESIGN VALIDATION**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Measured Element	Instrument (portable/BAS/local)	Design	Measured 1	Measured 2
Amperage (I <sub>1</sub> /I <sub>2</sub> /I <sub>3</sub> )				
Fan Voltage (if 3 Ph, T <sub>1</sub> , T <sub>2</sub> , T <sub>3</sub> )				
Entering Air Temp (°C - °F)				
Leaving Air Temp (°C - °F)				
Heating Element Amperage				
Heating Element Voltage				
Capacity (kW)				
O/L Protection - Adjustment				
Comments:				

**CONTROL SYSTEM ITEMS TO BE BE VERIFIED**

Control System Items	Yes / No	Comments
NRC Graphics Standard Checklist Completed		
NRC BAS Field Equipment Checklist Completed		
NRC Sequence Standard Checklist Completed		
Have scheduled points been added to the All Points Log (APL)		
Controller online		
Has Global Temperature Adjustment (GTA) been incorporated into the program		
Graphics created		
Link to written sequence on system graphic		
Equipment shown on BAS floor plan		
Network layout shown on BAS floor plan		
SAP Equipment ID used in BAS		
Nametags for Fan Coil and BAS control points installed		
BAS Controller labelled		
Power source labelled on controller		
If controller is mounted in ceiling space, has location of controller been identified on t-bar with an orange dot sticker		
Comments:		

**CONTROL SYSTEM PRE-FUNCTIONAL CHECKS - TBC**

**Observations, Notes & Comments**

<b>Initial Conditions:</b>		
Space Temp (°C):	BAS reading:	Thermocouple reading:
Fan Speed Status (amps):	Off:	Med Speed:
	Low Speed:	High Speed:
Cooling Water Valve	Spring range in PSIG (if pneumatic):	
	Corresponding BAS signal (mA):	
	Cv:	
Heating Water Valve	Spring range in PSIG (if pneumatic):	
	Corresponding BAS signal (mA):	
	Cv:	
From BAS, command CWV closed	Record I/P current transducer (mA):	
	Physically check valve is closed:	<input type="checkbox"/> Y <input type="checkbox"/> N
From BAS, command CWV open	Record I/P current transducer (mA):	
	Physically check valve is open:	<input type="checkbox"/> Y <input type="checkbox"/> N
From BAS, command HWV closed	Record I/P current transducer (mA):	
	Physically check valve is closed:	<input type="checkbox"/> Y <input type="checkbox"/> N
From BAS, command HWV open	Record I/P current transducer (mA):	
	Physically check valve is open:	<input type="checkbox"/> Y <input type="checkbox"/> N
Return to automatic		
<b>Return all changed control parameters and conditions to their pre-functional check values.</b>		
Comments:		

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

**CONTROL SEQUENCE FUNCTIONAL PERFORMANCE TEST - TBC**

Functional Performance Test Procedure	Expected, Actual Response & Comments	Pass ( Y / N )
System stopped:		
System start-up:		
Normal mode:		
Control points:		
Local protection:		
Alarms:		
<b><i>Return all changed control parameters and conditions to their pre-functional performance test values.</i></b>		
Comments:		

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

# Humidifier Cx Checklist

EQUIPMENT INFORMATION	
SAP Equipment ID:	
Project No:	M50-6084
Drawing No:	
Manufacturer:	
Model No.:	
Serial No.:	
Area Served:	
Location:	
Humidifier Type:	<input type="checkbox"/> Direct Steam <input type="checkbox"/> Electric <input type="checkbox"/> Steam-to-Steam
Installed Location (Rm #):	
Supply Water:	<input type="checkbox"/> DI <input type="checkbox"/> RO <input type="checkbox"/> Soft <input type="checkbox"/> Potable
Incoming Water Pressure (Pa - psi):	
Fuel Source:	<input type="checkbox"/> Steam <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other (specify):
Power Vent Location:	
Steam Piping Outlet Size (mm - in):	
Steam Piping Outlet Type:	<input type="checkbox"/> Flange <input type="checkbox"/> Hard Pipe <input type="checkbox"/> Insulated
Barometric Damper Location:	
<i>Gas Fuels Source Humidifiers:</i>	
Gas Supply:	<input type="checkbox"/> Natural <input type="checkbox"/> LP
Gas Pressure:	
Flue Piping: Class / Size / Rise / Run	
Flue Piping Termination Point:	<input type="checkbox"/> Capped and <input type="checkbox"/> Covered

PREREQUISITE (check to confirm that the following prerequisites are documented)	
<input type="checkbox"/> Shop Drawing Received	<input type="checkbox"/> Installation Complete
<input type="checkbox"/> Start-up Process per Manufacturer's Instructions Complete	<input type="checkbox"/> Connected to BAS
<input type="checkbox"/> Sequence Complete	<input type="checkbox"/> System Balanced
<input type="checkbox"/> Seismic Review Letter Received	Control Valve <input type="checkbox"/> Yes (spec. attached) <input type="checkbox"/> No
Comments:	

**EQUIPMENT ITEMS TO BE VERIFIED**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Equipment Items	Yes / No	Comments
Manufacturer's start-up report received and reviewed.		
Equipment identification label has been applied and adheres to NRC naming convention.		
Casing condition good: no dents, leaks, door gaskets installed. No missing screws.		
Humidifier is leveled and properly secured (floor stand or wall supports bolted to their floor/walls).		
Piping system properly installed and water isolation valve is provided at the supply piping.		
Correct fitting of flexible connections to the terminal units to prevent kinking and prevent air from entering the pipes system		
System has been properly vented to ensure that air is removed from the pipe-work		
Piping, isolation valves, balancing valves, flow control zone valves installed as per drawings. Isolation valves should be fitted on the supply and return connections to the chilled beams from the main distribution system		
Condensate piping properly sloped and trapped as per manufacturer's instructions.		
Manifold is clean and has no damage.		
Internal drain cooler is provided to maintain discharge temperature as per city's by-law requirements.		
Absorption distance respected? (Document distance)		
Airflow proving switch		
Humidity sensor located as per manufacturer's instructions.		
High-humidity cut-out sensor located as per manufacturer's instructions. Must be hard-wired.		
<b>Safety testing:</b>		
Low water test		
High humidity limit test		
Airflow test		
Aquastat test		
Comments:		

**ELEMENTS TO BE MEASURED FOR DESIGN VALIDATION**

**This checklist does not take the place of the manufacturer's recommended checkout and start-up procedures or report.**

Measured Element	Instrument (portable/BAS/local)	Design	Measured 1	Measured 2
Entering Dry Bulb Temp (°C - °F)				
Entering Wet Bulb Temp (°C - °F)				
Entering Relative Humidity %				
Leaving Dry Bulb Temp (°C - °F)				
Leaving Wet Bulb Temp (°C - °F)				
Leaving Relative Humidity %				
Steam flow (lbs/hr)				
Pressure (psi - kPa)				
Airflow (CFM - L/s)				
Amperage draw				
Comments:				

**CONTROL SYSTEM ITEMS TO BE BE VERIFIED**

Control System Items	Yes / No	Comments
NRC Graphics Standard Checklist Completed		
NRC BAS Field Equipment Checklist Completed		
NRC Sequence Standard Checklist Completed		
Have scheduled points been added to the All Points Log (APL)		
Controller online		
Graphics created		
Link to written sequence on system graphic		
Equipment shown on BAS floor plan		
Network layout shown on BAS floor plan		
SAP Equipment ID used in BAS		
Nametags for Humidifier and BAS control points installed		
Wiring inside BAS panel labelled to identify BAS point names		
Input/output points sheet for controller updated to include new equipment		
BAS Controller labelled		
Power source labelled on controller		
Comments:		

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**CONTROL SYSTEM PRE-FUNCTIONAL CHECKS - TBC**

<i>Observations, Notes &amp; Comments</i>	
<b>Initial Conditions:</b>	
As-found outside hum	
As-found supply set point hum	
As-Found Supply Hum	
As-Found Return Hum	
As-Found HumVlv	
<b>Manually override the HumVlv to obtain:</b>	
0% (Fully closed)	
50%	
100% (Fully open)	
Note travel time. Verify that steam is injected when valve is open	
Back to automatic	
<b>Return all changed control parameters and conditions to their pre-functional check values.</b>	
Comments:	

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

**CONTROL SEQUENCE FUNCTIONAL PERFORMANCE TEST - TBC**

Functional Performance Test Procedure	Expected, Actual Response & Comments	Pass ( Y / N )
<b>System stopped:</b>		
<b>System start-up:</b>		
<b>Normal mode:</b>		
<b>Control points:</b>		
<b>Local protection:</b>		
<b>Alarms:</b>		
<b>Return all changed control parameters and conditions to their pre-functional performance test values.</b>		
Comments:		

TBC - To be completed by Cx Agent and Contractor based on the control sequence.

## **PART 1- GENERAL**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 This Section specifies roles and responsibilities of Commissioning Training.

### **1.2 TRAINEES**

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

### **1.3 INSTRUCTORS**

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

### **1.4 TRAINING OBJECTIVES**

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

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## 1.5 TRAINING MATERIALS

- .1 Instructors to be responsible for content and quality.
- .2 Training materials to include:
  - .1 "As-Built" Contract Documents.
  - .2 Operating Manual.
  - .3 Maintenance Manual.
  - .4 Management Manual.
  - .5 TAB and PV Reports.
- .3 Project Manager, Commissioning Manager and Facility Manager will review training manuals.
- .4 Training materials to be in a format that permits future training procedures to same degree of detail.
- .5 Supplement training materials:
  - .1 Transparencies for overhead projectors.
  - .2 Multimedia presentations.
  - .3 Manufacturer's training videos.
  - .4 Equipment models.

## 1.6 SCHEDULING

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

## 1.7 RESPONSIBILITIES

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

## 1.8 TRAINING CONTENT

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
  - .1 Review of facility and occupancy profile.
  - .2 Functional requirements.
  - .3 System philosophy, limitations of systems and emergency procedures.
  - .4 Review of system layout, equipment, components and controls.

- 
- .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
  - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
  - .7 Maintenance and servicing.
  - .8 Trouble-shooting diagnosis.
  - .9 Inter-Action among systems during integrated operation.
  - .10 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

## **PART 2- PRODUCTS**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1      General**

- .1 Comply with the requirements (as a minimum) of this Section when performing the following Work:
  - .1 The removal or disturbance removal of one square metre or less of friable asbestos-containing material, including asbestos-containing plaster/skim coat.
  - .2 Removal of good condition asbestos-containing pipe fitting insulation using the glovebag method.
  - .3 Removing non-friable asbestos containing materials by breaking, cutting, drilling, abrading, grinding, sanding or vibrating if:
    - .1 The material is not wetted to control the spread of dust or fibres, and
    - .2 The work is done only by means of non-powered hand-held tools.
  - .4 Removing non-friable asbestos containing materials by breaking, cutting, drilling, abrading, grinding, sanding or vibrating if the work is done by means of power tools that are attached to dust-collecting devices equipped with HEPA filters.

**1.1      RELATED REQUIREMENTS**

- .1 Section 02 82 00.03 – Asbestos Abatement: Maximum Precautions
- .2 Section 02 83 00 – Lead Precautionary Measures
- .3 Section 02 89 00 – Silica Precautionary Measures

**1.2      REFERENCES**

- .1 *Canadian General Standards Board (CGSB).*
  - .1 *CAN/CGSB-1.205-03, Sealer for Application of Asbestos-Fibre Releasing Materials.*
- .2 *Department of Justice Canada (Jus).*
  - .1 *Canadian Environmental Protection Act, 1999 (CEPA).*
- .3 *Health Canada/Workplace Hazardous Materials Information System (WHMIS).*
  - .1 *Safety Data Sheets (SDS).*
- .4 *Transport Canada (TC).*
  - .1 *Transportation of Dangerous Goods Act, 1992 (TDGA).*
- .5 *Ontario Dangerous Goods Transportation Act*
- .6 *Ontario Environmental Protection Act, R.R.O 1990,*
  - .1 *General – Waste Management, O. Reg 347/90, as amended.*
- .7 *Underwriters' Laboratories of Canada (ULC).*
- .8 *National Joint Council (NJC).*
  - .1 *Part XI – Hazardous Substances.*
- .9 *Canada Labour Code Part II*
  - .1 *Canada Occupational Health and Safety Regulations*

- .10 *Ontario Ministry of Labour (MoL).*
  - .1 *Occupational Health and Safety Act, R.S.O 1990, c. O1 (OSHA)*
    - .1 *O.Reg. 278/05 – Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations, as amended.*
    - .2 *Ontario Occupational Health and Safety Act, R.S.O. 1990, Regulation 490/09 “Designated Substances”, as amended.*
    - .3 *O.Reg 213/91 - “Construction Projects”, as amended.*

### **1.3 DEFINITIONS**

- .1 Amended Water: water with non-ionic surfactant wetting agent added to reduce surface tension of water to allow wetting of fibres.
- .2 Asbestos-Containing Materials (ACMs): materials that contain 0.5 percent or more asbestos by dry weight, identified under Existing Conditions Article, including fallen materials and settled dust.
- .3 Asbestos Work Area: area where work takes place which will, or may disturb ACMs.
- .4 Authorized Visitors: Departmental Representative, and representative(s) of regulatory agencies.
- .5 Competent worker: in relation to specific work, means a worker who:
  - .1 Is qualified because of knowledge, training and experience to perform the work.
  - .2 Is familiar with the provincial laws and with the provisions of the regulations that apply to the work.
  - .3 Has knowledge of all potential or actual danger to health or safety in the work.
- .6 Curtained doorway: arrangement of closures to allow ingress or egress from one room to another while permitting minimal air movement between rooms, typically constructed as follows:
  - .1 Place two overlapping sheets of polyethylene over existing or temporarily framed doorway, secure each along top of doorway, secure vertical edge of one sheet along one vertical side of doorway, and secure vertical edge of other sheet along opposite vertical side of doorway.
  - .2 Reinforce free edges of polyethylene with duct tape and weight bottom edge to ensure proper closing.
  - .3 Overlap each polyethylene sheet at openings not less than 1.5 metres on each side.
- .7 DOP Test: testing method used to determine integrity of Negative Pressure unit using Dispersed Oil Particulate (DOP) HEPA-filter leak test.
- .8 Friable Material: material that when dry can be crumbled, pulverized or powdered by hand pressure and includes such material that is crumbled, pulverized or powdered.
- .9 Glove Bag: prefabricated glove bag as follows:
  - .1 Minimum thickness 0.25 mm (10 mil) polyvinyl-chloride bag.
  - .2 Integral 0.25 mm (10 mil) thick polyvinyl-chloride gloves and elastic ports.

- .3 Equipped with reversible, double-pull, double throw zipper on top and at approximately mid-section of the bag.
- .4 Straps for sealing ends around pipe.
- .5 Must incorporate internal closure strip if it is to be moved or used in more than one specific location.
- .10 Hazardous Material Workplan: A brief report identifying the location and quantities of hazardous materials and the methods that will be used to remove, store, transport and dispose of them.
- .11 HEPA vacuum: DOP tested, High Efficiency Particulate Air filtered vacuum equipment with filter system capable of collecting and retaining fibres greater than 0.3 microns in any dimension at 99.97% efficiency.
- .12 Non-Friable Material: material that when dry cannot be crumbled, pulverized or powdered by hand pressure.
- .13 Polyethylene: polyethylene sheeting or rip proof polyethylene sheeting with tape along edges, around penetrating objects, over cuts and tears, and elsewhere as required to provide protection and isolation.
- .14 Occupied Area: any area of building or work site that is outside Asbestos Work Area.
- .15 Sprayer: garden reservoir type sprayer or airless spray equipment capable of producing mist or fine spray. Must have appropriate capacity for scope of work.

#### **1.4 ACTION AND INFORMATION SUBMITTALS**

- .1 Submit proof satisfactory to the Departmental Representative that suitable arrangements have been made to dispose of asbestos-containing waste in accordance with requirements of authority having jurisdiction.
- .2 Submit Provincial/Territorial and/or local requirements for Notice of Project Form.
- .3 Submit proof of Contractor's Asbestos Liability Insurance.
- .4 Submit to the Departmental Representative necessary permits for transportation and disposal of asbestos-containing waste and proof that asbestos-containing waste has been received and properly disposed.
- .5 Submit proof that all asbestos workers and/or supervisor have received appropriate training and education by a competent person in the hazards of asbestos exposure, good personal hygiene and work practices while working in Asbestos Work Areas, and the use, cleaning and disposal of respirators and protective clothing.
- .6 Submit proof that supervisory personnel have attended asbestos abatement course, of not less than two days duration, approved by Departmental Representative. Minimum of one supervisor for every ten workers.
- .7 Submit Worker's Compensation Board status and transcription of insurance.
- .8 Submit documentation including test results, fire and flammability data, and Safety Data Sheets (SDS) for chemicals or materials including:
  - .1 encapsulants;
  - .2 amended water;
  - .3 slow-drying sealer.
- .9 Submit proof satisfactory to Departmental Representative that employees have appropriate respirator fitting and testing (fit test certificates). Workers must be fit

tested (qualitative as a minimum for Half-face respirator, quantitative for Full-face respirator) with respirator that is personally issued.

- .10 Asbestos abatement section within Hazardous Material Work Plan.

## **1.5 QUALITY ASSURANCE**

- .1 Regulatory Requirements: comply with Federal, Provincial/Territorial and local requirements pertaining to asbestos, provided that in case of conflict among these requirements or with these specifications more stringent requirement applies. Comply with regulations in effect at the time work is performed.

- .2 Health and Safety:

- .1 Safety Requirements: worker and visitor protection.

- .1 Protective equipment and clothing to be worn by workers while in Asbestos Work Area include:

- .1 As a minimum, air purifying half-mask respirator with N-100, R-100 or P-100 particulate filter, personally issued to worker and marked as to efficiency and purpose, suitable for protection against asbestos and acceptable to Provincial Authority having jurisdiction. The respirator to be fitted so that there is an effective seal between the respirator and the worker's face, unless the respirator is equipped with a hood or helmet. The respirator to be cleaned, disinfected and inspected after use on each shift, or more often if necessary, when issued for the exclusive use of one worker, or after each use when used by more than one worker. The respirator to have damaged or deteriorated parts replaced prior to being used by a worker; and, when not in use, to be stored in a convenient, clean and sanitary location. The employer to establish written procedures regarding the selection, use and care of respirators, and a copy of the procedures to be provided to and reviewed with each worker who is required to wear a respirator. A worker not to be assigned to an operation requiring the use of a respirator unless he or she is physically able to perform the operation while using the respirator.

- .2 Disposable-type protective clothing (high-density polyethylene protective clothing (Tyvek or similar, as approved by Departmental Representative) that does not readily retain or permit penetration of asbestos fibres. Protective clothing to be provided by the employer and worn by every worker who enters the work area, and the protective clothing shall consist of a head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent asbestos fibres from reaching the garments and skin under the protective clothing to include suitable footwear, and to be repaired or replaced if torn.

- .3 Eating, drinking, chewing, and smoking are not permitted in Asbestos Work Area.

- .4 Before leaving Asbestos Work Area, the worker can decontaminate his or her protective clothing by using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing, or, if the protective clothing will not

be reused, place it in a container for dust and waste. The container to be dust tight, suitable for asbestos waste, impervious to asbestos, identified as asbestos waste, cleaned with a damp cloth or a vacuum equipped with a HEPA filter immediately before removal from the work area, and removed from the work area frequently and at regular intervals.

- .5 Ensure workers wash hands and face when leaving Asbestos Work Area. Facilities for washing hands and face shall be provided within or close to the Asbestos Work Area.
- .6 Ensure that no person required to enter an Asbestos Work Area has facial hair that affects seal between respirator and face.
- .7 Visitor Protection:
  - .1 Provide protective clothing and approved respirators to Authorized Visitors to work areas.
  - .2 Instruct Authorized Visitors in the use of protective clothing, respirators and procedures.
  - .3 Instruct Authorized Visitors in proper procedures to be followed in entering into and exiting from Asbestos Work Area.

## **1.6 WASTE MANAGEMENT AND DISPOSAL**

- .1 Remove from site and dispose of packaging materials at appropriate recycling facilities.
- .2 Collect and separate for disposal paper, plastic, polystyrene, corrugated cardboard, packaging material in appropriate on-site bins for recycling in accordance with Waste Management Plan.
- .3 Separate for reuse, and recycling and place in designated containers steel, metal, plastic waste in accordance with Waste Management Plan.
- .4 Place materials defined as hazardous or toxic in designated containers.
- .5 Handle and dispose of hazardous materials in accordance with the CEPA, TDGA, Regional and Municipal regulations.
- .6 Fold up metal banding, flatten and place in designated area for recycling.
- .7 Disposal of asbestos waste generated by removal activities must comply with Federal, Provincial, Territorial and Municipal regulations. Dispose of asbestos waste in sealed double thickness 0.15 mm thick bags or leak proof drums. Label containers with appropriate warning labels.
- .8 Provide manifests describing and listing waste created. Transport containers by approved means to licensed landfill for burial.

## **1.7 EXISTING CONDITIONS**

- .1 Refer to the following document for details on asbestos-containing materials:
  - .1 Project Specific Designated Substances Survey, Rooms 066 & 070, Building M-50, 1200 Montreal Rd, Ottawa, ON. February 2022. Englobe File No.:02112480.000
- .2 Notify Departmental Representative of asbestos-containing material discovered during Work and not apparent from drawings, specifications, or report pertaining to

Work. Do not disturb such material pending instructions from Departmental Representative.

## **1.8 SCHEDULING**

- .1 Hours of Work: perform work involving asbestos abatement located at the Building during hours specified by Departmental Representative. **The work schedule must be approved in writing by the Departmental Representative in advance of work.** Contractor shall be available to work continuously from beginning to end of project.

## **1.9 PERSONNEL TRAINING**

- .1 Before beginning Work, provide Departmental Representative satisfactory proof that every worker has had instruction and training in hazards of asbestos exposure, in personal hygiene and work practices, and in use, cleaning, and disposal of respirators and protective clothing.
- .2 Instruction and training related to respirators includes, at minimum:
  - .1 Fitting of equipment.
  - .2 Inspection and maintenance of equipment.
  - .3 Disinfecting of equipment.
  - .4 Limitations of equipment.
- .3 Instruction and training must be provided by competent, qualified person.

## **Part 2 Products**

### **2.1 MATERIALS**

- .1 Drop and Enclosure Sheets.
  - .1 Polyethylene: 0.15 mm thick.
  - .2 FR polyethylene: 0.15 mm thick woven fibre reinforced fabric bonded both sides with polyethylene.
- .2 Wetting Agent: 50% polyoxyethylene ester and 50% polyoxyethylene ether mixed with water in concentration to provide thorough wetting of asbestos-containing material.
- .3 Waste Containers: contain waste in two separate containers.
  - .1 Inner container: 0.15 mm thick sealable polyethylene bag
  - .2 Outer container: sealable metal or fibre type where there are sharp objects included in waste material; otherwise outer container may be sealable metal or fibre type or second 0.15 mm thick sealable polyethylene bag.
  - .3 Labelling requirements: affix preprinted cautionary asbestos warning, in both official languages, that is visible when ready for removal to disposal site.
- .4 Glove bag:
  - .1 Acceptable materials: safe-T-Strip products in configuration suitable for Work, or Alternative material approved by addendum during tendering period in accordance with Instructions to Tenderers.

- .2 The glove bag to be equipped with:
  - .1 Sleeves and gloves that are permanently sealed to the body of the bag to allow the worker to access and deal with the insulation and maintain a sealed enclosure throughout the work period.
  - .2 Valves or openings to allow insertion of a vacuum hose and the nozzle of a water sprayer while maintaining the seal to the pipe, duct or similar structure.
  - .3 A tool pouch with a drain.
  - .4 A seamless bottom and a means of sealing off the lower portion of the bag.
  - .5 A high strength double throw zipper and removable straps, if the bag is to be moved during the removal operation.
- .5 Tape: tape suitable for sealing polyethylene to surfaces under both dry and wet conditions using amended water.
- .6 Slow - drying sealer: non-staining, clear, water - dispersible type that remains tacky on surface for at least 8 hours and designed for purpose of trapping residual asbestos fibres.
  - .1 Sealer: flame spread and smoke developed rating less than 50 and be compatible with new fireproofing.
- .7 Encapsulant: penetrating type conforming to CAN/CGSB-1.205.

### **Part 3 Execution**

#### **3.1 SUPERVISION**

- .1 Minimum of one Supervisor for every ten workers is required.
- .2 Approved Supervisor must remain within Asbestos Work Area during disturbance, removal, or other handling of asbestos-containing materials.

#### **3.2 PROCEDURES**

- .1 Build Equipment/Access Room (clean room) between entrance and work area(s), with two curtained doorways. Build equipment/access room large enough for at least one worker allowing him /her sufficient space to undress comfortably.
- .2 Before beginning Work, at each access to Asbestos Work Area, install warning signs in both official languages in upper case 'Helvetica Medium' letters reading as follows, where number in parentheses indicates font size to be used: 'CAUTION ASBESTOS HAZARD AREA (25 mm) / NO UNAUTHORIZED ENTRY (19 mm) / WEAR ASSIGNED PROTECTIVE EQUIPMENT (19 mm) / BREATHING ASBESTOS DUST MAY CAUSE SERIOUS BODILY HARM (7 mm)'.
  - .1 Use HEPA vacuum, or damp cloths where damp cleaning does not create hazard and is otherwise appropriate.
  - .2 Do not use compressed air to clean up or remove dust from any surface.
- .3 Before beginning Work remove visible dust from surfaces in work area where dust is likely to be disturbed during course of work.
  - .1 Use HEPA vacuum, or damp cloths where damp cleaning does not create hazard and is otherwise appropriate.
  - .2 Do not use compressed air to clean up or remove dust from any surface.
- .4 Prevent spread of dust from Asbestos Work Area using measures appropriate to work to be done.

- .1 Use FR polyethylene drop sheets over flooring such as carpeting that absorbs dust and over flooring in work areas where dust or contamination cannot otherwise be safely contained.
- .2 Erect enclosure of polyethylene sheeting around indoor Type 2 work areas, establish clean room at entrance to enclosure, shut off mechanical ventilation system serving work area, and seal ventilation ducts to and from work area. Abatement work areas shall be separated from other areas using visual barriers that prevent members of the public from viewing abatement work operations.
- .5 Remove loose material by HEPA vacuum; thoroughly wet friable material containing asbestos to be removed or disturbed before and during Work unless wetting creates hazard or causes damage.
  - .1 Use garden reservoir type low - velocity sprayer or airless spray equipment capable of producing mist or fine spray.
  - .2 Perform Work in a manner to reduce dust creation to lowest levels practicable.
- .6 Pipe Insulation Removal Using Glove Bag:
  - .1 Place tools necessary to remove insulation in tool pouch. Wrap bag around pipe and close zippers. Seal bag to pipe with cloth straps.
  - .2 Place hands in gloves and use necessary tools to remove insulation. Arrange insulation in bag to obtain full capacity of bag.
  - .3 Insert nozzle of garden reservoir type sprayer into bag through valve and wash down pipe and interior of bag thoroughly. Wet surface of insulation in lower section of bag.
  - .4 When glove bags are intended for use at more than one location: after wash-down and application of sealer, seal off waste in lower section of bag using zipper at mid-section of bag. Remove air from top section of bag through elasticized valve using HEPA vacuum. Remove bag from pipe, reinstall in new location, and reseal to pipe prior to opening lower section of bag. Repeat stripping operation.
  - .5 If bag is to be moved along pipe, first remove air from top section through elasticized valve using HEPA vacuum. Next loosen straps, move bag, re-seal to pipe using double-pull zipper to pass hangers. Repeat stripping operation.
  - .6 To remove bag after completion of stripping, wash top section and tools thoroughly. Remove air from top section through elasticized valve using a HEPA vacuum. Pull polyethylene waste container over glove bag before removing from pipe. Release one strap and remove freshly washed tools. Place tools in water. Remove second strap and zipper. Fold over into waste container and seal.
  - .7 After removal of bag ensure that pipe is free of residue. Remove residue using HEPA vacuum or wet cloths. Ensure that surfaces are free of sludge which after drying could release asbestos dust into atmosphere. Seal exposed surfaces of pipe and ends of insulation with slow-drying sealer to seal in any residual fibres.
  - .8 Upon completion of Work shift, cover exposed ends of remaining pipe insulation with polyethylene taped in place.

- .7 Work is subject to visual inspection and air monitoring. Contamination of surrounding areas indicated by visual inspection or air monitoring will require complete enclosure and clean-up of affected areas at no additional costs.
- .8 Clean-up:
  - .1 Frequently during Work and immediately after completion of work, clean up dust and asbestos-containing waste using HEPA vacuum or by damp mopping.
  - .2 Place dust and asbestos-containing waste in sealed dust-tight waste bags. Treat drop sheets and disposable protective clothing as asbestos waste and wet and fold to contain dust and then place in waste bags.
  - .3 Immediately before their removal from Asbestos Work Area and disposal, clean each filled waste bag using damp cloths or HEPA vacuum and place in second clean waste bag.
  - .4 Seal and remove double-bagged waste from site. Dispose of in accordance with requirements of Provincial/Territorial and Federal authority having jurisdiction. Supervise dumping and ensure that dump operator is fully aware of hazardous nature of material to be dumped and that guidelines and regulations for asbestos disposal are followed.
  - .5 Perform final thorough clean-up of Asbestos Work Areas and adjacent areas affected by Work using HEPA vacuum.

### **3.3 AIR MONITORING**

- .1 From beginning of Work until completion of cleaning operations, the Departmental Representative may collect air samples daily inside the Asbestos Work Area enclosures to ensure worker respiratory protection factors are not exceeded, in accordance with Provincial/Federal requirements.
- .2 From beginning of Work until completion of cleaning operations, Departmental Representative will collect air samples on daily basis in the clean room and outside of work area enclosure(s), as applicable, in accordance with Federal requirements.
- .3 If air monitoring shows that areas outside the work area or in the clean room area are contaminated, enclose, maintain and clean these areas in same manner as that applicable to Asbestos Work Areas.
  - .1 Stop work and clean areas outside of Asbestos Work Areas when Phase Contrast Microscopy measurements exceed 0.05 fibres per cubic centimetre (f/cc) and correct procedures.
  - .2 All required cleaning, re-cleaning, additional air testing and/or inspections will be at no extra charge.
- .4 Final air monitoring to be conducted as follows: After Asbestos Work Area has passed visual inspection by Departmental Representative, and acceptable coat of lock-down agent has been applied to surfaces within enclosure, and appropriate setting period has passed, Departmental Representative will perform aggressive air monitoring within Asbestos Work Area.
  - .1 Final air monitoring results must show fibre levels of less than 0.01 f/cc.
  - .2 If air monitoring results show fibre levels in excess of 0.01 f/cc, re-clean work area and apply another acceptable coat of lock-down agent to surfaces.

- .3 Repeat as necessary until fibre levels are less than 0.01 f/cc.
- .4 No additional costs will be allowed by Contractor for additional labour or materials required to provide specified performance level.

**END OF SECTION**

## **Part 1      General**

- .1 Comply with requirements of this Section when performing the following work:
  - .1 Removal or disturbance of more than one square metre of friable asbestos-containing material, including asbestos-containing plaster/skim coat.
  - .2 The breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material, if the work is done by means of power tools that are not attached to dust-collecting devices equipped with HEPA filters.

### **1.1      RELATED SECTIONS**

- .1 Section 02 82 00.02 – Asbestos Abatement: Intermediate Precautions
- .2 Section 02 83 00 – Lead Precautionary Measures
- .3 Section 02 89 00 – Silica Precautionary Measures

### **1.2      REFERENCES**

- .1 *Canadian General Standards Board (CGSB)*
  - .1 *CAN/CGSB-1.205-03, Sealer for Application to Asbestos-Fibre-Releasing Materials.*
- .2 *Canadian Standards Association (CSA International).*
- .3 *Department of Justice Canada.*
  - .1 *Canadian Environmental Protection Act (CEPA), 1999.*
- .4 *Health Canada/Workplace Hazardous Materials Information System (WHMIS).*
  - .1 *Safety Data Sheets (SDS).*
- .5 *Transport Canada (TC).*
  - .1 *Transportation of Dangerous Goods Act, 1992 (TDGA).*
- .6 *Ontario Dangerous Goods Transportation Act*
- .7 *Ontario Environmental Protection Act, R.R.O 1990,*
  - .1 *General – Waste Management, O. Reg 347/90, as amended.*
- .8 *Underwriters' Laboratories of Canada (ULC).*
- .9 *Canada Labour Code Part II, Section 124 and 125.*
  - .1 *Canada Occupational Health and Safety Regulations*
- .10 *National Joint Council (NJC).*
  - .1 *Part XI – Hazardous Substances.*
- .11 *Ontario Ministry of Labour (MoL).*
  - .1 *Occupational Health and Safety Act, R.S.O 1990, c. O1 (OSHA)*
    - .1 *O.Reg. 278/05 – Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations, as amended.*
    - .2 *O.Reg 490/09 – Designated Substances, as amended.*
    - .3 *O.Reg 213/91 - “Construction Projects”, as amended.*

### 1.3 DEFINITIONS

- .1 Airlock: system for permitting ingress or egress without permitting air movement between contaminated area and uncontaminated area, typically consisting of two curtained doorways at least 2 m apart.
- .2 Amended Water: water with a non-ionic surfactant wetting agent added to reduce surface tension of water to allow wetting of fibres.
- .3 Asbestos-Containing Materials (ACMs): materials that contain 0.5 percent or more asbestos by dry weight
- .4 Asbestos Work Area: Area where actual removal and sealing and enclosure of spray or trowel-applied asbestos-containing materials takes place.
- .5 Authorized Visitors: Departmental Representative, and representative(s) of regulatory agencies.
- .6 Competent worker: in relation to specific work, means a worker who:
  - .1 Is qualified because of knowledge, training and experience to perform the work.
  - .2 Is familiar with the provincial laws and with the provisions of the regulations that apply to the work.
  - .3 Has knowledge of all potential or actual danger to health or safety in the work.
- .7 Curtained doorway: arrangement of closures to allow ingress and egress from one room to another while permitting minimal air movement between rooms, typically constructed as follows:
  - .1 Place two overlapping sheets of polyethylene over existing or temporarily framed doorway, secure each along top of doorway, secure vertical edge of one sheet along one vertical side of doorway, and secure vertical edge of other sheet along opposite vertical side of doorway.
  - .2 Reinforce free edges of polyethylene with duct tape and weight bottom edge to ensure proper closing.
  - .3 Overlap each polyethylene sheet at openings not less than 1.5 m on each side.
- .8 DOP Test: testing method used to determine integrity of Negative Pressure unit using dioctyl phthalate (DOP) HEPA filter leak test.
- .9 Friable Material: material that when dry can be crumbled, pulverized or powdered by hand pressure and includes such material that is crumbled, pulverized or powdered.
- .10 Hazardous Material Workplan: A brief report identifying the location and quantities of hazardous materials and the methods that will be used to remove, store, transport, and dispose of them.
- .11 HEPA vacuum: DOP tested, High Efficiency Particulate Air filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in any direction at 99.97% efficiency.
- .12 Negative pressure: system that extracts air directly from work area, filters such extracted air through High Efficiency Particulate Air filtering system, and discharges this air directly outside work area to exterior of building. Negative pressure systems will require DOP testing on-site, regardless of whether

exhausting to interior or outdoors prior to work operations. Include in contract sum costs due to this requirement.

- .1 System to maintain minimum pressure differential of 0.02 inches of water relative to adjacent areas outside of work areas, be equipped with alarm to warn of system breakdown, and be equipped with instrument to continuously monitor and automatically record pressure differences.
- .13 Non-Friable Materials: material that when dry cannot be crumbled, pulverized or powdered by hand pressure.
- .14 Occupied Area: any area of building or work site that is outside Asbestos Work Area.
- .15 Polyethylene sheeting sealed with tape: Polyethylene sheeting of type and thickness specified sealed with tape along edges, around penetrating objects, over cuts and tears, and elsewhere as required to provide continuous polyethylene membrane to protect underlying surfaces from water damage or damage by sealants, and to prevent escape of asbestos fibres through sheeting into clean area.
- .16 Sprayer: garden reservoir type sprayer or airless spray equipment capable of producing mist or fine spray. Must be appropriate capacity for scope of work.

#### **1.4 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Before beginning work:
  - .1 Obtain from appropriate agency and submit to Departmental Representative necessary permits for transportation and disposal of asbestos waste. Ensure that dump operator is fully aware of hazardous nature of material being dumped, and proper methods of disposal. Submit proof satisfactory to Departmental Representative that suitable arrangements have been made to receive and properly dispose of asbestos waste.
  - .2 Submit proof satisfactory to Departmental Representative that every worker involved in a Type 3 operation has successfully completed the Asbestos Abatement Worker Training Program approved by the Ministry of Training, Colleges and Universities and every supervisor of a worker involved in a Type 3 operation has successfully completed the Asbestos Abatement Supervisor Training Program approved by the Ministry of Training, Colleges and Universities as outlined in O. Reg. 278/05, s. 20 (1). Submit proof of attendance in form of certificate.
  - .3 Submit proof satisfactory to Departmental Representative that every worker who will be entering a Type 3 asbestos work area, who will be using a respirator, has successfully completed **quantitative respirator fit testing**, for the respirator type personally issued to worker.
  - .4 Ensure supervisory personnel have attended asbestos abatement course, of not less than two days duration, approved by Departmental Representative. Submit proof of attendance in form of certificate. Minimum of one Supervisor for every ten workers.
  - .5 Submit layout of proposed enclosures and decontamination facilities to Departmental Representative for review prior to work.
  - .6 Submit documentation including test results for sealer proposed for use.

- .7 Submit Provincial/Territorial and/or local requirements for Notice of Project Form.
- .8 Submit proof of Contractor's Asbestos Liability Insurance.
- .9 Submit Worker's Compensation Board status and transcription of insurance.
- .10 Submit documentation including test results, fire and flammability data, and Safety Data Sheets (SDS) for chemicals or materials including but not limited to following:
  - .1 amended water;
  - .2 slow-drying sealer.
- .11 Asbestos abatement section within Hazardous Material Work Plan.

## **1.5 QUALITY ASSURANCE**

- .1 Regulatory Requirements: comply with Federal, Provincial/Territorial and local requirements pertaining to asbestos, provided that in case of conflict among those requirements or with these specifications more stringent requirement applies. Comply with regulations in effect at time work is performed.
- .2 Health and Safety:
  - .1 Safety Requirements: worker and visitor protection.
    - .1 Protective equipment and clothing to be worn by workers while in Asbestos Work Area includes:
      - .1 As a minimum, full-face respirator equipped with HEPA P-100 filter cartridges, personally issued to worker and marked as to efficiency and purpose, suitable for protection against asbestos and acceptable to Provincial Authority having jurisdiction. The respirator to be fitted so that there is an effective seal between the respirator and the worker's face, unless the respirator is equipped with a hood or helmet. The respirator to be cleaned, disinfected and inspected after use on each shift, or more often if necessary, when issued for the exclusive use of one worker, or after each use when used by more than one worker. The respirator to have damaged or deteriorated parts replaced prior to being used by a worker; and, when not in use, to be stored in a convenient, clean and sanitary location. The employer to establish written procedures regarding the selection, use and care of respirators, and a copy of the procedures to be provided to and reviewed with each worker who is required to wear a respirator. A worker not to be assigned to an operation requiring the use of a respirator unless he or she is physically able to perform the operation while using the respirator.
      - .2 Disposable-type protective clothing (high-density polyethylene protective clothing (Tyvek or similar, as approved by the Departmental Representative) that does not readily retain or permit penetration of asbestos fibres. Protective clothing to be provided by the employer and worn by every worker who enters the work area, and the protective clothing shall consist of a head covering and full

body covering that fits snugly at the ankles, wrists and neck, in order to prevent asbestos fibres from reaching the garments and skin under the protective clothing to include suitable footwear, and to be repaired or replaced if torn

- .2 Requirements for each worker:
  - .1 Remove street clothes in clean change room and put on respirator with new filters or reusable filters that have been tested as satisfactory, clean coveralls and head covers before entering Equipment and Access Rooms or Asbestos Work Area. Store street clothes, uncontaminated footwear, towels, and similar uncontaminated articles in clean change room.
  - .2 Remove gross contamination from clothing before leaving work area then proceed to Equipment and Access Room and remove clothing except respirators. Place contaminated worksuits in receptacles for disposal with other asbestos - contaminated materials. Leave reusable items except respirator in Equipment and Access Room. Still wearing the respirator proceed naked to showers. Using soap and water wash body and hair thoroughly. Clean outside of respirator with soap and water while showering; remove respirator; remove filters and wet them and dispose of filters in container provided for purpose; and wash and rinse inside of respirator. When not in use in work area, store work footwear in Equipment and Access Room. Upon completion of asbestos abatement, dispose of footwear as contaminated waste or clean thoroughly inside and out using soap and water before removing from work area or from Equipment and Access Room.
  - .3 After showering and drying off, proceed to clean change room and dress in street clothes at end of each day's work, or in clean coveralls before eating, smoking, or drinking. If re-entering work area, follow procedures outlined in paragraphs above.
  - .4 Enter unloading room from outside dressed in clean coveralls to remove waste containers and equipment from Holding Room of Container and Equipment Decontamination Enclosure system. Workers must not use this system as means to leave or enter work area.
- .3 Eating, drinking, chewing, and smoking are not permitted in Asbestos Work Area.
- .4 Ensure workers are fully protected with respirators and protective clothing during preparation of system of enclosures prior to commencing actual asbestos abatement.
- .5 Provide and post in Clean Change Room and in Equipment and Access Room the procedures described in this Section, in both official languages.
- .6 Ensure that no person required to enter an Asbestos Work Area has facial hair that affects seal between respirator and face.
- .7 Visitor Protection:

- .1 Provide protective clothing and approved respirators to Authorized Visitors to work areas.
- .2 Instruct Authorized Visitors in the use of protective clothing, respirators and procedures.
- .3 Instruct Authorized Visitors in proper procedures to be followed in entering into and exiting from Asbestos Work Area.

## **1.6 WASTE MANAGEMENT AND DISPOSAL**

- .1 Remove from site and dispose of packaging materials at appropriate recycling facilities.
- .2 Collect and separate for disposal paper, plastic, polystyrene, corrugated cardboard, packaging material in appropriate on-site bins for recycling in accordance with Waste Management Plan.
- .3 Separate for reuse, and recycling and place in designated containers steel, metal, plastic waste in accordance with Waste Management Plan.
- .4 Place materials defined as hazardous or toxic in designated containers.
- .5 Handle and dispose of hazardous materials in accordance with the CEPA, TDGA, Regional and Municipal regulations.
- .6 Fold up metal banding, flatten and place in designated area for recycling.
- .7 Disposal of asbestos waste generated by removal activities must comply with Federal, Provincial, Territorial and Municipal regulations. Dispose of asbestos waste in sealed double thickness 6 mil bags or leak proof drums. Label containers with appropriate warning labels.
- .8 Provide manifests describing and listing waste created. Transport containers by approved means to licensed landfill for burial.

## **1.7 EXISTING CONDITIONS**

- .1 Refer to the following document for details on asbestos-containing materials:
  - .1 Project Specific Designated Substances Survey, Rooms 066 & 070, Building M-50, 1200 Montreal Rd, Ottawa, ON. February 2022. Englobe File No.:02112480.000
- .2 Notify Departmental Representative of asbestos-containing material discovered during Work and not apparent from drawings, specifications, or report pertaining to Work. Do not disturb such material pending instructions from Departmental Representative.

## **1.8 SCHEDULING**

- .1 Not later than ten (10) days before beginning Work on this Project notify following in writing:
  - .1 Appropriate Regional or Zone Director of Medical Services Branch, Health Canada.
  - .2 Regional Office of Labour Canada.
  - .3 Provincial/Territorial, Department of Labour.
  - .4 Disposal Authority.

- .2 Inform sub-trades of presence of asbestos-containing materials identified in the Designated Substance Report.
- .3 Submit to Departmental Representative copy of notifications prior to start of Work.
- .4 Hours of Work: perform work involving asbestos abatement located at the Building during hours specified by NRC. **The work schedule must be approved in writing by the Departmental Representative in advance of work.** Contractor shall be available to work continuously from beginning to end of project.

## **1.9 PERSONNEL TRAINING**

- .1 Before beginning Work, provide to Departmental Representative satisfactory proof that every worker has had instruction and training in hazards of asbestos exposure, in personal hygiene including dress and showers, in entry and exit from Asbestos Work Area, in aspects of work procedures, and in use, cleaning, and disposal of respirators and protective clothing.
- .2 Instruction and training related to respirators includes, at minimum:
  - .1 Proper fitting of equipment.
  - .2 Inspection and maintenance of equipment.
  - .3 Cleaning and Disinfecting of equipment.
  - .4 Limitations of equipment.
- .3 Instruction and training must be provided by competent, qualified person.
- .4 Every worker involved in a Type 3 operation must have successfully completed the Asbestos Abatement Worker Training Program approved by the Ministry of Training, Colleges and Universities.
- .5 Every supervisor of a worker involved in a Type 3 operation must have successfully completed the Asbestos Abatement Supervisor Training Program approved by the Ministry of Training, Colleges and Universities.

## **Part 2 Products**

### **2.1 MATERIALS**

- .1 Polyethylene: minimum 0.15 mm thick unless otherwise specified; in sheet size to minimize joints.
- .2 FR polyethylene: minimum 0.15 mm thick, woven fibre reinforced fabric bonded both sides with polyethylene.
- .3 Tape: fibreglass - reinforced duct tape suitable for sealing polyethylene under both dry conditions and wet conditions using amended water.
- .4 Wetting agent: 50% polyoxyethylene ester and 50% polyoxyethylene ether, or other material approved by Departmental Representative mixed with water in concentration to provide adequate penetration and wetting of asbestos-containing material.
- .5 Asbestos waste containers: Metal or fibre - type acceptable to dump operator with tightly fitting covers and 0.15 mm minimum thickness sealable polyethylene liners.
  - .1 Inner container: 0.15 mm thick sealable polyethylene waste bag.

- .2 Outer container: sealable metal or fibre type where there are sharp objects included in waste material; otherwise outer container may be sealable metal or fibre type or second 0.15 mm thick sealable polyethylene bag.
- .3 Label containers in accordance with applicable Regulations. Label in both official languages.
- .6 Tape: tape suitable for sealing polyethylene to surfaces under both dry and wet conditions using amended water.
- .7 Scaffolding: Of appropriate size and strength to accommodate project in accordance with O.Reg 213/91, with specifications and set-up to be approved and stamped by professional engineer. Include in contract sum costs due to this requirement.
- .8 Slow - drying sealer: non-staining, clear, water - dispersible type that remains tacky on surface for at least 8 hours and designed for purpose of trapping residual asbestos fibres.
- .9 Encapsulant: penetrating type conforming to CAN/CGSB-1.205.

### **Part 3 Execution**

#### **3.1 PREPARATION**

- .1 Work Areas:
  - .1 Shut off and isolate air handling and ventilation systems to prevent fibre dispersal to other building areas during work phase. Conduct smoke tests to ensure that duct work is airtight. Seal and caulk joints and seams of active return air ducts within Asbestos Work Area.
  - .2 Pre-clean moveable furniture and carpeting within proposed work area using HEPA vacuum and remove from work area to an appropriate temporary location.
  - .3 Pre-clean fixed casework, plant, and equipment within proposed work area(s), using HEPA vacuum and cover with polyethylene sheeting sealed with tape.
  - .4 Clean proposed work area(s) using, where practicable, HEPA vacuum cleaning equipment. If not practicable, use wet cleaning method. Do not use methods that raise dust, such as dry sweeping, or vacuuming using other than HEPA vacuum equipment.
  - .5 The spread of dust from the work area to be prevented by:
    - .1 Using enclosures of polyethylene or other suitable material that is impervious to asbestos (including, if the enclosure material is opaque, one or more transparent window areas to allow observation of the entire work area from outside the enclosure), if the work area is not enclosed by walls.
    - .2 Using curtains of polyethylene sheeting or other suitable material that is impervious to asbestos, fitted on each side of each entrance or exit from the work area.
  - .6 DOP test negative pressure units on site prior to work operations. Provide documentation to Departmental Representative. Put negative pressure system in operation and operate continuously from time first polyethylene is installed to seal openings until final completion of work including final

- cleanup. Provide continuous monitoring of pressure difference using automatic recording instrument. The system to maintain a negative air pressure of 0.02 inches [5 Pa] of water, relative to the area outside the enclosed area. The system to be inspected and maintained by a competent person prior each use to ensure that there is no air leakage, and if the filter is found to be damaged or defective, it to be replaced before the ventilation system is used. Vent negative air units to the outdoors.
- .7 Seal off openings such as corridors, doorways, windows, skylights, ducts, grilles, and diffusers, with polyethylene sheeting sealed with tape.
  - .8 Cover floor and wall surfaces with polyethylene sheeting sealed with tape. Use one layer of FR polyethylene on floors. Cover floors first so that polyethylene extends at least 300 mm up walls then cover walls to overlap floor sheeting.
  - .9 Build airlocks at entrances to and exits from work area(s) so that work area(s) are always closed off by one curtained doorway when workers enter or exit.
  - .10 At each access to work areas install warning signs in both official languages in upper case "Helvetica Medium" letters reading as follows where number in parentheses indicates font size to be used: "CAUTION ASBESTOS HAZARD AREA (25 mm) NO UNAUTHORIZED ENTRY (19 mm) WEAR ASSIGNED PROTECTIVE EQUIPMENT (19 mm) BREATHING ASBESTOS DUST MAY CAUSE SERIOUS BODILY HARM (7 mm)".
  - .11 After work area isolation, remove heating, ventilating, and air conditioning filters, pack in sealed plastic bags 0.15 mm minimum thick and treat as contaminated asbestos waste. Remove ceiling - mounted objects such as lights, partitions, other fixtures not previously sealed off, and other objects that interfere with asbestos removal, as directed by Departmental Representative. Use localized water spraying during fixture removal to reduce fibre dispersal.
  - .12 Maintain emergency and fire exits from work area(s), or establish alternative exits satisfactory to Fire Commissioner of Canada.
  - .13 Where application of water is required for wetting asbestos-containing materials, shut off electrical power, provide 24 volt safety lighting and ground fault interrupter circuits on power source for electrical tools, in accordance with applicable CSA Standard. Ensure safe installation of electrical lines and equipment.
- .2 Worker Decontamination Enclosure System:
- .1 Worker Decontamination Enclosure System includes Equipment and Access Room, Shower Room, and Clean Room, as follows:
    - .1 Equipment and Access Room: build Equipment and Access Room between Shower Room and work area(s), with two curtained doorways, one to Shower Room and one to work area(s). Install portable toilet, waste receptor, and storage facilities for workers' shoes and protective clothing to be reworn in work area(s). Build Equipment and Access Room large enough to accommodate specified facilities, other equipment needed, and at least one worker allowing him /her sufficient space to undress comfortably.

- .2 Shower Room: build Shower Room between Clean Room and Equipment and Access Room, with two curtained doorways, one to Clean Room and one to Equipment and Access Room. Provide one shower for every five workers. Provide hot and cold water or water of a constant temperature that is not less than 40°C or more than 50°C. Provide individual controls inside the room to regulate water flow, and individual controls inside room to regulate temperature. Provide piping and connect to water sources and drains. Pump waste water through 5 micrometre filter system acceptable to Departmental Representative before directing into drains. Provide soap, clean towels, and appropriate containers for disposal of used respirator filters.
- .3 Clean Room: build Clean Room between Shower Room and clean areas outside of enclosures, with two curtained doorways, one to outside of enclosures and one to Shower Room. Provide lockers or hangers and hooks for workers' street clothes and personal belongings. Provide storage for clean protective clothing and respiratory equipment. Install mirror to permit workers to fit respiratory equipment properly.
- .3 Container and Equipment Decontamination Enclosure System:
  - .1 Container and Equipment Decontamination Enclosure System consists of Staging Area within work area, Washroom, Holding Room, and Unloading Room. Purpose of system is to provide means to decontaminate waste containers, scaffolding, waste and material containers, vacuum and spray equipment, and other tools and equipment for which Worker Decontamination Enclosure System is not suitable.
    - .1 Staging Area: designate Staging Area in work area for gross removal of dust and debris from waste containers and equipment, labelling and sealing of waste containers, and temporary storage pending removal to Washroom. Equip Staging Area with curtained doorway to Washroom.
    - .2 Washroom: build Washroom between Staging Area and Holding Room with two curtained doorways, one to Staging Area and one to Holding Room. Provide high - pressure low - volume sprays for washing of waste containers and equipment. Pump waste water through 5 micrometre filter system before directing into drains. Provide piping and connect to water sources and drains.
    - .3 Holding Room: build Holding Room between Washroom and Unloading Room, with two curtained doorways, one to Washroom and one to Unloading Room. Build Holding Room sized to accommodate at least two waste containers and largest item of equipment used.
    - .4 Unloading Room: build Unloading Room between Holding Room and outside, with two curtained doorways, one to Holding Room and one to outside.
- .4 Construction of Decontamination Enclosures:
  - .1 Build suitable framing for enclosures or use existing rooms where convenient, and line with polyethylene sheeting sealed with tape. Use one layer of FR polyethylene on floors, as applicable.

- .2 Build curtained doorways between enclosures so that when people move through or when waste containers and equipment are moved through doorway, one of two closures comprising doorway always remains closed.
- .5 Separation of Work Areas from Occupied Areas:
  - .1 Separate parts of building required to remain in use from parts of building or exterior used for asbestos abatement by means of airtight barrier system constructed as follows:
    - .1 Build suitable floor to ceiling lumber or metal stud framing, cover with polyethylene sheeting sealed with tape, and apply 9 mm minimum thick plywood. Seal joints between plywood sheets and between plywood and adjacent materials with surface film forming type sealer, to create airtight barrier.
    - .2 Cover plywood barrier with polyethylene sealed with tape, as specified for work areas.
- .6 Maintenance of Enclosures:
  - .1 Maintain enclosures in tidy condition.
  - .2 Ensure that barriers and polyethylene linings are effectively sealed and taped. Repair damaged barriers and remedy defects immediately upon discovery.
  - .3 Visually inspect enclosures at beginning of each working period.
  - .4 Use smoke methods to test effectiveness of barriers when directed by Departmental Representative.
- .7 Do not begin Asbestos Abatement work until:
  - .1 Arrangements have been made for disposal of waste.
  - .2 For wet stripping techniques, arrangements have been made for containing, filtering, and disposal of waste water.
  - .3 Work area(s) and decontamination enclosures and parts of building required to remain in use are effectively segregated.
  - .4 Tools, equipment, and materials waste containers are on hand.
  - .5 Arrangements have been made for building security.
  - .6 Warning signs are displayed where access to contaminated areas is possible.
  - .7 Notifications have been completed and other preparatory steps have been taken.
  - .8 Work area enclosure has been inspected and approved by the Departmental Representative.
  - .9 Locations for waste bins as designated by the Departmental Representative have been established. Keep bins covered and enclosed while at the site. Bin loading area shall be kept clean at all times.

### **3.2 SUPERVISION**

- .1 Minimum of one Supervisor for every ten workers is required.
- .2 Approved Supervisor must remain within Asbestos Work Area during disturbance, removal, or other handling of asbestos-containing materials.

### **3.3 ASBESTOS REMOVAL**

- .1 Before disturbing or removing asbestos:
  - .1 Prepare site.
  - .2 Spray asbestos material with water containing specified wetting agent, using airless spray equipment capable of providing "mist" application to prevent release of fibres. Saturate asbestos material sufficiently to wet it to substrate without causing excess dripping. Spray asbestos material repeatedly during work process to maintain saturation and to minimize asbestos fibre dispersion.
- .2 Remove saturated asbestos material in small sections. Do not allow saturated asbestos to dry out. As it is being removed pack material in sealable plastic bags 0.15 mm minimum thick and place in labelled containers for transport.
- .3 Seal filled containers. Clean external surfaces thoroughly by wet sponging. Remove from immediate working area to Staging Area. Clean external surfaces thoroughly again by wet sponging before moving containers to decontamination Washroom. Wash containers thoroughly in decontamination Washroom, and store in Holding Room pending removal to Unloading Room and outside. Ensure that containers are removed from Holding Room by workers who have entered from uncontaminated areas dressed in clean coveralls.
- .4 After completion of stripping work, wire brushed and wet-sponged surfaces from which asbestos has been removed to remove visible material. During this work keep surfaces wet.
- .5 After wire brushing and wet sponging to remove visible asbestos and after encapsulating asbestos containing material impossible to remove, wet clean entire work area including Equipment and Access Room, and equipment used in process. After 24 hour period to allow for dust settling, wet clean these areas and objects again. During this settling period no entry, activity, or ventilation will be permitted. After second 24 hour period under same conditions, clean these areas and objects again using HEPA vacuum followed by wet cleaning. After inspection by Departmental Representative or designate, apply continuous coat of slow drying sealer to surfaces of work area. Allow at least 16 hours with no entry, activity, ventilation, or disturbance other than operation of negative pressure units during this period.
- .6 Work is subject to visual inspection and air monitoring by Departmental Representative. Contamination of surrounding areas indicated by visual inspection or air monitoring will require complete enclosure and clean-up of affected areas.
- .7 Cleanup:
  - .1 Frequently during Work and immediately after completion of work, clean up dust and asbestos containing waste using HEPA vacuum or by damp mopping.
  - .2 Place dust and asbestos containing waste in sealed dust tight waste bags. Treat drop sheets and disposable protective clothing as asbestos waste and wet and fold to contain dust and then place in waste bags.
  - .3 Immediately before their removal from Asbestos Work Area and disposal, clean each filled waste bag using damp cloths or HEPA vacuum and place in second clean waste bag.

- .4 Seal and remove double bagged waste from site. Dispose of in accordance with requirements of Provincial/Territorial and Federal authority having jurisdiction. Supervise dumping and ensure that dump operator is fully aware of hazardous nature of material to be dumped and that guidelines and regulations for asbestos disposal are followed.
- .5 Perform final thorough clean-up of Asbestos Work Areas and adjacent areas affected by Work using HEPA vacuum.

### **3.4 INSPECTION**

- .1 Perform inspection of Asbestos Work Area to confirm compliance with specification and governing authority requirements. Deviation(s) from these requirements that have not been approved in writing by the Departmental Representative may result in Work stoppage, at no additional cost.
- .2 Departmental Representative will inspect Work for:
  - .1 Adherence to specific procedures and materials.
  - .2 Final cleanliness and completion.
  - .3 No additional costs will be allowed by Contractor for additional labour or materials required to provide specified performance level.
- .3 When asbestos leakage from Asbestos Work Area has occurred or is likely to occur, Departmental Representative may order Work shutdown.
- .4 No additional costs will be allowed by Contractor for additional labour or materials required to provide specified performance level.

### **3.5 AIR MONITORING**

- .1 From beginning of Work until completion of cleaning operations, the Departmental Representative may collect air samples daily inside the Asbestos Work Area enclosures to ensure worker respiratory protection factors are not exceeded, in accordance with Provincial/Federal requirements.
- .2 From beginning of Work until completion of cleaning operations, Departmental Representative will collect air samples on daily basis in the clean room and outside of work area enclosure(s) in accordance with Federal requirements.
- .3 If air monitoring shows that areas outside the work area or in the clean room area are contaminated, enclose, maintain and clean these areas in same manner as that applicable to Asbestos Work Areas.
  - .1 Stop work and clean areas outside of Asbestos Work Areas when Phase Contrast Microscopy measurements exceed 0.05 fibres per cubic centimetre (f/cc) and correct procedures.
  - .2 All required cleaning, re-cleaning, additional air testing and/or inspections will be at no extra charge.
- .4 Final air monitoring to be conducted as follows: After Asbestos Work Area has passed visual inspection by Departmental Representative, and acceptable coat of lock-down agent has been applied to surfaces within enclosure, and appropriate setting period has passed, Departmental Representative will perform aggressive air monitoring within Asbestos Work Area.
  - .1 Final air monitoring results must show fibre levels of less than 0.01 f/cc.

- .2 If air monitoring results show fibre levels in excess of 0.01 f/cc, re-clean work area and apply another acceptable coat of lock-down agent to surfaces.
- .3 Repeat as necessary until fibre levels are less than 0.01 f/cc.
- .4 No additional costs will be allowed by Contractor for additional labour or materials required to provide specified performance level.

### **3.6 FINAL CLEANUP**

- .1 Following cleaning and air sampling by Departmental Representative shows that asbestos levels inside work area enclosure(s) do not exceed 0.01 fibres/cc, proceed with final cleanup.
- .2 Remove polyethylene sheet by rolling it away from walls to centre of work area. Vacuum visible asbestos-containing particles observed during cleanup, immediately, using HEPA vacuum equipment.
- .3 Place polyethylene seals, tape, cleaning material, clothing, and other contaminated waste in plastic bags and sealed labelled waste containers for transport.
- .4 Include in clean-up Work areas, Equipment and Access Room, Washroom, Shower Room, and other contaminated enclosures.
- .5 Include in clean-up sealed waste containers and equipment used in Work and remove from work areas, via Container and Equipment Decontamination Enclosure System, at appropriate time in cleaning sequence.
- .6 Conduct final check to ensure that no dust or debris remains on surfaces as result of dismantling operations.
- .7 As work progresses, and to prevent exceeding available storage capacity on site, remove sealed and labelled containers containing asbestos waste and dispose of at authorized disposal area in accordance with requirements of disposal authority. Ensure that each shipment of containers transported to dump is accompanied by Contractor's representative to ensure that dumping is done in accordance with governing regulations.

**END OF SECTION**

**Part 1            General**

**1.1            SECTION INCLUDES**

- .1        Lead abatement procedures for the removal/disturbance/repair of lead-containing surface coating materials on various building components, including structural steel coatings, and other lead containing materials or materials suspected of containing lead, if required to accommodate the project scope of work.

**1.2            RELATED SECTIONS**

- .1        Section 02 82 00.02 – Asbestos Abatement: Intermediate Precautions
- .2        Section 02 82 00.03 – Asbestos Abatement: Maximum Precautions
- .3        Section 02 89 00 – Silica Precautions

**1.3            REFERENCES**

- .1        Department of Justice Canada.
  - .1        Canadian Environmental Protection Act (CEPA), 1999.
- .2        Health Canada/Workplace Hazardous Materials Information System (WHMIS).
  - .1        Safety Data Sheets (SDS).
- .3        Transport Canada (TC).
  - .1        Transportation of Dangerous Goods Act, 1992 (TDGA).
- .4        Ontario Ministry of Environment, Conservation and Parks (MECP).
  - .1        R.R.O. 1990, Reg. 347, General – Waste Management, as amended.
- .5        Ontario Ministry of Labour (MoL).
  - .1        Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (OHSA).
    - .1        O.Reg. 213/91, Construction Projects, as amended.
    - .2        R.R.O. 1990, Regulation 490/09, “Designated Substances”, as amended.
  - .2        Guideline: Lead on Construction Projects, September 2004, as revised.
- .6        Canada Consumer Product Safety Act Surface Coating Materials Regulations SOR/2016-193, as amended.

**1.4            DEFINITIONS**

- .1        Airlock: system for permitting ingress or egress without permitting air movement between contaminated area and uncontaminated area, typically consisting of two curtained doorways at least 2 m apart unless Site Conditions dictate otherwise.
- .2        Authorized Visitors:        Departmental Representatives or designated representatives, and representatives of regulatory agencies.
- .3        Curtained doorway: arrangement of closures to allow ingress and egress from one room to another while permitting minimal air movement between rooms, typically constructed by placing two overlapping sheets of polyethylene over existing or temporarily framed doorway, secure each along top of doorway, secure vertical edge of one sheet along one vertical side of doorway, and secure vertical

edge of other sheet along opposite vertical side of doorway. Reinforce free edges of polyethylene with duct tape and weight bottom edge to ensure proper closing. Overlap each polyethylene sheet at openings not less than 1.5 m on each side unless Site Conditions dictate otherwise.

- .4 Hazardous Material Workplan: A brief report identifying the location and quantities of hazardous materials and the methods that will be used to remove, store, transport and dispose of them.
- .5 Lead-Containing Paint: Paint that contains lead greater than 90 ppm or in measurable concentrations that may result in elevated airborne lead exposure during operations that disturb the paint.
- .6 Lead-containing materials: Materials that are assumed to contain varying levels of lead from their historic composition.
- .7 Lead-containing equipment: Equipment suspected of containing lead through historic application, or identified as lead containing through labels/tags.
- .8 Occupied Area: any area of building or work site that is outside the Lead Work Area.

## 1.5 ACTION AND INFORMATION SUBMITTALS

- .1 One (1) week prior to the start of abatement work, submit proposed methodology for abatement procedures for review by Departmental Representative. The proposed methodology shall include:
  - .1 Products to be used complete with SDS information.
  - .2 List of protective equipment to be used by workers.
  - .3 Plan identifying area(s) of work for abatement procedures.
  - .4 Requirements for engineering controls, ventilation, etc.
  - .5 Requirements for access to and egress from the Lead Work Area.
- .2 A written Health and Safety Plan specific to work of this Section. As a minimum this document must include:
  - .1 Classification of all lead abatement work in accordance with the criteria used in the document Guideline: Lead on Construction Projects issued by the Ontario Ministry of Labour.
  - .2 The identity of the “competent person” who will, on behalf of the Contractor, perform regular inspections of the lead abatement activities to prevent dangerous, unhealthy or unsafe conditions. The “competent person” must be on site at all times while lead abatement activities are in progress.
  - .3 A description of the equipment and materials, controls, crew size, job responsibilities, and operations and maintenance procedures for each activity involved in the work of this Section.
  - .4 A description of the specific control methods to be used in the lead-containing paint and surface coatings abatement processes.
  - .5 A strategy to ensure that personnel are not exposed to airborne lead or other contaminants in concentrations that exceed the current Time Weighted Average Exposure Value (TWAEV).
  - .6 A description of the medical surveillance program in place for lead abatement workers.

- .7 Names of products to be used in lead abatement work.
- .3 Before beginning work:
  - .1 Obtain from appropriate agency and submit to Departmental Representative all necessary permits for transportation and disposal of lead-containing waste. Ensure that dump operator is fully aware of hazardous nature of material being dumped, and proper methods of disposal.
  - .2 Submit proof satisfactory to Departmental Representative that employees have had instruction on hazards of lead exposure, respirator use, dress, use of showers, entry and exit from work areas, and aspects of work procedures and protective measures.
  - .3 Submit proof in the form of a certificate that supervisory personnel have attended a lead-containing paint abatement course, of not less than 1-day duration.
  - .4 For each load of waste that leaves the site, submit landfill weigh scale receipts, shipping documents, and lead-containing waste manifests, as applicable based upon waste characterization.
  - .5 Lead abatement section within Hazardous Material Work Plan.

## 1.6 QUALITY ASSURANCE

- .1 Regulatory Requirements: comply with Federal, Provincial/Territorial and local requirements pertaining to lead, provided that in case of conflict among those requirements or with these specifications more stringent requirement applies. Comply with regulations in effect at time work is performed.
- .2 Health and Safety:
  - .1 Safety Requirements: worker and visitor protection.
    - .1 Eating, drinking, chewing, and smoking are not permitted in the Lead Work Area.
    - .2 Washing facilities consisting of a wash basin, water, soap and towels shall be provided by the Contractor. All workers shall use these washing facilities before eating, drinking, smoking or leaving the work site. Washing facility areas are to be designated by Departmental Representative
    - .3 Protective equipment and clothing to be worn by workers while in the Lead Work Area includes:
      - .1 Disposable-type protective clothing that does not readily retain or permit penetration of lead dust, consisting of full-body covering including head covering with snug-fitting cuffs at wrists, ankles, and neck.
      - .2 Respirator, personally issued to worker and marked as to efficiency and purpose, and acceptable to Authority having jurisdiction as suitable for level of lead exposure in the Lead Work Area. If disposable type filters are used, provide sufficient filters so that workers can install new filters following disposal of used filters and before re-entering contaminated areas.

- .3 Ensure that no person required to enter the Lead Work Area has facial hair that affects seal between respirator and face.
- .4 Visitor Protection:
  - .1 Provide protective clothing and approved respirators to Authorized Visitors to work areas.
  - .2 Instruct Authorized Visitors in the use of protective clothing, respirators and procedures.
  - .3 Instruct Authorized Visitors in proper procedures to be followed in entering into and exiting from the Lead Work Area.

## 1.7 WASTE MANAGEMENT AND DISPOSAL

- .1 Representative sampling of lead-containing materials that is representative of the applicable waste stream (i.e. sampling to include substrate material as applicable) shall be performed by a competent person retained by the Contractor prior to disposal of lead-containing materials. Lead-containing waste streams are to be classified for disposal purposes using the Toxicity Characteristic Leachate Procedure at a certified analytical laboratory. All sampling procedures and submissions shall be approved of by the Departmental Representative.
- .2 Place materials characterized as hazardous or toxic based upon leachate analysis in designated containers.
- .3 Handle and dispose of hazardous materials in accordance with the CEPA, TDGA, Regional and Municipal regulations.
- .4 Disposal of lead waste, including wash and rinse water, generated by removal activities must comply with Federal, Provincial, Territorial and Municipal regulations. Label containers with appropriate warning labels.
- .5 Provide manifests describing and listing waste created. Transport containers by approved means to licensed facility for disposal.
- .6 Contractor is responsible to obtain all necessary permits, licenses and approvals to conduct the abatement (e.g. Ontario Ministry of Environment, Conservation and Parks (MECP) waste generating number, etc.).

## 1.8 EXISTING CONDITIONS

- .1 Refer to the following documents for details on lead-containing materials:
  - .1 Project Specific Designated Substances Survey, Rooms 066 & 070, Building M-50, 1200 Montreal Rd, Ottawa, ON. February 2022. Englobe File No.:02112480.000

## Part 2 Products

### 2.1 MATERIALS

- .1 All materials brought to project site must be in good condition and free of lead dust. Disposable items must be of new materials only.
- .2 Lead Waste Container: An impermeable container acceptable to disposal site and Ministry of Environment. Labelled as required. Comprised of one of the following:

- .1 A 0.15 mm sealed polyethylene bag, inside a second 0.15 mm sealed polyethylene bag.
- .2 A barrel suitable for lead wash water and/or sludge. Container must be acceptable to the waste hauler.
- .3 Lead Cleaning Agent: A cleaning agent suitable for lead dust. Acceptable products:
  - .1 Detergents with a high phosphate content (containing at least 5% trisodium phosphate).
  - .2 Phosphate-free lead dissolving agent.
- .4 FR polyethylene: minimum 0.15 mm thick, woven fibre reinforced fabric bonded both sides with polyethylene.
- .5 Tape: fibreglass - reinforced duct tape suitable for sealing polyethylene under both dry conditions and wet conditions.

## **2.2 EQUIPMENT**

- .1 HEPA vacuum: High Efficiency Particulate Air filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in any direction at 99.97% efficiency.
- .2 Sprayer: Garden reservoir type, low velocity, capable of producing a mist or fine spray.

## **Part 3 Execution**

### **3.1 PREPARATION**

- .1 Scaffolding
  - .1 Scaffolding in accordance with CAN/CSA-S269.2.

### **3.2 ABATEMENT WORK AREA PREPERATION**

- .1 Implement lead precautionary measures appropriate to the work completed in accordance with MOL Guideline: Lead on Construction Projects, as amended.
- .2 Type 1 Work Areas:
  - .1 Install polyethylene drop sheets below lead operations which produce or may produce dust, chips, or debris containing lead.
- .3 Type 2 Work Areas:
  - .1 Install polyethylene drop sheets below lead operations which produce or may produce dust, chips, or debris containing lead.
  - .2 Post signs in sufficient numbers to warn of the lead hazard. There shall be a sign, at least, at each entrance to the Lead Work Area. The signs shall display the following information in large, clearly visible letters using both official languages:
    - .1 Lead dust, fume or mist hazard.
    - .2 Access to the work area is restricted to authorized persons.
    - .3 Respirators must be worn in the work area.

- .4 Type 3 Work Areas:
  - .1 Post signs in sufficient numbers to warn of the lead hazard. There shall be a sign, at least, at each entrance to the Lead Work Area. The signs shall display the following information in large, clearly visible letters using both official languages:
    - .1 Lead dust, fume or mist hazard.
    - .2 Access to the work area is restricted to authorized persons.
    - .3 Respirators must be worn in the work area.
  - .2 Barriers, Partial Enclosures and Full Enclosures: Barriers, partial enclosures, and full enclosures shall be constructed to separate the Lead Work Area from the rest of the project. Barriers shall only be used where full and partial enclosures are not practical, including during exterior masonry work.
    - .1 Barriers:
      - .1 Ropes or barriers do not prevent the release of contaminated dust or other contaminants into the environment. However, they can be used to restrict access of workers who are not adequately protected with proper PPE, and also prevent the entry of workers not directly involved in the operation. Ropes or barriers shall be placed at a distance far enough from the operation that allows the lead-containing dust to settle. If this is not achievable, warning signs should be posted at the distance where the lead-containing dust settles to warn that access is restricted to persons wearing PPE.
      - .2 Barriers for lead-containing work areas are to prevent staff who are not equipped with PPE from working within 6 metres of lead-abatement work areas.
    - .2 Partial Enclosures:
      - .1 Partial enclosures allow some emissions to the atmosphere outside of the enclosure. Partial enclosures may consist of vertical tarps and floor tarps so long as the tarps are overlapped and securely fixed together at the seams. A partial enclosure is not a suitable containment system if significant dust is being generated.
    - .3 Full Enclosures:
      - .1 Full enclosures are tight enclosures (with tarps that are generally impermeable and fully sealed joints and entryways). Full enclosures allow minimal or no fugitive emissions to reach the environment outside of the Lead Work Area. For full enclosures, the following requirements shall be met:
        - .1 The enclosure shall be constructed of windproof materials that are impermeable to dust.
        - .2 The enclosure shall be supported by a secure structure.
        - .3 All joints in the enclosure shall be fully sealed.

- .4 Entrances to the enclosure shall be equipped with air locks.
- .5 The escape of abrasive and debris from the enclosure shall be controlled, at air supply points, by the use of baffles, louvers, flap seals and filters.
- .3 Worker Decontamination Enclosure System: Worker Decontamination Enclosure System includes Equipment and Access Room, Shower Room, and Clean Room, as follows:
  - .1 Construct Worker Decontamination Enclosure System as close to the work area as possible in area specified by Departmental Representative. Submit layout of proposed enclosures and decontamination facilities including location to Departmental Representative for review.
  - .2 Equipment and Access Room: build an Equipment and Access Room between Shower Room and Lead Work Area, with two curtained doorways, one to Shower Room and one to Lead Work Area. Install a waste receptor and storage facilities for workers' shoes and protective clothing to be reworn in Lead Work Area. Build Equipment and Access Room large enough to accommodate specified facilities, other equipment needed, and at least one worker allowing him /her sufficient space to undress comfortably.
  - .3 Shower Room: build a Shower Room between Clean Room and Equipment and Access Room, with two curtained doorways, one to Clean Room and one to Equipment and Access Room. Provide one shower for every five or fewer workers. Provide constant supply of hot and cold, or warm (between 40°C and 50°C) potable water. Provide piping and connect to water sources and drains. Provide soap, clean towels, and appropriate containers for disposal of used respirator filters.
  - .4 Clean Room: build a Clean Room between Shower Room and clean areas outside of enclosures, with two curtained doorways, one to outside of enclosures and one to Shower Room. Provide lockers or hangers and hooks for workers' street clothes and personal belongings. Provide storage for clean protective clothing and respiratory equipment. Install a mirror to permit workers to fit respiratory equipment properly.
- .4 Maintenance of Enclosures:
  - .1 Maintain enclosures in tidy condition.
  - .2 Ensure that barriers and polyethylene linings are effectively sealed and taped. Repair damaged barriers and remedy defects immediately upon discovery.
  - .3 Visually inspect enclosures at beginning of each working period.
- .5 Do not begin lead abatement work until:
  - .1 Arrangements have been made for disposal of lead-containing waste.
  - .2 Arrangements have been made for containing, filtering, testing and disposal of waste water.
  - .3 Work areas, decontamination enclosures and parts of project site required to remain in use are effectively segregated.

- .4 Tools, equipment, and materials waste containers are on hand.
- .5 Arrangements have been made for building security.
- .6 Warning signs are displayed where access to contaminated areas is possible.
- .7 Notifications have been completed and other preparatory steps have been taken.
- .8 Departmental Representative has reviewed preparatory work and provided written approval for lead abatement work to proceed.

### **3.3 SUPERVISION**

- .1 Minimum of one Supervisor for every ten or fewer workers is required.
- .2 Approved Supervisor must remain within Lead Work Area during disturbance, removal, or other handling of lead-containing paint and other lead contaminated materials.

### **3.4 LEAD REMOVAL**

- .1 The removal or disturbance of asbestos-containing materials coated with lead-containing coatings must also be performed using appropriate asbestos and/or silica precautions as outlined in the specifications.
- .2 Before removing lead-containing paint or disturbing other lead containing or contaminated materials:
  - .1 Prepare site.
  - .2 Spray surfaces to be disturbed, that are finished with lead-containing paint, with water using airless spray equipment capable of providing a “mist” application to prevent the release of dust.
- .3 Lead-containing paint, and surface coating removal:
  - .1 Methods of lead-containing paint and surface coating removal/disturbance that may be used, pending approval from the Departmental Representative, include:
    - .1 Powered tools equipped with HEPA dust collection systems.
    - .2 Other method(s) at the sole discretion of the Departmental Representative
- .4 At completion of lead-containing paint and surface coatings removals, perform the following clean-up:
  - .1 Wait at least 1-hour after active lead abatement work has ceased to allow airborne lead particles to settle.
  - .2 HEPA vacuum all surfaces within the Lead Work Area. Start vacuuming at the highest levels furthest from the Decontamination Facilities and work progressively downwards towards the Decontamination Facilities.
  - .3 Wash all surfaces with Lead Cleaning Agent and rinse with clean water. Start washing and rinsing at the highest levels furthest from the Decontamination Facilities and work progressively downwards towards the Decontamination Facilities.
  - .4 Repeat HEPA vacuuming, washing and rinsing as required to achieve clearance criteria.

### **3.5 INSPECTION**

- .1 Perform inspections of Lead Work Area to confirm compliance with specification and requirements of authorities having jurisdiction. Deviation from these requirements that have not been approved in writing by the Departmental Representative may result in Work stoppage, at no cost.
- .2 Departmental Representative will inspect Work for:
  - .1 Adherence to specific procedures and materials.
  - .2 Final cleanliness and completion.
  - .3 No additional costs will be allowed by Contractor for additional labour or materials required to provide specified performance level.
- .3 When a leakage of liquid, dust or fume from the Lead Work Area has occurred or is likely to occur the Departmental Representative Construction Manager may order Work shutdown.
  - .1 No additional costs will be allowed by Contractor for additional labour or materials required to provide specified performance level.

### **3.6 AIR MONITORING AND SURFACE WIPE SAMPLING**

- .1 From beginning of Work until completion of cleaning operations, the Departmental Representative may be on site to collect air samples either inside or outside of the Lead Work Area in accordance with standard methods for workplace air sampling and analysis.
  - .1 This air monitoring does not relieve the Contractor of any responsibility for air monitoring inside the Lead Work Area to verify that the respiratory protection in use provides a suitable protection factor.
- .2 Use results of air monitoring inside the Lead Work Area to establish type of respirators to be used. Workers may be required to wear sample pumps for up two full-shift periods.
  - .1 If airborne lead concentrations are above the protection factor of respirators in use, the Contractor shall:
    - .1 Stop abatement.
    - .2 Introduce more stringent engineering controls.
    - .3 Use a higher protection factor in respiratory protection for persons inside the Lead Work Area.
  - .2 If air monitoring shows that airborne lead concentrations outside the Lead Work Area exceed  $0.025 \text{ mg/m}^3$ , the Contractor shall maintain and clean these areas, in same manner as applicable to the Lead Work Area, at no additional cost.
- .3 Final clearance air monitoring will be performed at the sole discretion of the Departmental Representative.
  - .1 Final air monitoring results must show airborne lead levels less than  $0.005 \text{ mg/m}^3$ .
  - .2 If air monitoring results show airborne lead levels in excess of  $0.005 \text{ mg/m}^3$ , the Contractor shall re-clean the Lead Work Area at no additional cost.
  - .3 Repeat as necessary until airborne lead levels are less than  $0.005 \text{ mg/m}^3$ .

- .4 The following criteria shall be used to define an acceptable level of cleanliness after lead abatement activities:
  - .1 Where removal of paints and other surface coatings has been performed to accommodate the project scope of work:
    - .1 Visibly free of paint(s), primer(s), and surface coating(s), and/or associated dust.
    - .2 Residual lead dust concentration less than:
      - .1 2,150 micrograms/square metre for interior floor surfaces
      - .2 2,691 micrograms/square metre for interior windowsills
      - .3 8,611 micrograms/square metre for exterior surfaces
      - .4 Repeat cleaning as necessary until lead concentrations are below specified levels, at no additional cost.

### **3.7 FINAL CLEANUP**

- .1 Remove polyethylene sheet by rolling it towards the centre of the Lead Work Area. Immediately vacuum any visible paint chips, particles, dust and debris observed during cleanup using HEPA vacuum equipment.
- .2 Place polyethylene seals, tape, cleaning material, clothing, and other contaminated waste in sealed labelled waste containers for transport.
- .3 Include in clean-up Work areas, Equipment and Access Room, Shower Room, and other contaminated enclosures.
- .4 Include in clean-up sealed waste containers and equipment used in Work and remove from work areas, at appropriate time in cleaning sequence.
- .5 A final check may be carried out to ensure that no lead dust or debris remains on surfaces as a result of dismantling operations.
- .6 As work progresses, and to prevent exceeding available storage capacity on site, remove sealed and labelled waste containers.
  - .1 Dispose of lead-containing waste in accordance with R.R.O. 1990, Regulation 347, as amended. Ensure that waste hauler and receiver are fully aware of hazardous nature of material to be disposed of and that guidelines and regulations for lead-containing waste disposal are followed.
  - .2 Ensure that materials removed during the Work of this Section are treated, packaged, transported and disposed of as lead-containing waste.
  - .3 Clean up waste routes and loading area after each load. Use lead abatement procedures if appropriate or requested by Departmental Representative.
  - .4 Drop garbage bins at designated locations. Keep bins covered and enclosed while at the site. Bin loading area shall be kept clean at all times.
  - .5 Transport all waste to a landfill licensed by the Ontario Ministry of Environment, Conservation and Parks (MECP).
  - .6 Provide Departmental Representative with copies of shipping documents and lead-containing waste manifests for each load of waste. The Contractor is responsible to ensure that written documentation is submitted for each load of waste leaving the site.

- .7 Cooperate with MOE inspectors and immediately carry out instructions for remedial work at landfill to maintain environment, at no additional cost.

**END OF SECTION**

## **Part 1      General**

- .1 This section specifies requirements and procedures for silica precautionary measures. This section conforms to the requirements of the Ontario Occupational Health and Safety Act, R.S.O. 1990, Regulation 490/09 “Designated Substances”, as amended.
- .2 Comply with the requirements of this Section when performing the following work:
  - .1 Work at site which may involve contact with silica dust generated through such processes as sawing, cutting, grinding, blasting and/or breaking of the silica containing material.
  - .2 Refer to the following documentation for details on silica-containing materials:
    - .1 Project Specific Designated Substances Survey, Rooms 066 & 070, Building M-50, 1200 Montreal Rd, Ottawa, ON. February 2022. Englobe File No.:02112480.000

### **1.1      RELATED SECTIONS**

- .1 Section 02 82 00.02 – Asbestos Abatement: Intermediate Precautions
- .2 Section 02 82 00.03 – Asbestos Abatement: Maximum Precautions
- .3 Section 02 83 00 – Lead Precautionary Measures

### **1.2      REFERENCES**

- .1 Comply with current Federal, Provincial, and local requirements pertaining to silica, provided that in case of conflict among these requirements or with these specifications the more stringent requirement applies. Comply with regulations in effect at time work is performed.
- .2 Federal Legislation
  - .1 Canada Labour Code and associated regulations.
- .3 Provincial legislation
  - .1 Ontario Occupational Health and Safety Act, R.S.O. 1990, Regulation 490/09 “Designated Substances”, as amended.
  - .2 Ministry of Labour – Silica on Construction Projects, as revised.

### **1.3      DEFINITIONS**

- .1 **Dangerous Goods:** product, substance, or organism that is specifically listed or meets hazard criteria established in Transportation of Dangerous Goods Regulations.
- .2 **Hazardous Material:** product, substance, or organism that is used for its original purpose; and that is either dangerous goods or a material that may cause adverse impact to environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .3 **Hazardous Material Workplan:** A brief report identifying the location and quantities of hazardous materials and the methods that will be used to remove, store, transport and dispose of them.

- .4 **Workplace Hazardous Materials Information System (WHMIS):** Canada-wide system designed to give employers and workers information about hazardous materials used in workplace. Under WHMIS, information on hazardous materials is provided on container labels, safety data sheets (SDS), and worker education programs. WHMIS is put into effect by combination of federal and provincial laws.

#### **1.4 SUBMITTALS**

- .1 Silica abatement section within Hazardous Material Work Plan.

#### **1.5 PRECAUTIONARY MEASURES AND PROCEDURES**

- .1 Execute work by methods to minimize raising silica dust from demolition operations. Where practical, wet methods or a dust collection system should be used to reduce dust.
- .2 Adequate ventilation, including local exhaust ventilation, should be maintained to prevent the accumulation and recirculation of harmful concentrations of free crystalline silica in the work area.
- .3 As practical, processes that generate silica dust should be completed in enclosed areas wherever possible to prevent the spread of silica dust outside of the work area.
- .4 Implement and maintain silica dust control measures during work to ensure that silica levels do not exceed allowable limits.
- .5 Departmental Representative may stop work at any time when release of silica dust to adjacent area is suspected. Contractor must discuss procedures that Contractor proposes to resolve problem. Make all necessary changes to operations prior to resuming any demolition activities that may cause release of silica dust at no extra cost to the Departmental Representative.
- .6 Silica dust should be cleaned from machinery and work surfaces by wet sweeping, the use of sweeping compounds or vacuum cleaners fitted with a HEPA filter to prevent the recirculation of dusty air. Cleaning methods such as blowing with compressed air or dry sweeping should be avoided. Where exposure to free crystalline silica occurs, protective work clothing should be vacuumed before removal.
- .7 Store material containing silica dust in closed containers or use other appropriate means to prevent dust from becoming airborne.

#### **1.6 PERSONAL PROTECTIVE EQUIPMENT**

- .1 Anticipated minimum levels of personal protection based on work activity involving silica dust are listed below and are in addition to the personal protective equipment required for the completion of the demolition activities. Personal protection is dependent on the work practices and associated silica exposure risks.
  - .1 As a minimum, Air purifying half-mask respirator equipped with HEPA filter cartridges or supplied-air type, personally issued to the worker and marked as to efficiency and purpose, and acceptable to the Provincial Authority having jurisdiction as suitable for silica and the level of silica exposure in the Work Area. If disposable type filters are used, provide sufficient filters

so that workers can install new filters following disposal of used filters and before re-entering contaminated areas.

- .2 Eye Protection: Goggles, Safety glasses with side shields, or Face shield.
- .3 If requested by a worker,
  - .1 Hand Protection: Gloves
  - .2 Clothing: Full body protective clothing

## **1.7 AIR MONITORING**

- .1 If air monitoring shows that work areas contain crystalline silica above applicable regulated occupational exposure limits, these areas shall be cleaned by previously outlined methods at no additional cost to the Departmental Representative.

## **1.8 PERMITS**

- .1 Contractor is responsible to obtain all necessary permits, licenses and approvals to conduct the work (as required).

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 23 05 93 – Testing, Adjusting and Balancing for HVAC.

### **1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for equipment, piping, & accessories, and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop drawings:
  - .1 Drawings to show:
    - .1 Mounting arrangements.
    - .2 Operating and maintenance clearances.
  - .2 Drawings and product data accompanied by:
    - .1 Detailed drawings of bases, supports, and anchor bolts.
    - .2 Acoustical sound power data, where applicable.
    - .3 Points of operation on performance curves.
    - .4 Manufacturer to certify current model production.
    - .5 Certification of compliance to applicable codes.
  - .3 In addition to transmittal letter referred to in Section 01 33 00 - Submittal Procedures: use MCAC "Shop Drawing Submittal Title Sheet". Identify section and paragraph number.

### **1.3 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 10 00 – General Instructions.
- .2 Operation and Maintenance Data: submit operation and maintenance data for exhaust fan, controls, and drinking fountain for incorporation into manual.
  - .1 Operation and maintenance manual approved by, and final copies deposited with, Departmental Representative before final inspection.
  - .2 Operation data to include:
    - .1 Control schematics for systems including environmental controls.
    - .2 Description of systems and their controls.
    - .3 Description of operation of systems at various loads together with reset schedules and seasonal variances.
    - .4 Operation instruction for systems and component.
    - .5 Description of actions to be taken in event of equipment failure.
    - .6 Valves schedule and flow diagram.
    - .7 Colour coding chart.
  - .3 Maintenance data to include:
    - .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
    - .2 Data to include schedules of tasks, frequency, tools required and task time.

- .4 Performance data to include:
  - .1 Equipment manufacturer's performance datasheets with point of operation as left after commissioning is complete.
  - .2 Equipment performance verification test results.
  - .3 Special performance data as specified.
  - .4 Testing, adjusting and balancing reports as specified in Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.
- .5 Approvals:
  - .1 Submit one electronic copy of draft Operation and Maintenance Manual to Departmental Representative for approval. Submission of individual data will not be accepted unless directed by Departmental Representative.
  - .2 Make changes as required and re-submit as directed by Departmental Representative.
- .6 Additional data:
  - .1 Prepare and insert into operation and maintenance manual additional data when need for it becomes apparent during specified demonstrations and instructions.
- .7 Site records:
  - .1 Departmental Representative will provide 1 set of reproducible mechanical drawings. Provide sets of white prints as required for each phase of work. Mark changes as work progresses and as changes occur. Include changes to existing mechanical systems, control systems and low voltage control wiring.
  - .2 Transfer information to reproducibles, revising reproducibles to show work as actually installed.
  - .3 Use different colour waterproof ink for each service.
  - .4 Make available for reference purposes and inspection.
- .8 As-Built drawings:
  - .1 Prior to start of Testing, Adjusting and Balancing for HVAC, finalize production of as-built drawings.
  - .2 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL SYSTEMS AS INSTALLED" (Signature of Contractor) (Date).
  - .3 Submit to Departmental Representative for approval and make corrections as directed.
  - .4 Perform testing, adjusting and balancing for HVAC using as-built drawings.
  - .5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.
- .9 Submit copies of as-built drawings for inclusion in final TAB report.

#### 1.4 MAINTENANCE MATERIAL SUBMITTALS

- .1 Submit in accordance with Section 01 10 00 – General Instructions.
- .2 Furnish spare parts as follows:
  - .1 One filter cartridge or set of filter media for each filter or filter bank in addition to final operating set.
- .3 Provide one set of special tools required to service equipment as recommended by manufacturers.
- .4 Furnish one commercial quality grease gun, grease and adapters to suit different types of grease and grease fittings.

## **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect equipment and other material from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.
- .4 Develop Construction Waste Management Plan related to Work of this Section and in accordance with Section 01 74 19 – Waste management and Disposal.
- .5 Packaging Waste Management: remove for reuse, and return of pallets, crates, padding, and packaging materials as specified in Construction Waste Management Plan, in accordance with Section 01 74 19 - Waste Management and Disposal.

## **PART 2 - PRODUCTS**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for mechanical system installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### **3.2 SYSTEM CLEANING**

- .1 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and air handling units.

### 3.3 FIELD QUALITY CONTROL

- .1 Manufacturer's Field Services:
  - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
  - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.

### 3.4 DEMONSTRATION

- .1 Departmental Representative will use equipment and systems for test purposes prior to acceptance. Supply labour, material, and instruments required for testing.
- .2 Trial usage to apply to following equipment and systems:
  - .1 Fan coil units
  - .2 Exhaust fan
  - .3 Drinking Fountain
- .3 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
- .4 Use operation and maintenance manual, as-built drawings, and audio visual aids as part of instruction materials.
- .5 Instruction duration time requirements as specified in appropriate sections.
- .6 Departmental Representative may record these demonstrations on video tape for future reference.

### 3.5 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 10 00 – General Instructions.
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 10 00 – General Instructions.
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

### 3.6 PROTECTION

- .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 This Section includes requirements for selective demolition and removal of plumbing, sprinkler systems and related mechanical components and incidentals required to complete work described in this Section ready for new construction.

**1.2 RELATED REQUIREMENTS**

- .1 Section 01 10 00 – General Instructions
- .2 Section 01 74 19 – Waste Management and Disposal
- .3 Section 02 41 19.16 - Selective Interior Demolition
- .4 Section 02 42 00 - Removal and Salvage of Construction Materials
- .5 Section 23 05 05.01 – Selective Demolition for HVAC-R Equipment
- .6 Section 26 05 05 – Selective Demolition for Electrical

**1.3 REFERENCE STANDARDS**

- .1 CSA Group (CSA)
  - .1 CSA S350 M1980 (R2003), Code of Practice for Safety in Demolition of Structures.

**1.4 DEFINITIONS**

- .1 Demolish: Detach items from existing construction and legally dispose of items off site, unless indicated as removed and salvaged, or removed and reinstalled.
- .2 Remove: Planned deconstruction and disassembly of electrical items from existing construction including removal of conduit, junction boxes, cabling and wiring from electrical component to panel taking care not to damage adjacent assemblies designated to remain; legally dispose of items off site, unless indicated as removed and salvaged, or removed and reinstalled.
- .3 Remove and Salvage: Detach items from existing construction and deliver them to Departmental Representative ready for reuse.
- .4 Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- .5 Existing to Remain: Existing items of construction that are not removed and that are not otherwise indicated as being removed and salvaged, or removed and reinstalled.
- .6 Hazardous Substances: Dangerous substances, dangerous goods, hazardous commodities and hazardous products may include asbestos, mercury and lead, PCB's, poisons, corrosive agents, flammable substances, radioactive substances, or other material that can endanger human health or wellbeing or environment if handled improperly as defined by the Federal Hazardous Products Act (RSC 1985) including latest amendments.

## **1.5 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Action Submittals: Provide the following in accordance with Section 01 10 00 – General Instructions before starting work of this Section:
  - .1 Construction Waste Management Plan (CWM Plan): Submit plan addressing opportunities for reduction, reuse, or recycling of materials prepared in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .2 Landfill Records: Indicate receipt and acceptance of selective demolition waste and hazardous wastes by a landfill facility licensed to accept hazardous wastes.

## **1.6 ADMINISTRATIVE REQUIREMENTS**

- .1 Coordination: Coordinate work of this Section to avoid interference with work by other Sections.
- .2 Scheduling: Account for Departmental Representative's continued occupancy requirements during selective demolition with Section 02 41 19.16 - Selective Interior Demolition.

## **1.7 QUALITY ASSURANCE**

- .1 Regulatory Requirements: Perform work of this Section in accordance with the following:
  - .1 Federal Workers' Compensation Service.
  - .2 Government of Canada, Labour Program: Workplace Safety.

## **1.8 SITE CONDITIONS**

- .1 Existing Conditions: Condition of materials identified as being salvaged or demolished are based on their observed condition at time of site examination before tendering.
- .2 Discovery of Hazardous Substances: It is not expected that Hazardous Substances will be encountered in the Work; immediately notify Departmental Representative if materials suspected of containing hazardous substances are encountered and perform the following activities:
  - .1 Refer to Section 01 10 00 – General Instructions for directives associated with specific material types.
  - .2 Hazardous substances will be as defined in the Hazardous Products Act.
  - .3 Stop work in the area of the suspected hazardous substances.
  - .4 Take preventative measures to limit users' and workers' exposure, provide barriers and other safety devices and do not disturb.
  - .5 Hazardous substances will be removed by Departmental Representative under a separate contract or as a change to the Work.
  - .6 Proceed only after written instructions have been received from Departmental Representative.

## **1.9 SALVAGE AND DEBRIS MATERIALS**

- .1 Demolished items become Contractor's property and will be removed from Project site; except for items indicated as being reused, salvaged, or otherwise indicated to remain Departmental Representative's property.

- .2 Carefully remove materials and items designated for salvage and store in a manner to prevent damage or devaluation of materials in accordance with Section 02 42 00 - Removal and Salvage of Construction Materials.

## **Part 2 Products**

### **2.1 MATERIALS**

- .1 General Patching and Repair Materials: Refer to Section 02 41 19.16 - Selective Interior Demolition for listing of patching and repair materials incidental to removal or demolition of components associated with work of this Section.
- .2 Plumbing Repair Materials: Use only new materials required for completion or repair matching materials damaged during performance of work of this Section; new materials are required to meet assembly or system characteristics as existing systems indicated to remain and carry CSA approval labels required by the Authority Having Jurisdiction.
- .3 Fire stopping Repair Materials: Use fire stopping materials compatible with existing fire stopping systems where removal or demolition work affects rated assemblies, restore to match existing fire rated performance.

## **Part 3 Execution**

### **3.1 EXAMINATION**

- .1 Verification of Existing Conditions: Visit site, thoroughly examine and become familiar with conditions that may affect the work of this Section before tendering the Bid; Departmental Representative will not consider claims for extras for work or materials necessary for proper execution and completion of the contract that could have been determined by a site visit.

### **3.2 PREPARATION**

- .1 Protection of Existing Systems to Remain: Protect systems and components indicated to remain in place during selective demolition operations and as follows:
  - .1 Prevent movement and install bracing to prevent settlement or damage of adjacent services and parts of existing buildings scheduled to remain.
  - .2 Notify Departmental Representative and cease operations where safety of buildings being demolished, adjacent structures or services appears to be endangered and await additional instructions before resuming demolition work specified in this Section.
  - .3 Prevent debris from blocking drainage inlets.
  - .4 Protect mechanical systems that must remain in operation.
- .2 Protection of Building Occupants: Sequence demolition work so that interference with the use of the building by the Departmental Representative] and users is minimized and as follows:
  - .1 Prevent debris from endangering the safe access to and egress from occupied buildings.
  - .2 Notify Departmental Representative and cease operations where safety of occupants appears to be endangered and await additional instructions before resuming demolition work specified in this Section.

### 3.3 EXECUTION

- .1 Demolition and Removal: Coordinate requirements of this Section with information contained in Section 02 41 19.16 - Selective Interior Demolition and as follows:
  - .1 Disconnect and cap mechanical services in accordance with requirements of local Authority Having Jurisdiction.
  - .2 Do not disrupt active or energized utilities without approval of the Departmental Representative.
  - .3 Erect and maintain dust proof and weather tight partitions to prevent the spread of dust and fumes to occupied building areas; remove partitions when complete.
  - .4 Demolish parts of existing building to accommodate new construction and remedial work as indicated.
  - .5 At end of each day's work, leave worksite in safe condition.
  - .6 Perform demolition work in a neat and workmanlike manner:
    - .1 Remove any tools or equipment after completion of work, and leave site clean and ready for subsequent renovation work.
    - .2 Repair and restore damages caused as a result of work of this Section to match existing materials and finishes.

### 3.4 CLOSEOUT ACTIVITIES

- .1 Demolition Waste Disposal: Arrange for legal disposal and remove demolished materials to accredited provincial landfill site or alternative disposal site (recycle centre) except where explicitly noted otherwise for materials being salvaged for re use in new construction in accordance with Section 02 42 00 - Removal and Salvage of Construction Materials.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 - Common Work Results for Mechanical.
- .2 Section 23 05 05 - Installation of Pipework.
- .3 Section 23 05 23.01 - Valves – Bronze.

### **1.2 REFERENCES**

- .1 American National Standards Institute (ANSI)/American Society of Mechanical Engineers International (ASME)
  - .1 ANSI/ASME B16.18, Cast Copper Alloy Solder Joint Pressure Fittings.
  - .2 ANSI/ASME B16.22, Wrought Copper and Copper Alloy Solder Joint Pressure Fittings.
- .2 ASTM International Inc.
  - .1 ASTM B 88M, Standard Specification for Seamless Copper Water Tube (Metric).
- .3 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheets (MSDS).
- .4 National Research Council (NRC)/Institute for Research in Construction
  - .1 National Plumbing Code of Canada (NPC).

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's printed product literature and datasheets for insulation and adhesives, and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Closeout Submittals:
  - .1 Provide maintenance data for incorporation into manual specified in Section 01 10 00 – General Instructions.

### **1.4 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle in accordance with Section 01 10 00 – General Instructions.
- .2 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.
- .3 Packaging Waste Management: remove for reuse and return of pallets, crates, padding and packaging materials in accordance with Section 01 74 19 - Waste Management and Disposal.

## **PART 2 - PRODUCTS**

### **2.1 PIPING**

- .1 Domestic hot, cold and recirculation systems, within building.
  - .1 Above ground: copper tube, hard drawn, type L: to ASTM B 88M.

### **2.2 FITTINGS**

- .1 Cast copper, solder type: to ANSI/ASME B16.18.
- .2 Wrought copper and copper alloy, solder type: to ANSI/ASME B16.22.
- .3 NPS 1 ½ and smaller: wrought copper to ANSI/ASME B16.22 or cast copper to ANSI/ASME B16.18; with stainless steel internal components and EPDM seals. Suitable for operating pressure to 1380 kPa.

### **2.3 JOINTS**

- .1 Solder: 95/5 tin copper alloy.
- .2 Dielectric connections between dissimilar metals: dielectric fitting, complete with thermoplastic liner.

### **2.4 BALL VALVES**

- .1 NPS 2 and under, soldered:
  - .1 To ANSI/ASME B16.18, Class 150.
  - .2 Bronze body, stainless steel ball, PTFE adjustable packing, brass gland and PTFE seat, steel lever handle, with NPT to copper adaptors as specified Section 23 05 23.01 - Valves - Bronze.

## **PART 3- EXECUTION**

### **3.1 APPLICATION**

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.

### **3.2 INSTALLATION**

- .1 Install in accordance with NPC and local authority having jurisdiction.
- .2 Install pipe work in accordance with Section 23 05 05 - Installation of Pipework, supplemented as

specified herein.

- .3 Assemble piping using fittings manufactured to ANSI standards.
- .4 Install CWS piping below and away from HWS and HWC and other hot piping so as to maintain temperature of cold water as low as possible.
- .5 Connect to fixtures and equipment in accordance with manufacturer's written instructions unless otherwise indicated.

### **3.3 VALVES**

- .1 Isolate equipment, fixtures and branches with ball valves.

### **3.4 PRESSURE TESTS**

- .1 Conform to requirements of Section 21 05 01 - Common Work Results for Mechanical.
- .2 Test pressure: greater of 1 times maximum system operating pressure or 860 kPa.

### **3.5 FLUSHING AND CLEANING**

- .1 Flush entire system for 8 h. Ensure outlets flushed for 2 hours. Let stand for 24 hours, then draw one sample off longest run. Submit to testing laboratory to verify that system is clean to Federal potable water guidelines. Let system flush for additional 2 hours, then draw off another sample for testing.

### **3.6 PRE-START-UP INSPECTIONS**

- .1 Systems to be complete, prior to flushing, testing and start-up.
- .2 Verify that system can be completely drained.

### **3.7 DISINFECTION**

- .1 Flush out, disinfect and rinse system to approval of Departmental Representative.
- .2 Upon completion, provide laboratory test reports on water quality for Departmental Representative approval.

### **3.8 START-UP**

- .1 Timing: start up after:
  - .1 Pressure tests have been completed.
  - .2 Disinfection procedures have been completed.
  - .3 Certificate of static completion has been issued.
- .2 Provide continuous supervision during start-up.

- .3 Start-up procedures:
  - .1 Establish circulation and ensure that air is eliminated.
  - .2 Check pressurization to ensure proper operation and to prevent water hammer, flashing and/or cavitation.
  - .3 Monitor piping HWS and HWC piping systems for freedom of movement, pipe expansion as designed.
  - .4 Check control, limit, and safety devices for normal and safe operation.
- .4 Rectify start-up deficiencies.

### **3.9 PERFORMANCE VERIFICATION**

- .1 Scheduling:
  - .1 Verify system performance after pressure and leakage tests and disinfection are completed, and Certificate of Completion has been issued by authority having jurisdiction.
- .2 Procedures:
  - .1 Verify that flow rate and pressure meet Design Criteria.
  - .2 Verify compliance with safety and health requirements.
  - .3 Confirm water quality consistent with supply standards, and ensure no residuals remain as result of flushing or cleaning.
- .3 Reports:
  - .1 Include certificate of water flow and pressure tests conducted on incoming water service, demonstrating adequacy of flow and pressure.

### **3.10 OPERATION REQUIREMENTS**

- .1 Co-ordinate operation and maintenance requirements including, cleaning and maintenance of specified materials and products with Section 23 05 05 - Installation of Pipework.

### **3.11 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 23 05 05 - Installation of Pipework.

### **1.2 REFERENCES**

- .1 ASTM International Inc.
  - .1 ASTM B 32, Standard Specification for Solder Metal.
  - .2 ASTM B 306, Standard Specification for Copper Drainage Tube (DWV).
- .2 Canadian Standards Association (CSA International).
  - .1 CAN/CSA-B125.3, Plumbing Fittings.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's printed product literature and datasheets for adhesives, and include product characteristics, performance criteria, physical size, finish and limitations.

### **1.4 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle in accordance with Section 01 10 00 – General Instructions.
- .2 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.
- .3 Packaging Waste Management: remove for reuse and return of pallets, crates, padding and packaging materials in accordance with Section 01 74 19 - Waste Management and Disposal.

## **PART 2 - PRODUCTS**

### **2.1 COPPER TUBE AND FITTINGS**

- .1 Above ground sanitary and vent Type DWV to: ASTM B 306.
  - .1 Fittings.
    - .1 Cast brass: to CAN/CSA-B125.3.
    - .2 Wrought copper: to CAN/CSA-B125.3.
  - .2 Solder: tin-lead, 50:50, type 50A, to ASTM B 32.

## **PART 3 - EXECUTION**

### **3.1 APPLICATION**

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.

### **3.2 INSTALLATION**

- .1 In accordance with Section 23 05 05 - Installation of Pipework.
- .2 Install in accordance with National Plumbing Code and local authority having jurisdiction.

### **3.3 TESTING**

- .1 Hydraulically test to verify grades and freedom from obstructions.

### **3.4 PERFORMANCE VERIFICATION**

- .1 Cleanouts:
  - .1 Ensure accessible and that access doors are correctly located.
  - .2 Open, cover with linseed oil and re-seal.
  - .3 Verify that cleanout rods can probe as far as the next cleanout, at least.
- .2 Test to ensure traps are fully and permanently primed.
- .3 Ensure that fixtures are properly anchored, connected to system and effectively vented.
- .4 Affix applicable label sanitary, vent etc. c/w directional arrows every floor or 4.5 m, whichever is less.

### **3.5 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 07 84 00 - Fire Stopping.
- .2 Section 21 05 01 – Common Work Results for Mechanical.
- .3 Section 23 08 02 – Cleaning and Start-up of Mechanical Piping Systems.

### **1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's printed product literature, specifications and datasheets for piping and equipment and include product characteristics, performance criteria, physical size, finish and limitations.

### **1.3 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements:
  - .1 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.

## **PART 2 - PRODUCTS**

### **2.1 MATERIAL**

- .1 Fire Stopping: in accordance with Section 07 84 00 - Fire Stopping.

## **PART 3 - EXECUTION**

### **3.1 APPLICATION**

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.

### **3.2 CONNECTIONS TO EQUIPMENT**

- .1 In accordance with manufacturer's instructions unless otherwise indicated.
- .2 Use valves and either unions or flanges for isolation and ease of maintenance and assembly.
- .3 Use double swing joints when equipment mounted on vibration isolation and when piping subject to movement.

### **3.3 CLEARANCES**

- .1 Provide clearance around systems, equipment and components for observation of operation, inspection, servicing, maintenance and as recommended by manufacturer.
- .2 Provide space for disassembly, removal of equipment and components as recommended by manufacturer without interrupting operation of other system, equipment, and components.

### **3.4 DRAINS**

- .1 Install piping with grade in direction of flow except as indicated.
- .2 Install drain valve at low points in piping systems, at equipment and at section isolating valves.
- .3 Pipe each drain valve discharge separately to above floor drain.
  - .1 Discharge to be visible.
- .4 Drain valves: NPS 3/4 gate or globe valves unless indicated otherwise, with hose end male thread, cap and chain.

### **3.5 AIR VENTS**

- .1 Install manual air vents at high points in piping systems.
- .2 Install isolating valve at each manual air valve.

### **3.6 DIELECTRIC COUPLINGS**

- .1 General: compatible with system, to suit pressure rating of system.
- .2 Locations: where dissimilar metals are joined.
- .3 NPS 2 and under: isolating unions or bronze valves.
- .4 Over NPS 2: isolating flanges.

### **3.7 PIPEWORK INSTALLATION**

- .1 Protect openings against entry of foreign material.

- .2 Install to isolate equipment and allow removal without interrupting operation of other equipment or systems.
- .3 Assemble piping using fittings manufactured to ANSI standards.
- .4 Install exposed piping, equipment, rectangular cleanouts and similar items parallel or perpendicular to building lines.
- .5 Install concealed pipework to minimize furring space, maximize headroom, conserve space.
- .6 Slope piping, except where indicated, in direction of flow for positive drainage and venting.
- .7 Install, except where indicated, to permit separate thermal insulation of each pipe.
- .8 Group piping wherever possible.
- .9 Ream pipes, remove scale and other foreign material before assembly.
- .10 Use eccentric reducers at pipe size changes to ensure positive drainage and venting.
- .11 Provide for thermal expansion as indicated.
- .12 Valves:
  - .1 Install in accessible locations.
  - .2 Remove interior parts before soldering.
  - .3 Install with stems above horizontal position unless indicated.
  - .4 Valves accessible for maintenance without removing adjacent piping.
  - .5 Use ball valves at branch take-offs for isolating purposes except where specified.

### 3.8 SLEEVES

- .1 General: install where pipes pass through masonry, concrete structures, fire rated assemblies, and as indicated.
- .2 Material: schedule 40 black steel pipe.
- .3 Construction: use annular fins continuously welded at mid-point at foundation walls and where sleeves extend above finished floors.
- .4 Sizes: 6 mm minimum clearance between sleeve and uninsulated pipe or between sleeve and insulation.
- .5 Installation:
  - .1 Concrete, masonry walls, concrete floors on grade: terminate flush with finished surface.
  - .2 Other floors: terminate 25 mm above finished floor.
  - .3 Before installation, paint exposed exterior surfaces with heavy application of zinc-rich paint to CAN/CGSB-1.181.
- .6 Sealing:
  - .1 Foundation walls and below grade floors: fire retardant, waterproof non-hardening mastic.
  - .2 Elsewhere:
    - .1 Provide space for firestopping.
    - .2 Maintain fire rating integrity.

- .3 Sleeves installed for future use: fill with lime plaster or other easily removable filler.
- .4 Ensure no contact between copper pipe or tube and sleeve.

### **3.9 ESCUTCHEONS**

- .1 Install on pipes passing through walls, partitions, floors, and ceilings in finished areas.
- .2 Construction: one piece type with set screws.
  - .1 Chrome or nickel plated brass or type 302 stainless steel..
- .3 Sizes: outside diameter to cover opening or sleeve.
  - .1 Inside diameter to fit around pipe or outside of insulation if so provided.

### **3.10 PREPARATION FOR FIRE STOPPING**

- .1 Install fire stopping within annular space between pipes, ducts, insulation and adjacent fire separation in accordance with Section 07 84 00 - Fire Stopping.
- .2 Uninsulated unheated pipes not subject to movement: no special preparation.
- .3 Uninsulated heated pipes subject to movement: wrap with non-combustible smooth material to permit pipe movement without damaging fires topping material or installation.
- .4 Insulated pipes and ducts: ensure integrity of insulation and vapour barriers.

### **3.11 FLUSHING OUT OF PIPING SYSTEMS**

- .1 Flush system in accordance with Section 23 08 02 - Cleaning and Start-up of Mechanical Piping Systems.
- .2 Preparatory to acceptance, clean and refurbish equipment and leave in operating condition, including replacement of filters in piping systems.

### **3.12 PRESSURE TESTING OF EQUIPMENT AND PIPEWORK**

- .1 Advise Departmental Representative 48 hours minimum prior to performance of pressure tests.
- .2 Pipework: test as specified in relevant sections of heating, ventilating and air conditioning work.
- .3 Maintain specified test pressure without loss for 4 hours minimum unless specified for longer period of time in relevant mechanical sections.
- .4 Prior to tests, isolate equipment and other parts which are not designed to withstand test pressure or media.
- .5 Conduct tests in presence of Departmental Representative.
- .6 Pay costs for repairs or replacement, retesting, and making good. Departmental Representative to determine whether repair or replacement is appropriate.

- 
- .7 Insulate or conceal work only after approval and certification of tests by Departmental Representative.

### **3.13 EXISTING SYSTEMS**

- .1 Connect into existing piping systems at times approved by Departmental Representative.
- .2 Request written approval by Departmental Representative 3 days minimum, prior to commencement of work.
- .3 Be responsible for damage to existing plant by this work.

### **3.14 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
  - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

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**Part 1            General**

**1.1                SUMMARY**

- .1        This Section includes requirements for selective demolition and removal of heating, ventilation, air conditioning systems, refrigerant systems, controls and automated automation components, and related mechanical components and incidentals required to complete work described in this Section to prepare for new construction.

**1.2                RELATED SECTIONS**

- .1        Section 01 10 00 – General Instructions
- .2        Section 01 74 19 - Waste Management and Disposal
- .3        Section 02 41 19.16 - Selective Interior Demolition
- .4        Section 02 42 00 - Removal and Salvage of Construction Materials
- .5        Section 22 05 05 – Selective Demolition for Plumbing
- .6        Section 26 05 05 – Selective Demolition for Electrical

**1.3                REFERENCE STANDARDS**

- .1        CSA Group (CSA)
  - .1        CSA S350 M1980 (R2003), Code of Practice for Safety in Demolition of Structures.
- .2        Federal Halocarbon Regulations, 2003 (SOR/2003-289)

**1.4                DEFINITIONS**

- .1        For purposes of mechanical sections, the following definitions shall apply:
  - .1        Concealed: mechanical services and equipment is suspended ceilings and in chases and furred spaces.
  - .2        Exposed: will mean not concealed as defined above.
  - .3        Demolish: detach items from existing construction and legally dispose of items off site, unless indicated as removed and salvaged, or removed and reinstalled.
  - .4        Remove: planned deconstruction and disassembly of electrical items from existing construction including removal of conduit, junction boxes, cabling and wiring from electrical component to panel taking care not to damage adjacent assemblies designated to remain; legally dispose of items off site, unless indicated as removed and salvaged, or removed and reinstalled.
  - .5        Remove and Salvage: detach items from existing construction and deliver them to Departmental Representative ready for reuse.
  - .6        Remove and Reinstall: detach items from existing construction, prepare them for reuse, and reinstall them where indicated.

- .7 Existing to Remain: existing items of construction that are not removed and that are not otherwise indicated as being removed and salvaged, or removed and reinstalled.
- .8 Hazardous Substances: dangerous substances, dangerous goods, hazardous commodities and hazardous products may include asbestos, mercury and lead, PCB's, poisons, corrosive agents, flammable substances, radioactive substances, or other material that can endanger human health or wellbeing or environment if handled improperly as defined by the Federal Hazardous Products Act (RSC 1985) including latest amendments.

## **1.5 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submittals: Provide in accordance with Section 01 10 00 – General Instructions, and as outlined in the following:
  - .1 Construction Waste Management Plan (CWM Plan): submit plan addressing opportunities for reduction, reuse, or recycling of materials prepared in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .2 Landfill Records: indicate receipt and acceptance of selective demolition waste and hazardous wastes by a landfill facility licensed to accept hazardous wastes.
  - .3 Halocarbon Service Logs: Contractor shall complete halocarbon service logs and provide copies to Departmental Representative containing all information in accordance with requirements outlined in the Federal Halocarbon Regulation.

## **1.6 EXAMINATION OF THE SITE**

- .1 Carefully examine conditions at the site which will or may affect your work, and become familiar with both the new and existing construction, finishes, and other work associated with your work in order that your tender price includes for everything necessary for completion of your work within the proposed project schedule.

## **1.7 SALVAGE AND DEBRIS MATERIALS**

- .1 Demolished items become property of the Contractor and will be removed from the work site, except items indicated as being reused, salvaged or otherwise indicated to remain in accordance with Section 01 74 19 - Waste Management and Disposal.
- .2 Carefully remove materials and items designated for salvage and store in a manner to prevent damage or devaluation of materials in accordance with Section 02 42 00 – Removal and Salvage of Construction Materials.

## **Part 2 Products**

### **2.1 MATERIAL**

- .1 HVAC Repair Materials: use only new materials required for completion or repair matching materials damaged during performance of work of this Section; new materials are required to meet assembly or system characteristics as existing systems indicated to remain and carry CSA approval labels required by the Authority Having Jurisdiction.

- .2 Fire stopping Repair Materials: use fire stopping materials compatible with existing fire stopping systems where removal or demolition work affects rated assemblies, restore to match existing fire rated performance.

### **Part 3 Execution**

#### **3.1 EXAMINATION**

- .1 Verification of Existing Conditions: visit site, thoroughly examine and become familiar with conditions that may affect the work of this Section before tendering the Bid; Departmental Representative will not consider claims for extras for work or materials necessary for proper execution and completion of the contract that could have been determined by a site visit.

#### **3.2 PREPARATION**

- .1 Protection of Existing Systems to Remain: protect systems and components indicated to remain in place during selective demolition operations and as follows:
  - .1 Prevent movement and install bracing to prevent settlement or damage of adjacent services and parts of existing buildings scheduled to remain.
  - .2 Notify Departmental Representative and cease operations where safety of buildings being demolished, adjacent structures or services appears to be endangered and await additional instructions before resuming demolition work specified in this Section.
  - .3 Prevent debris from blocking drainage inlets.
  - .4 Protect mechanical systems that must remain in operation.
- .2 Protection of Building Occupants: sequence demolition work so that interference with the use of the building by the Departmental Representative and users is minimized and as follows:
  - .1 Prevent debris from endangering the safe access to and egress from occupied buildings.
  - .2 Notify Departmental Representative and cease operations where safety of occupants appears to be endangered and await additional instructions before resuming demolition work specified in this Section.

#### **3.3 EXECUTION**

- .1 Demolition and Removal: coordinate requirements of this Section as follows:
  - .1 Disconnect and cap gas supply and electrical services in accordance with requirements of local Authority Having Jurisdiction.
  - .2 Do not disrupt active or energized utilities without approval of the Departmental Representative.
  - .3 Erect and maintain dust proof and weather tight partitions to prevent the spread of dust and fumes to occupied building areas; remove partitions when complete.
  - .4 Demolish parts of existing building to accommodate new construction and remedial work as indicated.
  - .5 At end of each day's work, leave worksite in safe condition.

- .6 Perform demolition work in a neat and workmanlike manner:
  - .1 Remove any tools or equipment after completion of work, and leave site clean and ready for subsequent renovation work.
  - .2 Repair and restore damages caused as a result of work of this Section to match existing materials and finishes.
- .2 Halocarbon Requirements: Contractor shall coordinate requirements of this Section as outlined below and in accordance with requirements specified in the Federal Halocarbon Regulation:
  - .1 Contractor shall generate halocarbon service log records for work on equipment (cooling equipment with CFC's, HCFC's and HRC refrigerants; fire suppression systems; solvent cleaning systems) that may result in the release of a halocarbon.
  - .2 Contractor shall generate Decommissioning, Dismantling or Destroying (DDD) Notice containing all information in accordance with requirements outlined in the Federal Halocarbon Regulation for all systems to be decommissioned, dismantled or destroyed as part of work activities.
    - .1 Prior to commencement of DDD activities Contractor shall collect halocarbons in approved, designated container per Federal Halocarbon Regulation.
    - .2 Contractor shall generate DDD Notice and affix notice to system and provide copies to be maintained on site by Departmental Representative.
    - .3 Contractor shall provide additional copy of all halocarbon service log records, including DDD Notices in the O&M Manual.
  - .3 Contractor may generate halocarbon service log records using their internally generated reporting documentation, if service records meet all specified requirements outlined in the Federal Halocarbon Regulation. Otherwise, the Contractor shall request NRC service logs from Departmental Representative for documentation purposes.

D / M / Y J / M / A	SERIAL NUMBER N° DE SERIE	MAKE / MODEL MARQUE / MODELE	YES OUI	NO NON	YES OUI	NO NON	TYPE	CODE(S)	+/- QTY. QTE.	□ LB □ KG	CERT N° DL
EQUIPMENT / ÉQUIPEMENT			LEAK - FUITE		REFRIGERANT / FRIGORIGÈNE			TECH			
<b>HALOCARBON SERVICE LOG, DECOMMISSIONING AND LEAK TEST NOTICE</b> <b>REGISTRE D'ENTRETIEN D'HALOCARBURE, AVIS DE MISE HORS SERVICE ET D'ESSAIS DE DETECTION DES FUITES</b>											CONT N° DI
OWNER/ PROPRIÉTAIRE		NATIONAL RESEARCH COUNCIL CANADA CONSEIL NATIONAL DE RECHERCHES CANADA			PMO # _____						
ADDRESS / ADRESSE				SAP I.D. NUMBER / N° D'IDENTIFICATION							
				□ LB □ KG							
NAME OF OPERATOR / NOM DE L'OPÉRATEUR				TOTAL SYSTEM CHARGE / CAPACITÉ TOTALE DE CHARGE DU SYSTÈME							
LOCATION OF SYSTEM / EMPLACEMENT PRÉCIS DU SYSTÈME BUILDING - ROOM / ÉDIFICE - SALLE				<input type="checkbox"/> IF LEAK TESTING / EN CAS D'ESSAIS DE DÉTECTION DES FUI RECORD DATES OF TWO PREVIOUS LEAK TESTS / ENREGISTRER LES DATE _____ / DATE _____							
<b>DO NOT REMOVE THIS RECORD FROM UNIT</b> <b>NE PAS ENLEVER CETTE FICHE DE L'APPAREIL</b>				<input type="checkbox"/> IF DECOMMISSIONING / EN CAS DE MISE HORS SERVICE RECORD FINAL DESTINATION OF SYSTEM / ENREGISTRER DESTINATI □ STORAGE/ ENTREPOSAGE      □ CONTRACTOR/ ENTREPRENEUR      □ RECYCLI RECYCLF							
				<b>CODES:</b> +/- Refrigerant / frigorigène: (+) added / ajouté; (-) recovered / récupéré 0 - The same recovered refrigerant removed and returned to system / Frigorigène remis au système suite aux travaux. 1 - New refrigerant added to system / Frigorigène nouveau ajouté au système. 2 - Recovered refrigerant added to system / Frigorigène récupéré ajouté au système. 3 - Refrigerant returned to wholesaler / Frigorigène retourné au grossiste.				SERVICE COMMENTS / OBSERVATIONS SUR _____ _____ _____			

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**3.4 CLOSEOUT ACTIVITIES**

- .1 Demolition Waste Disposal: arrange for legal disposal and remove demolished materials to accredited provincial landfill site or alternative disposal site (recycle centre) except where explicitly noted otherwise for materials being salvaged for reuse in new construction in accordance with requirements outlined in Section 01 74 19 - Waste Management and Disposal.
- .2 Halocarbon Service Logs: arrange for supplemental copies of all halocarbon service logs as specified in the Federal Halocarbon Regulations, including DDD Notices, to be incorporated into O&M Manuals upon project completion.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 REFERENCES**

- .1 American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME)
  - .1 ANSI/ASME B16.18, Cast Copper Alloy Solder Joint Pressure Fittings.
- .2 ASTM International
  - .1 ASTM A 276, Standard Specification for Stainless Steel Bars and Shapes.
  - .2 ASTM B 62, Standard Specification for Composition Bronze or Ounce Metal Castings.
  - .3 ASTM B 283, Standard Specification for Copper and Copper Alloy Die Forgings (Hot-Pressed).
  - .4 ASTM B 505/B 505M, Standard Specification for Copper-Base Alloy Continuous Castings.
- .3 Manufacturers Standardization Society of the Valve and Fittings Industry, Inc. (MSS)
  - .1 MSS-SP-25, Standard Marking System for Valves, Fittings, Flanges and Unions.
  - .2 MSS-SP-110, Ball Valves, Threaded, Socket-Welding, Solder Joint, Grooved and Flared Ends.

### **1.2 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's printed product literature and data sheets for equipment and systems and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop Drawings:
  - .1 Submit shop drawings for valves specified in this Section.

### **1.3 CLOSEOUT SUBMITTALS**

- .1 Provide maintenance data for incorporation into manual specified in Section 01 10 00 – General Instructions.

### **1.4 MAINTENANCE MATERIAL SUBMITTALS**

- .1 Extra Materials/Spare Parts:
  - .1 Furnish following spare parts:
    - .1 Valve seats: one for every 10 valves each size, minimum 1.
    - .2 Stem packing: one for every 10 valves, each size. Minimum 1.
    - .3 Valve handles: 2 of each size.

## 1.5 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements:
  - .1 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- .1 Valves:
  - .1 Except for specialty valves, to be single manufacturer.
  - .2 Products to have CRN registration numbers.
- .2 End Connections:
  - .1 Connection into adjacent piping/tubing:
    - .1 Copper tube systems: solder ends to ANSI/ASME B16.18.
- .3 Drain Valves: Straight pattern bronze ball valve with hose end male thread adapter and complete with cap and chain, minimum size 20 mm (NPS 3/4).
- .4 Circuit Balancing Valves: Acceptable manufacturer: **IMI TA**.
  - .1 NPS 1/2 and 3/4:
    - .1 Body: Y-pattern, bronze body complete with two brass metering ports, memory feature and capable of precise flow measurement, flow balancing and drip tight shut-off.
    - .2 Pressure rating: 2760-kPa CWP.
    - .3 Connections: solder ends.
    - .4 Acceptable product: IMI TA STAS series.
- .5 Ball Valves:
  - .1 NPS 2 ½ and under:
    - .1 Body and cap: cast high tensile bronze to ASTM B 62.
    - .2 Pressure rating: 4140-kPa CWP.
    - .3 Connections: solder ends to ANSI.
    - .4 Stem: tamperproof ball drive.
    - .5 Stem packing nut: external to body.
    - .6 Ball and seat: replaceable stainless steel solid ball and Teflon seats.
    - .7 Stem seal: TFE with external packing nut.
    - .8 Operator: removable lever handle.

## PART 3 - EXECUTION

### **3.1 INSTALLATION**

- .1 Install rising stem valves in upright position with stem above horizontal.
- .2 Remove internal parts before soldering.
- .3 Install valves with unions at each piece of equipment arranged to allow servicing, maintenance, and equipment removal.

### **3.2 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1- GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.
- .2 Section 23 05 48 – Vibration and Seismic Controls for HVAC piping and Equipment.

### **1.2 REFERENCES**

- .1 American Society of Mechanical Engineers (ASME)
  - .1 ASME B31.1, Power Piping.
- .2 ASTM International
  - .1 ASTM A 125, Standard Specification for Steel Springs, Helical, Heat-Treated.
  - .2 ASTM A 307, Standard Specification for Carbon Steel Bolts and Studs, 60,000 PSI Tensile Strength.
  - .3 ASTM A 563, Standard Specification for Carbon and Alloy Steel Nuts.
- .3 Manufacturer's Standardization Society of the Valves and Fittings Industry (MSS)
  - .1 MSS SP 58, Pipe Hangers and Supports - Materials, Design and Manufacture.
  - .2 MSS SP 69, Pipe Hangers and Supports - Selection and Application.
  - .3 MSS SP 89, Pipe Hangers and Supports - Fabrication and Installation Practices.
- .4 Underwriter's Laboratories of Canada (ULC)

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's printed product literature and data sheets for hangers and supports and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop Drawings:
  - .1 Submit shop drawings for:
    - .1 Bases, hangers and supports.
    - .2 Connections to equipment and structure.
    - .3 Structural assemblies.
- .4 Certificates:
  - .1 Submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.
- .5 Manufacturers' Instructions:
  - .1 Provide manufacturer's installation instructions.

- .1 Departmental Representative will make available 1 copy of systems supplier's installation instructions.

#### **1.4 CLOSEOUT SUBMITTALS**

- .1 Provide maintenance data for incorporation into manual specified in Section 01 10 00 – General Instructions.

#### **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements:
  - .1 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.

### **PART 2 - PRODUCTS**

#### **2.1 SYSTEM DESCRIPTION**

- .1 Design Requirements:
  - .1 Construct pipe hanger and support to manufacturer's recommendations utilizing manufacturer's regular production components, parts and assemblies.
  - .2 Base maximum load ratings on allowable stresses prescribed by ASME B31.1 or MSS SP 58.
  - .3 Ensure that supports, guides, anchors do not transmit excessive quantities of heat to building structure.
  - .4 Design hangers and supports to support systems under conditions of operation, allow free expansion and contraction, prevent excessive stresses from being introduced into pipework or connected equipment.
  - .5 Provide for vertical adjustments after erection and during commissioning. Amount of adjustment in accordance with MSS SP 58.
- .2 Performance Requirements:
  - .1 Design supports, platforms, catwalks, hangers to withstand seismic events as specified Section 23 05 48 – Vibration and Seismic Controls for HVAC Piping and Equipment.

#### **2.2 GENERAL**

- .1 Fabricate hangers, supports and sway braces in accordance with MSS SP 58. ANSI B31.1 and
- .2 Use components for intended design purpose only. Do not use for rigging or erection purposes.

## 2.3 PIPE HANGERS

- .1 Finishes:
    - .1 Pipe hangers and supports: galvanized after manufacture.
    - .2 Use hot dipped galvanizing process.
    - .3 Ensure steel hangers in contact with copper piping are copper plated or epoxy coated.
  - .2 Upper attachment structural: suspension from lower flange of I-Beam:
    - .1 Cold piping NPS 2 maximum: malleable iron C-clamp with hardened steel cup point setscrew, locknut and carbon steel retaining clip.
      - .1 Rod: 9 mm UL listed.
    - .2 Cold piping NPS 2 1/2 or greater, hot piping: malleable iron beam clamp, eye rod, jaws and extension with carbon steel retaining clip, tie rod, nuts and washers, UL listed to MSS-SP 58 and MSS-SP 69.
  - .3 Upper attachment structural: suspension from upper flange of I-Beam:
    - .1 Cold piping NPS 2 maximum: ductile iron top-of-beam C-clamp with hardened steel cup point setscrew, locknut and carbon steel retaining clip, UL listed to MSS SP 69.
    - .2 Cold piping NPS 2 1/2 or greater, hot piping: malleable iron top-of-beam jaw-clamp with hooked rod, spring washer, plain washer and nut UL listed.
  - .4 Upper attachment to concrete:
    - .1 Ceiling: carbon steel welded eye rod, clevis plate, clevis pin and cotters with weldless forged steel eye nut. Ensure eye 6 mm minimum greater than rod diameter.
    - .2 Concrete inserts: wedge shaped body with knockout protector plate UL listed to MSS SP 69.
  - .5 Hanger rods: threaded rod material to MSS SP 58:
    - .1 Ensure that hanger rods are subject to tensile loading only.
    - .2 Provide linkages where lateral or axial movement of pipework is anticipated.
    - .3 Do not use 22 mm or 28 mm rod.
  - .6 Pipe attachments: material to MSS SP 58:
    - .1 Attachments for steel piping: carbon steel galvanized.
    - .2 Attachments for copper piping: copper plated black steel.
    - .3 Use insulation shields for hot pipework.
    - .4 Oversize pipe hangers and supports for insulated pipework.
- SPEC NOTE:** The following applications are recommended. Use an adjustable clevis for steel and cast iron pipework at ambient temperatures, when hot pipework horizontal movement is expected to be no greater than 25 mm, or where the hanger rod is longer than 300 mm.
- .7 Adjustable clevis: material to MSS SP 69 UL listed, clevis bolt with nipple spacer and vertical adjustment nuts above and below clevis.
    - .1 Ensure "U" has hole in bottom for rivetting to insulation shields.
  - .8 Yoke style pipe roll: carbon steel yoke, rod and nuts with cast iron roll, to MSS SP 69.
  - .9 U-bolts: carbon steel to MSS SP 69 with 2 nuts at each end to ASTM A 563.
    - .1 Finishes for steel pipework: galvanized.
    - .2 Finishes for copper, glass, brass or aluminum pipework: galvanized, with formed portion plastic coated.

- .10 Pipe rollers: cast iron roll and roll stand with carbon steel rod to MSS SP 69.

## 2.4 RISER CLAMPS

- .1 Steel or cast iron pipe: galvanized carbon steel to MSS SP 58, type 42, UL listed.
- .2 Copper pipe: carbon steel copper plated to MSS SP 58, type 42.
- .3 Bolts: to ASTM A 307.
- .4 Nuts: to ASTM A 563.

## 2.5 INSULATION PROTECTION SHIELDS

- .1 Insulated cold piping:  
.1 64 kg/m<sup>3</sup> density insulation plus insulation protection shield to: MSS SP 69, galvanized sheet carbon steel. Length designed for maximum 3 m span.
- .2 Insulated hot piping:  
.1 Curved plate 300 mm long, with edges turned up, welded-in centre plate for pipe sizes NPS 12 and over, carbon steel to comply with MSS SP 69.

## 2.6 CONSTANT SUPPORT SPRING HANGERS

- .1 Springs: alloy steel to ASTM A 125, shot peened, magnetic particle inspected, with +/-5% spring rate tolerance, tested for free height, spring rate, loaded height and provided with Certified Mill Test Report (CMTR).
- .2 Load adjustability: 10% minimum adjustability each side of calibrated load. Adjustment without special tools. Adjustments not to affect travel capabilities.
- .3 Provide upper and lower factory set travel stops.
- .4 Provide load adjustment scale for field adjustments.
- .5 Total travel to be actual travel + 20%. Difference between total travel and actual travel 25 mm minimum.
- .6 Individually calibrated scales on each side of support calibrated prior to shipment, complete with calibration record.

## 2.7 VARIABLE SUPPORT SPRING HANGERS

- .1 Vertical movement: 13 mm minimum, 50 mm maximum, use single spring pre-compressed variable spring hangers.
- .2 Vertical movement greater than 50 mm: use double spring pre-compressed variable spring hanger with 2 springs in series in single casing.

- .3 Variable spring hanger complete with factory calibrated travel stops. Provide certificate of calibration for each hanger.
- .4 Steel alloy springs: to ASTM A 125, shot peened, magnetic particle inspected, with +/-5 % spring rate tolerance, tested for free height, spring rate, loaded height and provided with CMTR.

## 2.8 EQUIPMENT ANCHOR BOLTS AND TEMPLATES

- .1 Provide templates to ensure accurate location of anchor bolts.

## PART 3 - EXECUTION

### 3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

### 3.2 INSTALLATION

- .1 Install in accordance with:
  - .1 Manufacturer's instructions and recommendations.
- .2 Vibration Control Devices:
  - .1 Install on piping systems at fan coil units and energy recovery ventilator.
- .3 Clamps on riser piping:
  - .1 Support independent of connected horizontal pipework using riser clamps and riser clamp lugs welded to riser.
  - .2 Bolt-tightening torques to industry standards.
  - .3 Steel pipes: install below coupling or shear lugs welded to pipe.
  - .4 Cast iron pipes: install below joint.
- .4 Clevis plates:
  - .1 Attach to concrete with 4 minimum concrete inserts,[one at each corner.
- .5 Provide supplementary structural steelwork where structural bearings do not exist or where concrete inserts are not in correct locations.
- .6 Use approved constant support type hangers where:
  - .1 Vertical movement of pipework is 13 mm or more,
  - .2 Transfer of load to adjacent hangers or connected equipment is not permitted.
- .7 Use variable support spring hangers where:
  - .1 Transfer of load to adjacent piping or to connected equipment is not critical.
  - .2 Variation in supporting effect does not exceed 25 % of total load.

### 3.3 HANGER SPACING

- .1 Plumbing piping: to Canadian Plumbing Code and authority having jurisdiction.
- .2 Copper piping: in accordance with table below.
- .3 Within 300 mm of each elbow.

Maximum Pipe Size : NPS	Maximum Spacing Steel	Maximum Spacing Copper
up to 1-1/4	2.4 m	1.8 m
1-1/2	3.0 m	2.4 m
2	3.0 m	2.4 m
2-1/2	3.7 m	3.0 m
3	3.7 m	3.0 m

### 3.4 HANGER INSTALLATION

- .1 Install hanger so that rod is vertical under operating conditions.
- .2 Adjust hangers to equalize load.
- .3 Support from structural members. Where structural bearing does not exist or inserts are not in suitable locations, provide supplementary structural steel members.

### 3.5 HORIZONTAL MOVEMENT

- .1 Angularity of rod hanger resulting from horizontal movement of pipework from cold to hot position not to exceed 4 degrees from vertical.
- .2 Where horizontal pipe movement is less than 13 mm, offset pipe hanger and support so that rod hanger is vertical in the hot position.

### 3.6 FINAL ADJUSTMENT

- .1 Adjust hangers and supports:
  - .1 Ensure that rod is vertical under operating conditions.
  - .2 Equalize loads.
- .2 Adjustable clevis:
  - .1 Tighten hanger load nut securely to ensure proper hanger performance.
  - .2 Tighten upper nut after adjustment.
- .3 C-clamps:
  - .1 Follow manufacturer's recommended written instructions and torque values when tightening C-clamps to bottom flange of beam.
- .4 Beam clamps:
  - .1 Hammer jaw firmly against underside of beam.

### **3.7 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1- GENERAL**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 Vibration isolation materials and components, seismic control measures and their installation.

### **1.2 REFERENCES**

- .1 National Building Code of Canada (NBC)

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submittals: in accordance with Section 01 33 00 – Submittal Procedures.
  - .1 Submit manufacturer's printed product literature, specifications and datasheet. Include product characteristics, performance criteria, and limitations.
- .2 Submit shop drawings in accordance with Section 01 33 00 – Submittal Procedures.
  - .1 Shop drawings: submit drawings stamped and signed by professional engineer registered or licensed in Province of Ontario, Canada.
  - .2 Provide system shop drawings complete with performance and product data.
  - .3 Provide detailed drawings of seismic control measures for equipment and piping.

### **1.4 DELIVERY, STORAGE, AND HANDLING**

- .1 Packing, shipping, handling and unloading:
  - .1 Deliver, store and handle in accordance with Section 01 10 00 – General Instructions, and with manufacturer's written instructions.

## **PART 2 - PRODUCTS**

### **2.1 GENERAL**

- .1 Size and shape of bases type and performance of vibration isolation as indicated.

### **2.2 ELASTOMERIC PADS**

- .1 Type EP1 - neoprene waffle or ribbed; 9 mm minimum thick; 50 durometer; maximum loading 350 kPa.
- .2 Type EP2 - rubber waffle or ribbed; 9 mm minimum thick; 30 durometer natural rubber; maximum loading 415 kPa.

- .3 Type EP3 - neoprene-steel-neoprene; 9 mm minimum thick neoprene bonded to 1.71 mm steel plate; 50 durometer neoprene, waffle or ribbed; holes sleeved with isolation washers; maximum loading 350 kPa.
- .4 Type EP4 - rubber-steel-rubber; 9 mm minimum thick rubber bonded to 1.71 mm steel plate; 30 durometer natural rubber, waffle or ribbed; holes sleeved with isolation washers; maximum loading 415 kPa.

### 2.3 ELASTOMERIC MOUNTS

- .1 Type M1 - colour coded; neoprene in shear; maximum durometer of 60; threaded insert and two bolt-down holes; ribbed top and bottom surfaces.

### 2.4 SPRINGS

- .1 Design stable springs: ratio of lateral to axial stiffness is equal to or greater than 1.2 times ratio of static deflection to working height. Select for 50% travel beyond rated load. Units complete with levelling devices.
- .2 Ratio of height when loaded to diameter of spring between 0.8 to 1.0.
- .3 Colour code springs.

### 2.5 SPRING MOUNT

- .1 Zinc or cadmium plated hardware; housings coated with rust resistant paint.
- .2 Type M2 - stable open spring; support on bonded 6 mm minimum thick ribbed neoprene or rubber friction and acoustic pad.
- .3 Type M3 - stable open spring; 6 mm minimum thick ribbed neoprene or rubber friction and acoustic pad, bonded under isolator and on isolator top plate; levelling bolt for rigidly mounting to equipment.
- .4 Type M4 - restrained stable open spring; supported on bonded 6 mm minimum thick ribbed neoprene or rubber friction and acoustic pad; built-in resilient limit stops, removable spacer plates.
- .5 Type M5 - enclosed spring mounts with snubbers for isolation up to 950 kg maximum.

### 2.6 HANGERS

- .1 Colour coded springs, rust resistant, painted box type hangers. Arrange to permit hanger box or rod to move through a 30 degrees arc without metal to metal contact.
- .2 Type H1 - neoprene - in-shear, moulded with rod isolation bushing which passes through hanger box.
- .3 Type H2 - stable spring, elastomeric washer, cup with moulded isolation bushing which passes through hanger box.

- .4 Type H3 - stable spring, elastomeric element, cup with moulded isolation bushing which passes through hanger box.
- .5 Type H4 - stable spring, elastomeric element with precompression washer and nut with deflection indicator.

## 2.7 SEISMIC CONTROL MEASURES

- .1 General:
  - .1 Following systems and/or equipment to remain operational during and after earthquakes:
    - .1 Fan coil units.
    - .2 Energy recovery ventilator.
  - .2 Seismic control systems to work in every direction.
  - .3 Fasteners and attachment points to resist same maximum load as seismic restraint.
  - .4 Drilled or power driven anchors and fasteners not permitted.
  - .5 No equipment, equipment supports or mounts to fail before failure of structure.
  - .6 Supports of cast iron or threaded pipe not permitted.
  - .7 Seismic control measures not to interfere with integrity of firestopping.
- .2 Static equipment:
  - .1 Anchor equipment to equipment supports. Anchor equipment supports to structure.
  - .2 Suspended equipment:
    - .1 Use one or more of following methods depending upon site conditions:
      - .1 Install tight to structure.
      - .2 Cross brace in every direction.
      - .3 Brace back to structure.
      - .4 Cable restraint system.
    - .3 Seismic restraints:
      - .1 Cushioning action gentle and steady.
      - .2 Never reach metal-like stiffness.
- .3 Vibration isolated equipment:
  - .1 Seismic control measures not to jeopardize noise and vibration isolation systems. Provide 6 to 9 mm clearance during normal operation of equipment and systems between seismic restraint and equipment.
  - .2 Incorporate seismic restraints into vibration isolation system to resist complete isolator unloading.
  - .3 As indicated.
- .4 Piping systems:
  - .1 Piping systems: hangers longer than 300 mm; brace at each hanger.
  - .2 Compatible with requirements for anchoring and guiding of piping systems.
- .5 Bracing methods:
  - .1 Approved by Departmental Representative.
  - .2 Structural angles or channels.
  - .3 Cable restraint system incorporating grommets, shackles and other hardware to ensure alignment of restraints and to avoid bending of cables at connection points. Incorporate neoprene into cable connections to reduce shock loads.

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## **PART 3- EXECUTION**

### **3.1 MANUFACTURER'S INSTRUCTIONS**

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

### **3.2 INSTALLATION**

- .1 Seismic control measures to meet requirements of NBC.
- .2 Install vibration isolation equipment in accordance with manufacturers instructions and adjust mountings to level equipment.
- .3 Ensure piping, ducting and electrical connections to isolated equipment do not reduce system flexibility and that piping, conduit and ducting passage through walls and floors do not transmit vibrations.
- .4 Unless indicated otherwise, support piping connected to isolated equipment with spring mounts or spring hangers with 25 mm minimum static deflection as follows:
  - .1 Up to NPS4: first 3 points of support. NPS5 to NPS8: first 4 points of support. NPS10 and Over: first 6 points of support.
  - .2 First point of support: static deflection of twice deflection of isolated equipment, but not more than 50 mm.
- .5 Where isolation is bolted to floor use vibration isolation rubber washers.
- .6 Block and shim level bases so that ductwork and piping connections can be made to rigid system at operating level, before isolator adjustment is made. Ensure that there is no physical contact between isolated equipment and building structure.

### **3.3 FIELD QUALITY CONTROL**

- .1 Manufacturer's Field Services:
  - .1 Arrange with manufacturer's representative to review work of this Section and submit written reports to verify compliance with Contract Documents.
  - .2 Manufacturer's Field Services: consisting of product use recommendations and periodic site visits to review installation, scheduled as follows:
    - .1 After delivery and storage of Products.
    - .2 After preparatory work is complete but before installation commences.
    - .3 Twice during the installation, at 25% and 60% completion stages.
    - .4 Upon completion of installation.
  - .3 Submit manufacturer's reports to Departmental Representative within 3 days of manufacturer representative's review.
  - .4 Make adjustments and corrections in accordance with written report.

### **3.4 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.

- 
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 SUMMARY**

- .1 TAB is used throughout this Section to describe the process, methods and requirements of testing, adjusting and balancing for HVAC.
- .2 TAB means to test, adjust and balance to perform in accordance with requirements of Contract Documents and to do other work as specified in this section.

### **1.2 QUALIFICATIONS OF TAB PERSONNEL**

- .1 Submit names of personnel to perform TAB to Departmental Representative within 90 days of award of contract.
- .2 Provide documentation confirming qualifications, successful experience.
- .3 TAB: performed in accordance with the requirements of standard under which TAB Firm's qualifications are approved:
  - .1 Associated Air Balance Council, (AABC) National Standards for Total System Balance, MN-1.
  - .2 National Environmental Balancing Bureau (NEBB) TABES, Procedural Standards for Testing, Adjusting, Balancing of Environmental Systems.
  - .3 Sheet Metal and Air Conditioning Contractors' National Association (SMACNA), HVAC TAB HVAC Systems - Testing, Adjusting and Balancing.
- .4 Recommendations and suggested practices contained in the TAB Standard: mandatory.
- .5 Use TAB Standard provisions, including checklists, and report forms to satisfy Contract requirements.
- .6 Use TAB Standard for TAB, including qualifications for TAB Firm and Specialist and calibration of TAB instruments.
- .7 Where instrument manufacturer calibration recommendations are more stringent than those listed in TAB Standard, use manufacturer's recommendations.
- .8 TAB Standard quality assurance provisions such as performance guarantees form part of this contract.
  - .1 For systems or system components not covered in TAB Standard, use TAB procedures developed by TAB Specialist.
  - .2 Where new procedures, and requirements, are applicable to Contract requirements have been published or adopted by body responsible for TAB Standard used (AABC, NEBB, or TABB), requirements and recommendations contained in these procedures and requirements are mandatory.

### **1.3 PURPOSE OF TAB**

- .1 Test to verify proper and safe operation, determine actual point of performance, evaluate qualitative and quantitative performance of equipment, systems and controls at design loads using actual or simulated loads
- .2 Adjust and regulate equipment and systems to meet specified performance requirements and to achieve specified interaction with other related systems under normal loads and operating conditions.
- .3 Balance systems and equipment to regulate flow rates to match load requirements over full operating ranges.

### **1.4 EXCEPTIONS**

- .1 TAB of systems and equipment regulated by codes, standards to satisfaction of authority having jurisdiction.

### **1.5 CO-ORDINATION**

- .1 Schedule time required for TAB (including repairs, re-testing) into project construction and completion schedule to ensure completion before acceptance of project.
- .2 Do TAB of each system independently and subsequently, where interlocked with other systems, in unison with those systems.

### **1.6 PRE-TAB REVIEW**

- .1 Review contract documents before project construction is started and confirm in writing to Departmental Representative adequacy of provisions for TAB and other aspects of design and installation pertinent to success of TAB.
- .2 Review specified standards and report to Departmental Representative in writing proposed procedures which vary from standard.
- .3 During construction, co-ordinate location and installation of TAB devices, equipment, accessories, measurement ports and fittings.

### **1.7 START-UP**

- .1 Follow start-up procedures as recommended by equipment manufacturer unless specified otherwise.
- .2 Follow special start-up procedures specified elsewhere in Division 23.

### **1.8 OPERATION OF SYSTEMS DURING TAB**

- .1 Operate systems for length of time required for TAB and as required by Departmental Representative for verification of TAB reports.

## 1.9 START OF TAB

- .1 Notify Departmental Representative 7 days prior to start of TAB.
- .2 Start TAB when building is essentially completed, including:
  - .3 Installation of ceilings, doors, windows, other construction affecting TAB.
  - .4 Application of weatherstripping, sealing, and caulking.
  - .5 Pressure, leakage, other tests specified elsewhere Division 23.
  - .6 Provisions for TAB installed and operational.
- .7 Start-up, verification for proper, normal and safe operation of mechanical and associated electrical and control systems affecting TAB including but not limited to:
  - .1 Proper thermal overload protection in place for electrical equipment.
  - .2 Air systems:
    - .1 Filters in place, clean.
    - .2 Duct systems clean.
    - .3 Ducts, air shafts, ceiling plenums are airtight to within specified tolerances.
    - .4 Correct fan rotation.
    - .5 Fire, smoke, volume control dampers installed and open.
    - .6 Coil fins combed, clean.
    - .7 Access doors, installed, closed.
    - .8 Outlets installed, volume control dampers open.
  - .3 Liquid systems:
    - .1 Flushed, filled, vented.
    - .2 Correct pump rotation.
    - .3 Strainers in place, baskets clean.
    - .4 Isolating and balancing valves installed, open.
    - .5 Calibrated balancing valves installed, at factory settings.
    - .6 Chemical treatment systems complete, operational.

## 1.10 APPLICATION TOLERANCES

- .1 Do TAB to following tolerances of design values:
  - .1 HVAC systems: plus 5 %, minus 5 %.
  - .2 Hydronic systems: plus or minus 10 %.

## 1.11 ACCURACY TOLERANCES

- .1 Measured values accurate to within plus or minus 2 % of actual values.

## 1.12 INSTRUMENTS

- .1 Prior to TAB, submit to Departmental Representative list of instruments used together with serial numbers.

- .2 Calibrate in accordance with requirements of most stringent of referenced standard for either applicable system or HVAC system.
- .3 Calibrate within 3 months of TAB. Provide certificate of calibration to Departmental Representative.

### **1.13 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit, prior to commencement of TAB:
  - .1 Proposed methodology and procedures for performing TAB if different from referenced standard.

### **1.14 PRELIMINARY TAB REPORT**

- .1 Submit electronic copy of preliminary TAB report for checking and approval of Departmental Representative, prior to submission of formal TAB report, sample of rough TAB sheets. Include:
  - .1 Details of instruments used.
  - .2 Details of TAB procedures employed.
  - .3 Calculations procedures.
  - .4 Summaries.

### **1.15 TAB REPORT**

- .1 Format in accordance with referenced standard.
- .2 TAB report to show results in SI units and to include:
  - .1 Project record drawings.
  - .2 System schematics.
- .3 Submit one electronic copy of TAB Report to Departmental Representative for verification and approval, in both official languages.

### **1.16 VERIFICATION**

- .1 Reported results subject to verification by Departmental Representative.
- .2 Provide personnel and instrumentation to verify up to 30 % of reported results.
- .3 Number and location of verified results as directed by Departmental Representative.
- .4 Pay costs to repeat TAB as required to satisfaction of Departmental Representative.

### **1.17 SETTINGS**

- .1 After TAB is completed to satisfaction of Departmental Representative, replace drive guards, close access doors, lock devices in set positions, ensure sensors are at required settings.
- .2 Permanently mark settings to allow restoration at any time during life of facility. Do not eradicate or

cover markings.

### 1.18 COMPLETION OF TAB

- .1 TAB considered complete when final TAB Report received and approved by Departmental Representative.

### 1.19 AIR SYSTEMS

- .1 Standard: TAB to most stringent of this section.
- .2 Do TAB of following systems, equipment, components, controls:
  - .1 Fan coil units.
  - .2 Energy recovery ventilator.
- .3 Qualifications: personnel performing TAB current member in good standing of AABC or NEBB.
- .4 Quality assurance: perform TAB under direction of supervisor qualified to standards of AABC or NEBB.
- .5 Measurements: to include as appropriate for systems, equipment, components, controls: air velocity, static pressure, flow rate, pressure drop (or loss), temperatures (dry bulb, wet bulb, dewpoint), duct cross-sectional area, RPM, electrical power, voltage, noise, vibration.
- .6 Locations of equipment measurements: to include as appropriate:
  - .1 Inlet and outlet of dampers, filter, coil, humidifier, fan, other equipment causing changes in conditions.
  - .2 At controllers, controlled device.
- .7 Locations of systems measurements to include as appropriate: main ducts, main branch, sub-branch, run-out (or grille, register or diffuser).

### 1.20 HYDRONIC SYSTEMS

- .1 Standard: TAB to most stringent of this section.
- .2 Do TAB of following systems, equipment, components, controls:
  - .1 Fan coil units.
- .3 Qualifications: personnel performing TAB current member in good standing of AABC or NEBB.
- .4 Measurements: to include, but not limited to, following as appropriate for systems, equipment, components, controls: Flow rate, pressure drop (or loss), and temperature.
- .5 Locations of equipment measurements: to include as appropriate:
  - .1 Inlet and outlet of each coil, control valve, other equipment causing changes in conditions.
  - .2 At controllers, controlled device.
- .6 Locations of systems measurements to include, but not be limited to, following as appropriate:

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Supply and return of each primary and secondary loop (main, main branch, branch, sub-branch of all hydronic systems, inlet connection of make-up water).

## **PART 2 - PRODUCTS**

### **2.1 NOT USED**

.1 Not used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

.1 Not used.

**END OF SECTION**

## PART 1- GENERAL

### 1.1 RELATED REQUIREMENTS

- .1 Section 21 05 01 – Common Work Results for Mechanical.
- .2 Section 23 05 29 - Hangers and Supports for HVAC Piping and Equipment.

### 1.2 REFERENCES

- .1 Definitions:
  - .1 For purposes of this section:
    - .1 "CONCEALED" - insulated mechanical services and equipment in suspended ceilings and non-accessible chases and furred-in spaces.
    - .2 "EXPOSED" - means "not concealed" as previously defined.
    - .3 Insulation systems - insulation material, fasteners, jackets, and other accessories.
  - .2 TIAC Codes:
    - .1 CRD: Code Round Ductwork,
    - .2 CRF: Code Rectangular Finish.
- .2 Reference Standards:
  - .1 American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)
    - .1 ANSI/ASHRAE/IESNA 90.1, SI; Energy Standard for Buildings Except Low-Rise Residential Buildings.
  - .2 ASTM International Inc.
    - .1 ASTM B 209M, Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric).
    - .2 ASTM C 335, Standard Test Method for Steady State Heat Transfer Properties of Pipe Insulation.
    - .3 ASTM C 411, Standard Test Method for Hot-Surface Performance of High-Temperature Thermal Insulation.
    - .4 ASTM C 449/C 449M, Standard Specification for Mineral Fiber-Hydraulic-Setting Thermal Insulating and Finishing Cement.
    - .5 ASTM C 547, Standard Specification for Mineral Fiber Pipe Insulation.
    - .6 ASTM C 553, Standard Specification for Mineral Fiber Blanket Thermal Insulation for Commercial and Industrial Applications.
    - .7 ASTM C 612, Standard Specification for Mineral Fiber Block and Board Thermal Insulation.
    - .8 ASTM C 795, Standard Specification for Thermal Insulation for Use in Contact with Austenitic Stainless Steel.
    - .9 ASTM C 921, Standard Practice for Determining the Properties of Jacketing Materials for Thermal Insulation.
  - .3 Canadian General Standards Board (CGSB)
    - .1 CGSB 51-GP-52Ma, Vapour Barrier, Jacket and Facing Material for Pipe, Duct and Equipment Thermal Insulation.
  - .4 Green Seal Environmental Standards (GSES)
    - .1 Standard GS-36, Commercial Adhesives.
  - .5 South Coast Air Quality Management District (SCAQMD), California State

- .1 SCAQMD Rule 1168, Adhesive and Sealant Applications.
- .6 Thermal Insulation Association of Canada (TIAC): National Insulation Standards.
- .7 Underwriters Laboratories of Canada (ULC)
  - .1 CAN/ULC-S102, Method of Test for Surface Burning Characteristics of Building Materials and Assemblies.
  - .2 CAN/ULC-S701, Standard for Thermal Insulation, Polystyrene, Boards and Pipe Covering.

### 1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's printed product literature and datasheets for duct insulation, and include product characteristics, performance criteria, physical size, finish and limitations.
    - .1 Description of equipment giving manufacturer's name, type, model, year and capacity.
    - .2 Details of operation, servicing and maintenance.
    - .3 Recommended spare parts list.
- .3 Shop Drawings:
  - .1 Provide drawings for each type of insulation system, insulation, coating, and adhesive proposed in accordance with Section 01 33 00 – Submittal Procedures.
- .4 Manufacturers' Instructions:
  - .1 Provide manufacture's written duct insulation jointing recommendations. and special handling criteria, installation sequence, and cleaning procedures.

### 1.4 QUALITY ASSURANCE

- .1 Qualifications:
  - .1 Installer: specialist in performing work of this section, and have at least 3 years successful experience in this size and type of project, member of TIAC.

### 1.5 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle in accordance with Section 01 10 00 – General Instructions.
- .2 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.

## PART 2 - PRODUCTS

### 2.1 FIRE AND SMOKE RATING

- .1 To CAN/ULC-S102:

- .1 Maximum flame spread rating: 25.
- .2 Maximum smoke developed rating: 50.

## 2.2 INSULATION

- .1 Mineral fibre: as specified, includes glass fibre, rock wool, slag wool.
- .2 Thermal conductivity ("k" factor) not to exceed specified values at 24 degrees C mean temperature when tested in accordance with ASTM C 335.
- .3 TIAC Code C-1: Rigid mineral fibre board to ASTM C 612, with factory applied vapour retarder jacket to CGSB 51-GP-52Ma (as scheduled in PART 3 of this Section).
- .4 TIAC Code C-2: Mineral fibre blanket to ASTM C 553 faced with factory applied vapour retarder jacket to CGSB 51-GP-52Ma (as scheduled in PART 3 of this section).
  - .1 Mineral fibre: to ASTM C 553.
  - .2 Jacket: to CGSB 51-GP-52Ma.
  - .3 Maximum "k" factor: to ASTM C 553.

## 2.3 JACKETS

- .1 Canvas:
  - .1 220 gm/m<sup>2</sup> cotton, plain weave, treated with dilute fire retardant lagging adhesive to ASTM C 921.
- .2 Lagging adhesive: compatible with insulation.

## 2.4 ACCESSORIES

- .1 Vapour retarder lap adhesive:
  - .1 Water based, fire retardant type, compatible with insulation.
- .2 Indoor Vapour Retarder Finish:
  - .1 Vinyl emulsion type acrylic, compatible with insulation.
- .3 Insulating Cement: hydraulic setting on mineral wool, to ASTM C 449.
- .4 ULC Listed Canvas Jacket:
  - .1 220 gm/m<sup>2</sup> cotton, plain weave, treated with dilute fire retardant lagging adhesive to ASTM C 921.
- .5 Tape: self-adhesive, aluminum, reinforced, 75 mm wide minimum.
- .6 Contact adhesive: quick-setting
- .7 Canvas adhesive: washable.
- .8 Tie wire: 1.5 mm stainless steel.
- .9 Banding: 19 mm wide, 0.5 mm thick stainless steel.

- .10 Facing: 25 mm stainless steel hexagonal wire mesh stitched on one face of insulation with expanded metal lath on other face.
- .11 Fasteners: 2 mm diameter pins with 35 mm diameter clips, length to suit thickness of insulation.

## **PART 3 - EXECUTION**

### **3.1 APPLICATION**

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.

### **3.2 PRE-INSTALLATION REQUIREMENTS**

- .1 Pressure test ductwork systems complete, witness and certify.
- .2 Ensure surfaces are clean, dry, free from foreign material.

### **3.3 INSTALLATION**

- .1 Install in accordance with TIAC National Standards.
- .2 Apply materials in accordance with manufacturers instructions and as indicated.
- .3 Maintain uninterrupted continuity and integrity of vapour retarder jacket and finishes.
  - .1 Ensure hangers, and supports are outside vapour retarder jacket.
- .4 Hangers and supports in accordance with Section 23 05 29 - Hangers and Supports for HVAC Piping and Equipment.
  - .1 Apply high compressive strength insulation where insulation may be compressed by weight of ductwork.
- .5 Fasteners: install at 300 mm on centre in horizontal and vertical directions, minimum 2 rows each side.

### 3.4 DUCTWORK INSULATION SCHEDULE

- .1 Insulation types and thicknesses: conform to following table:

	TIAC Code	Vapour Retarder	Thickness (mm)
Rectangular cold and dual temperature supply air ducts	C-1	yes	25
Round cold and dual temperature supply air ducts	C-2	yes	25
Outside air ducts	C-1	yes	25
Exhaust duct between dampers and fan	C-1	no	25
Acoustically lined ducts	none		

### 3.5 CLEANING

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 Thermal insulation for piping and piping accessories.

### **1.2 REFERENCES**

- .1 American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)
  - .1 ASHRAE Standard 90.1, Energy Standard for Buildings Except Low-Rise Residential Buildings (IESNA co-sponsored; ANSI approved; Continuous Maintenance Standard).
- .2 American Society for Testing and Materials International (ASTM)
  - .1 ASTM C 335, Standard Test Method for Steady State Heat Transfer Properties of Horizontal Pipe Insulation.
  - .2 ASTM C 449/C 449M, Standard Specification for Mineral Fiber-Hydraulic-Setting Thermal Insulating and Finishing Cement.
  - .3 ASTM C 547, Mineral Fiber Pipe Insulation.
  - .4 ASTM C 921, Standard Practice for Determining the Properties of Jacketing Materials for Thermal Insulation.
- .3 Canadian General Standards Board (CGSB)
  - .1 CGSB 51-GP-52Ma, Vapour Barrier, Jacket and Facing Material for Pipe, Duct and Equipment Thermal Insulation.
  - .2 CAN/CGSB-51.53, Poly (Vinyl Chloride) Jacketing Sheet, for Insulated Pipes, Vessels and Round Ducts
- .4 Manufacturer's Trade Associations
  - .1 Thermal Insulation Association of Canada (TIAC): National Insulation Standards.
- .5 Underwriters' Laboratories of Canada (ULC)
  - .1 CAN/ULC-S102, Surface Burning Characteristics of Building Materials and Assemblies.
  - .2 CAN/ULC-S702, Thermal Insulation, Mineral Fibre, for Buildings
  - .3 CAN/ULC-S702.2, Thermal Insulation, Mineral Fibre, for Buildings, Part 2: Application Guidelines.

### **1.3 DEFINITIONS**

- .1 For purposes of this section:
  - .1 "CONCEALED" - insulated mechanical services in suspended ceilings and non-accessible chases and furred-in spaces.
  - .2 "EXPOSED" - will mean "not concealed" as specified.
- .2 TIAC ss:
  - .1 CRF: Code Rectangular Finish.
  - .2 CPF: Code Piping Finish.

#### 1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's printed product literature, specifications and datasheet. Include product characteristics, performance criteria, and limitations.
    - .1 Submit one electronic copy of Workplace Hazardous Materials Information System (WHMIS) Material Safety Data Sheets (MSDS) in accordance with Section 00 10 00 – General Instructions.
- .3 Shop Drawings:
  - .1 Submit shop drawings in accordance with Section 01 33 00 – Submittal Procedures.

#### 1.5 QUALITY ASSURANCE

- .1 Qualifications:
- .2 Installer: specialist in performing work of this Section, and have at least 3 years successful experience in this size and type of project, member of TIAC.

#### 1.6 DELIVERY, STORAGE AND HANDLING

- .1 Packing, shipping, handling and unloading:
  - .1 Deliver, store and handle in accordance with manufacturer's written instructions and Section 01 10 00 – General Instructions.
  - .2 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.
- .2 Storage and Protection:
  - .1 Protect from weather, construction traffic.
  - .2 Protect against damage.
  - .3 Store at temperatures and conditions required by manufacturer.

### PART 2 - PRODUCTS

#### 2.1 FIRE AND SMOKE RATING

- .1 In accordance with CAN/ULC-S102.
  - .1 Maximum flame spread rating: 25.
  - .2 Maximum smoke developed rating: 50.

#### 2.2 INSULATION

- .1 Mineral fibre specified includes glass fibre, rock wool, slag wool.
- .2 Thermal conductivity ("k" factor) not to exceed specified values at 24 degrees C mean temperature

when tested in accordance with ASTM C 335.

- .3 TIAC Code A-3: rigid moulded mineral fibre with factory applied vapour retarder jacket.
  - .1 Mineral fibre: to CAN/ULC-S702 and ASTM C 547.
  - .2 Jacket: to CGSB 51-GP-52Ma.
  - .3 Maximum "k" factor: to CAN/ULC-S702 and ASTM C 547.

### **2.3 INSULATION SECUREMENT**

- .1 Tape: self-adhesive, aluminum, plain, 50 mm wide minimum.
- .2 Contact adhesive: quick setting.
- .3 Canvas adhesive: washable.
- .4 Tie wire: 1.5 mm diameter stainless steel.
- .5 Bands: stainless steel, 19 mm wide, 0.5 mm thick.

### **2.4 CEMENT**

- .1 Thermal insulating and finishing cement:
  - .1 Hydraulic setting on mineral wool, to ASTM C 449/C 449M.

### **2.5 VAPOUR RETARDER LAP ADHESIVE**

- .1 Water based, fire retardant type, compatible with insulation.

### **2.6 INDOOR VAPOUR RETARDER FINISH**

- .1 Vinyl emulsion type acrylic, compatible with insulation.

### **2.7 JACKETS**

- .1 Polyvinyl Chloride (PVC):
  - .1 One-piece moulded type and sheet to CAN/CGSB-51.53 with pre-formed shapes as required.
  - .2 Colours: White.
  - .3 Minimum service temperatures: -20 degrees C.
  - .4 Maximum service temperature: 65 degrees C.
  - .5 Moisture vapour transmission: 0.02 perm.
  - .6 Thickness: 3.5 mm.
  - .7 Fastenings:
    - .1 Use solvent weld adhesive compatible with insulation to seal laps and joints.
    - .2 Tacks.
    - .3 Pressure sensitive vinyl tape of matching colour.

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## **PART 3- EXECUTION**

### **3.1 MANUFACTURER'S INSTRUCTIONS**

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

### **3.2 PRE-INSTALLATION REQUIREMENT**

- .1 Pressure testing of piping systems and adjacent equipment to be complete, witnessed and certified.
- .2 Surfaces clean, dry, free from foreign material.

### **3.3 INSTALLATION**

- .1 Install in accordance with TIAC National Standards.
- .2 Apply materials in accordance with manufacturers instructions and this specification.
- .3 Use two layers with staggered joints when required nominal wall thickness exceeds 75 mm.
- .4 Maintain uninterrupted continuity and integrity of vapour retarder jacket and finishes.
  - .1 Install hangers, supports outside vapour retarder jacket.
- .5 Supports, Hangers:
  - .1 Apply high compressive strength insulation, suitable for service, at oversized saddles and shoes where insulation saddles have not been provided.

### **3.4 REMOVABLE, PRE-FABRICATED, INSULATION AND ENCLOSURES**

- .1 Application: at valves and unions at equipment.
- .2 Design: to permit periodic removal and replacement without damage to adjacent insulation.
- .3 Insulation:
  - .1 Insulation, fastenings and finishes: same as system.
  - .2 Jacket: PVC.

### **3.5 PIPING INSULATION SCHEDULES**

- .1 Includes valves, valve bonnets, strainers, flanges and fittings unless otherwise specified.
- .2 TIAC Code: A-3.
  - .1 Securements: Tape at 300 mm on centre.
  - .2 Seals: VR lap seal adhesive, VR lagging adhesive.
  - .3 Installation: TIAC Code: 1501-C.
- .3 Thickness of insulation as listed in following table.
  - .1 Run-outs to individual units and equipment not exceeding 4000 mm long.

- .2 Do not insulate exposed runouts to plumbing fixtures, chrome plated piping, valves, fittings.

Application	Temp. °C	TIAC code	Pipe sizes (NPS) and insulation thickness (mm)					
			Runout	to 1	1¼ to 2	2½ to 4	5 to 6	8 & over
Chilled Water	4 - 13	A-3	25	25	25	25	25	25
Domestic Cold Water Supply		A-3	25	25	25	25	25	25
Cooling Coil Condensate Drain		A-3	25	25	25	25	25	25

- .4 Finishes:
- .1 Exposed indoors: PVC jacket.
  - .2 Concealed, indoors: PVC jacket.
  - .3 Use vapour retarder jacket on TIAC code A-3 insulation compatible with insulation.
  - .4 Installation: to appropriate TIAC code CRF/1 through CPF/5.

### 3.6 CLEANING

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.
- .2 Section 23 08 02 – Cleaning and Start-up of Mechanical Piping Systems.

### **1.2 CLEANING AND START-UP OF MECHANICAL PIPING SYSTEMS**

- .1 In accordance with Section 23 08 02 - Cleaning and Start-up of Mechanical Piping Systems.

### **1.3 HYDRONIC SYSTEMS - PERFORMANCE VERIFICATION (PV)**

- .1 Perform hydronic systems performance verification after cleaning is completed and system is in full operation.
- .2 When systems are operational, perform following tests:
  - .1 Conduct full scale tests at maximum design flow rates, temperatures and pressures for continuous consecutive period of 48 hours to demonstrate compliance with design criteria.
  - .2 Verify performance of hydronic system, recording system pressures, temperatures, fluctuations by simulating maximum design conditions and varying.
    - .1 Maximum cooling demand.

### **1.4 HYDRONIC SYSTEM CAPACITY TEST**

- .1 Perform hydronic system capacity tests after:
  - .1 TAB has been completed
  - .2 Verification of operating, limit, safety controls.
  - .3 Verification of flow rates.
  - .4 Verification of accuracy of temperature sensors.
- .2 Calculate system capacity at test conditions.
- .3 Using manufacturer's published data and calculated capacity at test conditions, extrapolate system capacity at design conditions.
- .4 When capacity test is completed, return controls and equipment status to normal operating conditions.
- .5 Submit sample of system water to approved testing agency to determine if chemical treatment is correct. Include cost.
- .6 Chilled water system capacity test:
  - .1 Perform capacity test when ambient temperature is within 10% of design conditions. Simulate design conditions by:
    - .1 Adding heat from building heating system or;
    - .2 Raising space temperature by turning off cooling and air systems for sufficient period of time before starting testing and pre-heating building to summer design space temperature (occupied) or above. Set OAD and RAD for minimum outside

- air if OAT is near outside design temperature or to maximum recirculation if RAT is greater than OAT. RAT to be at least 23 degrees C minimum.
- .2 Test procedures:
    - .1 Open fully cooling coil control valves.
    - .2 Set thermostats on associated AHU's for maximum cooling.
    - .3 Set AHU's for design maximum air flow rates.
    - .4 Set load or demand limiters on chillers to 100%.
    - .5 After system has stabilized, record chilled water flow rates and supply and return temperatures simultaneously.

## 1.5 REPORTS

- .1 In accordance with Section 01 91 13 - General Commissioning (Cx) Requirements: Reports, supplemented as specified herein.

## 1.6 TRAINING

- .1 In accordance with Section 01 91 13 - General Commissioning (Cx) Requirements: Training of O&M Personnel, supplemented as specified herein.

## PART 2 - PRODUCTS

### 2.1 NOT USED

- .1 Not Used.

## PART 3 - EXECUTION

### 3.1 NOT USED

- .1 Not Used.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.
- .2 Section 23 05 93 - Testing, Adjusting and Balancing for HVAC

### **1.2 REFERENCES**

- .1 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
- .1 Material Safety Data Sheets (MSDS).

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Product Data:
  - .1 Submit manufacturer's printed product literature, specifications and datasheet in accordance with Section 01 33 00 – Submittal Procedures. Include product characteristics, performance criteria, and limitations.
- .2 Quality assurance submittals: submit following in accordance with Section 01 33 00 – Submittal Procedures.
  - .1 Instructions: submit manufacturer's installation instructions.
    - .1 Departmental Representative will make available 1 copy of systems supplier's installation instructions.

### **1.4 DELIVERY, STORAGE, AND HANDLING**

- .1 Packing, shipping, handling and unloading:
  - .1 Deliver, store and handle in accordance with manufacturer's written instructions and Section 01 10 00 – General Instructions.
- .2 Waste Management and Disposal:
  - .1 Construction/Demolition Waste Management and Disposal: in accordance with Section 01 74 19 – Waste Management and Disposal.

## **PART 2 - PRODUCTS**

### **2.1 CLEANING SOLUTIONS**

- .1 Tri-sodium phosphate: 0.40 kg per 100 L water in system.
- .2 Sodium carbonate: 0.40 kg per 100 L water in system.
- .3 Low-foaming detergent: 0.01 kg per 100 L water in system.

## **PART 3 - EXECUTION**

### **3.1 MANUFACTURER'S INSTRUCTIONS**

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

### **3.2 CLEANING HYDRONIC AND STEAM SYSTEMS**

- .1 Timing: systems operational, hydrostatically tested and with safety devices functional, before cleaning is carried out.
- .2 Cleaning Agency:
  - .1 Retain qualified water treatment specialist to perform system cleaning.
- .3 Cleaning procedures:
  - .1 Provide detailed report outlining proposed cleaning procedures at least 4 weeks prior to proposed starting date. Report to include:
    - .1 Cleaning procedures, flow rates, elapsed time.
    - .2 Chemicals and concentrations used.
    - .3 Inhibitors and concentrations.
    - .4 Specific requirements for completion of work.
    - .5 Special precautions for protecting piping system materials and components.
    - .6 Complete analysis of water used to ensure water will not damage systems or equipment.
- .4 Conditions at time of cleaning of systems:
  - .1 Systems: free from construction debris, dirt and other foreign material.
  - .2 Control valves: operational, fully open to ensure that terminal units can be cleaned properly.
  - .3 Strainers: clean prior to initial fill.
  - .4 Install temporary filters on pumps not equipped with permanent filters.
  - .5 Install pressure gauges on strainers to detect plugging.
- .5 Report on Completion of Cleaning:
  - .1 When cleaning is completed, submit report, complete with certificate of compliance with specifications of cleaning component supplier.
- .6 Hydronic Systems:
  - .1 Fill system with water, ensure air is vented from system.
  - .2 Fill expansion tanks 1/3 to 1/2 full, charge system with compressed air to at least 35 kPa (does not apply to diaphragm type expansion tanks).
  - .3 Use water meter to record volume of water in system to +/- 0.5%.
  - .4 Add chemicals under direct supervision of chemical treatment supplier.
  - .5 Closed loop systems: circulate system cleaner at 60 degrees C for at least 36 h. Drain as quickly as possible. Refill with water and inhibitors. Test concentrations and adjust to recommended levels.
  - .6 Flush velocity in system mains and branches to ensure removal of debris. System pumps may be used for circulating cleaning solution provided that velocities are adequate.
  - .7 Add chemical solution to system.
  - .8 Establish circulation, raise temperature slowly to 82 degrees C minimum. Circulate for 12

h, ensuring flow in all circuits. Remove heat, continue to circulate until temperature is below 38 degrees C. Drain as quickly as possible. Refill with clean water. Circulate for 6 h at design temperature. Drain and repeat procedures specified above. Flush through low point drains in system. Refill with clean water adding to sodium sulphite (test for residual sulphite).

### 3.3 START-UP OF HYDRONIC SYSTEMS

- .1 After cleaning is completed and system is filled:
  - .1 Establish circulation and expansion tank level, set pressure controls.
  - .2 Ensure air is removed.
  - .3 Check pumps to be free from air, debris, possibility of cavitation when system is at design temperature.
  - .4 Dismantle system pumps used for cleaning, inspect, replace worn parts, install new gaskets and new set of seals.
  - .5 Clean out strainers repeatedly until system is clean.
  - .6 Check water level in expansion tank with cold water with circulating pumps OFF and again with pumps ON.
  - .7 Repeat with water at design temperature.
  - .8 Check pressurization to ensure proper operation and to prevent water hammer, flashing, cavitation. Eliminate water hammer and other noises.
  - .9 Bring system up to design temperature and pressure slowly over a 48 hour period.
  - .10 Perform TAB as specified in Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.
  - .11 Adjust pipe supports, hangers, and springs as necessary.
  - .12 Monitor pipe movement.
  - .13 Check operation of drain valves.
  - .14 Adjust valve stem packings as systems settle down.
  - .15 Fully open balancing valves (except those that are factory-set).
  - .16 Check operation of over-temperature protection devices on circulating pumps.
  - .17 Adjust alignment of piping at pumps to ensure flexibility, adequacy of pipe movement, absence of noise or vibration transmission.

### 3.4 CLEANING

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.
- .2 Section 23 05 05 - Installation of Pipe Work.
- .3 Section 23 05 23.01 – Valves – Bronze.
- .4 Section 23 05 93 - Testing, Adjusting and Balancing for HVAC.
- .5 Section 23 08 01 - Performance Verification Mechanical Piping Systems.
- .6 Section 23 08 02 - Cleaning and Start-Up of Mechanical Piping Systems.

### **1.2 REFERENCES**

- .1 ASME
  - .1 ANSI B16.18, Cast Copper Alloy, Solder Joint Pressure Fittings.
  - .2 ANSI/ASME B16.22, Wrought Copper and Copper-Alloy Solder Joint Pressure Fittings.
- .2 ASTM International
  - .1 ASTM B 32, Standard Specification for Solder Metal.
  - .2 ASTM B 61, Standard Specification for Steam or Valve Bronze Castings.
  - .3 ASTM B 62, Standard Specification for Composition Bronze or Ounce Metal Castings.
  - .4 ASTM B 88M, Standard Specification for Seamless Copper Water Tube.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for hydronic systems and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop Drawings:
  - .1 Submit drawings in accordance with Section 01 33 00 – Submittal Procedures.
  - .2 Indicate on manufacturers catalogue literature the following: valves.
- .4 Certificates: submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.

### **1.4 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 10 00 – General Instructions.

- .2 Operation and Maintenance Data: submit operation and maintenance data for hydronic systems for incorporation into manual.

## **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect hydronic systems from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## **PART 2 - PRODUCTS**

### **2.1 TUBING**

- .1 Type L hard drawn copper tubing: to ASTM B 88M.

### **2.2 FITTINGS**

- .1 Wrought copper and copper alloy solder joint pressure fittings: to ANSI/ASME B16.22.
- .2 Cast copper alloy solder joint pressure fittings: to ANSI B16.18.

### **2.3 JOINTS**

- .1 Solder, tin-antimony, 95:5: to ASTM B 32.

### **2.4 VALVES**

- .1 Connections:
  - .1 NPS 2 1/2 and smaller: ends for soldering.
- .2 Balancing, for TAB:
  - .1 Sizes: calibrated balancing valves, as specified.
  - .2 NPS 2 and under:
    - .1 Globe, as specified Section 23 05 23.01 - Valves - Bronze.
- .3 Drain valves: ball valve as specified Section 23 05 23.01 - Valves - Bronze.
- .4 Ball valves:

- .1 NPS 2 ½ and under: as specified Section 23 05 23.01 - Valves - Bronze.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for hydronic systems installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### **3.2 MANUFACTURER'S INSTRUCTIONS**

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

### **3.3 PIPING INSTALLATION**

- .1 Connect to equipment in accordance with manufacturer's instruction unless otherwise indicated.
- .2 Install concealed pipes close to building structure to keep furring space to minimum. Install to conserve headroom and space. Run exposed piping parallel to walls. Group piping where ever practical.
- .3 Slope piping in direction of drainage and for positive venting.
- .4 Use eccentric reducers at pipe size change installed to provide positive drainage or positive venting.
- .5 Provide clearance for installation of insulation and access for maintenance of equipment, valves and fittings.
- .6 Assemble piping using fittings manufactured to ANSI standards.

### **3.4 VALVE INSTALLATION**

- .1 Install rising stem valves in upright position with stem above horizontal.
- .2 Install ball valves at branch take-offs and to isolate each piece of equipment, and as indicated.

### **3.5 CIRCUIT BALANCING VALVES**

- .1 Install flow measuring stations and flow balancing valves as indicated.
- .2 Tape joints in prefabricated insulation on valves installed in chilled water mains.

### **3.6 CLEANING, FLUSHING AND START-UP**

- .1 In accordance with Section 23 08 02 - Cleaning and Start-Up of Mechanical Piping Systems.

### **3.7 PERFORMANCE VERIFICATION**

- .1 In accordance with Section 23 08 01 - Performance Verification Mechanical Piping Systems.

### **3.8 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.

### **1.2 REFERENCES**

- .1 ASTM International
  - .1 ASTM B62-09, Standard Specification for Composition Bronze or Ounce Metal Castings.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 330 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for air vents, and strainers and include product characteristics, performance criteria, physical size, finish and limitations.

### **1.4 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 10 00 – General Instructions.
- .2 Operation and Maintenance Data: submit operation and maintenance data for hydronic specialties for incorporation into manual.

### **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect hydronic specialties from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.
- .4 Packaging Waste Management: in accordance with Section 74 19 - Waste Management and Disposal.

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## **PART 2 - PRODUCTS**

### **2.1 AIR VENT**

- .1 Standard float vent: brass body and NPS 1/8 connection and rated at 690 kPa working pressure.

### **2.2 PIPE LINE STRAINER**

- .1 NPS 1/2 to 2: bronze body to ASTM B62, solder end, screwed connections, Y pattern.
- .2 Blowdown connection: NPS 1.
- .3 Screen: stainless steel with 1.19 mm perforations.
- .4 Working pressure: 860 kPa.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for hydronic specialties installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### **3.2 APPLICATION**

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and data sheets.

### **3.3 GENERAL**

- .1 Run drain lines and blow off connections to terminate above nearest drain.
- .2 Maintain adequate clearance to permit service and maintenance.
- .3 Should deviations beyond allowable clearances arise, request and follow Departmental Representative's directive.
- .4 Check shop drawings for conformance of tappings for ancillaries and for equipment operating weights.

### **3.4 STRAINERS**

- .1 Install as indicated on the drawings.
- .2 Ensure clearance for removal of basket.

### **3.5 AIR VENTS**

- .1 Install at high points of systems.
- .2 Install ball valve on automatic air vent inlet.

### **3.6 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.
- .2 Section 23 05 29 - Hangers and Supports for HVAC Piping and Equipment.

### **1.2 REFERENCES**

- .1 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- .2 ASTM International
  - .1 ASTM A 480/A 480M, Standard Specification for General Requirements for Flat-Rolled Stainless and Heat-Resisting Steel Plate, Sheet and Strip.
  - .2 ASTM A 635/A 635M, Standard Specification for Steel, Sheet and Strip, Heavy-Thickness Coils, Hot-Rolled, Alloy, Carbon, Structural, High-Strength Low-Alloy, and High-Strength Low-Alloy with Improved Formability, General Requirements.
  - .3 ASTM A 653/A 653M, Standard Specification for Steel Sheet, Zinc Coated (Galvanized) or Zinc-Iron Alloy Coated (Galvannealed) by the Hot-Dip Process.
- .3 National Fire Protection Association (NFPA)
  - .1 NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems.
  - .2 NFPA 90B, Standard for the Installation of Warm Air Heating and Air-Conditioning Systems.
- .4 Sheet Metal and Air Conditioning Contractors' National Association (SMACNA)
  - .1 SMACNA HVAC Duct Construction Standards - Metal and Flexible.
  - .2 SMACNA HVAC Air Duct Leakage Test Manual.
  - .3 IAQ Guideline for Occupied Buildings Under Construction.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for metal ducts and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Test and Evaluation Reports:
  - .1 Certification of Ratings:
    - .1 Catalogue or published ratings to be those obtained from tests carried out by manufacturer or independent testing agency signifying adherence to codes and standards.

## 1.4 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect metal ducts from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## PART 2 - PRODUCTS

### 2.1 SEAL CLASSIFICATION

- .1 Classification as follows:

<u>Maximum Pressure Pa</u>	<u>SMACNA Seal Class</u>
250	B
- .2 Seal classification:
  - .1 Class B: longitudinal seams, transverse joints and connections made airtight with sealant, tape, or combination thereof.

### 2.2 SEALANT

- .1 Sealant: oil resistant, water borne, polymer type flame resistant duct sealant. Temperature range of minus 30 degrees C to plus 93 degrees C.

### 2.3 TAPE

- .1 Tape: polyvinyl treated, open weave fiberglass tape, 50 mm wide.

### 2.4 DUCT LEAKAGE

- .1 In accordance with SMACNA HVAC Air Duct Leakage Test Manual.

### 2.5 FITTINGS

- .1 Fabrication: to SMACNA.
- .2 Radiused elbows:
  - .1 Rectangular: centreline radius: 1.5 times width of duct.

- .2 Round: five piece, centreline radius: 1.5 times diameter.
- .3 Mitred elbows, rectangular:
  - .1 With double thickness turning vanes.
- .4 Branches:
  - .1 Rectangular main and branch: with radius on branch 1.5 times width of duct or 45 degrees entry on branch.
  - .2 Round main and branch: enter main duct at 45 degrees with conical connection.
  - .3 Provide volume control damper in branch duct near connection to main duct.
  - .4 Main duct branches: with splitter damper.
- .5 Transitions:
  - .1 Diverging: 20 degrees maximum included angle.
  - .2 Converging: 30 degrees maximum included angle.
- .6 Offsets:
  - .1 Full radiused elbows.
- .7 Obstruction deflectors: maintain full cross-sectional area.
  - .1 Maximum included angles: as for transitions.

## 2.6 FIRE STOPPING

- .1 Retaining angles around duct, on both sides of fire separation.
- .2 Fire stopping material and installation must not distort duct.

## 2.7 GALVANIZED STEEL

- .1 Lock forming quality: to ASTM A 653/A 653M, Z90 zinc coating.
- .2 Thickness, fabrication and reinforcement: to SMACNA.
- .3 Joints: to SMACNA.

## 2.8 HANGERS AND SUPPORTS

- .1 Hangers and Supports: in accordance with Section 23 05 29 - Hangers and Supports for HVAC Piping and Equipment.
  - .1 Strap hangers: of same material as duct [but next sheet metal thickness heavier than duct].
    - .1 Maximum size duct supported by strap hanger: 500.
  - .2 Hanger configuration: to ASHRAE and SMACNA.
  - .3 Hangers: galvanized steel angle with galvanized steel rods to following table:

Duct Size	Angle Size	Rod Size
(mm)	(mm)	(mm)
up to 750	25 x 25 x 3	6
- .4 Upper hanger attachments:

- .1 For concrete: manufactured concrete inserts.
- .2 For steel joist: manufactured joist clamp.
- .3 For steel beams: manufactured beam clamps:

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for metal duct installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### 3.2 GENERAL

- .1 Do work in accordance with SMACNA.
- .2 Do not break continuity of insulation vapour barrier with hangers or rods.
  - .1 Insulate strap hangers 100 mm beyond insulated duct
  - .2 Ensure diffuser is fully seated.
- .3 Support risers in accordance with SMACNA.
- .4 Install breakaway joints in ductwork on sides of fire separation.
- .5 Install proprietary manufactured flanged duct joints in accordance with manufacturer's instruction.
- .6 Manufacture duct in lengths and diameter to accommodate installation of acoustic duct lining.

### 3.3 HANGERS

- .1 Strap hangers: install in accordance with SMACNA.
- .2 Angle hangers: complete with locking nuts and washers.
- .3 Hanger spacing: as follows:

<u>Duct Size</u>	<u>Spacing</u>
(mm)	(mm)
to 1500	3000
1501 and over	2500

### **3.4 SEALING AND TAPING**

- .1 Apply sealant in accordance with SMACNA and to manufacturer's recommendations.
- .2 Bed tape in sealant and recoat with minimum of 1 coat of sealant to manufacturers recommendations.

### **3.5 LEAKAGE TESTS**

- .1 In accordance with SMACNA HVAC Duct Leakage Test Manual.
- .2 Do leakage tests in sections.
- .3 Make trial leakage tests as instructed to demonstrate workmanship.
- .4 Do not install additional ductwork until trial test has been passed.
- .5 Test section minimum of 10 m long with not less than three branch takeoffs and two 90 degrees elbows.
- .6 Complete test before performance insulation or concealment Work.

### **3.6 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.

### **1.2 REFERENCES**

- .1 Sheet Metal and Air Conditioning Contractors' National Association (SMACNA)
  - .1 SMACNA - HVAC Duct Construction Standards - Metal and Flexible.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for [air duct accessories] and include product characteristics, performance criteria, physical size, finish and limitations.
  - .2 Indicate:
    - .1 Flexible connections.
    - .2 Turning vanes.

### **1.4 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect air duct accessories from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## **PART 2 - PRODUCTS**

### **2.1 GENERAL**

- .1 Manufacture in accordance with SMACNA - HVAC Duct Construction Standards.

## 2.2 FLEXIBLE CONNECTIONS

- .1 Frame: galvanized sheet metal frame 3 mm thick with fabric clenched by means of double locked seams.
- .2 Material:
  - .1 Fire resistant, self extinguishing, neoprene coated glass fabric, temperature rated at minus 40 degrees C to plus 90 degrees C, density of 1.3 kg/m<sup>3</sup>.

## 2.3 TURNING VANES

- .1 Factory or shop fabricated single thickness or double thickness with trailing edge, to recommendations of SMACNA and as indicated.

## 2.4 SPIN-IN COLLARS

- .1 Conical galvanized sheet metal spin-in collars with lockable butterfly damper.
- .2 Sheet metal thickness to co-responding round duct standards.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for air duct accessories installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### 3.2 INSTALLATION

- .1 Flexible Connections:
  - .1 Install in following locations:
    - .1 Inlets and outlets to supply air units and fans.
    - .2 Inlets and outlets of exhaust and return air fans.
    - .3 As indicated.
  - .2 Length of connection: 100 mm.
  - .3 Minimum distance between metal parts when system in operation: 75 mm.
  - .4 Install in accordance with recommendations of SMACNA.
  - .5 When fan is running:
    - .1 Ducting on sides of flexible connection to be in alignment.
    - .2 Ensure slack material in flexible connection.
- .2 Turning Vanes:

- 
- .1 Install in accordance with recommendations of SMACNA and as indicated.

### **3.3 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.

### **1.2 REFERENCES**

- .1 Sheet Metal and Air Conditioning National Association (SMACNA)
  - .1 SMACNA HVAC Duct Construction Standards, Metal and Flexible.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for balancing dampers and include product characteristics, performance criteria, physical size, finish and limitations.

### **1.4 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 10 00 – General Instructions.
- .2 Operation and Maintenance Data: submit operation and maintenance data for balancing dampers for incorporation into manual.

### **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect dampers from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## **PART 2- PRODUCTS**

## **2.1 GENERAL**

- .1 Manufacture to SMACNA standards.

## **2.2 SPLITTER DAMPERS**

- .1 Fabricate from same material as duct but one sheet metal thickness heavier, with appropriate stiffening.
- .2 Double thickness construction.
- .3 Control rod with locking device and position indicator.
- .4 Rod configuration to prevent end from entering duct.
- .5 Pivot: piano hinge.
- .6 Folded leading edge.

## **2.3 SINGLE BLADE DAMPERS**

- .1 Fabricate from same material as duct, but one sheet metal thickness heavier. V-groove stiffened.
- .2 Size and configuration to recommendations of SMACNA.
- .3 Locking quadrant with shaft extension to accommodate insulation thickness.
- .4 Inside and outside bronze end bearings.
- .5 Channel frame of same material as adjacent duct, complete with angle stop.

## **2.4 MULTI-BLADED DAMPERS**

- .1 Factory manufactured of material compatible with duct.
- .2 Opposed blade: configuration, metal thickness and construction to recommendations of SMACNA.
- .3 Maximum blade height: 100 mm.
- .4 Bearings: pin in bronze bushings.
- .5 Linkage: shaft extension with locking quadrant.
- .6 Channel frame of same material as adjacent duct, complete with angle stop.

## **PART 3 - EXECUTION**

### 3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for damper installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### 3.2 INSTALLATION

- .1 Install where indicated.
- .2 Install in accordance with recommendations of SMACNA and in accordance with manufacturer's instructions.
- .3 Locate balancing dampers in each branch duct, for supply, return and exhaust systems.
- .4 Runouts to registers and diffusers: install single blade damper located as close as possible to main ducts.
- .5 Dampers: vibration free.
- .6 Ensure damper operators are observable and accessible.
- .7 Corrections and adjustments conducted by Departmental Representative.

### 3.3 CLEANING

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1- GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.

### **1.2 REFERENCES**

- .1 National Fire Protection Association (NFPA)
  - .1 NFPA 90A, Standard for the Installation of Air Conditioning and Ventilating Systems.
- .2 Underwriters Laboratories of Canada (ULC)
  - .1 CAN/ULC-S112, Standard Test Method of Fire Test of Fire Damper Assemblies.
  - .2 CAN/ULC-S112.2, Standard Method of Fire Test of Ceiling Fire Stop Flap Assemblies.
  - .3 ULC-S505, Standard for Fusible Links for Fire Protection Service.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for fire and smoke dampers and include product characteristics, performance criteria, physical size, finish and limitations.
  - .2 Indicate the following:
    - .1 Fire dampers.
    - .2 Smoke dampers.
    - .3 Fire stop flaps.
    - .4 Operators.
    - .5 Fusible links.
    - .6 Design details of break-away joints.
- .3 Certificates: submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.

### **1.4 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 10 00 – General Instructions.
- .2 Operation and Maintenance Data: submit operation and maintenance data for fire and smoke dampers for incorporation into manual.

### **1.5 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.

- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect fire and smoke dampers from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## **PART 2- PRODUCTS**

### **2.1 FIRE DAMPERS**

- .1 Fire dampers: arrangement Type B, listed and bear label of ULC, meet requirements of NFPA 90A and authorities having jurisdiction. Fire damper assemblies fire tested in accordance with CAN/ULC-S112.
- .2 Mild steel, factory fabricated for fire rating requirement to maintain integrity of fire wall and/or fire separation.
  - .1 Fire dampers: 1-1/2 hour fire rated unless otherwise indicated.
  - .2 Fire dampers: automatic operating type and have dynamic rating suitable for maximum air velocity and pressure differential to which it will be subjected.
- .3 Top hinged: single damper, round or square; curtain type; sized to maintain full duct cross section.
- .4 Fusible link actuated, weighted to close and lock in closed position when released or having negator-spring-closing operator for multi-leaf type or roll door type in horizontal position with vertical air flow.
- .5 40 x 40 x 3 mm retaining angle iron frame, on full perimeter of fire damper, on both sides of fire separation being pierced.
- .6 Equip fire dampers with steel sleeve or frame installed disruption ductwork or impair damper operation.
- .7 Equip sleeves or frames with perimeter mounting angles attached on both sides of wall or floor opening. Construct ductwork in fire-rated floor-ceiling or roof-ceiling assembly systems with air ducts that pierce ceiling to conform with ULC.
- .8 Design and construct dampers to not reduce duct or air transfer opening cross-sectional area.
- .9 Dampers shall be installed so that the centerline of the damper depth or thickness is located in the centerline of the wall, partition of floor slab depth or thickness.
- .10 Unless otherwise indicated, the installation details given in SMACNA Install Fire Damp HVAC and in manufacturer's instructions for fire dampers shall be followed.

## **PART 3- EXECUTION**

### **3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for fire and smoke damper installation in accordance with manufacturer's written instructions.
- .1 Visually inspect substrate in presence of Departmental Representative.
- .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
- .3 Proceed with installation only after unacceptable conditions have been remedied.

### **3.2 INSTALLATION**

- .1 Install in accordance with NFPA 90A and in accordance with conditions of ULC listing.
- .2 Maintain integrity of fire separation.
- .3 After completion and prior to concealment obtain approvals of complete installation from authority having jurisdiction.
- .4 Co-ordinate with installer of fire stopping.
- .5 Ensure access doors/panels, fusible links, damper operators are easily observed and accessible.
- .6 Install break-away joints of approved design on each side of fire separation.

### **3.3 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.

### **1.2 REFERENCES**

- .1 American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE)
- .2 National Fire Protection Association (NFPA)
  - .1 NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems.
  - .2 NFPA 90B, Standard for Installation of Warm Air Heating and Air-Conditioning Systems.
- .3 Sheet Metal and Air-Conditioning Contractors' National Association (SMACNA)
  - .1 SMACNA HVAC Duct Construction Standards - Metal and Flexible.
  - .2 SMACNA IAQ Guideline for Occupied Buildings under Construction.
- .4 Underwriters' Laboratories (UL)
  - .1 UL 181, Standard for Factory-Made Air Ducts and Air Connectors.
- .5 Underwriters' Laboratories of Canada (ULC)
  - .1 CAN/ULC-S110, Standard Methods of Tests for Air Ducts.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for flexible ducts and include product characteristics, performance criteria, physical size, finish and limitations.
  - .2 Indicate:
    - .1 Thermal properties.
    - .2 Friction loss.
    - .3 Acoustical loss.
    - .4 Leakage.
    - .5 Fire rating.
- .3 Test and Evaluation Reports:
  - .1 Catalogue or published ratings to be those obtained from tests carried out by manufacturer or independent testing agency signifying adherence to codes and standards.

### **1.4 DELIVERY, STORAGE AND HANDLING**

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.

- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect flexible ducts from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## **PART 2- PRODUCTS**

### **2.1 GENERAL**

- .1 Factory fabricated to CAN/ULC-S110.
- .2 Pressure drop coefficients listed below are based on relative sheet metal duct pressure drop coefficient of 1.00.
- .3 Flame spread rating not to exceed 25. Smoke developed rating not to exceed 50.

### **2.2 METALLIC ACOUSTIC INSULATED - MEDIUM PRESSURE**

- .1 Type 5: spiral wound, flexible perforated aluminum with factory applied 37 mm thick flexible mineral fibre thermal insulation and sleeved by aluminum foil/mylar laminate Type M vapour barrier.
- .2 Performance:
  - .1 Factory tested to 2.5 kPa without leakage.
  - .2 Maximum relative pressure drop coefficient: 3
  - .3 Acoustical performance: Minimum attenuation (dB/m) to following table:

	Frequency (Hz)				
Duct Diam:	125	250	500	1000	2000
150	1.2	3	12	22	27
200	2.0	5	12	19	20

## **PART 3- EXECUTION**

### **3.1 EXAMINATION**

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for flexible ducts installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### **3.2 DUCT INSTALLATION**

- .1 Install in accordance with: CAN/ULC-S110, UL 181, NFPA 90A, NFPA 90B, and SMACNA.

### **3.3 CLEANING**

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

## **PART 1- GENERAL**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 21 05 01 – Common Work Results for Mechanical.

### **1.2 REFERENCES**

- .1 ASTM International
  - .1 ASTM C 423, Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.
  - .2 ASTM C 916, Standard Specification for Adhesives for Duct Thermal Insulation.
  - .3 ASTM C 1071, Standard specification for Fibrous Glass Duct Lining Insulation (Thermal and Sound Absorbing Material).
  - .4 ASTM C 1338, Standard Test Method for Determining Fungi Resistance of Insulation Materials and Facings.
  - .5 ASTM G 21, Standard Practice for Determining Resistance of Synthetic Polymeric Materials to Fungi.
- .2 National Fire Protection Association (NFPA)
  - .1 NFPA 90A, Standard for the Installation of Air Conditioning and Ventilating Systems.
  - .2 NFPA 90B, Standard for the Installation of Warm Air Heating and Air Conditioning Systems.
- .3 Sheet Metal and Air Conditioning Contractor's National Association (SMACNA)
  - .1 SMACNA, HVAC Duct Construction Standards, Metal and Flexible.
  - .2 SMACNA IAQ Guideline for Occupied Buildings Under Construction.
- .4 Underwriter's Laboratories of Canada (ULC)
  - .1 CAN/ULC-S102, Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies.

### **1.3 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for duct liners and include product characteristics, performance criteria, physical size, finish and limitations.

### **1.4 CLOSEOUT SUBMITTALS**

- .1 Submit in accordance with Section 01 10 00 – General Instructions.
- .2 Operation and Maintenance Data: submit operation and maintenance data for duct liners for

incorporation into manual.

## 1.5 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 10 00 – General Instructions and with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect duct liners from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.

## PART 2 - PRODUCTS

### 2.1 DUCT LINER

- .1 General:
  - .1 Mineral Fibre duct liner: air surface coated mat facing.
  - .2 Flame spread rating shall not exceed 25. Smoke development rating shall not exceed 50 when tested in accordance with CAN/ULC-S102, NFPA 90A, and NFPA 90B.
  - .3 Recycled Content: EcoLogo certified with minimum 35% by weight recycled content.
  - .4 Fungi resistance: to ASTM C 1338 and ASTM G 21.
- .2 Rigid:
  - .1 Use on flat surfaces.
  - .2 25 mm thick, to ASTM C 1071 Type 2, fibrous glass rigid board duct liner.
  - .3 Density: 48 kg/m<sup>3</sup> minimum.
  - .4 Thermal resistance to be minimum 0.76 (m<sup>2</sup>.degrees C)/W for 25 mm thickness when tested in accordance with ASTM C 177, at 24 degrees C mean temperature.
  - .5 Maximum velocity on faced air side: 20.3 m/s.
  - .6 Minimum NRC of 0.70 at 25 mm thickness based on Type A mounting to ASTM C 423.
  - .7 Recycled Content: EcoLogo certified containing minimum 45% by weight recycled content.
- .3 Flexible:
  - .1 Use on round or oval surfaces.
  - .2 25 mm thick, to ASTM C 1071 Type 1, fibrous glass blanket duct liner.
  - .3 Density: 24 kg/m<sup>3</sup> minimum.
  - .4 Thermal resistance to be minimum 0.74 (m<sup>2</sup>.degrees C)/W for 25 mm thickness when tested in accordance with ASTM C 177, at 24 degrees C mean temperature.
  - .5 Maximum velocity on coated air side: 25.4 m/s.
  - .6 Minimum NRC of 0.65 at 25 mm thickness based on Type A mounting to ASTM C 423.

### 2.2 ADHESIVE

- .1 Adhesive: to NFPA 90A and NFPA 90B, ASTM C 916.

- .2 Flame spread rating shall not exceed 25. Smoke development rating shall not exceed 50. Temperature range minus 29 degrees C to plus 93 degrees C.
- .3 Water-based fire retardant type.

### 2.3 FASTENERS

- .1 Weld pins 2.0 mm diameter, length to suit thickness of insulation. Nylon retaining clips, 32 mm square.

### 2.4 JOINT TAPE

- .1 Poly-Vinyl treated open weave fiberglass membrane 50 mm wide.

### 2.5 SEALER

- .1 Meet requirements of NFPA 90A and NFPA 90B.
- .2 Flame spread rating shall not exceed 25. Smoke development rating shall not exceed 50. Temperature range minus 68 degrees C to plus 93 degrees C.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for duct liner installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

### 3.2 GENERAL

- .1 Do work in accordance with SMACNA HVAC Duct Construction Standard.
- .2 Line inside of ducts where indicated.
- .3 Duct dimensions, as indicated, are clear inside duct lining.

### 3.3 DUCT LINER

- .1 Install in accordance with manufacturer's recommendations, and as follows:
  - .1 Fasten to interior sheet metal surface with 100% coverage of adhesive to ASTM C 916.

- .1 Exposed leading edges and transverse joints to be factory coated or coated with adhesive during fabrication.
- .2 In addition to adhesive, install weld pins not less than 2 rows per surface and not more than 425 mm on centres to compress duct liner sufficiently to hold it firmly in place.
  - .1 Spacing of mechanical fasteners in accordance with SMAC HVAC Duct Construction Standard.

### 3.4 JOINTS

- .1 Seal butt joints, exposed edges, weld pin and clip penetrations and damaged areas of liner with joint tape and sealer. Install joint tape in accordance with manufacturer's written recommendations, and as follows:
  - .1 Bed tape in sealer.
  - .2 Apply 2 coats of sealer over tape.
- .2 Replace damaged areas of liner at discretion of Departmental Representative.
- .3 Protect leading and trailing edges of duct sections with sheet metal nosing having 15 mm overlap and fastened to duct.

### 3.5 CLEANING

- .1 Clean in accordance with Section 01 10 00 – General Instructions.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes.
  - .1 Methods and procedures for start-up, verification and commissioning, for building Energy Monitoring and Control System (EMCS) and includes:
    - .1 Start-up testing and verification of systems.
    - .2 Check out demonstration or proper operation of components.
    - .3 On-site operational tests.
  - .2 Related Sections.
    - .1 Section 25 05 01 - EMCS: General Requirements.

**1.2 DEFINITIONS**

- .1 For additional acronyms and definitions refer to Section 25 05 01 - EMCS: General Requirements.
- .2 AEL: ratio between total test period less any system downtime accumulated within that period and test period.
- .3 Downtime: results whenever EMCS is unable to fulfill required functions due to malfunction of equipment defined under responsibility of EMCS contractor. Downtime is measured by duration, in time, between time that Contractor is notified of failure and time system is restored to proper operating condition. Downtime not to include following:
  - .1 Outage of main power supply in excess of back-up power sources, provided that:
    - .1 Automatic initiation of back-up was accomplished.
    - .2 Automatic shut-down and re-start of components was as specified.
  - .2 Failure of communications link, provided that:
    - .1 Controller automatically and correctly operated in stand-alone mode.
    - .2 Failure was not due to failure of any specified EMCS equipment.
  - .3 Functional failure resulting from individual sensor inputs or output devices, provided that:
    - .1 System recorded said fault.
    - .2 Equipment defaulted to fail-safe mode.
    - .3 AEL of total of all input sensors and output devices is at least 99% during test period.

**1.3 DESIGN REQUIREMENTS**

- .1 Confirm with Departmental Representative that Design Criteria and Design Intentions are still applicable.
- .2 Commissioning personnel to be fully aware of and qualified to interpret Design Criteria and Design Intentions.

#### **1.4 SUBMITTALS**

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Final Report: submit report to Departmental Representative.
  - .1 Bear signature of commissioning technician and supervisor
  - .2 Report format to be approved by Departmental Representative before commissioning is started.
  - .3 Revise "as-built" documentation, commissioning reports to reflect changes, adjustments and modifications to EMCS as set during commissioning and submit to Departmental Representative in accordance with Section 01 10 00 – General Instructions.
  - .4 Recommend additional changes and/or modifications deemed advisable in order to improve performance, environmental conditions or energy consumption.

#### **1.5 CLOSEOUT SUBMITTALS**

- .1 Provide documentation, O&M Manuals, and training of O&M personnel for review of Departmental Representative before interim acceptance in accordance with Section 01 10 00 – General Instructions.

#### **1.6 COMMISSIONING**

- .1 Do commissioning in accordance with Section 01 91 13 - General Commissioning (Cx) Requirements.
- .2 Carry out commissioning under direction of Departmental Representative and in presence of Departmental Representative.
- .3 Inform, and obtain approval from, Departmental Representative in writing at least 14 days prior to commissioning or each test. Indicate:
  - .1 Location and part of system to be tested or commissioned.
  - .2 Testing/commissioning procedures, anticipated results.
  - .3 Names of testing/commissioning personnel.
- .4 Correct deficiencies, re-test in presence of Departmental Representative until satisfactory performance is obtained.
- .5 Acceptance of tests will not relieve Contractor from responsibility for ensuring that complete systems meet every requirement of Contract.
- .6 Perform tests as required.

#### **1.7 COMPLETION OF COMMISSIONING**

- .1 Commissioning to be considered as satisfactorily completed when objectives of commissioning have been achieved and reviewed by Departmental Representative.

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**1.8 ISSUANCE OF FINAL CERTIFICATE OF COMPLETION**

- .1 Final Certificate of Completion will not be issued until receipt of written approval indicating successful completion of specified commissioning activities including receipt of commissioning documentation.

**Part 2 Products**

**2.1 EQUIPMENT**

- .1 Provide sufficient instrumentation to verify and commission the installed system. Provide two-way radios.
- .2 Instrumentation accuracy tolerances: higher order of magnitude than equipment or system being tested.
- .3 Independent testing laboratory to certify test equipment as accurate to within approved tolerances no more than 3 months prior to tests.
- .4 Locations to be approved, readily accessible and readable.
- .5 Application: to conform to normal industry standards.

**Part 3 Execution**

**3.1 PROCEDURES**

- .1 Test each system independently and then in unison with other related systems.
- .2 Commission each system using procedures prescribed by the Departmental Representative.
- .3 Commission integrated systems using procedures prescribed by Departmental Representative.
- .4 Debug system software.
- .5 Optimize operation and performance of systems by fine-tuning PID values and modifying CDLs as required.
- .6 Test full scale emergency evacuation and life safety procedures including operation and integrity of smoke management systems under normal and emergency power conditions as applicable.

**3.2 FIELD QUALITY CONTROL**

- .1 Completion Testing.
  - .1 General: test after installation of each part of system and after completion of mechanical and electrical hook-ups, to verify correct installation and functioning.
  - .2 Include following activities:

- .1 Test and calibrate field hardware including stand-alone capability of each controller.
  - .2 Verify each A-to-D convertor.
  - .3 Test and calibrate each AI using calibrated digital instruments.
  - .4 Test each DI to ensure proper settings and switching contacts.
  - .5 Test each DO to ensure proper operation and lag time.
  - .6 Test each AO to ensure proper operation of controlled devices. Verify tight closure and signals.
  - .7 Test operating software.
  - .8 Test application software and provide samples of logs and commands.
  - .9 Verify each CDL including energy optimization programs.
  - .10 Debug software.
  - .11 Blow out flow measuring and static pressure stations with high pressure air at 700 kPa.
  - .12 Provide point verification list in table format including point identifier, point identifier expansion, point type and address, low and high limits and engineering units. Include space for the commissioning technician and Departmental Representative. This document will be used in final startup testing.
- .3 Final Startup Testing: Upon satisfactory completion of tests, perform point-by-point test of entire system under direction of Departmental Representative and provide:
- .1 Technical personnel capable of re-calibrating field hardware and modifying software.
  - .2 Detailed daily schedule showing items to be tested and personnel available.
  - .3 Departmental Representative's acceptance signature to be on executive and applications programs.
  - .4 Commissioning to commence during final startup testing.
  - .5 Commissioning to be supervised by qualified supervisory personnel and Departmental Representative.
  - .6 Commission systems considered as life safety systems before affected parts of the facility are occupied.
  - .7 Operate systems as long as necessary to commission entire project.
  - .8 Monitor progress and keep detailed records of activities and results.
- .4 Final Operational Testing: to demonstrate that EMCS functions in accordance with contract requirements.
- .1 Prior to beginning of 30 day test demonstrate that operating parameters (setpoints, alarm limits, operating control software, sequences of operation, trends, graphics and CDL's) have been implemented to ensure proper operation and operator notification in event of off-normal operation.
    - .1 Repetitive alarm conditions to be resolved to minimize reporting of nuisance conditions.
  - .2 Test to last at least 30 consecutive 24 hour days.
  - .3 Tests to include:
    - .1 Demonstration of correct operation of monitored and controlled points.

- .2 Operation and capabilities of sequences, reports, special control algorithms, diagnostics, software.
- .4 System will be accepted when:
  - .1 EMCS equipment operates to meet overall performance requirements. Downtime as defined in this Section must not exceed allowable time calculated for this site.
  - .2 Requirements of Contract have been met.
- .5 In event of failure to attain specified AEL during test period, extend test period on day-to-day basis until specified AEL is attained for test period.
- .6 Correct defects when they occur and before resuming tests.
- .7 Testing/verification of occupancy and seasonal-sensitive systems to take place during four (4) consecutive seasons, after facility has been accepted, taken over and fully occupied.
  - .1 Test weather-sensitive systems twice: first at near winter design conditions and secondly under near summer design conditions.
- .5 Commissioning Manager to verify reported results.

### **3.3 ADJUSTING**

- .1 Final adjusting: upon completion of commissioning as reviewed by Departmental Representative, set and lock devices in final position and permanently mark settings.

### **3.4 DEMONSTRATION**

- .1 Demonstrate to Departmental Representative operation of systems including sequence of operations in regular and emergency modes, under normal and emergency conditions, start-up, shut-down interlocks and lock-outs.

**END OF SECTION**

## **Part 1 General**

### **1.1 SUMMARY**

- .1 Section Includes:
  - .1 General requirements for building Energy Monitoring and Control System (EMCS) that are common to NMS EMCS Sections.
- .2 Related Sections:
  - .1 Section 09 91 23 - Interior Painting.
  - .2 Section 25 05 02 - EMCS: Shop Drawings, Product Data and Review Process.
  - .3 Section 25 05 54 - EMCS: Identification].
  - .4 Section 25 90 01 - EMCS: Site Requirements Applications and Systems Sequences of Operation.
  - .5 Section 26 05 21 - Wires and Cables (0-1000 V)
  - .6 Section 26 05 34 - Conduits, Conduit Fastenings and Conduit Fittings

### **1.2 REFERENCES**

- .1 American National Standards Institute (ANSI)/The Instrumentation, Systems and Automation Society (ISA).
  - .1 ANSI/ISA 5.5, Graphic Symbols for Process Displays.
- .2 American National Standards Institute (ANSI)/ Institute of Electrical and Electronics Engineers (IEEE).
  - .1 ANSI/IEEE 260.1, American National Standard Letter Symbols Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units).
- .3 American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE).
  - .1 ASHRAE STD 135, BACNET - Data Communication Protocol for Building Automation and Control Network.
- .4 Canadian Standards Association (CSA International).
  - .1 CAN/CSA-Z234.1, Canadian Metric Practice Guide.
- .5 Consumer Electronics Association (CEA).
  - .1 CEA-709.1, Control Network Protocol Specification.
- .6 Department of Justice Canada (Jus).
  - .1 Canadian Environmental Assessment Act (CEAA), 1995, c. 37.
  - .2 Canadian Environmental Protection Act (CEPA), 1999, c. 33.
- .7 Electrical and Electronic Manufacturers Association (EEMAC).
  - .1 EEMAC 2Y-1, Light Gray Colour for Indoor Switch Gear.
- .8 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
  - .1 Material Safety Data Sheets (MSDS).
- .9 Transport Canada (TC).

.1 Transportation of Dangerous Goods Act (TDGA), 1992, c. 34.

### 1.3 ACRONYMS AND ABBREVIATIONS

.1 Acronyms used in EMCS:

- .1 AEL - Average Effectiveness Level.
- .2 AI - Analog Input.
- .3 AIT - Agreement on International Trade.
- .4 AO - Analog Output.
- .5 BACnet - Building Automation and Control Network.
- .6 BC(s) - Building Controller(s).
- .7 BECC - Building Environmental Control Center.
- .8 CAD - Computer Aided Design.
- .9 CDL - Control Description Logic.
- .10 CDS - Control Design Schematic.
- .11 COSV - Change of State or Value.
- .12 CPU - Central Processing Unit.
- .13 DI - Digital Input.
- .14 DO - Digital Output.
- .15 DP - Differential Pressure.
- .16 ECU - Equipment Control Unit.
- .17 EMCS - Energy Monitoring and Control System.
- .18 HVAC - Heating, Ventilation, Air Conditioning.
- .19 IDE - Interface Device Equipment.
- .20 I/O - Input/Output.
- .21 ISA - Industry Standard Architecture.
- .22 LAN - Local Area Network.
- .23 LCU - Local Control Unit.
- .24 MCU - Master Control Unit.
- .25 NAFTA - North American Free Trade Agreement.
- .26 NC - Normally Closed.
- .27 NO - Normally Open.
- .28 OS - Operating System.
- .29 O&M - Operation and Maintenance.
- .30 OWS - Operator Work Station.
- .31 PC - Personal Computer.
- .32 PCI - Peripheral Control Interface.
- .33 PCMCIA - Personal Computer Micro-Card Interface Adapter.
- .34 PID - Proportional, Integral and Derivative.
- .35 RAM - Random Access Memory.
- .36 SP - Static Pressure.
- .37 ROM - Read Only Memory.
- .38 TCU - Terminal Control Unit.
- .39 USB - Universal Serial Bus.

- .40 UPS - Uninterruptible Power Supply.
- .41 VAV - Variable Air Volume.

## 1.4 DEFINITIONS

- .1 Point: may be logical or physical.
  - .1 Logical points: values calculated by system such as setpoints, totals, counts, derived corrections and may include, but not limited to result of and statements in CDL's.
  - .2 Physical points: inputs or outputs which have hardware wired to controllers which are measuring physical properties, or providing status conditions of contacts or relays which provide interaction with related equipment (stop, start) and valve or damper actuators.
- .2 Point Name: The Andover™ system utilizes an [**Area/System/Point**] naming convention. To maximize the potential of the Continuum software it is essential to maintain a standard point naming convention.
  - .1 Master Control Unit Names [**Area**]: Naming the **Area** is the first name to consider. This name should be simple and reflective of the area in which this MCU shall be controlling.

*Example:*        M50MAST/xxx/xxx     (Montreal Road Campus Building M50 Master)  
                         M36BCX1/xxx/xxx     (Montreal Road Campus Building M36 BACnet Master/Router)
  - .2 LCU's, ECU's, TCU's, IOU Modules Names [**System**]: Naming the **System** controller is the second name to consider. This name should reflect the building in which it is located and the primary equipment this controller is controlling. As much as is possible, the NRC Equipment name is to be embedded into the code via the point naming convention.

*Example:*        XXX/AHU02/xxx     (Air Handling Unit 02)  
                         XXX/BLR01/xxx     (Boiler 01)  
                         XXX/MISC3/xxx     (Miscellaneous 3)  
                         XXX/Rm103/xxx     (Room 103)  
                         XXX/IOU1/xxx (Input Output Module 1)

In the event that there are multiple pieces of equipment being controlled i.e.: 2 air handling units, the controller name shall follow the following standard.

*Example:*        XXX/AHU01\_02/xxx     (Air Handling Units 01 and 02)
  - .3 Point Inputs/Outputs Names [**Point**]: The **Point** name is an abbreviation of the input/output function. Each type of equipment (chilled water system controllers, terminal unit controllers, etc.) has a standard list of input and output abbreviations (see attached list). Again, as much as is possible, the NRC Equipment name is to be embedded into the code via the point naming convention.

*Example:*        XXX/xxx/SFA         (Supply Fan Amperage)

XXX/xxx/CCV	(Cooling Coil Valve)
XXX/xxx/RMT	(Room Temperature)
XXX/xxx/WTM01	(Water Meter)
XXX/xxx/CHWST	(Chilled Water Supply Temperature)

In the event that there are multiple end devices on the same controller with the same function these would be first identified by the type of input/output followed by an underscore and an abbreviation of the location/description of the multiple type input.

*Example:*

XXX/xxx/RMT_102	(Room 102 Room Temperature)
XXX/xxx/DCP01	(Domestic Circulating Pump 01)
XXX/xxx/HCV2	(Heating Coil Valve Secondary)
XXX/xxx/RM02_FLOOD	(Room 02 Flood Alarm)

- .4 Numeric (virtual points) Names: The numeric should take on a similar naming standard as the point names. The numeric is a virtual point whose value is calculated by programs within the operator work station. The name for these virtual points should refer first to the point it is directly effecting followed by its function.

*Example:*

XXX/xxx/DATSp	(Discharge Air Temperature Setpoint)
XXX/xxx/RFS	(Return Fan Status)
XXX/xxx/SFm	(Supply Fan Mode)

Other numeric's that do not involve points directly but programs shall be named for the function they server.

*Example:*

XXX/xxx/WINTER	(Winter Flag)
XXX/xxx/SiteOAT	(Site Outside Air Temperature)
XXX/xxx/CTL	(Pseudo System Control Value)

- .5 Control Program Names:

Program names should be names in the same convention as Point and Numeric Names. The program name should first start with a description of its function followed by the point that the program controls.

*Example:*

XXX/xxx/CtlCCV	(Cooling Coil Valve Control)
XXX/xxx/CtlMode	(Mode Control)
XXX/xxx/VARCALC	(Variable Calculations)

- .3 Point expansion : comprised of three fields, one for each descriptor. Expanded form of shortform or acronym used in "area", "system" and "point" descriptors is placed into appropriate point expansion field. Database must provide 32 character field for each point expansion.
- .4 Point Object Type: points fall into following object types:
- .1 AI (analog input).
  - .2 AO (analog output).
  - .3 DI (digital input).

- .4 DO (digital output).
- .5 BI ( binary input).
- .6 BO ( binary output).
- .5 Symbols and engineering unit abbreviations utilized in displays: to ANSI/ISA S5.5.
  - .1 Printouts: to ANSI/IEEE 260.1.
  - .2 Refer also to Section 25 05 54 - EMCS: Identification

## **1.5 CONTRACTOR'S QUALIFICATIONS**

- .1 The EMCS controls systems contractor shall:
  - .1 Be an authorized distributor of the product lines listed in these specifications and on the drawings.
  - .2 Have at least five (5) years experience in the installation and maintenance of DDC control systems.
  - .3 Have in-house qualified technicians and tradesmen for the installation, maintenance and repair of systems.
  - .4 Have an office within 20 km of the project site and shall be able to offer emergency service 24 hrs/day, 365 days/year.

## **1.6 SYSTEM DESCRIPTION**

- .1 Refer to control schematics for system architecture.
- .2 Work covered by sections referred to above consists of fully operational EMCS, including, but not limited to, following:
  - .1 Building Controllers.
  - .2 Control devices as listed in I/O point summary tables.
  - .3 OWS(s).
  - .4 Data communications equipment necessary to effect EMCS data transmission system.
  - .5 Field control devices.
  - .6 Software/Hardware complete with full documentation.
  - .7 Complete operating and maintenance manuals.
  - .8 Training of personnel.
  - .9 Acceptance tests, technical support during commissioning, full documentation.
  - .10 Electrical 120 volt power distribution and low voltage power wiring as required for controllers and devices.
  - .11 Wiring interface co-ordination of equipment supplied by others.
  - .12 Control air piping and tubing as required for controllers and devices.
  - .13 Miscellaneous work as specified in these sections and as indicated.
- .3 Design Requirements:
  - .1 Design and provide conduit and wiring linking elements of system.
  - .2 Supply sufficient programmable controllers of types to meet project requirements. Quantity and points contents as reviewed by Departmental Representative prior to installation.

- .3 Location of controllers as reviewed by Departmental Representative prior to installation.
- .4 Provide utility power to EMCS and emergency power to EMCS.
- .5 Imperial references: in accordance with CAN/CSA Z234.1.
- .4 Language Operating Requirements:
  - .1 Provide English operator selectable access codes.
  - .2 Use non-linguistic symbols for displays on graphic terminals wherever possible. Other information to be in English.
  - .3 Operating system executive: provide primary hardware-to-software interface specified as part of hardware purchase with associated documentation to be in English.
  - .4 System manager software: include in English system definition point database, additions, deletions or modifications, control loop statements, use of high level programming languages, report generator utility and other OS utilities used for maintaining optimal operating efficiency.
  - .5 Include, in English:
    - .1 Input and output commands and messages from operator-initiated functions and field related changes and alarms as defined in CDL's or assigned limits (i.e. commands relating to day-to-day operating functions and not related to system modifications, additions, or logic re-definitions).
    - .2 Graphic "display" functions, point commands to turn systems on or off, manually override automatic control of specified hardware points. To be in English at specified OWS and to be able to operate one terminal in English and second in French. Point name expansions in both languages.
    - .3 Reporting function such as trend log, trend graphics, alarm report logs, energy report logs, maintenance generated logs.

## 1.7 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures and 25 05 02 - EMCS: Shop Drawings, Product Data and Review Process.
- .2 Submit for review:
  - .1 Equipment list and systems manufacturers within 14 days after award of contract.
- .3 Quality Control:
  - .1 Provide equipment and material from manufacturer's regular production, CSA certified, manufactured to standard quoted plus additional specified requirements.
  - .2 Where CSA certified equipment is not available submit such equipment to inspection authorities for special inspection and approval before delivery to site.
  - .3 Submit proof of compliance to specified standards with shop drawings and product data in accordance with Section 25 05 02 - EMCS: Shop Drawings, Product Data and Review Process. Label or listing of specified organization is acceptable evidence.
  - .4 In lieu of such evidence, submit certificate from testing organization, approved by Departmental Representative, certifying that item was tested in accordance with their test methods and that item conforms to their standard/code.

- .5 For materials whose compliance with organizational standards/codes/specifications is not regulated by organization using its own listing or label as proof of compliance, furnish certificate stating that material complies with applicable referenced standard or specification.
- .6 Permits and fees: in accordance with general conditions of contract.
- .7 Submit certificate of acceptance from authority having jurisdiction to Departmental Representative
- .8 Existing devices intended for re-use: submit test report.

## **1.8 QUALITY ASSURANCE**

- .1 Have local office within 20km of project, staffed by trained personnel capable of providing instruction, routine maintenance and emergency service on systems,
- .2 Provide record of successful previous installations submitting tender showing experience with similar installations utilizing computer-based systems.
- .3 Have access to local supplies of essential parts and provide 7 year guarantee of availability of spare parts after obsolescence.
- .4 Ensure qualified supervisory personnel continuously direct and monitor Work and attend site meetings.

## **1.9 DELIVERY, STORAGE AND HANDLING**

- .1 Material Delivery Schedule: provide Departmental Representative with schedule within 2 weeks after award of Contract.
- .2 Waste Management and Disposal:
  - .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

## **1.10 EXISTING CONDITIONS - CONTROL COMPONENTS**

- .1 Utilize existing control wiring and piping where possible.
- .2 Re-use field control devices that are usable in their original configuration provided that they conform to applicable codes, standards specifications.
  - .1 Do not modify original design of existing devices without written permission from Departmental Representative.
  - .2 Provide for new, properly designed device where re-usability of components is uncertain.
- .3 Inspect and test existing devices intended for re-use within 30 days of award of contract, and prior to installation of new devices.
  - .1 Furnish test report within 40 days of award of contract listing each component to be re-used and indicating whether it is in good order or requires repair by Departmental Representative.
  - .2 Failure to produce test report will constitute acceptance of existing devices by contractor.
- .4 Non-functioning items:
  - .1 Provide with report specification sheets or written functional requirements to support findings.

- .2 Departmental Representative will repair or replace existing items judged defective yet deemed necessary for EMCS.
- .5 Submit written request for permission to disconnect controls and to obtain equipment downtime before proceeding with Work.
- .6 Assume responsibility for controls to be incorporated into EMCS after written receipt of approval from Departmental Representative.
  - .1 Be responsible for items repaired or replaced by Departmental Representative.
  - .2 Be responsible for repair costs due to negligence or abuse of equipment.
  - .3 Responsibility for existing devices terminates upon final acceptance of EMCS.
- .7 Remove existing controls, conduit, wiring and pneumatic tubing (poly or copper) not re-used or not required. Place in approved storage for disposition as directed.

## **Part 2 Products**

### **2.1 EQUIPMENT**

- .1 Control Network Protocol and Data Communication Protocol: to CEA 709.1 and ASHRAE STD 135.
- .2 Complete list of equipment and materials to be used on project and forming part of bid documents by adding manufacturer's name, model number and details of materials, and submit for approval.

## **Part 3 Execution**

### **3.1 MANUFACTURER'S RECOMMENDATIONS**

- .1 Installation: to manufacturer's recommendations.

### **3.2 ELECTRICAL POWER AND CONTROL WIRING**

- .1 Provide 120 volt electrical power and low voltage control wiring to controllers and devices in accordance with specification sections 26 05 21 and 26 05 34, and coordinate work with the main electrical contractor.

### **3.3 CONTROL AIR PIPING AND TUBING**

- .1 Use type "L" air copper pipe with silver brazed joints in the following locations:
  - .1 In mechanical rooms.
  - .2 Areas of ambient temperature above 80C.
  - .3 In fire rated walls and ceilings.
  - .4 Areas where piping may be subject to damage.
  - .5 In other locations polyethylene plastic tubing with barbed type fittings is acceptable.

### **3.4 PAINTING**

- .1 Painting: in accordance with Section 09 91 23 - Interior Painting, supplemented as follows:

- 
- .1 Clean and touch up marred or scratched surfaces of factory finished equipment to match original finish.
  - .2 Restore to new condition, finished surfaces too extensively damaged to be primed and touched up to make good.
  - .3 Clean and prime exposed hangers, racks, fastenings, and other support components to match existing building standards.
  - .4 Paint unfinished equipment installed indoors to EEMAC 2Y-1.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes.
  - .1 Methods and procedures for shop drawings submittals, preliminary and detailed review process including review meetings, for building Energy Monitoring and Control System (EMCS).
- .2 Related Sections.
  - .1 Section 25 05 01 - EMCS: General Requirements.
  - .2 Section 25 01 11 - EMCS: Start-up, Verification and Commissioning.

**1.2 DEFINITIONS**

- .1 Acronyms and definitions: refer to Section 25 05 01 - EMCS: General Requirements.

**1.3 SUBMITTALS**

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures and coordinate with requirements in this Section.
- .2 Submit shop drawing documents within 10 working days after contract award, for review by Departmental Representative.
- .3 Shop Drawings to consist of 1 soft copy of design documents, shop drawings, product data and software.
- .4 Soft copy to be in PDF format, structured using menu format for easy loading and retrieval on OWS.

**1.4 SHOP DRAWING REVIEW**

- .1 Shop drawings to include the following.
  - .1 Location of local office.
  - .2 Names of project manager and project engineer.
  - .3 Item-by-item statement of compliance.
  - .4 Proof of demonstrated ability of system to communicate utilizing Proprietary Communications Protocol (Andover Infinet).
  - .5 Detailed system architecture showing all points associated with each controller identifying the following:
    - .1 Controller locations.
    - .2 Auxiliary control cabinet locations.
  - .6 Points list to include the following item:
    - .1 Input output termination location
    - .2 Input output type
    - .3 Point name (see Section 250501 for NRC point naming convention)

- .4 Point description
- .5 Point revision
- .6 Product part number
- .7 Product wiring details
- .7 System Schematic Diagrams and Sequence of Events detailing the following but not limited to:
  - .1 Display of air and water systems with point identifiers, textual description of system, electrical ladder diagrams, areas served, and location of equipment as specified.
  - .2 Narrative descriptions of each automatic and manual procedure required to achieve proper operation of the mechanical equipment associated with this project, including the procedures used during the complete failure of EMCS.
    - .1 List of time of day schedules.
- .8 Equipment Schedule
  - .1 Valves: complete schedule listing including following information: designation, service, manufacturer, model, design flow rate, design pressure drop, Valve size, actual Cv, spring range, pilot range and close off pressure (actual).
- .9 Specification sheets to include:
  - .1 Manufacturer's descriptive literature, manufacturer's installation recommendations, specifications, drawings, diagrams, performance and characteristic curves, catalogue cuts, manufacturer's name, trade name, catalogue or model number, nameplate data, size, layout, dimensions, capacity, other data to establish compliance.
- .10 Interface wiring diagrams showing termination connections and signal levels.
- .11 Outline of proposed start-up and verification procedures. Refer to Section 25 01 11 - EMCS: Start-up, Verification and Commissioning.

## 1.5 QUALITY ASSURANCE

- .1 Shop Drawing Review Meeting: Participate in meeting within 5 working days of receipt of reviewed shop drawings. Meeting to be convened by NRC:
  - .1 Undertake functional review of shop drawing documents, resolve inconsistencies.
  - .2 Resolve conflicts between contract document requirements and actual items (e.g.: points list inconsistencies).
  - .3 Review interface requirements of materials supplied by others.
  - .4 Review "Sequence of Operations".
- .2 Departmental Representative retains right to revise sequence or subsequent CDL prior to software finalization without cost to Departmental Representative.

## Part 2 Products

### 2.1 NOT USED

- .1 Not Used.

**Part 3**            **Execution**

**3.1**                **NOT USED**

.1                  Not Used.

**END OF SECTION**

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**Part 1            General**

**1.1                SUMMARY**

- .1    Section Includes.
  - .1        Requirements and procedures for identification of devices, sensors, wiring tubing, conduit and equipment, for building Energy Monitoring and Control System (EMCS) Work and nameplates materials, colours and lettering sizes.
- .2    Related Sections.
  - .1        Section 25 05 01 - EMCS: General Requirements.

**1.2                REFERENCES**

- .1    Canadian Standards Association (CSA International).
  - .1        CSA C22.1, The Canadian Electrical Code, Part I (21th Edition), Safety Standard for Electrical Installations.

**1.3                DEFINITIONS**

- .1    For acronyms and definitions refer to Section 25 05 01 - EMCS: General Requirements.

**1.4                SYSTEM DESCRIPTION**

- .1    Language Operating Requirements: provide identification for control items in English.

**1.5                SUBMITTALS**

- .1    Submittals in accordance with Section 01 33 00 - Submittal Procedures supplemented and modified by requirements of this Section.
- .2    Submit to Departmental Representative for approval samples of nameplates, identification tags and list of proposed wording.

**Part 2            Products**

**2.1                NAMEPLATES FOR PANELS/CABINETS**

- .1    Identify by 1/10 inch thick Melamine, matt white finish, black core, square corners, lettering accurately aligned and engraved into core.
- .2    Sizes: 1 inch x 2-3/4 inches minimum.
- .3    Lettering: minimum ¼ inch high, black.
- .4    Inscriptions: machine engraved to identify function.

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## **2.2 NAMEPLATES FOR CONTROLLERS**

- .1 Identify by stick-on label the controller identifier.
- .2 Location: outside cover of controller.
- .3 Letter size: to suit, clearly legible.

## **2.3 NAMEPLATES FOR FIELD DEVICES**

- .1 Identify by plastic encased cards attached by plastic tie.
- .2 Sizes: 2 x 4 inches minimum.
- .3 Lettering: minimum 1/5 inch high produced from laser printer in black.
- .4 Data to include: point name and point address.
- .5 Companion cabinet: identify interior components using plastic enclosed cards with point name and point address.

## **2.4 NAMEPLATES FOR ROOM SENSORS**

- .1 Identify by stick-on labels using point identifier.
- .2 Location: as directed by Departmental Representative.
- .3 Letter size: to suit, clearly legible.

## **2.5 WARNING SIGNS**

- .1 Equipment including motors, starters under remote automatic control: supply and install coloured signs warning of automatic starting under control of EMCS.
- .2 Sign to read: "Caution: This equipment is under automatic remote control of EMCS" as reviewed by Departmental Representative.

## **2.6 WIRING**

- .1 Tape markings on wiring inside panels to clearly identify EMCS point name.
- .2 Colour coding: to CSA C22.1. Use colour coded wiring in communications cables, matched throughout system.
- .3 Power wiring: identify circuit breaker panel/circuit breaker number inside each EMCS panel.

## **2.7 PNEUMATIC TUBING**

- 2.8 Tape markings on pneumatic tubing inside panels to clearly identify EMCS point name.

## **2.9 CONDUIT**

- .1 Pre-paint box covers and conduit fittings.

- .2 Coding: use fluorescent orange paint and confirm colour with Departmental Representative during "Preliminary Design Review".

**Part 3 Execution**

**3.1 NAMEPLATES AND LABELS**

- .1 Ensure that manufacturer's nameplates, CSA labels and identification nameplates are visible and legible at all times.

**3.2 EXISTING PANELS**

- .1 Correct existing nameplates and legends to reflect changes made during Work.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes.
  - .1 Requirements and procedures for warranty and activities during warranty period and service contracts, for building Energy Monitoring and Control System (EMCS).
- .2 Related Sections.
  - .1 Section 25 05 01 - EMCS: General Requirements.
- .3 References.
  - .1 Canada Labour Code (R.S. 1985, c. L-2)/Part I - Industrial Relations.
  - .2 Canadian Standards Association (CSA International).
    - .1 CSA Z204, Guidelines for Managing Indoor Air Quality in Office Buildings.

**1.2 DEFINITIONS**

- .1 For acronyms and definitions refer to Section 25 05 01 - EMCS: General Requirements.

**1.3 SUBMITTALS**

- .1 Not Used.
  - .1 Not Used.

**1.4 MAINTENANCE SERVICE DURING WARRANTY PERIOD**

- .1 Provide services, materials, and equipment to maintain EMCS for specified warranty period. Provide detailed preventative maintenance schedule for system components as described in Submittal article.
- .2 Emergency Service Calls:
  - .1 Initiate service calls when EMCS is not functioning correctly.
  - .2 Qualified control personnel to be available during warranty period to provide service to "CRITICAL" components whenever required at no extra cost.
  - .3 Furnish Departmental Representative with telephone number where service personnel may be reached at any time.
  - .4 Service personnel to be on site ready to service EMCS within 4 hours after receiving request for service.
  - .5 Perform Work continuously until EMCS restored to reliable operating condition.
- .3 Work requests: record each service call request, when received separately on approved form and include:
  - .1 Serial number identifying component involved.
  - .2 Location, date and time call received.
  - .3 Nature of trouble.

- .4 Names of personnel assigned.
- .5 Instructions of work to be done.
- .6 Amount and nature of materials used.
- .7 Time and date work started.
- .8 Time and date of completion.

**1.5 SERVICE CONTRACTS**

- .1 Provide in-depth technical expertise and assistance to Departmental Representative in preparation and implementation of service contracts and in-house preventive maintenance procedures.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

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**Part 1            General**

**1.1                SUMMARY**

- .1    Section Includes:
  - .1        System requirements for Local Area Network (LAN) for Building Energy Monitoring and Control System (EMCS).
- .2    Related Sections:
  - .1        Section 25 05 01 - EMCS: General Requirements.

**1.2                REFERENCES**

- .1    Canadian Standards Association (CSA International).
  - .1        CSA T529, Telecommunications Cabling Systems in Commercial Buildings (Adopted ANSI/TIA/EIA-568-A with modifications).
  - .2        CSA T530, Commercial Building Standard for Telecommunications Pathways and Spaces (Adopted ANSI/TIA/EIA-569-A with modifications).
- .2    Institute of Electrical and Electronics Engineers (IEEE)/Standard for Information technology - Telecommunications and information exchange between systems - Local and metropolitan area networks - Specific requirements.
  - .1        IEEE Std 802.3<sup>TM</sup>, Part 3: Carrier sense multiple access with collision detection (CSMA/CD) access method and physical layer specifications.
- .3    Telecommunications Industries Association (TIA)/Electronic Industries Alliance (EIA)
  - .1        TIA/EIA-568, Commercial Building Telecommunications Cabling Standards Set, Part 1 General Requirements Part 2 Balanced Twisted-Pair Cabling Components Part 3 Optical Fiber Cabling Components Standard.
  - .2        TIA/EIA-569-A, Commercial Building Standard for Telecommunications Pathways and Spaces.
- .4    Treasury Board Information Technology Standard (TBITS).
  - .1        TBITS 6.9, Profile for the Telecommunications Wiring System in Government Owned and Leased Buildings - Technical Specifications.

**1.3                DEFINITIONS**

- .1    Acronyms and definitions: refer to Section 25 05 01 - EMCS - General Requirements.

**1.4                SYSTEM DESCRIPTION**

- .1    Data communication network to link Operator Workstations and Master Control Units (MCU) in accordance with CSA T529, TIA/EIA-568, CSA T530, TIA/EIA-569-A and TBITS 6.9.
  - .1        Provide reliable and secure connectivity of adequate performance between different sections (segments) of network.

- .2 Allow for future expansion of network, with selection of networking technology and communication protocols.
- .2 Data communication network to include, but not limited to:
  - .1 EMCS-LAN.
  - .2 Network interface cards.
  - .3 Network management hardware and software.
  - .4 Network components necessary for complete network.

## **1.5 DESIGN REQUIREMENTS**

- .1 EMCS Local Area Network (EMCS-LAN).
  - .1 High speed, high performance, local area network over which MCUs and OWSs communicate with each other directly on peer to peer basis in accordance with IEEE 802.3/Ethernet Standard.
  - .2 Each EMCS-LAN to be capable of supporting at least 254 devices.
  - .3 Support of combination of MCUs and OWSs directly connected to EMCS-LAN.
  - .4 High speed data transfer rates for alarm reporting, quick report generation from multiple controllers, upload/download information between network devices. Bit rate to be 10 Megabits per second minimum.
  - .5 Detection and accommodation of single or multiple failures of either OWSs, MCUs or network media. Operational equipment to continue to perform designated functions effectively in event of single or multiple failures.
  - .6 Commonly available, multiple sourced, networking components and protocols to allow system to co-exist with other networking applications including office automation.
- .2 Dynamic Data Access.
  - .1 LAN to provide capabilities for OWSs, either network resident or connected remotely, to access point status and application report data or execute control functions for other devices via LAN.
  - .2 Access to data to be based upon logical identification of building equipment.
- .3 Network Medium.
  - .1 Network medium: CAT5 Cable or fibre optic cable compatible with network protocol to be used within buildings.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

**Part 3**            **Execution**

**3.1**                **NOT USED**

.1                  Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes:
  - .1 Materials and installation for building automation controllers including:
    - .1 Master Control Unit (MCU).
    - .2 Local Control Unit (LCU).
    - .3 Equipment Control Unit (ECU).
    - .4 Terminal Control Unit (TCU).
    - .5 Input Output Units (IOU)
  - .2 Related Sections:
    - .1 Section 25 05 01 - EMCS: General Requirements.
    - .2 Section 25 05 02 - EMCS: Shop Drawings, Product Data and Review Process.
    - .3 Section 25 30 02 - EMCS: Field Control Devices.
    - .4 Section 25 90 01 - EMCS: Site Requirements Applications and Systems Sequences of Operation.

**1.2 REFERENCES**

- .1 American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. (ASHRAE).
  - .1 ASHRAE, Applications Handbook, I-P Edition.
- .2 Canadian Standards Association (CSA International).
  - .1 C22.2 No.205-M1983, Signal Equipment.
- .3 Institute of Electrical and Electronics Engineers (IEEE).
  - .1 IEEE C37.90.1-02, Surge Withstand Capabilities (SWC) Tests for Relays and Relay Systems Associated with Electric Power Apparatus.

**1.3 DEFINITIONS**

- .1 Acronyms and definitions: refer to Section 25 05 01 - EMCS: General Requirements.

**1.4 SYSTEM DESCRIPTION**

- .1 General: Network of controllers comprising of MCU('s), LCU('s), ECU('s) or TCU('s) to be provided as indicated in System Architecture Diagram to support building systems and associated sequence(s) of operations as detailed in these specifications.
  - .1 Provide sufficient controllers to meet intents and requirements of this section.
  - .2 Controller quantity, and point contents to be approved by Departmental Representative at time of preliminary design review.
- .2 Controllers: stand-alone intelligent Control Units.

- .1 Incorporate programmable microprocessor, non-volatile program memory, RAM, power supplies, as required to perform specified functions.
- .2 Incorporate communication interface ports for communication to LANs to exchange information with other Controllers.
- .3 Capable of interfacing with operator interface device.
- .4 Execute its logic and control using primary inputs and outputs connected directly to its onboard input/output field terminations or slave devices, and without need to interact with other controller. Secondary input used for reset such as outdoor air temperature may be located in other Controller(s).
  - .1 Secondary input used for reset such as outdoor air temperature may be located in other Controller(s).

## 1.5 DESIGN REQUIREMENTS

- .1 To include:
  - .1 Scanning of AI and DI connected inputs for detection of change of value and processing detection of alarm conditions.
  - .2 Perform On-Off digital control of connected points, including resulting required states generated through programmable logic output.
  - .3 Perform Analog control using programmable logic, (including PID) with adjustable dead bands and deviation alarms.
  - .4 Control of systems as described in sequence of operations.
  - .5 Execution of optimization routines as listed in this section.
- .2 Total spare capacity for MCUs and LCUs: at least 20 % of each point type distributed throughout the MCUs and LCUs.
- .3 Field Termination and Interface Devices:
  - .1 To: CSA C22.2 No.205.
  - .2 Electronically interface sensors and control devices to processor unit.
  - .3 Include, but not be limited to, following:
    - .1 Programmed firmware or logic circuits to meet functional and technical requirements.
    - .2 Power supplies for operation of logics devices and associated field equipment.
    - .3 Required communications equipment and wiring (if remote units).
    - .4 Leave controlled system in "fail-safe" mode in event of loss of communication with, or failure of, processor unit.
    - .5 Input Output interface to accept as minimum AI, AO, DI, DO, BI, BO functions as specified.
    - .6 Wiring terminations: use conveniently located screw type.
  - .4 AI interface equipment to:
    - .1 Convert analog signals to digital format with 10 bit analog-to-digital resolution.
    - .2 Provide for following input signal types and ranges. Installation of additional resistors for conversion purposes is acceptable:

- .1 4 - 20 mA;
- .2 0 - 10 V DC;
- .3 100/1000 ohm RTD input;
- .3 Meet IEEE C37.90.1 surge withstand capability.
- .4 Have common mode signal rejection greater than 60 dB to 60 Hz.
- .5 Where required, dropping resistors to be certified precision devices which complement accuracy of sensor and transmitter range specified.
- .5 AO interface equipment:
  - .1 Convert digital data from controller processor to acceptable analog output signals using 8 bit digital-to-analog resolution.
  - .2 Provide for following output signal types and ranges:
    - .1 4 - 20 mA.
    - .2 0 - 10 V DC.
  - .3 Meet IEEE C37.90.1 surge withstand capability.
- .6 DI interface equipment:
  - .1 Able to reliably detect contact change of sensed field contact and transmit condition to controller.
  - .2 Meet IEEE C37.90.1 surge withstand capability.
  - .3 Accept pulsed inputs up to 2 kHz.
- .7 DO interface equipment:
  - .1 Respond to controller processor output, switch respective outputs. Each DO hardware to be capable of switching up to 0.5 amps at 24 V AC.
  - .2 Switch up to 5 amps at 220 V AC using optional interface relay.
- .4 Controllers and associated hardware and software: operate in conditions of 0 degrees C to 44 degrees C and 20 % to 90 % non-condensing RH.
- .5 Controllers (MCU, LCU): mount in wall mounted cabinet with hinged, keyed-alike locked door to match existing NRC standard.
  - .1 Provide for conduit entrance from top, bottom or sides of panel.
  - .2 ECUs to be mounted in equipment enclosures or separate enclosures.
  - .3 TCUs to be mounted in equipment or separate enclosures.
  - .4 Mounting details as approved by Departmental Representative for ceiling mounting.
- .6 Cabinets to provide protection from water dripping from above, while allowing sufficient airflow to prevent internal overheating.
- .7 When existing cabinets are re-used, the front panel is to be painted fluorescent orange to match existing EMCS NRC campus colour code. Any openings are to be closed with matching orange blank-plates.
- .8 Provide surge and low voltage protection for interconnecting wiring connections.

## 1.6 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures and Section 25 05 02 - EMCS: Shop Drawings, Product Data and Review Process.

- .1 Submit product data sheets for each product item proposed for this project.

## **Part 2 Products**

- .1 MASTER CONTROL UNIT (MCU)
  - .1 General:
    - .1 Master Control Units shall be microprocessor based, multi-tasking, multi-user, and employ a real time operating system. Each NCU control panel shall consist of modular hardware including power supply, CPU board, and input/output modules. A sufficient number of MCUs shall be supplied to fully meet the requirements of this specification and the attached point list.
  - .2 Hardware Specifications
    - .1 Memory:
      - .1 A minimum of 4MB of RAM shall be provided for MCUs with expansion up to 8MB. The 8MB versions shall include a floating-point math co-processor.
    - .2 Communication Ports:
      - .1 Each NCU shall provide communication to both the Workstation(s) and the field buses. In addition, each NCU must have at least 3 other communications ports that support a telephone modem, portable service tool, serial printer and connection to third party controllers such as a chiller control panel. On a LAN/WAN system the NCU shall be provided with a 10Mbps plug-in Ethernet TCP/IP network interface card (NIC).
    - .3 Input/Output (I/O):
      - .1 Each MCU shall support the addition of the following types of inputs and outputs:
        - .1 Digital Inputs for status/alarm contacts.
        - .2 Counter Inputs for summing pulses from meters.
        - .3 Thermistor inputs for measuring temperatures in space, ducts and thermowells.
        - .4 Analog inputs for pressure, humidity, flow and position measurements.
        - .5 Digital Outputs for on/off equipment control.
        - .6 Outs for valve and damper position control, and capacity control of primary equipment.
    - .4 Modular Expandability:
      - .1 The system shall employ a modular I/O design to allow easy expansion. Input and output capacity is to be provided through plug-in modules of various types or DIN-mountable IOU modules. It shall be possible to combine I/O modules as desired to meet the I/O requirements for individual control applications.
    - .5 Hardware Override Switches:
      - .1 All digital output units shall include three position manual override switches to allow selection of the ON, OFF, or AUTO output state. These switches shall be built into the unit and shall provide

feedback to the controller so that the position of the override switch can be obtained through software. In addition each analog output shall be equipped with an override potentiometer to allow manual adjustment of the analog output signal over its full range, when the 3 position manual override switch is placed in the ON position.

- .6 Local Status Indicator Lamps:
  - .1 Provide as a minimum LED indication of CPU status, Ethernet LAN status, and field bus status. For each output, provide LED indication of the value of the output (On/Off). For each output module provide an LED which gives a visual indication of whether any outputs on the module are manually overridden.
- .7 Real Time Clock (RTC):
  - .1 Each MCU shall include a battery-backed, real time clock, accurate to 10 seconds per day. The RTC shall provide the following: time of day, day, month, year, and day of week. In normal operation the system clock will be based on the frequency of the AC power. The system shall automatically correct for daylight savings time and leap years and be Year 2000 compliant.
- .8 Power Supply:
  - .1 The power supply for the NCUs shall be auto sensing, 120-220VAC, 60/50 Hz power, with a tolerance of +/- 20%. Line voltage below the operating range of the system shall be considered outages. The controller shall contain over voltage surge protection, and require no additional AC power signal conditioning. Optionally, if indicated on the drawings, the power supply shall accept an input voltage of (-48 VDC).
- .9 Automatic Restart After Power Failure:
  - .1 Upon restoration of power after an outage, the ECU shall automatically and without human intervention: update all monitored functions; resume operation based on current, synchronized time and status, and implement special start-up strategies as required.
- .10 Battery backup:
  - .1 Each NCU with the standard 120-220VAC power supply shall include a programmable DC power backup system rated for a minimum of 72 hours of battery backup to maintain all volatile memory or, a minimum of 2 hours of full UPS including modem power. This power backup system shall be configurable such that at the end of a settable timeframe (such as 1 hour) of running on full UPS, the unit will shut off full UPS and switch to memory retention-only mode for the remainder of the battery power. The system shall allow the simple addition of more batteries to extend the above minimum battery backup times.
- .3 Software Specifications
  - .1 General.
    - .1 The MCU shall contain flash ROM as the resident operating system. Application software will be RAM resident. Application software will only be limited by the amount of RAM memory.

There will be no restrictions placed on the type of application programs in the system. Each NCU shall be capable of parallel processing, executing all control programs simultaneously. Any program may affect the operation of any other program. Each program shall have the full access of all I/O facilities of the processor. This execution of control function shall not be interrupted due to normal user communications including interrogation, program entry, printout of the program for storage, etc.

- .2 User Programming Language:
  - .1 The application software shall be user programmable. This includes all strategies, sequences of operation, control algorithms, parameters, and setpoints. The source program shall be English language-based and programmable by the user. The language shall be structured to allow for the easy configuration of control programs, schedules, alarms, reports, telecommunications, local displays, mathematical calculations, passwords, and histories. The language shall be self-documenting. Users shall be able to place comments anywhere in the body of a program. Program listings shall be configurable by the user in logical groupings.
- .4 Control Software:
  - .1 The NCU shall have the ability to perform the following pre-tested control algorithms:
    - .1 Proportional, Integral plus Derivative Control (PID)
    - .2 Self Tuning PID
    - .3 Two Position Control
    - .4 Digital Filter
    - .5 Ratio Calculator
    - .6 Equipment Cycling Protection
  - .2 Mathematical Functions:
    - .1 Each controller shall be capable of performing basic mathematical functions (+, -, \*, /), squares, square roots, exponential, logarithms, Boolean logic statements, or combinations of both. The controllers shall be capable of performing complex logical statements including operators such as >, <, =, and, or, exclusive or, etc. These must be able to be used in the same equations with the mathematical operators and nested up to five parentheses deep.
- .5 Energy Management Applications:
  - .1 MCUs shall have the ability to perform any or all of the following energy management routines:
    - .1 Time of Day Scheduling
    - .2 Calendar Based Scheduling
    - .3 Holiday Scheduling
    - .4 Temporary Schedule Overrides
    - .5 Optimal Start
    - .6 Optimal Stop

- .7 Night Setback Control
- .8 Enthalpy Switchover (Economizer)
- .9 Peak Demand Limiting
- .10 Temperature Compensated Duty Cycling
- .11 CFM Tracking
- .12 Heating/Cooling Interlock
- .13 Hot/Cold Deck Reset
- .14 Free Cooling
- .15 Hot Water Reset
- .16 Chilled Water Reset
- .17 Condenser Water Reset
- .18 Chiller Sequencing
- .6 History Logging:
  - .1 Each controller shall be capable of logging any system variable over user defined time intervals ranging from 1 second to 1440 minutes. Any system variables (inputs, outputs, math calculations, flags, etc.) can be logged in history. A maximum of 32767 values can be stored in each log. Each log can record either the instantaneous, average, minimum or maximum value of the point. Logs can be automatic or manual. Logged data shall be downloadable to the Operator Workstation for long term archiving based upon user-defined time intervals, or manual command.
- .7 Alarm Management:
  - .1 For each system point, alarms can be created based on high/low limits or conditional expressions. All alarms will be tested each scan of the MCU and can result in the display of one or more alarm messages or reports.
  - .2 Up to 8 alarms can be configured for each point in the controller.
  - .3 Messages and reports can be sent to a local terminal, to the front-end workstation(s), or via modem to a remote-computing device.
  - .4 Alarms will be generated based on their priority. A minimum of 255 priority levels shall be provided.
  - .5 If communication with the Operator Workstation is temporarily interrupted, the alarm will be buffered in the MCU. When communications return, the alarm will be transmitted to the Operator Workstation if the point is still in the alarm condition.
- .8 Reporting.
  - .1 The MCU shall be able to generate user-definable reports to a locally connected printer or terminal. The reports shall contain any combination of text and system variables. Report templates shall be able to be created by users in a word processing environment. Reports can be displayed based on any logical condition or through a user command.
  - .9 Use uninterruptible Power Supply (UPS) and emergency power when equipment must operate in emergency and co-ordinating mode.

**2.2 Standalone Digital Control Units (SDCU's): (LCU's), (TCU's), (ECU's)**

- .1 General:

- .1 Standalone Digital Control Units shall provide control of HVAC and lighting. Each controller shall have its own control programs and will continue to operate in the event of a failure or communication loss to its associated MCU.
- .2 Memory:
  - .1 Control programs shall be stored in battery backed-up RAM and EPROM. Each controller shall have a minimum of 32K bytes of user RAM memory and 128K bytes of EPROM.
- .3 Communication Ports:
  - .1 SDCUs shall provide a communication port to the field bus. In addition, a port shall be provided for connection of a portable service tool to support local commissioning and parameter changes with or without the MCU online. It shall be possible from a service port on any SDCU to view, enable/disable, and modify values of any point or program on any controller on the local field bus, any MCU or any SDCU on a different field bus.
- .4 Input/Output:
  - .1 Each SDCU shall support the addition of the following types of inputs and outputs:
    - .1 Digital Inputs for status/alarm contacts.
    - .2 Counter Inputs for summing pulses from meters.
    - .3 Thermistor Inputs for measuring temperatures in space, ducts and thermowells.
    - .4 Analog inputs for pressure, humidity, flow and position measurements.
    - .5 Digital Outputs for on/off equipment control.
    - .6 Analog Outputs for valve and damper position control, and capacity control of primary equipment.
- .5 Expandability:
  - .1 Input and output capacity shall be expandable through the use of plug-in modules. A minimum of two modules shall be added to the base SDCU before additional power is required.
- .6 Networking:
  - .1 Each SDCU will be able to exchange information on a peer to peer basis with other Standalone Digital Control Units during each field bus scan. Each SDCU shall be capable of storing and referencing global variables (on the LAN) with or without any workstations online. Each SDCU shall be able to have its program viewed and/or enabled/disabled either locally through a portable service tool or through a workstation connected to an MCU.
- .7 Indicator Lamps:
  - .1 SDCUs will have as a minimum, LED indication of CPU status, and field bus status.
- .8 Real Time Clock (RTC):
  - .1 An SDCU shall have a real time clock in either hardware or software. The accuracy shall be within 10 seconds per day. The RTC shall provide the following

information: time of day, day, month, year, and day of week. Each SDCU shall receive a signal, every hour, over the network from the NCU which synchronizes all SDCU real time clocks.

- .9 Automatic Restart After Power Failure:
  - .1 Upon restoration of power, the SDCU shall automatically and without human intervention, update all monitored functions, resume operation based on current, synchronized time and status, and implement special start-up strategies as required.
- .10 Battery Back Up:
  - .1 Each SDCU shall have at least 3 years of battery back up to maintain all volatile memory.
- .11 Alarm Management:
  - .1 For each system point, alarms can be created based on high/low limits or conditional expressions. All alarms will be tested each scan of the SDCU and can result in the display of one or more alarm messages or reports.
  - .2 Up to 8 alarms can be configured for each point in the controller enabling the escalation of the alarm priority (urgency) based upon which alarm(s) is/are triggered.
  - .3 Alarm messages can be sent to a local display or to the Operator's Workstation(s).
  - .4 Alarms will be generated based on their priority. A minimum of 255 priority levels shall be provided.
  - .5 If communication with the MCU is temporarily interrupted, the alarm will be buffered in the SDCU. When communications return, the alarm will be transmitted to the NCU if the point is still in the alarm condition.
- .12 **Local Control Units (LCU's):**
  - .1 LCU's shall be capable of meeting the requirements of the sequence of operation found in the Execution portion of this specification and for future expansion.
  - .2 LCU's shall support all the necessary point inputs and outputs as required by the sequence and operate in a standalone fashion.
  - .3 LCU's shall be fully user programmable to allow for modification of the application software.
  - .4 An LCD display shall be optionally available for readout of point values and to allow operators to change setpoints and system parameters.
  - .5 A manual override switch shall be provided for all digital and analog outputs on the LCU. The position of the switch shall be monitored in software and available for operator displays and alarm notification.
- .13 Lighting Controller:
  - .1 Lighting controllers shall provide direct control of 20 Amp, 277 VAC lighting circuits using mechanically held, latching relays. Controllers will contain from 8 to 48 circuits per enclosure. Each controller shall also contain inputs for direct connection to light switches and motion detectors.
  - .2 Each controller shall have the capability for time of day scheduling, occupancy mode control, after hour operation, alarming, and trending.

- .14 Provide multiple control functions for typical built-up and package HVAC systems, hydronic systems and electrical systems.
- .15 Minimum of 16 I/O points of which minimum be 4 AOs, 4 AIs, 4 DIs, 4 DOs.
- .16 Points integral to one Building System to be resident on only one controller.
- .17 Microprocessor capable of supporting necessary software and hardware to meet specified requirements as listed in previous MCU article with following additions:
  - .1 Include minimum 2 interface ports for connection of local computer terminal.
  - .2 Design so that shorts, opens or grounds on input or output will not interfere with other input or output signals.
  - .3 Physically separate line voltage (70V and over) circuits from DC logic circuits to permit maintenance on either circuit with minimum hazards to technician and equipment.
  - .4 Include power supplies for operation of LCU and associated field equipment.
  - .5 In event of loss of communications with, or failure of, MCU, LCU to continue to perform control. Controllers that use defaults or fail to open or close positions not acceptable.
  - .6 Provide conveniently located screw type or spade lug terminals for field wiring.
- .18 TERMINAL/EQUIPMENT CONTROL UNIT (TCU/ECU)**
  - .1 Microprocessor capable of supporting necessary software and hardware to meet TCU/ECU functional specifications.
  - .2 TCU/ECU definition to be consistent with those defined in ASHRAE HVAC Applications Handbook section 45.
  - .3 Controller to communicate directly with EMCS through EMCS LAN and provide access from EMCS OWS for setting occupied and unoccupied space temperature setpoints, flow setpoints, and associated alarm values, permit reading of sensor values, field control values (% open) and transmit alarm conditions to EMCS OWS.
  - .4 TCU's shall support, but not be limited to the control of the following configurations of VAV boxes to address current requirements as described in the Execution portion of this specification, and for future expansion:
    - .1 Single Duct Cooling Only
    - .2 Single Duct Cooling with Reheat (Electric or Hot Water)
    - .3 Fan Powered (Parallel or Series)
    - .4 Dual Duct (Constant or Variable Volume)
    - .5 Supply/Exhaust
  - .5 TCUs for single duct applications will come equipped with a built-in actuator for modulation of the air damper. The actuator shall have a minimum torque rating of 35 in.-lb., and contain an override mechanism for manual positioning of the damper during startup and service.
  - .6 TCU's shall contain an integral velocity sensor accurate to +/- 5% of the full range of the box's CFM rating.

- .7 Each controller shall perform the sequence of operation described in Part 3 of this specification, and have the capability for time of day scheduling, occupancy mode control, after hours operation, lighting control, alarming, and trending.
- .8 TCU's shall be able to communicate with any other Standalone Digital Control Unit on the same field bus with or without communication to the MCU managing the field bus. Systems that fail to provide this (true peer-to-peer) capability will be limited to a maximum of 32 TCU's per field bus.
- .9 ECU's shall support, but not be limited to, the control of the following systems as described in the Execution portion of this specification, and for future expansion:
  - .1 Unit Ventilators
  - .2 Heat Pumps (Air to Air, Water to Water)
  - .3 Packaged Rooftops
  - .4 Fan Coils (2 or 4 Pipe)
- .10 The I/O of each ECU shall contain the sufficient quantity and types as required to meet the sequence of operation found in the Execution portion of this specification. In addition, each controller shall have the capability for time of day scheduling, occupancy mode control, after hour operation, lighting control, alarming, and trending.

## 2.3

### SOFTWARE

- .1 General Description
  - .1 The software architecture must be object-oriented in design, a true 32-bit application suite utilizing Microsoft's OLE, COM, DCOM and ODBC technologies. These technologies make it easy to fully utilize the power of the operating system to share, among applications (and therefore to the users of those applications), the wealth of data available from the EMCS.
  - .2 The workstation functions shall include monitoring and programming of all DDC controllers. Monitoring consists of alarming, reporting, graphic displays, long term data storage, automatic data collection, and operator-initiated control actions such as schedule and setpoint adjustments.
  - .3 Programming of controllers shall be capable of being done either off-line or on-line from any operator workstation. All information will be available in graphic or text displays. Graphic displays will feature animation effects to enhance the presentation of the data, to alert operators of problems, and to facilitate location of information throughout the DDC system. All operator functions shall be selectable through a mouse.
- .2 System Database
  - .1 The files server database engine must be Microsoft SQL Server, or another ODBC-compliant, relational database program. This ODBC (**O**pen **D**atabase **C**onnectivity)-compliant database engine allows for an owner to utilize "their" choice of database and due to its "open" architecture, allows an owner to write custom applications and/or reports which communicate directly with the database avoiding data transfer routines to update other applications. The system database shall contain all point configurations and programs in each of the controllers that have been assigned to the network. In addition, the database will contain all workstation files including color graphic, alarm reports, text reports, historical data logs, schedules, and polling records.

.3 User Interface

- .1 The EMCS workstation software shall allow the creation of a custom, browser-style interface linked to the user that has logged into the workstation software. This interface shall support the creation of “hot-spots” that the user may link to view/edit any object in the system or run any object editor or configuration tool contained in the software. Furthermore, this interface must be able to be configured to become a user’s “PC Desktop” – with all the links that a user needs to run other applications. This, along with the Windows operating system user security capabilities, will enable a system administrator to setup workstation accounts that not only limit the capabilities of the user within the EMCS software but may also limit what a user can do on the PC and/or LAN/WAN. This might be used to ensure, for example, that the user of an alarm monitoring workstation is unable to shutdown the active alarm viewer and/or unable to load software onto the PC.

.4 User Security

- .1 The software shall be designed so that each user of the software can have a unique username and password. This username/password combination shall be linked to a set of capabilities within the software, set by and editable only by, a system administrator. The sets of capabilities shall range from View only, Acknowledge alarms, Enable/disable and change values, Program, and Administer. The system shall allow the above capabilities to be applied independently to each and every class of object in the system. The system must allow a minimum of 256 users to be configured per workstation. There shall be an inactivity timer adjustable in software that automatically logs off the current operator after the timer has expired.

.5 Configuration Interface

- .1 The workstation software shall use a familiar Windows Explorer™-style interface for an operator or programmer to view and/or edit any object (controller, point, alarm, report, schedule, etc.) in the entire system. In addition, this interface shall present a “network map” of all controllers and their associated points, programs, graphics, alarms, and reports in an easy to understand structure. All object names shall be alphanumeric and use Windows long filename conventions. Object names shall not be required to be unique throughout the system. This allows consistency in point naming. For example, each VAV controller can have an input called Space Temperature and a setpoint called CFM Setpoint. The VAV controller name shall be unique such as VAV for LAB101. Systems requiring unique object names throughout the system will not be acceptable.
- .2 The configuration interface shall also include support for template objects. These template objects shall be used as building blocks for the creation of the EMCS database. The types of template objects supported shall include all data point types (input, output, string variables, setpoints, etc.), alarm algorithms, alarm notification objects, reports, graphics displays, schedules, and programs. Groups of template object types shall be able to be set up as template subsystems and systems. The template system shall prompt for data entry if necessary. The template system shall maintain a link to all “child” objects created by each template. If a user wishes to make a change to a template object, the software shall ask the user if he/she wants to

update all of child objects with the change. This template system shall facilitate configuration and programming consistency and afford the user a fast and simple method to make global changes to the EMCS.

.6 Color Graphic Displays

- .1 The system shall allow for the creation of user defined, color graphic displays for the viewing of mechanical and electrical systems, or building schematics. These graphics shall contain point information from the database including any attributes associated with the point (engineering units, etc.). In addition operators shall be able to command equipment or change setpoints from a graphic through the use of the mouse.
- .2 Requirements of the color graphic subsystem include:
  - .1 SVGA, bit-mapped displays. The user shall have the ability to import AutoCAD generated picture files as background displays.
  - .2 A built-in library of animated objects such as dampers, fans, pumps, buttons, knobs, gauges, and graphs which can be “dropped” on a graphic through the use of a software configuration “wizard”. These objects shall enable operators to interact with the graphic displays in a manner that mimics their mechanical equivalents found on field installed control panels. Using the mouse, operators shall be able to adjust setpoints, start or stop equipment, modify PID loop parameters, or change schedules.
  - .3 Status changes or alarm conditions must be able to be highlighted by objects changing screen location, size, color, text, blinking or changing from one display to another.
  - .4 Graphic panel objects shall be able to be configured with multiple “tabbed” pages allowing an operator to quickly view individual graphics of equipment, which make up a subsystem or system.
  - .5 Ability to link graphic displays through user defined objects, alarm testing, or the result of a mathematical expression. Operators must be able to change from one graphic to another by selecting an object with a mouse - no menus will be required.

.7 Automatic monitoring

- .1 The software shall allow for the automatic collection of data and reports from any controller through either a hardwire or modem communication link. The frequency of data collection shall be completely user-configurable.

.8 Alarm Management

- .1 The software shall be capable of accepting alarms directly from controllers, or generating alarms based on evaluation of data in controllers and comparing to limits or conditional equations configured through the software. Any alarm (regardless of its origination) will be integrated into the overall alarm management system and will appear in all standard alarm reports, be available for operator acknowledgment, and have the option for displaying graphics, or reports.
- .2 Alarm management features shall include the ability to have:
  - .1 A minimum of 255 alarm notification levels. Each notification level will establish a unique set of parameters for controlling alarm display, acknowledgment, keyboard annunciation, alarm printout and record keeping.

- .2 Automatic logging in the database of the alarm message, point name, point value, connected controller, timestamp, username and time of acknowledgement, username and time of alarm silence (soft acknowledgement).
  - .3 Automatic printing of the alarm information or alarm report to an alarm printer or report printer.
  - .4 Playing an audible beep or audio (wav) file on alarm initiation or return to normal.
  - .5 Sending an email or alphanumeric page to anyone listed in a workstation's email account address list on either the initial occurrence of an alarm and/or if the alarm is repeated because an operator has not acknowledged the alarm within a user-configurable timeframe. The ability to utilize email and alphanumeric paging of alarms shall be a standard feature of the software integrated with the operating system's mail application interface (MAPI). No special software interfaces shall be required.
  - .6 Individual alarms shall be able to be re-routed to a workstation or workstations at user-specified times and dates. For example, a critical high temp alarm can be configured to be routed to a Facilities Dept. workstation during normal working hours (7am-6pm, Mon-Fri) and to a Central Alarming workstation at all other times.
  - .7 An active alarm viewer shall be included which can be customized for each user or user type to hide or display any alarm attributes.
  - .8 The font type and color, and background color for each alarm notification level as seen in the active alarm viewer shall be customizable to allow easy identification of certain alarm types or alarm states.
  - .9 The active alarm viewer can be configured such that an operator must type in text in an alarm entry and/or pick from a drop-down list of user actions for certain alarms. This ensures accountability (audit trail) for the response to critical alarms.
- .9 Custom Report Generation
- .1 The software will contain a built-in custom report generator, featuring word processing tools for the creation of custom reports. These custom reports shall be able to be set up to automatically run or be generated on demand. Each workstation shall be able to associate reports with any word processing or spreadsheet program loaded on the machine. When the report is displayed, it will automatically spawn the associated report editor such as MS Word™.
    - .1 Reports can be of any length and contain any point attributes from any controller on the network.
    - .2 The report generator will have access to the user programming language in order to perform mathematical calculations inside the body of the report, control the display output of the report, or prompt the user for additional information needed by the report.
    - .3 It shall be possible to run other executable programs whenever a report is initiated.

- .4 Report Generator activity can be tied to the alarm management system, so that any of the configured reports can be displayed in response to an alarm condition.
- .5 Standard reports shall include:
  - .1 Points in each controller.
  - .2 Points in alarm.
  - .3 Disabled points.
  - .4 Overridden points.
  - .5 Operator activity report.
  - .6 Alarm history log.
  - .7 Program listing by controller with status.
  - .8 Network status of each controller
- .2 Spreadsheet-style reports
  - .1 The software shall allow the simple configuration of row/column (spreadsheet-style) reports on any class of object in the system. These reports shall be user-configurable and shall be able to extract live (controller) data and/or data from the database. The user shall be able to set up each report to display in any text font, color and background color. In addition the report shall be able to be configured to filter data, sort data and highlight data which meets user-defined criteria.
  - .2 HTML Reporting
    - .1 The above spreadsheet-style reports shall be able to be run to an HTML template file. This feature will create an HTML “results” file in the directory of the HTML template. This directory can be shared with other computer users, which will allow those users with access to the directory to “point” their web browser at the file and view the report.
- .10 Scheduling
  - .1 It shall be possible to configure and download from the workstation schedules for any of the controllers on the network:
    - .1 Time of day schedules shall be in a calendar style and shall be programmable for a minimum of one year in advance. Each standard day of the week and user-defined day types shall be able to be associated with a color so that when the schedule is viewed it is very easy, at-a-glance, to determine the schedule for a particular day even from the yearly view. To change the schedule for a particular day, a user shall simply click on the day and then click on the day type.
    - .2 Each schedule will appear on the screen viewable as the entire year, monthly, week and day. A simple mouse click shall allow switching between views. It shall also be possible to scroll from one month to the next and view or alter any of the schedule times.
    - .3 Schedules will be assigned to specific controllers and stored in their local RAM memory. Any changes made at the workstation will be

automatically updated to the corresponding schedule in the controller.

- .11 Programmer's Environment
  - .1 The programmer's environment will include access to a superset of the same programming language supported in the controllers. Here the programmer will be able to configure application software off-line (if desired) for custom program development, write global control programs, system reports, wide area networking data collection routines, and custom alarm management software. On the same screen as the program editor, the programming environment shall include dockable debug and watch bars for program debugging and viewing updated values and point attributes during programming. In addition a wizard tool shall be available for loading programs from a library file in the program editor.
  - .2 Saving/Reloading
    - .1 The workstation software shall have an application to save and restore field controller memory files. This application shall not be limited to saving and reloading an entire controller – it must also be able to save/reload individual objects in the controller. This allows off-line debugging of control programs, for example, and then reloading of just the modified information.
  - .3 Data Logging
    - .1 The workstation software shall have the capability to easily configure groups of data points with trend logs and display the trend log data. A group of data points shall be created by drag-and-drop method of the points into a folder. The trend log data shall be displayed through a simply menu selection. This data shall be able to be saved to file and/or printed.
  - .4 Audit Trail
    - .1 The workstation software shall automatically log and timestamp every operation that a user performs at a workstation, from logging on and off a workstation to changing a point value, modifying a program, enabling/disabling an object, viewing a graphic display, running a report, modifying a schedule, etc.

## 2.4 LEVELS OF ADDRESS

- .1 Upon operator's request, EMCS to present status of any single 'point', 'system' or point group, entire 'area', or entire network on printer or OWS as selected by operator.
  - .1 Display analog values digitally to 1 place of decimals with negative sign as required.
  - .2 Update displayed analog values and status when new values received.
  - .3 Flag points in alarm by blinking, reverse video, different colour, bracketed or other means to differentiate from points not in alarm.
  - .4 Updates to be change-of-value (COV)-driven or if polled not exceeding 2 second intervals.

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**2.5 POINT NAME SUPPORT**

- .1 Controllers (MCU, LCU) to support NRC point naming convention as defined in Section 25 05 01 - EMCS: General Requirements.

**2.6 ACCEPTABLE MANUFACTURER**

- .1 Andover Continuum series of controllers.

**Part 3 Execution**

**3.1 LOCATION**

- .1 Location of Controllers to be approved by Departmental Representative.

**3.2 INSTALLATION**

- .1 Install Controllers in secure locking enclosures.
- .2 Provide necessary power from local 120 V branch circuit panel for equipment.
- .3 Install tamper locks on breakers of circuit breaker panel.

**END OF SECTION**

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes:
  - .1 Control devices integral to the Building Energy Monitoring and Control System (EMCS): transmitters, sensors, controls, meters, switches, transducers, valves, valve actuators, and low voltage current transformers.
  - .2 Related Sections:
    - .1 Section 07 84 00 - Firestopping.
    - .2 Section 25 01 11 - EMCS: Start-Up, Verification and Commissioning.
    - .3 Section 25 05 01 - EMCS: General Requirements.
    - .4 Section 25 05 02 - EMCS: Shop Drawings, Product Data and Review Process.
    - .5 Section 25 05 54 - EMCS: Identification.
    - .6 Section 25 90 01 - EMCS: Site Requirements Applications and Systems Sequences of Operation.
    - .7 Section 26 05 00 - Common Work Results - Electrical.
    - .8 Section 26 27 10 - Modular Wiring System.
    - .9 Section 26 27 26 - Wiring Devices.

**1.2 REFERENCES**

- .1 American National Standards Institute (ANSI).
  - .1 ANSI C12.7, Requirements for Watthour Meter Sockets.
  - .2 ANSI/IEEE C57.13, Standard Requirements for Instrument Transformers.
- .2 American Society for Testing and Materials International, (ASTM).
  - .1 ASTM B148, Standard Specification for Aluminum-Bronze Sand Castings.
- .3 National Electrical Manufacturer's Association (NEMA).
  - .1 NEMA 250, Enclosures for Electrical Equipment (1000 Volts Maximum).
- .4 Air Movement and Control Association, Inc. (AMCA).
  - .1 AMCA Standard 500-D, Laboratory Method of Testing Dampers For Rating.
- .5 Canadian Standards Association (CSA International).
  - .1 CSA-C22.1, Canadian Electrical Code, Part 1 (19th Edition), Safety Standard for Electrical Installations.

**1.3 DEFINITIONS**

- .1 Acronyms and Definitions: refer to Section 25 05 01 - EMCS: General Requirements.

## **1.4 SUBMITTALS**

- .1 Submit shop drawings and manufacturer's installation instructions in accordance with Section 25 05 02 - EMCS: Submittals and Review Process.
- .2 Pre-Installation Tests.
  - .1 Submit samples at random from equipment shipped, as requested by Departmental Representative, for testing before installation. Replace devices not meeting specified performance and accuracy.
- .3 Manufacturer's Instructions:
  - .1 Submit manufacturer's installation instructions for specified equipment and devices.

## **1.5 EXISTING CONDITIONS**

- .1 Cutting and Patching: in accordance with Section 01 10 00 – General Instructions supplemented as specified herein.
- .2 Repair surfaces damaged during execution of Work.
- .3 Turn over to Departmental Representative existing materials removed from Work not identified for re-use.

## **Part 2 Products**

### **2.1 GENERAL**

- .1 Control devices of each category to be of same type and manufacturer.
- .2 External trim materials to be corrosion resistant. Internal parts to be assembled in watertight, shockproof, vibration-proof, heat resistant assembly.
- .3 Operating conditions: 0 - 32 degrees C with 10 - 90% RH (non-condensing) unless otherwise specified.
- .4 Terminations: use standard conduit box with slot screwdriver, twist on connections or connector blocks unless otherwise specified..
- .5 Transmitters and sensors to be unaffected by external transmitters including walkie talkies.
- .6 Account for hysteresis, relaxation time, maximum and minimum limits in applications of sensors and controls.
- .7 Outdoor installations: use weatherproof construction in NEMA 4 enclosures.
- .8 Devices installed in user occupied space not exceed Noise Criteria (NC) of 35. Noise generated by any device must not be detectable above space ambient conditions.

### **2.2 TEMPERATURE SENSORS**

- .1 General: except for room sensors, to be resistance or thermocouple type to following requirements:

- .1 Thermocouples: limit to temperature range of 200 degrees C and over.
  - .2 RTD's: 100 or 1000 ohm at 0 degrees C (plus or minus 0.2 ohms) platinum element with strain minimizing construction, 3 integral anchored leadwires. Coefficient of resistivity: 0.00385 ohms/ohm degrees C.
  - .3 Sensing element: hermetically sealed.
  - .4 Stem and tip construction: copper or type 304 stainless steel.
  - .5 Time constant response: less than 3 seconds to temperature change of 10 degrees C.
  - .6 Immersion wells: NPS 3/4, stainless steel spring loaded construction, with heat transfer compound compatible with sensor.
- .2 Room temperature sensors and display wall modules.
    - .1 Temperature sensing and display wall module.
      - .1 LCD display to show space temperature and temperature setpoint.
      - .2 Buttons for occupant selection of temperature setpoint and occupied/unoccupied mode.
      - .3 Jack connection for plugging in laptop personal computer for access to zone bus.
      - .4 Integral thermistor sensing element 10,000 ohm at 24 degrees.
      - .5 Accuracy 0.2 degrees C over range of 0 to 70 degrees C.
      - .6 Stability 0.02 degrees C drift per year.
      - .7 Separate mounting base for ease of installation.
    - .2 Room temperature sensors.
      - .1 Wall mounting, in slotted type covers having brushed stainless steel finish or with plastic cover and guard as indicated.
      - .2 Element 10-50 mm long RTD with ceramic tube or equivalent protection or thermistor, 10,000 ohm, accuracy of plus or minus 0.2 degrees C.
  - .3 Duct temperature sensors:
    - .1 General purpose duct type: suitable for insertion into ducts at various orientations, insertion length 100 mm.
    - .2 Without degradation of performance.

## 2.3 TEMPERATURE TRANSMITTERS

- .1 Requirements:
  - .1 Input circuit: to accept 3-lead, 100 or 1000 ohm at 0 degrees C, platinum resistance detector type sensors.
  - .2 Power supply: 24 V DC into load of 575 ohms. Power supply effect less than 0.01 degrees C per volt change.
  - .3 Output signal: 4 - 20 mA into 500 ohm maximum load.
  - .4 Input and output short circuit and open circuit protection.
  - .5 Output variation: less than 0.2 % of full scale for supply voltage variation of plus or minus 10%.
  - .6 Combined non-linearity, repeatability, hysteresis effects: not to exceed plus or minus 0.5 % of full scale output.

- .7 Maximum current to 100 or 1000 ohm RTD sensor: not to exceed 25 mA.
- .8 Integral zero and span adjustments.
- .9 Temperature effects: not to exceed plus or minus 1.0 % of full scale/ 50 degrees C.
- .10 Long term output drift: not to exceed 0.25% of full scale/ 6 months.
- .11 Transmitter ranges: select narrowest range to suit application from following:
  - .1 Minus 50 degrees C to plus 50 degrees C, plus or minus 0.5 degrees C.
  - .2 0 to 50 degrees C, plus or minus 0.25 degrees C.
  - .3 0 to 25 degrees C, plus or minus 0.1 degrees C.
  - .4 10 to 35 degrees C, plus or minus 0.25 degrees C.

## 2.4 HUMIDITY SENSORS

- .1 Room and Duct Requirements:
  - .1 Range: 2 - 90% RH minimum.
  - .2 Operating temperature range: 0 - 60 degrees C.
  - .3 Absolute accuracy:
    - .1 Room sensors: plus or minus 2%.
  - .4 Sheath: stainless steel with integral shroud for specified operation in air streams of up to 10 m/s.
  - .5 Maximum sensor non-linearity: plus or minus 2% RH with defined curves.
  - .6 Room sensors: wall mounted as indicated.

## 2.5 HUMIDITY TRANSMITTERS

- .1 Requirements:
  - .1 Input signal: from RH sensor.
  - .2 Output signal: 4 - 20 mA onto 500 ohm maximum load.
  - .3 Input and output short circuit and open circuit protection.
  - .4 Output variations: not to exceed 0.2 % of full scale output for supply voltage variations of plus or minus 10 %.
  - .5 Output linearity error: plus or minus 1.0% maximum of full scale output.
  - .6 Integral zero and span adjustment.
  - .7 Temperature effect: plus or minus 1.0 % full scale/ 6 months.
  - .8 Long term output drift: not to exceed 0.25 % of full scale output/ 6 months.
  - .9 unit.

## 2.6 CURRENT / PNEUMATIC (I/P) TRANSDUCERS

- .1 Requirements:
  - .1 Input range: 4 to 20 mA.
  - .2 Output range: proportional 20-104 kPa or 20-186 kPa as applicable.
  - .3 Housing: dustproof or panel mounted.
  - .4 Internal materials: suitable for continuous contact with industrial standard instrument air.

- .5 Combined non-linearity, repeatability, hysteresis effects: not to exceed plus or minus 2 % of full scale over entire range.
- .6 Integral zero and span adjustment.
- .7 Temperature effect: plus or minus 2.0 % of full scale/ 50 degrees C or less.
- .8 Regulated supply pressure: 206 kPa maximum.
- .9 Air consumption: 16.5 ml/s maximum.
- .10 Integral gauge manifold c/w gauge (0-206 kPa).

## **2.7 CURRENT TRANSDUCERS**

- .1 Requirements:
- .2 Purpose: combined sensor/transducer, to measure line current and produce proportional signal in one of following ranges:
  - .1 4-20 mA DC.
  - .2 0-1 volt DC.
  - .3 0-10 volts DC.
  - .4 0-20 volts DC.
- .3 Frequency insensitive from 10 - 80 Hz.
- .4 Accuracy to 0.5% full scale.
- .5 Zero and span adjustments. Field adjustable range to suit motor applications.
- .6 Adjustable mounting bracket to allow for secure/safe mounting inside MCC.

## **2.8 CONTROL VALVES**

- .1 Body: globe style.
  - .1 Flow characteristic as indicated on control valve schedule: linear.
  - .2 Three port mixing.
  - .3 Normally bypassing the coil.
  - .4 Leakage rate ANSI class IV, 0.01% of full open valve capacity.
  - .5 Packing easily replaceable.
  - .6 Stem, stainless steel.
  - .7 NPS 2 and under:
    - .1 Screwed National Pipe Thread (NPT) tapered female connections.
    - .2 Valves to ANSI Class 250, valves to bear ANSI mark.
    - .3 Rangeability 50:1 minimum.

## **2.9 ELECTRONIC / ELECTRIC VALVE ACTUATORS**

- .1 Requirements:
  - .1 Construction: steel, cast iron, aluminum.
  - .2 Control signal: 0-10V DC or 4-20 mA DC.
  - .3 Positioning time: to suit application. 90 sec maximum.

- .4 Fail to normal position as indicated.
- .5 Scale or dial indication of actual control valve position.
- .6 Size actuator to meet requirements and performance of control valve specifications.
- .7 For interior and perimeter terminal heating and cooling applications floating control actuators are acceptable.
- .8 Minimum shut-off pressure: refer to control valve schedule.

## **2.10 PANELS**

- .1 Free-standing or wall mounted enamelled steel cabinets with hinged and key-locked front door.
- .2 Multiple panels as required to handle requirements with additional space to accommodate 25% additional capacity as required by Departmental Representative without adding additional cabinets.
- .3 Panels to be lockable with same key.

## **2.11 WIRING**

- .1 In accordance with Section 26 27 10 - Modular Wiring System and 26 27 26 - Wiring Devices.
- .2 For wiring under 70 volts use FT6 rated wiring where wiring is not run in conduit. Other cases use FT4 wiring.
- .3 Wiring must be continuous without joints.
- .4 Sizes:
  - .1 Field wiring to digital device: #18AWG.
  - .2 Analog input and output: shielded #18 minimum solid copper.

## **Part 3 Execution**

### **3.1 INSTALLATION**

- .1 Install equipment, components so that manufacturer's and CSA labels are visible and legible after commissioning is complete.
- .2 Install field control devices in accordance with manufacturers recommended methods, procedures and instructions.
- .3 Temperature transmitters, humidity transmitters, current-to-pneumatic transducers, solenoid air valves, controllers, relays: install in NEMA I enclosure or as required for specific applications. Provide for electrolytic isolation in cases when dissimilar metals make contact.
- .4 Support field-mounted panels, transmitters and sensors on pipe stands or channel brackets.
- .5 Fire stopping: provide space for fire stopping in accordance with Section 07 84 00 - Firestopping. Maintain fire rating integrity.

- .6 Electrical:
  - .1 Complete installation in accordance with Section CSA C22.1-09, Canadian Electrical Code, Part 1 (21<sup>st</sup> Edition), Safety Standard for Electrical Installations.
  - .2 Modify existing starters to provide for EMCS as indicated in I/O Summaries and as indicated.
  - .3 Refer to electrical control schematics included as part of control design schematics in Section 25 90 01 - EMCS: Site Requirements Applications and Systems Sequences of Operation. Trace existing control wiring installation and provide updated wiring schematics including additions, deletions to control circuits for review by Departmental Representative before beginning Work.
  - .4 Terminate wires with screw terminal type connectors suitable for wire size, and number of terminations.
  - .5 All wiring within enclosures shall be neatly bundled and anchored to permit access and prevent restriction to devices and terminals.
  - .6 All wiring and cabling, including that within factory-fabricated panels shall be labelled at each end within 5 cm (2in.) of termination with the EMCS point name.
  - .7 Install Low Voltage Control Wiring in EMT in the following circumstances:
    - .1 Mechanical rooms, electrical rooms, service rooms and exposed wiring – All wiring in mechanical, electrical, service rooms and exposed wiring – or where subject to mechanical damage – shall be in EMT.
    - .2 Communication wiring – Communication wiring to be installed in EMT where exposed. Communication wiring to mean all wiring linking building controllers, field panels and Operator Work Station(s).
    - .3 Power Wiring – Wiring supplying power to all levels of controllers to be in EMT where exposed.
    - .4 Building controllers, field panels and OWS(s) – All wiring between building controllers, field panels and OWS(s) to be installed in EMT where exposed. Field panels to mean all panels not considered building controllers. Ex: panels with I/P transducers.
  - .8 EMT Installation:
    - .1 EMT sizes to suit wiring requirements and to allow for future expansion capabilities specified for systems.
    - .2 Maximum EMT fill not to exceed [40] %.
    - .3 Minimum EMT size is 1.905 cm (¾ in.) unless its to final device where 1.27 cm (½ in.) would be acceptable.
    - .4 Include one pull string in each EMT 1.905 cm (¾ in.) or larger.
    - .5 Wherever possible, all wiring in EMT shall be installed as continuous lengths, with no splices permitted between termination points or junction boxes.
    - .6 Conceal all EMT, except within mechanical, electrical, or service rooms. Install EMT to maintain a minimum clearance of 15 cm (6 in.) from high-temperature equipment (e.g. steam pipes or flues)
    - .7 Flexible metal conduits and liquid-tight, flexible metal conduits shall not exceed 0.3048 m (1 ft) in length and shall be supported at each end. Flexible metal conduit less than 1.27 cm (½ in.) electrical trade size shall

- not be used. In areas exposed to moisture, including chiller and boiler rooms, liquid-tight, flexible metal conduits shall be used.
- .8 EMT must be adequately supported, properly reamed at both ends, and left clean and free of obstructions. EMT sections shall be joined with steel set-screw connectors and couplings for EMT. Terminations must be made with fittings at boxes, and ends not terminating in boxes shall have bushings installed.
  - .9 Design drawings do not show conduit layout.
  - .10 Do not run exposed conduits in normally occupied spaces unless otherwise indicated or unless impossible to do otherwise. Departmental Representative to review before starting Work.
- .7 Communication Wiring:
- .1 The contractor shall adhere to the items in the “Electrical” article in Part 3 of the specification Section 25 30 02 “EMCS: Field Control Devices”.
  - .2 Do not install communication wiring in raceway and enclosures containing Class 1 wiring.
  - .3 Maximum pulling, tension, and bend radius for cable installation, as specified by the cable manufacturer, shall not be exceeded during the installation.
  - .4 Contractor shall verify the integrity of the entire network following the cable installation. Use appropriate test measures for each particular cable.
  - .5 When a cable enters or exits a building, a lightning arrestor must be installed between the lines and ground. The lightning arrestor shall be installed according to the manufacturer’s instructions.
  - .6 All runs of communication wiring shall be unspliced length when that length is commercially available.
  - .7 All communication wiring shall be labelled to indicate origination and destination data.
  - .8 Power source to be labelled on each controller. A table of circuits used for the controllers installed to be submitted to NRC representative.
  - .9 All controllers to be wired to emergency power.

### 3.2 TEMPERATURE AND HUMIDITY SENSORS

- .1 Stabilize to ensure minimum field adjustments or calibrations.
- .2 Readily accessible and adaptable to each type of application to allow for quick easy replacement and servicing without special tools or skills.
- .3 Duct installations:
  - .1 Do not mount in dead air space.
  - .2 Locate within sensor vibration and velocity limits.
  - .3 Securely mount extended surface sensor used to sense average temperature.
  - .4 Thermally isolate elements from brackets and supports to respond to air temperature only.
  - .5 Support sensor element separately from coils, filter racks.
- .4 Averaging duct type temperature sensors.

- .1 Install averaging element horizontally across the ductwork starting 300 mm from top of ductwork. Each additional horizontal run to be no more than 300 mm from one above it. Continue until complete cross sectional area of ductwork is covered. Use multiple sensors where single sensor does not meet required coverage.
- .2 Wire multiple sensors in series for low temperature protection applications.
- .3 Wire multiple sensors separately for temperature measurement.
- .4 Use software averaging algorithm to derive overall average for control purposes.
- .5 Thermowells: install for piping installations.
  - .1 Locate well in elbow where pipe diameter is less than well insertion length.
  - .2 Thermowell to restrict flow by less than 30%.
  - .3 Use thermal conducting paste inside wells.

### **3.3 PANELS**

- .1 Arrange for conduit and tubing entry from top, bottom or either side.
- .2 Wiring and tubing within panels: locate in trays or individually clipped to back of panel.
- .3 Identify wiring and conduit clearly.

### **3.4 I/P TRANSDUCERS**

- .1 Install air pressure gauge on outlet.

### **3.5 IDENTIFICATION**

- .1 Identify field devices in accordance with Section 25 05 54 - EMCS: Identification.

### **3.6 TESTING AND COMMISSIONING**

- .1 Calibrate and test field devices for accuracy and performance in accordance with Section 25 01 11 - EMCS: Start-up, Verification and Commissioning.

**END OF SECTION**

**Part 1            General**

**1.1                SUMMARY**

.1            Section Includes:

- .1            At minimum detailed narrative description of Sequence of Operation of each system including ramping periods and reset schedules.
  - .1            System Diagrams consisting of the following; EMCS System architectural diagram, Control Design Schematic for each system (as viewed on OWS), System flow diagram for each system with electrical ladder diagram for MCC starter interface.
  - .2            Input/Output Point Summary Tables for each system.
  - .3            Sequence of Operations

**1.2                Control Design Schematics (CDS)**

- .1            Prepare control schematic drawings for incorporation into the specifications, using a drawing format approved by NRC.
- .2            Ensure that the control schematic drawings are also suitable for use as graphic displays in the Operator Work Stations.
- .3            On control schematic drawings used as graphic displays in the Operator Work Stations, indicate the physical location i.e. the building room number, of each system and major piece of equipment.
- .3            Provide an overall EMCS Architecture Schematic, showing all systems, all network communication devices, all Operator Work Stations (OWS), etc.
- .4            Prepare an electrical wiring schematic for each system and for each motor linked to the EMCS installation. Preferably these schematics shall be regrouped with the Control Design Schematic CDS-xx of the system they represent. They must form part of the tender documents.
- .5            All components in the electrical wiring schematic shall match the Input/Output Point Summary Table.
- .6            When the electrical wiring schematic is completed, coordinate closely with mechanical and electrical Divisions to eliminate duplication and ensure full completeness.
- .7            Prepare a separate control design schematic for each system and sub-system in the entire facility, showing schematics of all basic components forming part of the system. For example, for a typical HVAC system the CDS must show mixing

chambers (plenums), dampers, filters, coils, control valves, circulating pumps, humidifiers, air washers and pumps, fans, variable inlet vanes, variable speed drives, air flow stations, location of relays and contacts for digital output points, etc.

- .8 The CDS must also show the relative location of all sensors and controlled devices.
- .9 The unique identifier for each system, point and type of point (AO, AI, DO, DI) must appear on each CDS.
- .10 Include pertinent additional operational information points as required such as calculated, duplicate or virtual points as well as fail safe position of output points.
- .11 Control Design Schematics and Input Output Point Summary Tables should form part of Section 25 90 01 of the EMCS Specifications.

### **1.3 Input/Output Point Summary Tables**

- .1 The I/O Point Summary shall supplement the specifications. They must provide all details not included in the sequences of operation. A legend describing symbols and abbreviations used throughout the I/O Point Summary must be produced for each project.
- .2 Boxes which are irrelevant to the project shall not be left blank but shall be filled in with a symbol such as an oblique or an “x” to indicate that no entry is required.
- .3 If, during the design phase, information is unavailable to accurately complete this schedule, the unfilled boxes shall be completed by the Designer with values that are estimated to most closely represent the true value. These values must, however, be identified as such in the table. Certain values that absolutely cannot be defined at design time (such as low amperage settings for adjustable current relays used to confirm motor status) may be identified as field (F) assignable at TAB/Commissioning time.
- .4 Point naming convention to follow the NRC point naming convention outlined in section 25 05 01.

### **1.4 Sequence of Operations**

- .1 Write a detailed sequence of operation [based on the preliminary sequence of operations attached to this specification, or on the drawings] to describe the functioning of the system including pertinent details relating to the intended control concept and, interactions with other systems. A soft copy in Word format of the sequence must be available for use by the controls contractor. The sequence must

detail conditions in the following modes:

- .1 Stopped mode
- .2 Start-up process
- .3 Normal operation
- .4 Operation under emergency conditions (when applicable)
- .5 Emergency power mode (when applicable)

The following is a sample sequence used to demonstrate the required format:

### **M-XX SEQUENCE OF OPERATION**

#### 1. Hot Water Heating System

##### a. General:

- i. There are two (2) hot water heating pumps XXHWP01 and XXHWP02 that operate in a lead/standby fashion.

##### b. Stopped Mode:

- i. When the outside air temperature is above 60°F (15.6°C) (adjustable), the hot water pumps are disabled.

##### c. Start-Up Mode:

- i. When the outside air temperature is less than the outside air temperature set point, initially at 60°F (15.6°C) (adjustable), the lead hot water pump will start.
- ii. The lead hot water pump will alternate between the two (2) pumps XXHWP01 and XXHWP02. Selection of lead and standby pump shall be evaluated on a weekly basis. The pump with the least run time shall be considered the lead pump and the other the standby. The EMCS system will start the standby pump after a 60 second delay should the start of the lead pump fail.
- iii. A current sensor is installed on the load side of each of the hot water pumps. The EMCS system uses the sensor to confirm the pump is in the desired state (i.e. on or off) and generates an alarm if status deviates from EMCS start/stop control.
- iv. To prevent short cycling, the pumps shall run for and be off for a minimum adjustable time. Both variables are to be adjustable.

##### d. Normal Operation:

- i. The heating water control valve HCV on the low pressure steam piping serving the convertor shall modulate as required to maintain a heating water supply

temperature set point as measured by the hot water temperature sensor HWST based on the following schedule (adjustable):

Outdoor Air Temp (adjustable)	HWST (adj.)
70°F (21°C)	110°F (43°C)
0°F (-18°C)	180°F (71°C)

- i. The EMCS system will monitor the heating water supply temperature HWST and initiate an alarm condition at the OWS.
- ii. The EMCS system will monitor the heating water return temperature HWRT and initiate an alarm condition at the OWS.

**Part 2 Products**

**2.1 NOT USED**

.1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

.1 Not Used.

**END OF SECTION**

## 1 GENERAL

### 1.01 REFERENCE STANDARDS

- .1 CSA Group
  - .1 CSA C22.1-[12], Canadian Electrical Code, Part 1 (latest), Safety Standard for Electrical Installations.
  - .2 CAN/CSA-C22.3 No.1-[10], Overhead Systems.
  - .3 CAN3-C235-[83(R2010)], Preferred Voltage Levels for AC Systems, 0 to 50,000 V.
  - .4 Consider CSA Electrical Bulletins in force at time of tender submission, while not identified and specified by number in this Division, to be forming part of related CSA Part II standard.
  - .5 Where requirements of this specification exceed those of above mentioned standards, this specification shall govern
  - .6 Notify the NRC Departmental Representative as soon as possible when requested to connect equipment supplied by NRC which is not CSA approved.
- .2 Institute of Electrical and Electronics (IEEE)/National Electrical Safety Code Product Line (NESC)
  - .1 IEEE SP1122-[2000], The Authoritative Dictionary of IEEE Standards Terms, 7th Edition.

### 1.02 DEFINITIONS

- .1 Electrical and electronic terms: unless otherwise specified or indicated, terms used in these specifications, and on drawings, are those defined by IEEE SP1122.

### 1.03 RELATED REQUIREMENTS

- r
- .1 26 05 32 - Outlet Boxes, Conduit Boxes and Fittings

### 1.04 PERMITS AND FEES

- .1 Submit to Electrical Inspection Department and Supply Authority necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Pay all fees required for the performance of the work.

### 1.05 INSPECTION AND FEES

- .1 Furnish a Certificate of Acceptance from the Authorized Electrical

Inspection Department on completion of work.

- .2 Request and obtain Special Inspection approval from the Authorized Electrical Inspection Department for any non-CSA approved control panels or other equipment fabricated by the contractor as part of this contract.
- .3 Pay all fees required for inspections.

#### 1.06 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section [01 33 00 - Submittal Procedures].
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop drawings:
  - .1 Submit wiring diagrams and installation details of equipment indicating proposed location, layout and arrangement, control panels, accessories, piping, ductwork, and other items that must be shown to ensure co-ordinated installation.
  - .2 Identify on wiring diagrams circuit terminals and indicate internal wiring for each item of equipment and interconnection between each item of equipment.
  - .3 Indicate of drawings clearances for operation, maintenance, and replacement of operating equipment devices.
  - .4 Submit electronic drawings and product data.
  - .5 If changes are required, notify Departmental Representative of these changes before they are made.
- .6 Certificates:
  - .1 Provide CSA certified equipment and material.
  - .2 Where CSA certified equipment and material is not available, submit such equipment and material to Departmental Representative for approval before delivery to site.
  - .3 Submit test results of installed electrical systems and instrumentation.
  - .4 Submit, upon completion of Work, load balance report as described in PART 3 - LOAD BALANCE.
- .5 Manufacturer's Field Reports: submit to Departmental Representative manufacturer's written report, within [3] days of review, verifying compliance of Work and electrical system and instrumentation testing, as described in PART 3 - FIELD QUALITY CONTROL.
- .6 Sustainable Design Submittals:
  - .1 Construction Waste Management:

- .1 Submit project Waste Management Plan highlighting recycling and salvage requirements.

#### 1.07 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section [01 78 00 - Closeout Submittals].
- .2 Operation and Maintenance Data: submit operation and maintenance data for incorporation into manual.
  - .1 Provide for each system and principal item of equipment as specified in technical sections for use by operation and maintenance personnel.
  - .2 Operating instructions to include following:
    - .1 Wiring diagrams, control diagrams, and control sequence for each principal system and item of equipment.
    - .2 Start up, proper adjustment, operating, lubrication, and shutdown procedures.
    - .3 Safety precautions.
    - .4 Procedures to be followed in event of equipment failure.
    - .5 Other items of instruction as recommended by manufacturer of each system or item of equipment.
  - .3 Post instructions where directed.
  - .4 For operating instructions exposed to weather, provide weather-resistant materials or weatherproof enclosures.
  - .5 Ensure operating instructions will not fade when exposed to sunlight and are secured to prevent easy removal or peeling.

#### 1.08 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect from nicks, scratches, and blemishes.

- .3 Replace defective or damaged materials with new.
- .4 Develop Construction Waste Management Plan related to Work of this Section.
- .5 Packaging Waste Management: in accordance with Section 01 74 19 - Waste Management and Disposal.

## 2 PRODUCTS

### 2.01 DESIGN REQUIREMENTS

- .1 Operating voltages: to CAN3-C235
- .2 Motors, electric heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard.
  - .1 Equipment to operate in extreme operating conditions established in above standard without damage to equipment.
- .3 Language operating requirements: provide identification nameplates and labels for control items in English and French.
- .4 Use one nameplate or label for each language.

### 2.02 MATERIALS AND EQUIPMENT

- .1 Provide material and equipment in accordance with Section 01 61 00 - Common Product Requirements.
  - .2 Material and equipment to be CSA certified. Where CSA certified material and equipment are not available, obtain special approval from Departmental Representative before delivery to site and submit such approval as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
- .3 Factory assemble control panels and component assemblies.

**2.03 ELECTRIC MOTORS, EQUIPMENT AND CONTROLS**

- .1 Verify installation and co-ordination responsibilities related to motors, equipment and controls, as indicated.

**2.04 WARNING SIGNS**

- .1 Provide warning labels for equipment fed from two or more sources - "DANGER MULTIPLE POWER FEED" black letters on a yellow background. These labels are available from NRC's Facilities Maintenance group in building M-19.
- .2 Provide warning signs, as specified or to meet requirements of Authorized Electrical Inspection Department and NRC Departmental Representative.
- .3 Decal signs, minimum size 175 x 250 mm

**2.05 WIRING TERMINATIONS**

- .1 Ensure lugs, terminals, screws used for termination of wiring are suitable for either copper or aluminum conductors.

**2.06 EQUIPMENT IDENTIFICATION**

- .1 Identify electrical equipment with nameplates and labels as follows:
  - .1 Lamicoid nameplates shall be rigid lamicoid, minimum 1.5 mm (1/16") thick with:
    - .1 Black letters engraved on a white background for normal power circuits.
    - .2 Black letters engraved on a yellow background for emergency power circuits.
    - .3 White letters engraved on a red background for fire alarm equipment.].
    - .4 minimum border of 3 mm (1/8"). Characters shall be 9 mm (3/8") in size unless otherwise specified.
  - .2 Sizes as follows:

**NAMEPLATE SIZES**

Size 1	10 x 50 mm	1 line	3 mm high letters
Size 2	12 x 70 mm	1 line	5 mm high letters
Size 3	12 x 70 mm	2 lines	3 mm high letters

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COMMON WORK RESULTS FOR ELECTRICAL

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Size 4	20 x 90 mm	1 line	8 mm high letters
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NAMEPLATE SIZES

Size 5	20 x 90 mm	2 lines	5 mm high letters
Size 6	25 x 100 mm	1 line	12 mm high letters
Size 7	25 x 100 mm	2 lines	6 mm high letters

- .2 Labels: embossed plastic labels with [6] mm high letters unless specified otherwise.
  - .1 Black letters engraved on a white background for normal power circuits.
  - .2 Black letters engraved on a yellow background for emergency power circuits.
  - .3 White letters engraved on a red background for fire alarm equipment.
- .3 Wording on nameplates and labels to be approved by Departmental Representative prior to manufacture.
- .4 Allow for minimum of twenty-five (25) letters per nameplate and label.
- .5 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.
- .6 Disconnects, starters and contactors: indicate equipment being controlled and voltage.
- .7 Terminal cabinets and pull boxes: indicate system and voltage.
- .8 Transformers: indicate capacity, primary and secondary voltages.
- .9 Identify with size 1 labels, or an alternate approved by the NRC Departmental Representative, all electrical outlets shown on drawings and/or mentioned in the specifications. These are the lighting switches, exit signs, recessed and surface mounted receptacles such as those in offices and service rooms and used to plug in office equipment, telecommunication equipment or small portable tools. Indicate only the source of power (Ex. for a receptacle fed from panel L32 circuit #1: "L32-1").
- .10 Identify with nameplates all electrical equipment shown on the drawings and/or mentioned in the specification such as motor control centers, switchgear, splitters, fused switches, isolation switches, motor starting switches, starters, molded case breaker, power breaker, panelboards, transformers, high voltage cables, industrial type receptacles, junction boxes, control panels, etc., regardless of whether or not the electrical equipment was furnished under this section of the

specification. Example: A new 120/240 volt single phase circuit breaker panelboard, L16, is fed from panelboard LD1 circuit 10.

"PANEL L16  
120/240 V  
FED FROM LD1-10"

"PANNEAU L16  
120/240 V  
ALIMENTE PAR LD1-10"

- .11 Coordinate names of equipment and systems with other Divisions to ensure that names and numbers match.
- .12 For all interior nameplates, mount nameplates using two-sided tape
- .13 For all exterior nameplates, mount nameplates using self-tapping 2.3 mm (3/32") dia. slot head screws - two per nameplate for nameplates under 75 mm (3") in height and a minimum of 4 for larger nameplates. Holes in nameplates to be 3.7 mm (3/16") diameter to allow for expansion of nameplate due to exterior conditions.
  - .1 No drilling is to be done on live equipment.
  - .2 Metal filings from drilling are to be vacuumed from the enclosure interiors.
- .15 Identify lighting fixtures which are connected to emergency power with a label "EMERGENCY LIGHTING/ÉCLAIRAGE D'URGENCE", black letters on a yellow background. These labels are available from NRC's Facilities Maintenance group in building M-19. Lighting fixtures which are connected to normal power are not to be identified.
- .16 Provide neatly typed updated circuit directories in a plastic holder on the inside door of new or modified panelboards in the contract.

## 2.07 WIRING IDENTIFICATION

- .1 Identify wiring with permanent indelible identifying markings, numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.
- .2 Maintain phase sequence and colour coding throughout.
- .3 Colour coding: to CSA C22.1
- .4 Use colour coded wires in communication cables, matched throughout system.

## 2.08 CONDUIT AND CABLE IDENTIFICATION

- .1 Colour code conduits, boxes and metallic sheathed cables.
- .2 Provide factory painted, colour-coded EMT for new conduits. Apply paint to the covers of junction boxes and condulets of existing conduits. Colour code as follows:
  - .1 Fire alarm - red
  - .2 Emergency power circuits - yellow
  - .3 Voice/data - blue
  - .4 Gas detection system - purple
  - .5 Building Automation system - orange
  - .6 Other base building low voltage control system - white
  - .7 Security system - green
  - .8 Standalone control system - black

Colour code with half-lap wrap plastic tape to 100mm width, or paint at points where conduit or cable enters wall, ceiling, or floor, and at 15 m intervals.

- .4 All other systems to follow site instruction from NRC departmental representative.
- .5 Identify all electrical circuits in every junction box and pull box on the box cover with size 5 label. Identify all electrical circuits on each conduit end where conduit penetrates a wall, enclosure, junction box or pull box, and halfway of each conduit run between walls, enclosures, junction boxes or pull boxes with size 1 label.
- .6 Identify electrical circuit on each cable 250MCM or larger with nameplate, or cable 4/0 and smaller with size 1 label, on every splitter, every 30m of each cable run and cable end where cable penetrates a wall, enclosure, junction box or pull box

## 2.09 FINISHES

- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.
  - .1 Paint outdoor electrical equipment "equipment green" finish to EEMAC Y1-1-1955 .
  - .2 Paint indoor switchgear and distribution enclosures light gray to EEMAC 2Y-1-1958 .
  - .3 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.

### 3.01 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

### 3.02 INSTALLATION

- .1 Do complete installation in accordance with CSA C22.1 except where specified otherwise
- .2 Do overhead and underground systems in accordance with CAN/CSA-C22.3 No.1 except where specified otherwise

### 3.03 NAMEPLATES AND LABELS

- .1 Ensure manufacturer's nameplates, CSA labels and identification nameplates are visible and legible after equipment is installed.

### 3.04 CONDUIT AND CABLE INSTALLATION

- .1 Install conduit and sleeves prior to pouring of concrete.
  - .1 Sleeves through concrete: schedule 40 steel pipe sized for free passage of conduit, and protruding 50 mm.
- .2 If plastic sleeves are used in fire rated walls or floors, remove before conduit installation.
- .3 Install cables, conduits and fittings embedded or plastered over, close to building structure so furring can be kept to minimum.

### 3.05 LOCATION OF OUTLETS

- .1 Locate outlets in accordance with Section 26 05 32 - Outlet Boxes, Conduit Boxes and Fittings.
- .2 Do not install outlets back-to-back in wall; allow minimum 150mm horizontal clearance between boxes.
- .3 Change location of outlets at no extra cost or credit, providing distance does not exceed 3000 mm, and information is given before installation.
- .4 Locate light switches on latch side of doors.

- .1 Locate disconnect devices in mechanical and elevator machine rooms on latch side of floor.

### 3.06 MOUNTING HEIGHTS

- .1 Mounting height of equipment is from finished floor to centreline of equipment unless specified or indicated otherwise.
- .2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.
- .3 Install electrical equipment at following heights unless indicated otherwise.
  - .1 Local switches: 1400 mm.
  - .2 Wall receptacles:
    - .1 General: 300 mm.
    - .2 Above top of continuous baseboard heater: 200 mm.
    - .3 Above top of counters or counter splash backs: 175 mm.
    - .4 In mechanical rooms: 1400 mm.
  - .3 Panelboards: as required by Code or as indicated.
  - .4 Telephone and interphone outlets: 300 mm.
  - .5 Wall mounted telephone and interphone outlets: 1500 mm.
  - .6 Fire alarm stations: 1500 mm.
  - .7 Fire alarm bells: 2100 mm.
  - .8 Television outlets: 300 mm.
  - .9 Wall mounted speakers: 2100 mm.
  - .10 Clocks: 2100 mm.
  - .11 Door bell pushbuttons: 1500 mm.

### 3.07 CO-ORDINATION OF PROTECTIVE DEVICES

- .1 Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.

### 3.08 FIELD QUALITY CONTROL

- .1 Load Balance:
  - .1 Measure phase current to panelboards with normal loads (lighting) operating at time of acceptance; adjust branch circuit connections as required to obtain best balance of current between phases and record changes.
  - .2 Measure phase voltages at loads and adjust transformer taps to within 2% of rated voltage of equipment.
  - .3 Provide upon completion of work, load balance report as directed in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS, phase and neutral currents on panelboards, dry-core transformers and motor control centres, operating under normal load, as well as hour and date on which each load was

measured, and voltage at time of test.

- .2 Conduct following tests.
  - .1 Power generation and distribution system including phasing, voltage, grounding and load balancing.
  - .2 Circuits originating from branch distribution panels.
  - .3 Lighting and its control.
  - .4 Motors, heaters and associated control equipment including sequenced operation of systems where applicable.
  - .5 Systems: fire alarm .
  - .6 Insulation resistance testing:
    - .1 Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.
    - .2 Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.
    - .3 Check resistance to ground before energizing.
- .3 Carry out tests in presence of Departmental Representative.
- .4 Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.
- .5 Manufacturer's Field Services:
  - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
  - .2 Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.

### 3.09 SYSTEM STARTUP

- .1 Instruct Departmental Representative and operating personnel in operation, care and maintenance of systems, system equipment and components.

- .2 Arrange and pay for services of manufacturer's factory service engineer to supervise start-up of installation, check, adjust, balance and calibrate components and instruct operating personnel.
- .3 Provide these services for such period, and for as many visits as necessary to put equipment in operation, and ensure that operating personnel are conversant with aspects of its care and operation.

### 3.10 CLEANING

- .1 Progress Cleaning: clean in accordance with Section [01 74 00 - Cleaning].
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section [01 74 00 - Cleaning].
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

### 3.10 WORK ON LIVE EQUIPMENT

- .1 NRC requires that work be performed on non-energized equipment, installation, conductors and power panels. For purposes of quotation assume that all work is to be done after normal working hours and that equipment, installation, conductors and power panels are to be de-energized when worked upon.
- .2 Coordinate all shutdowns with Departmental Representative.

END OF SECTION

**Part 1            General**

**1.1                SUMMARY**

- .1            This Section includes requirements for selective demolition and removal of electrical, communications and safety and security components including removal of conduit, junction boxes, and panels to source (home run removal) and incidentals required to complete work described in this Section ready for new construction.

**1.2                RELATED REQUIREMENTS**

- .1            Section 01 10 00 – General Instructions
- .2            Section 01 74 19 – Waste Management and Disposal
- .3            Section 02 41 19.16 - Selective Interior Demolition
- .4            Section 02 42 00 - Removal and Salvage of Construction Materials

**1.3                REFERENCE STANDARDS**

- .1            CSA Group (CSA)
  - .1            CSA S350 M1980 (R2003), Code of Practice for Safety in Demolition of Structures

**1.4                DEFINITIONS**

- .1            Demolish: Detach items from existing construction and legally dispose of items off site, unless indicated as removed and salvaged, or removed and reinstalled.
- .2            Remove: Planned deconstruction and disassembly of electrical items from existing construction including removal of conduit, junction boxes, cabling and wiring from electrical component to panel taking care not to damage adjacent assemblies designated to remain; legally dispose of items off site, unless indicated as removed and salvaged, or removed and reinstalled.
- .3            Remove and Salvage: Detach items from existing construction and deliver them to Departmental Representative ready for reuse.
- .4            Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- .5            Existing to Remain: Existing items of construction that are not removed and that are not otherwise indicated as being removed and salvaged, or removed and reinstalled.

## **1.5 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Action Submittals: Provide in accordance with Section 01 10 00 – General Instructions before starting work of this Section:
  - .1 Construction Waste Management Plan (CWM Plan): Submit plan addressing opportunities for reduction, reuse, or recycling of materials prepared in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .2 Landfill Records: Indicate receipt and acceptance of selective demolition waste and hazardous wastes by a landfill facility licensed to accept hazardous wastes.

## **1.6 ADMINISTRATIVE REQUIREMENTS**

- .1 Coordination: Coordinate work of this Section to avoid interference with work by other Sections.
- .2 Scheduling: Account for Departmental Representative continued occupancy requirements during selective demolition with Section 02 41 19.16 - Selective Interior Demolition.

## **1.7 QUALITY ASSURANCE**

- .1 Regulatory Requirements: Perform work of this Section in accordance with:
  - .1 Federal Workers' Compensation Service.
  - .2 Government of Canada, Labour Program: Workplace Safety.

## **1.8 SITE CONDITIONS**

- .1 Existing Conditions: Condition of materials identified as being salvaged or demolished are based on their observed condition on their observed condition at time of site examination before tendering.
- .2 Discovery of Hazardous Substances: It is not expected that Hazardous Substances will be encountered in Work; immediately notify Departmental Representative if materials suspected of containing hazardous substances are encountered and perform following activities:
  - .1 Refer to Section 01 10 00 – General Instructions for directives associated with specific material types.
  - .2 Hazardous substances will be as defined in Hazardous Products Act.
  - .3 Stop work in area of suspected hazardous substances.
  - .4 Take preventative measures to limit users' and workers' exposure, provide barriers and other safety devices and do not disturb.
  - .5 Hazardous substances will be removed by Departmental Representative under a separate contract or as a change to Work.
  - .6 Proceed only after written instructions have been received from Departmental Representative.

## **1.9 SALVAGE AND DEBRIS MATERIALS**

- .1 Demolished items become Contractor's property and will be removed from Project site; except for items indicated as being reused, salvaged, or otherwise indicated to remain Departmental Representative's property.
- .2 Carefully remove materials and items designated for salvage and store in a manner to prevent damage or devaluation of materials in accordance with Section 02 42 00 - Removal and Salvage of Construction Materials.
  - .1 Leave main electrical distribution panel in place; panel can be used for temporary construction power for this and subsequent contracts in accordance with Section 01 10 00 – General Instructions; coordinate temporary power connections with Departmental Representative.

## **Part 2 Products**

### **2.1 MATERIALS**

- .1 General Patching and Repair Materials: Refer to Section 02 41 19.16 - Selective Interior Demolition or listing of patching and repair materials incidental to removal or demolition of components associated with work of this Section.
- .2 Electrical Repair Materials: Use only new materials, CSA or ULC labelled as appropriate and matching components remaining after work associated with components identified for removal or demolition are completed.
- .3 Fire stopping Repair Materials: Use fire stopping materials compatible with existing fire stopping systems where removal or demolition work affects rated assemblies, restore to match existing fire rated performance.

## **Part 3 Execution**

### **3.1 EXAMINATION**

- .1 Verification of Existing Conditions: Visit site, thoroughly examine and become familiar with conditions that may affect the work of this Section before tendering the Bid; Departmental Representative will not consider claims for extras for work or materials necessary for proper execution and completion of the contract that could have been determined by a site visit.

### **3.2 PREPARATION**

- .1 Protection of Existing Systems to Remain: Protect systems and components indicated to remain in place during selective demolition operations and as follows:
  - .1 Prevent movement and install bracing to prevent settlement or damage of adjacent services and parts of existing buildings scheduled to remain.

- .2 Departmental Representative and cease operations where safety of buildings being demolished, adjacent structures or services appears to be endangered and await additional instructions before resuming demolition work specified in this Section.
- .3 Prevent debris from blocking drainage inlets.
- .4 Protect mechanical systems that will remain in operation.
- .2 Protection of Building Occupants: Sequence demolition work so that interference with the use of the building by the Departmental Representative and users is minimized and as follows:
  - .1 Prevent debris from endangering safe access to and egress from occupied buildings.
  - .2 Notify Departmental Representative and cease operations where safety of occupants appears to be endangered and await additional instructions before resuming demolition work specified in this Section.

### 3.3 EXECUTION

- .1 Demolition and Removal: Coordinate requirements of this Section with information contained in Section 02 41 19.16 - Selective Interior Demolition and as follows:
  - .1 Maintain electrical service and main distribution panel as is, ready for subsequent Work.
  - .2 Remove existing luminaires, electrical devices and equipment including associated conduits, boxes, wiring, and similar items unless specifically noted otherwise.
  - .3 Disconnect and remove existing fire alarm system including associated conduits, boxes, wiring, and similar items unless specifically noted otherwise.
  - .4 Disconnect and remove communication systems including associated conduits, boxes, cabling, and similar items unless specifically noted otherwise.
  - .5 Disconnect and remove telephone outlets, associated conduit, cabling and sub terminal backboards and related accessories; maintain telephone service and main terminal backboard as is.
  - .6 Perform demolition work in a neat and workmanlike manner:
    - .1 Remove tools or equipment after completion of work, and leave site clean and ready for subsequent renovation work.
    - .2 Repair and restore damages caused as a result of work of this Section to match existing materials and finishes.
  - .7 Place weatherproof blank cover plates on exterior outlet boxes remaining after demolition and removal activities.
  - .8 Remove existing conduits, boxes, cabling and wiring associated with removed luminaires, electrical devices and equipment.
  - .9 Grind off conduits and make flush with surface of concrete where conduits are cast into concrete; seal open ends of conduit with silicone sealant and leave in place.
  - .10 Seal open ends of conduit with silicone sealant and leave in place where they are inaccessible or cannot be removed without damaging adjacent construction.

### **3.4 CLOSEOUT ACTIVITIES**

- .1 Demolition Waste Disposal: Arrange for legal disposal and remove demolished materials to accredited provincial landfill site or alternative disposal site (recycle centre) except where explicitly noted otherwise for materials being salvaged for re use in new construction in accordance with Section 02 42 00 - Removal and Salvage of Construction Materials.

**END OF SECTION**

## 1 GENERAL

### 1.01 REFERENCE STANDARDS

- .1 CSA Group (CSA)
  - .1 CAN/CSA-C22.2 No.18-[98(R2003)], Outlet Boxes, Conduit Boxes and Fittings.
  - .2 CAN/CSA-C22.2 No.65-[03(R2008)], Wire Connectors (Tri-National Standard with UL 486A-486B and NMX-J-543-ANCE-03).
- .3 Electrical and Electronic Manufacturers' Association of Canada (EEMAC)
  - .1 EEMAC 1Y-2-[1961], Bushing Stud Connectors and Aluminum Adapters (1200 Ampere Maximum Rating).
- .4 National Electrical Manufacturers Association (NEMA)

### 1.02 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section [01 33 00 - Submittal Procedures].
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for [wire and box connectors] and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Sustainable Design Submittals:
  - .1 Construction Waste Management:
    - .1 Submit project Waste Management Plan highlighting recycling and salvage requirements.
    - .2 Submit calculations on end-of-project recycling rates, salvage rates, and landfill rates demonstrating that construction wastes were recycled or salvaged.

### 1.03 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Operation and Maintenance Data: submit operation and maintenance data for [wire and box connectors] for incorporation into manual.

### 1.04 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements and with manufacturer's written instructions.

- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Store and protect wire and box connectors from nicks, scratches, and blemishes.
  - .3 Replace defective or damaged materials with new.
- .4 Develop Construction Waste Management Plan related to Work of this Section.
- .5 Packaging Waste Management: remove for reuse as specified in Construction Waste Management Plan in accordance with Section 01 74 19
  - Waste Management and Disposal.

## 2 PRODUCTS

### 2.01 MATERIALS

- .1 Pressure type wire connectors to: CAN/CSA-C22.2 No.65, with current carrying parts of copper sized to fit copper conductors as required.
- .2 Fixture type splicing connectors to: CAN/CSA-C22.2 No.65, with current carrying parts of copper sized to fit copper conductors 10 AWG or less.
- .3 Bushing stud connectors: NEMA to consist of:
  - .1 Connector body and stud clamp for stranded copper conductors.
  - .2 Clamp for stranded copper conductors.
  - .3 Stud clamp bolts.
  - .4 Bolts for copper conductors.
  - .5 Sized for conductors as indicated.
- .4 Clamps or connectors for flexible conduit as required to: CAN/CSA-C22.2 No.18.

## 3 EXECUTION

### 3.01 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for wire and box connectors installation in accordance with manufacturer's written instructions.

- .1 Visually inspect substrate in presence of Departmental Representative.
- .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
- .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

### 3.02 INSTALLATION

- .1 Remove insulation carefully from ends of conductors and cables and:
  - .1 Install mechanical pressure type connectors and tighten screws with appropriate compression tool recommended by manufacturer. Installation shall meet secureness tests in accordance with CAN/CSA-C22.2 No.65
  - .2 Install fixture type connectors and tighten to CAN/CSA-C22.2 No.65. Replace insulating cap.
  - .3 Install bushing stud connectors in accordance with NEMA.

### 3.03 CLEANING

- .1 Progress Cleaning: clean in accordance with Section [01 74 00 - Cleaning].
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section [01 74 19 - Waste Management].
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

## 1 GENERAL

### 1.01 REFERENCE STANDARDS

- .1 CSA C22.1-[Latest], Canadian Electrical Code, Part 1 (22nd Edition), Safety Standard for Electrical Installations.
- .2 CSA C22.2 No.41-[Latest], Grounding and Bonding Equipment (Tri-National Standard, with NMX-J-590ANCE and UL 467)

### 1.02 RELATED REQUIREMENTS

- .1 26 05 00 - Common Work Results for Electrical
- .2 26 05 20 - Wire and Box Connectors - (0-1000 V)
- .3 26 05 34 - Conduits, Conduit Fastenings and Conduit Fittings

### 1.03 PRODUCT DATA

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

### 1.04 DELIVERY, STORAGE AND HANDLING

- .1 Packaging Waste Management: remove or reuse in accordance with Section 01 74 19 - Waste Management and Disposal.

## 2 PRODUCTS

### 2.01 BUILDING WIRES

- .1 Conductors: stranded copper, minimum 12AWG for power circuit.
- .2 Type R90 XLPE cross-link polyethylene stranded for applications using wires sized No. 8 and larger.
- .3 Type T90 stranded for applications using wires sized No. 10 and smaller.
- .4 Neutral wire: continuous throughout its length without breaks.
- .5 .Separate insulated green grounding conductors in all electrical conduits

### 2.02 TECK 90 CABLE

- .1 Cable: in accordance with Section 26 05 00 - Common Work Results for Electrical.
- .2 Conductors:

- .1 Grounding conductor: stranded copper.
- .2 Circuit conductors: stranded copper
- .3 Insulation:
  - .1 Cross-linked polyethylene XLPE.
  - .2 Rating: 1000 V.
- .4 Inner jacket: Black, lead-free, flame retardant, moisture and sunlight resistant Polyvinyl Chloride.
- .5 Armour: Aluminum interlocked armour.
- .6 Overall covering: Black, lead-free, flame retardant, moisture and sunlight resistant Polyvinyl Chloride].
- .7 Fastenings:
  - .1 One hole malleable iron straps to secure surface cables 50 mm and smaller. Two hole steel straps for cables larger than 50 mm.
  - .2 Channel type supports for two or more cables.
  - .3 Threaded rods: 6 mm diameter to support suspended channels.
- .8 Connectors:
  - .1 Water tight approved for TECK cable.
  - .2 Explosion proof approved for TECK cable in hazardous area.

### 2.03 ARMOURED CABLES

- .1 Conductors: insulated, copper, size as indicated.
- .2 Type: AC90.
- .3 Armour: interlocking type fabricated from aluminum strip.
- .4 Connectors: anti short connectors.
- .5 Use AC90 (BX) cable only under the following conditions:
  - .1 Wiring from a junction box to a recessed lighting fixture in suspended ceilings. Cable length not to exceed 1.5 m (5'), or
  - .2 Wiring switches or receptacles in existing or new hollow gypsum partitions, vertical runs only with cable length not to exceed 3.5m (12'), or
  - .3 When specifically called for on drawings or approved in writing by departmental representative.
  - .4 AC90 shall not be used in isolated walls or masonry walls.
  - .5 Only AC90 cable of No. 12 AWG will be accepted.

#### 2.04 CONTROL CABLES

- .1 Type: LVT: soft annealed copper conductors, sized as indicated:
  - .1 Insulation: thermoplastic.
  - .2 Sheath: thermoplastic jacket.
- .2 Type: Specified on drawing.

#### 2.05 NON-METALLIC SHEATHED CABLE

- .1 Non-metallic sheathed copper cable type: ROMEX SIMpull NMD90 nylon, size as indicated.

### 3 EXECUTION

#### 3.01 FIELD QUALITY CONTROL

- .1 Perform tests in accordance with Section [26 05 00 - Common Work Results for Electrical].
- .2 Perform tests before energizing electrical system.

#### 3.02 GENERAL CABLE INSTALLATION

- .1 Lay cable in cable trays in accordance with Section [26 05 36 - Cable Trays for Electrical Systems].
- .2 Terminate cables in accordance with Section [26 05 20 - Wire and Box Connectors - (0-1000 V)].
- .3 Cable Colour Coding: to Section [26 05 00 - Common Work Results for Electrical].
- .4 Conductor length for parallel feeders to be identical.
- .5 Lace or clip groups of feeder cables at distribution centres, pull boxes, and termination points.
- .6 Wiring in walls: typically drop or loop vertically from above to better facilitate future renovations. Generally wiring from below and horizontal wiring in walls to be avoided unless indicated.
- .7 Branch circuit wiring for surge suppression receptacles and permanently wired computer and electronic equipment to be 2-wire circuits only, i.e. common neutrals not permitted.
- .8 Provide numbered wire collars for control wiring. Numbers to correspond to control shop drawing legend. Obtain wiring diagram for control wiring.

#### 3.03 INSTALLATION OF BUILDING WIRES

- .1 Install wiring as follows:
  - .1 In accordance with Section [26 05 33 - Raceways in Electrical Systems].

**3.04 INSTALLATION OF TECK90 CABLE (0 -1000 V)**

- .1 Group cables wherever possible on channels.
- .2 Install cable, securely supported bystraps.

**3.05 INSTALLATION OF ARMOURED CABLES**

- .1 Group cables wherever possible on channels.

**3.06 INSTALLATION OF CONTROL CABLES**

- .1 Install control cables in conduit.
- .2 Ground control cable shield.

**3.07 INSTALLATION OF NON-METALLIC SHEATHED CABLE**

- .1 Install cables.
- .2 Install straps and box connectors to cables as required.

**END OF SECTION**

## 1 GENERAL

### 1.01 REFERENCE STANDARDS

- .1 CSA Group
  - .1 CSA C22.1-12, Canadian Electrical Code, Part 1 (22nd Edition), Safety Standard for Electrical Installations.
  - .2 CSA C22.2 No.41-[Latest], Grounding and Bonding Equipment (Tri-National Standard, with NMX-J-590ANCE and UL 467).
  - .3 CSA C22.2 No.65-13, Wire connectors (Tri-National Standard, with UL 486A-486B NMX-J-543-ANCE).

### 1.02 RELATED REQUIREMENTS

- .1 26 05 00 - Common Work Results
- .2 26 05 33 - Raceway and Boxes for Electrical Systems

### 1.03 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Submit manufacturer's instructions, printed product literature and data sheets for [connectors and terminations] and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Certificates: obtain inspection certificate of compliance covering high voltage stress from inspection authority and include it with maintenance manuals.
  - .1 Construction Waste Management:
    - .1 Submit project Waste Management Plan highlighting recycling and salvage requirements.
    - .2 Submit calculations on end-of-project recycling rates, salvage rates, and landfill rates demonstrating that 75% of construction wastes were recycled or salvaged.

### 1.04 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Operation and Maintenance Data: submit operation and maintenance data for connectors and terminations for incorporation into manual.

### 1.05 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.

- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
  - .1 Store materials indoors in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
  - .2 Replace defective or damaged materials with new.

## 2 PRODUCTS

### 2.01 CONNECTORS AND TERMINATIONS

- .1 Copper compression connectors to CSA C22.2 No.65 as required sized for conductors.
- .2 When used in hazardous area, connectors shall be certified for such location in Class, Division and Group.
- .3 For conductor size of 8 AWG or larger, use bolted or compression solderless type connectors.
- .4 Use high temperature connectors and insulation on all connections of high temperature conductors.
- .5 Where connector types are called for on the drawings or in the specification, do not use other types.
- .6 Lugs, terminals, screws used for termination of wiring to be suitable for copper conductors.
- .7 Contact aid for aluminum cables where applicable.
- .8 Multi way joint boxes type in accordance with Section 26 05 33 - Raceway and Boxes for Electrical Systems.
- .9 For fire alarm wiring refer to Section 28 31 00.
- .10 Make joints, taps and splices in approved boxes with solderless connectors. Joints and/or splices are not acceptable inside a panelboard.

## 3 EXECUTION

### 3.01 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for connectors and terminations installation in accordance with manufacturer's written instructions.
  - .1 Visually inspect substrate in presence of Departmental Representative.
  - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
  - .3 Proceed with installation only after unacceptable conditions have been remedied.

**3.02 INSTALLATION**

- .1 Install stress cones, terminations, and splices in accordance with manufacturer's instructions.
- .2 Bond and ground as required to CSA C22.2No.41.

**3.03 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.
  - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

**END OF SECTION**

## 1 GENERAL

### 1.01 REFERENCE STANDARDS

- .1 CSA Group (CSA)
  - .1 CSA C22.1-Latest, Canadian Electrical Code, Part 1.

### 1.02 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2

### 1.03 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with Section 01 61 00 - Common Product Requirements.
- .2 Waste Management and Disposal:
  - .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 19 - Waste Management and Disposal.

## 2 PRODUCTS

### 2.01 OUTLET AND CONDUIT BOXES GENERAL

- .1 Size boxes in accordance with CSA C22.1
- .2 102 mm square or larger outlet boxes as required.
- .3 Gang boxes where wiring devices are grouped.
- .4 Blank cover plates for boxes without wiring devices.
- .5 347 V outlet boxes for 347 V switching devices.
- .6 Combination boxes with barriers where outlets for more than one system are grouped.

### 2.02 GALVANIZED STEEL OUTLET BOXES

- .1 One-piece electro-galvanized construction.
- .2 Single and multi-gang flush device boxes for flush installation, minimum size 76 x 50 x 38 mm or as indicated. 102 mm square outlet boxes when more than one conduit enters one side with extension and plaster rings as required.
- .3 Utility boxes for outlets connected to surface-mounted EMT conduit, minimum size 102 x 54 x 48 mm.

- .4 102 mm square or octagonal outlet boxes for lighting fixture outlets.
- .5 Extension and plaster rings for flush mounting devices in finished plaster walls.

### 2.03 MASONRY BOXES

- .1 Electro-galvanized steel masonry single and multi-gang boxes for devices flush mounted in exposed block walls.

### 2.04 CONCRETE BOXES

- .1 Electro-galvanized sheet steel concrete type boxes for flush mount in concrete with matching extension and plaster rings as required.

### 2.05 FLOOR BOXES

- .1 Concrete tight electro-galvanized sheet steel floor boxes with adjustable finishing rings to suit floor finish with brass or brushed aluminum faceplate. Device mounting plate to accommodate short or long ear duplex receptacles. Minimum depth: 73mm for receptacles and communication outlets.
- .2 Adjustable, watertight, concrete tight, cast floor boxes with openings drilled and tapped for 16, 21 and 27 mm conduit. Minimum size: 73 mm deep.

### 2.06 CONDUIT BOXES

- .1 Cast FS or FD aluminum boxes with factory-threaded hubs and mounting feet for surface wiring of devices.

### 2.07 OUTLET BOXES FOR NON-METALLIC SHEATHED CABLE

- .1 Electro-galvanized, sectional, screw ganging steel boxes, minimum size 76 x 50 x 63 mm with two double clamps to take non-metallic sheathed cables.

### 2.08 FITTINGS - GENERAL

- .1 Bushing and connectors with nylon insulated throats.
- .2 Knock-out fillers to prevent entry of debris.
- .3 Conduit outlet bodies for conduit up to 35 mm and pull boxes for larger conduits.
- .4 Double locknuts and insulated bushings on sheet metal boxes.

3 EXECUTION

3.01 INSTALLATION

- .1 Support boxes independently of connecting conduits.
- .2 Fill boxes with paper, sponges or foam or similar approved material to prevent entry of debris during construction. Remove upon completion of work.
- .3 For flush installations mount outlets flush with finished wall using plaster rings to permit wall finish to come within 6 mm of opening.
- .4 Provide correct size of openings in boxes for conduit, mineral insulated and armoured cable connections. Do not install reducing washers.
- .5 Vacuum clean interior of outlet boxes before installation of wiring devices.
- .6 Identify systems for outlet boxes as required.

END OF SECTION

## 1 GENERAL

### 1.01 REFERENCE STANDARDS

- .1 CSA Group (CSA)
  - .1 CAN/CSA C22.2 No. 18-[98(R2003)], Outlet Boxes, Conduit Boxes, Fittings and Associated Hardware, A National Standard of Canada.
  - .2 CSA C22.2 No. 45-[M1981(R2003)], Rigid Metal Conduit.
  - .3 CSA C22.2 No. 56-[04], Flexible Metal Conduit and Liquid-Tight Flexible Metal Conduit.
  - .4 CSA C22.2 No. 83-[M1985(R2003)], Electrical Metallic Tubing.
  - .5 CSA C22.2 No. 211.2-[M1984(R2003)], Rigid PVC (Unplasticized) Conduit.
  - .6 CAN/CSA C22.2 No. 227.3-[05], Nonmetallic Mechanical Protection Tubing (NMPT), A National Standard of Canada (February 2006).

### 1.02 RELATED REQUIREMENTS

- .1 Section 260521 - Wires and Cables 0-1000V.

### 1.03 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product data: submit manufacturer's product literature, specifications and datasheets.
  - .1 Submit cable manufacturing data.
- .3 Quality assurance submittals:
  - .1 Test reports: submit certified test reports.
  - .2 Certificates: submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.
  - .3 Instructions: submit manufacturer's installation instructions.

### 1.04 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section [01 74 19 - Waste Management and Disposal].
- .2 Place materials defined as hazardous or toxic waste in designated containers.
- .3 Ensure emptied containers are sealed and stored safely for disposal away from children.

## 2 PRODUCTS

### 2.01 CABLES AND REELS

- .1 Provide cables on reels or coils.
  - .1 Mark or tag each cable and outside of each reel or coil, to indicate cable length, voltage rating, conductor size, and manufacturer's lot number and reel number.
- .2 Each coil or reel of cable to contain only one continuous cable without splices.
- .3 Identify cables for exclusively dc applications.
- .4 Reel and mark shielded cables rated [2,001] volts and above.

### 2.02 CONDUITS

- .1 Rigid metal conduit: to CSA C22.2 No. 45, hotdipped galvanized steel threaded.
- .2 Epoxy coated conduit: to CSA C22.2 No. 45, with zinc coating and corrosion resistant epoxy finish inside and outside
- .3 Electrical metallic tubing (EMT): to CSA C22.2 No. 83, with couplings.
- .4 Rigid pvc conduit: to CSA C22.2 No. 211.2
- .5 Flexible metal conduit: to CSA C22.2 No. 56, liquid-tight flexible metal.
- .6 Flexible pvc conduit: to CAN/CSA-C22.2 No. 227.3.

### 2.03 CONDUIT FASTENINGS

- .1 One hole malleable irons traps to secure surfaceconduits 50 mm and smaller.
  - .1 Two hole steel straps for conduits larger than 50mm.
- .2 Beam clamps to secure conduits to exposed steel work.
- .3 Channel type supports for two or more conduits.
- .4 Threaded rods, 6 mm diameter, to support suspended channels.

### 2.04 CONDUIT FITTINGS

- .1 Fittings: to CAN/CSA C22.2 No. 18, manufactured for use with conduit specified. Coating: same as conduit.
- .2 Ensure factory "ells" where 90 degrees bends for 25 mm and larger conduits.
- .3 Watertight connectors and couplings for EMT.
  - .1 Set-screws are not acceptable.

### 2.05 EXPANSION FITTINGS FOR RIGID CONDUIT

- .1 Watertight expansion fittings with integral bonding jumper suitable for linear expansion.

## 2.06 FISH CORD

- .1 Polypropylene.

## 3 EXECUTION

### 3.01 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

### 3.02 INSTALLATION

- .1 Install conduits to conserve headroom in exposed locations and cause minimum interference in spaces through which they pass.
- .2 Use electrical metallic tubing (EMT) except where specified otherwise.
- .3 Use rigid pvc conduit underground.
- .4 Use flexible metal conduit for connection to surface or recessed fixtures work in movable metal partitions.
- .5 Use liquid tight flexible metal conduit for connection to motors or vibrating equipment.
- .6 Use explosion proof flexible connection for connection to explosion proof motors.
- .7 Install conduit sealing fittings in hazardous areas.
  - .1 Fill with compound.
- .8 Install EMT conduit from computer room branchcircuit panel to junction box in sub-floor immediately below panel unless otherwise specified.
  - .1 Run flexible conduit from junction box to outlet boxes for each computer in sub-floor.
- .9 Bend conduit cold:
  - .1 Replace conduit if kinked or flattened more than 1/10th of its original diameter.
- .10 Mechanically bend steel conduit over 41 mm diameter.
- .11 Field threads on rigid conduit must be of sufficient length to draw conduits up tight.
- .12 Install fish cord in empty conduits.
- .13 Remove and replace blocked conduit sections.
  - .1 Do not use liquids to clean out conduits.
- .14 Dry conduits out before installing wire.

### 3.03 SURFACE CONDUITS

- .1 Run parallel or perpendicular to building lines.
- .2 Locate conduits behind infrared or gas fired heaters with 1.5 m clearance.
- .3 Run conduits in flanged portion of structural steel.
- .4 Group conduits wherever possible on channels.
- .5 Do not pass conduits through structural members except as indicated.
- .6 Do not locate conduits less than 75 mm parallel to steam or hot water lines with minimum of 25 mm at crossovers.

### 3.04 CONCEALED CONDUITS

- .1 Run parallel or perpendicular to building lines.
- .2 Do not install horizontal runs in masonry walls.
- .3 Do not install conduits in terrazzo or concrete toppings.

### 3.05 CONDUITS IN CAST-IN-PLACE CONCRETE

- .1 Locate to suit reinforcing steel.
  - .1 Install in centre one third of slab.
- .2 Protect conduits from damage where they stub out of concrete.
- .3 Install sleeves where conduits pass through slab or wall.
- .4 Provide oversized sleeve for conduits passing through waterproof membrane, before membrane is installed.
  - .1 Use cold mastic between sleeve and conduit.
- .5 Conduits in slabs: minimum slab thickness 4 times conduit diameter.
- .6 Encase conduits completely in concrete with minimum 25 mm concrete cover.
- .7 Organize conduits in slab to minimize cross-overs.

### 3.06 CONDUITS IN CAST-IN-PLACE SLABS ON GRADE

- .1 Run conduits 25 mm and larger below slab and encase in 75 mm concrete envelope.
  - .1 Provide 50 mm of sand over concrete envelope below floor slab.

### 3.07 CONDUITS UNDERGROUND

- .1 Slope conduits to provide drainage.
- .2 Waterproof joints (pvc excepted) with heavy coat of bituminous paint.

### 3.08 CLEANING

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- .1 Proceed in accordance with Section [01 74 00 - Cleaning].
- .2 On completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.

END OF SECTION

**1 GENERAL**

**1.01 RELATED REQUIREMENTS**

- .1 Section 26 05 00

**1.02 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
  - .1 Provide manufacturer's electronic product literature, specifications and datasheet and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Quality Assurance Submittals: Provide in accordance with Section [01 43 00 - Quality Assurance].
  - .1 Manufacturer's Instructions: Submit manufacturer's written installation instructions and special handling criteria, installation sequence, cleaning procedures.

**1.03 QUALITY ASSURANCE**

- .1 Provide mock-ups in accordance with Section [01 43 00 - Quality Assurance].

**1.04 DELIVERY, STORAGE, AND HANDLING**

- .1 Deliver, store, and handle materials in accordance with Section [01 61 00 - Common Product Requirements].
- .2 Deliver materials to site in original factory packaging, labelled with manufacturer's name, address.
- .3 Packaging Waste Management: Remove for reuse in accordance with Section [01 74 19 - Waste Management and Disposal].
- .4 Divert unused metal materials from landfill to metal recycling facility.
- .5 Disposal and recycling of fluorescent lamps as per local regulations.
- .6 Disposal of old PCB filled ballasts.

**2 PRODUCTS**

- .1 LED as per drawing

.1 As per drawing

#### **2.01 FINISHES**

.1 Light fixture finish and construction to meet ULC listing[s] and CSA certification[s] related to intended installation.

#### **2.02 OPTICAL CONTROL DEVICES**

.1 As indicated in drawing.

#### **2.03 LUMINAIRES**

.1 As indicated in drawing.

### **3 EXECUTION**

#### **3.01 INSTALLATION**

- .1 Locate and install luminaires as indicated.
- .2 Provide adequate support to suit ceiling system.

#### **3.02 WIRING**

- .1 Connect luminaires to lighting circuits:
  - .1 Install flexible or rigid conduit for luminaires as indicated.

#### **3.03 LUMINAIRE SUPPORTS**

- .1 For suspended ceiling installations support luminaires independently of ceiling with separate chains at each end. No. 80 steel sash chain minimum.

#### **3.04 LUMINAIRE ALIGNMENT**

- .1 Align luminaires mounted in continuous rows to form straight uninterrupted line.
- .2 Align luminaires mounted individually parallel or perpendicular to building grid lines.

#### **3.05 CLEANING**

- .1 Clean in accordance with Section [01 74 00 - Cleaning].
- .2 Waste Management: Separate waste materials for in accordance with Section [01 74 19 - Waste Management and Disposal].

**END OF SECTION**



February 10, 2022

**National Research Council Canada**

1200 Montreal Road Building M19  
Ottawa Ontario, K1A 0R6

Attention: Christopher Eby, Architectural Designer

RE: Project Specific Designated Substances and Hazardous Materials Survey  
Rooms 066 & 070, Building M-50, 1200 Montreal Road, Ottawa, Ontario

Englobe File No.: 02112480.000

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## 1.0 INTRODUCTION

Englobe Corporation (Englobe) was retained by NRC to conduct a Project Specific Designated Substances Survey (DSS) and Hazardous Materials Survey in support of future work in Rooms 066 & 070, Building M-50, located at 1200 Montreal Road, in Ottawa, Ontario.

The Designated Substances Survey (DSS) is required under the *Ontario Occupational Health and Safety Act* in order to identify designated substances that may be present within the project areas. The *Canada Labour Code* also stipulates under *Part II, Section 124* that every employer shall ensure that the health and safety at work of every person employed by the employer is protected. By having a DSS conducted, the Project Manager will be able to inform his or her employees, contractors, and tenants of any designated substances that may be present and possibly disturbed throughout the project area.

Englobe completed a visual evaluation of building materials for the presence of suspected designated substance and hazardous materials on January 25, 2022. As part of the survey, select materials were sampled and submitted for laboratory analysis to confirm asbestos and lead content. Wipe sampling for lead in surface dust was also performed.

## 2.0 SCOPE OF WORK

The survey implemented by Englobe included the eleven (11) designated substances listed in *Section 30* of the *Ontario Occupational Health and Safety Act, R.S.O. 1990, Chapter 0.1. Designated Substances*, as included as part of the survey and as identified under the *Ontario Occupational Health and Safety Act* are as follows:

- Acrylonitrile,
- Arsenic,
- Asbestos,
- Benzene,
- Coke Oven Emissions,
- Ethylene Oxide,

- Isocyanates,
- Lead,
- Mercury,
- Silica, and
- Vinyl Chloride

Other Hazardous Materials which are not classified as designated substances, but were included as part of the survey and considered pertinent due to applicable regulations, best practice guidelines and/or potential risks to human health and/or the environment, are:

- Polychlorinated Biphenyls (PCBs),
- Halocarbons,
- Mould,
- Other Hazardous Materials (where deemed pertinent).

### 3.0 METHODOLOGY

The purpose of the survey program was to identify designated substances and hazardous materials that may be disturbed during future work operations associated with the project. The survey was non-destructive by nature. Access to the ceiling space above the perimeter wall was limited due to the bulkhead within the room. The designated substance survey was completed by Englobe on January 25, 2022. The project area was described as consisting of Rooms 066, 070, 070A & 070B. Rooms 070 & 070B could not be accessed for the survey.

Materials suspected of containing designated substances and other hazardous materials were visually identified based on the surveyor's knowledge of the historical composition of building products. Equipment that may contain PCBs (e.g. electrical transformers and fluorescent light ballasts) can often be identified by examining manufacturer's labels. For safety reasons, Englobe personnel do not remove the ballast shields from fluorescent light fixtures to examine the ballast codes unless the electrical circuit for the lighting has been tagged and locked out by a qualified electrician. Visual identification of materials suspected to contain asbestos or lead (in paint) was supported by the collection and analysis of a limited number of representative samples, where applicable. Materials suspected of containing designated substances other than asbestos or lead (in paint) were identified by appearance, age, and knowledge of historical applications.

In Ontario, a material is defined as an Asbestos-Containing Material (ACM) if the material has a minimum asbestos content of 0.5 per cent (%) by dry weight, as per *Ontario Regulation (O. Reg.) 278/05 Asbestos on Construction Projects and in Buildings and Repair Operations* enabled under the *Occupational Health and Safety Act (R.S.O. 1990, Chapter 0.1)*, as amended. ACMs can be divided into two categories: friable and non-friable material. A friable ACM is a material that can be crumbled, powdered, or pulverized by hand pressure and can readily release fibres when disturbed. Common applications of friable ACMs are sprayed or trowelled surfacing materials as well as mechanical and thermal insulation. Non-friable materials are materials that will generally

release fibres only when cut or shaped. Common non-friable ACMs include asbestos cement products (wall parging). Some of these products may become friable with time or when disturbed.

Representative bulk samples of suspected ACMs were collected by Englobe during the site investigation. Samples were collected in order to meet the bulk sampling requirements stipulated in O.Reg. 278/05, as amended. The bulk samples were submitted to and analyzed by Paracel Laboratories Ltd. (Paracel). Paracel is an accredited laboratory through the Canadian Association for Laboratory Accreditation (CALA) and the National Voluntary Laboratory Accreditation Program (NVLAP). The bulk samples were analyzed using polarised light microscopy (PLM). This analytical method complies with the United States Environmental Protection Agency (U.S. EPA) Method 600/R-93/116 dated July 1993, which is the regulatory approved protocol for bulk asbestos analysis in Ontario.

In Canada, the Federal Canada Consumer Product Safety Act's *Surface Coating Materials Regulations SOR/2016-193* has lowered the allowable concentration of lead in paints for new consumer products to 0.009% lead content by weight (90 ppm). For the purposes of the survey and this report, paint applications having concentrations of lead above 90 ppm are considered lead-containing.

Representative lead paint samples were collected and submitted by Englobe for lead content analysis. The samples were analyzed at Paracel. Paracel is certified under the Canadian Association for Laboratory Accreditation Inc. (CALA) to perform lead in paint sample analysis. The sample was analysed by Paracel using Inductively Coupled Plasma - Mass Spectrometry (ICP-MS) in accordance with EPA 6020 - Digestion - ICP-MS.

Englobe collected a total of thirteen (13) "ghost" wipe samples, including one (1) field blank, within the project area for lead in dust analysis. Wipe samples were collected by Englobe using pre-moistened "ghost" wipes, following the ASTM E1728-03 Standard Practice for the Collection of Settled Dust Samples Using Wipe Sampling Methods. Samples were collected from a representative area of approximately 30 cm x 30 cm (approx. 1 sq. ft.) on floors, walls, tables, and equipment. Wipe samples were analysed based on NIOSH Method 9100 using digestion ICP-MS by Paracel.

Currently in Canada, no provincial or federal regulations exist with respect to sampling and analysis of lead in settled dust, and contamination criteria. For the purposes of this report, Englobe considered the acceptable criteria maximum limit of 200 µg/ft<sup>2</sup> (22 µg/100 cm<sup>2</sup>) lead given by the Brookhaven National Laboratory for non-residential, non-lead working areas as appropriate.<sup>1</sup>

One (1) bulk mould sample was collected by Englobe. The sample was placed into a clear, labelled sample bag. The sample was examined by Paracel who is accredited by CALA to perform fungal microscopic sample analysis.

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<sup>1</sup> U.S. Department of Energy, Brookhaven National Laboratory, Safety & Health Services Division – Industrial Hygiene Group Standard Operating Procedure IH75190 Surface Wipe sampling for Metals, Revision 23, 2017.

Select Photographs are included in Appendix A. Laboratory certificates of analysis are included in Appendix B. A Statement of Limitations is included in Appendix C.

## 4.0 FINDINGS

The following sections outline the complete findings of all accessible designated substances and hazardous building materials that were assessed within the project area.

### 4.1. Asbestos

Table 1 below presents the findings of bulk material samples collected from and applicable to the project area, based on visual observations at the time of the site survey.

<b>Table 1: Summary of Bulk Samples Analyzed for Asbestos Content by Polarized Light Microscopy (PLM)</b>			
<b>Sample I.D.</b>	<b>Sample Location</b>	<b>Sample Description</b>	<b>Asbestos Content and Type</b>
01A	Room 066 - Dividing Wall	Ceramic Tile Grout	None Detected
01B			None Detected
01C			None Detected
<b>02A</b>	<b>Room 066 - Perimeter Wall</b>	<b>Plaster Skim Coat over Concrete</b>	<b>&lt;MDL Chrysotile</b>
<b>02B</b>			<b>&lt;MDL Chrysotile</b>
<b>02C</b>			<b>1% Chrysotile</b>
03A	Room 066 - Ceiling	60 cm x 60 cm Lay-in Ceiling Tile	None Detected
03B			None Detected
03C			None Detected

<b>Table 1: Summary of Bulk Samples Analyzed for Asbestos Content by Polarized Light Microscopy (PLM)</b>			
<b>Sample I.D.</b>	<b>Sample Location</b>	<b>Sample Description</b>	<b>Asbestos Content and Type</b>
04A	Room 066 - Ceiling	30 cm x 30 cm Stick-on Tile	None Detected
04B			None Detected
04C			None Detected
05A	Room 066 - Ceiling	30 cm x 30 cm Stick-on Tile Mastic	None Detected
05B			None Detected
05C			None Detected
<b>06</b>	<b>Room 066 - Pipe Fitting</b>	<b>Grey Cement Compound</b>	<b>40% Chrysotile</b>
<b>07</b>	<b>Room 066 - Pipe Run</b>	<b>Aircell Insulation</b>	<b>30% Chrysotile</b>
<b>08A</b>	<b>Room 066 - Dividing Walls</b>	<b>Wall Plaster - White over Grey Layers</b>	<b>White: None Detected Grey: 1% Chrysotile</b>
<b>08B</b>			<b>White: None Detected Grey: Not analysed, Positive stop</b>
<b>08C</b>			<b>White: None Detected Grey: Not analysed, Positive Stop</b>
<b>08D</b>			<b>White: None Detected Grey: Not analysed, Positive Stop</b>
<b>08E</b>			<b>White: None Detected Grey: Not analysed, Positive Stop</b>
09A	Room 066 - Floor	30 cm x 30 cm Light Brown Vinyl Floor Tile and Mastic	Tile: None Detected Mastic: None Detected
09B			Tile: None Detected Mastic: None Detected
09C	Room 070A - Floor		Tile: None Detected Mastic: None Detected
10A	Room 066 - Floor	30 cm x 30 cm Red Vinyl Floor Tile and Mastic	Tile: None Detected Mastic: None Detected
10B			Tile: None Detected Mastic: None Detected
10C			Tile: None Detected Mastic: None Detected
11A	Room 066 Floor - At Hallway Entrance threshold	Concealed Vinyl Floor Tile and Mastic	Tile: None Detected Mastic: None Detected
11B			Tile: None Detected Mastic: None Detected
11C			Tile: None Detected Mastic: None Detected
12A	Room 066 - Dividing Wall	Baseboard Mastic	None Detected
12B			None Detected
12C			None Detected

Table 1: Summary of Bulk Samples Analyzed for Asbestos Content by Polarized Light Microscopy (PLM)			
Sample I.D.	Sample Location	Sample Description	Asbestos Content and Type
13A	Room 066 - Perimeter Wall at Hallway Entrance	Expansion Joint Material	None Detected
13B			None Detected
13C			None Detected
14A	Room 070A - Wall	Brick Mortar	None Detected
14B			None Detected
14C			None Detected
DJC-1	Room 066 - Dividing Wall	Drywall Joint Compound	None Detected
DJC-2	Room 066 - Dividing Wall		None Detected
DJC-3	Room 066 - Dividing Wall		None Detected
DJC-4	Room 066 - Perimeter Wall Bulkhead - at Window		None Detected
DJC-5	Room 066 - Perimeter Wall Bulkhead - Hallway		None Detected

Note: **Bold** items contain regulated amounts of asbestos (>0.5%), as per O.Reg 278/05, as amended, and the PSPC Asbestos Management Standard. <MDL: Less than Method of Detection Limit (<0.5%).

#### 4.1.1. Asbestos-Containing Materials

Based on the analytical results and survey the following materials contain regulated amounts of asbestos:

- Friable grey cement compound on fittings contains 40% Chrysotile asbestos (Sample ID 06);
  - Approximately 34 fittings were observed associated with pipes (e.g. domestic hot and cold, and Low Pressure Steam lines) in the project area.
- Friable aircell pipe insulation on the Low Pressure Steam Line contains 30% Chrysotile asbestos (Sample ID 07);
  - Approximately 21 linear meters total at the dividing wall and perimeter wall (i.e. wall with windows) in Room 066. This insulation is concealed beneath metal cladding on some sections of the pipe run.
  - Approximately 4 linear meters total at the perimeter wall (i.e. wall with windows) in Room 070A.
  - Approximately 12 linear meters total at the perimeter wall (i.e. wall sharing the hallway) in Room 066. This insulation is concealed within a bulkhead for some sections of the pipe run.
  - Approximately 4 linear meters total at the perimeter wall (i.e. wall sharing the hallway) in Room 066.

Access into the bulkheads at the perimeter walls of room 066 was limited and thus some concealed asbestos-containing pipe insulation may be present here. Asbestos-containing pipe insulation may also be present at wall/pipe penetrations.

- Friable Skim Coat on Concrete perimeter Wall (wall with windows) contains 1% Chrysotile asbestos (Sample ID 02C). There is approximately forty (40) square metres of this material total in the project area.
  - This wall showed less than ten (10) square metres of water damage at the perimeter wall in Room 066.
- Friable Wall Plaster (Grey Layer beneath White non-asbestos layer) contains 1% Chrysotile asbestos (Sample ID 08A). There is approximately fifty-six (56) square metres of this material total in the project area.

#### **4.1.2. Suspected Asbestos-Containing Materials**

The following material is suspected to contain regulated amounts of asbestos:

- Joint caulking in the bell joints of drain piping.

Asbestos-containing pipe insulation and wall plaster is also suspected present in Rooms 070 & 070B.

#### **4.1.3. Non-Asbestos-Containing Materials**

Based on bulk sampling, subsequent laboratory analysis, the following materials do not contain regulated amounts of asbestos:

- Room 066 Dividing Wall, Ceramic Tile Grout (Samples 01A-C);
- Room 066 Ceiling, 60 cm x 60 cm Lay-in Ceiling Tile (Samples 03A-C);
- Room 066 Ceiling, 30 cm x 30 cm Stick-on Ceiling Tile (Samples 04A-C);
- Room 066 Ceiling, 30 cm x 30 cm Stick-on Ceiling Tile Mastic (Samples 05A-C);
- Room 066 & 070A Floor, 30 cm x 30 cm Light Brown Vinyl Floor Tile and associated mastic (Samples 09A-C);
- Room 066 Floor, 30 cm x 30 cm Red Vinyl Floor Tile and associated mastic (Samples 10A-C);
- Room 066 Floor - At Hallway Entrance threshold, Concealed Vinyl Floor Tile and associated mastic (Samples 11A-C);
- Room 066 Dividing Wall, Vinyl Baseboard Mastic (Samples 12A-C);
- Room 066 Perimeter Wall at Hallway Entrance, Expansion Joint Material (Samples 13A-C);
- Room 070A Wall, Brick Mortar (Samples 14A-C); and,
- Drywall Joint Compound:
  - Room 066 Dividing Wall (Samples DJC-1-3);
  - Room 066 Perimeter Wall Bulkhead - at Window (Sample DJC-4);
  - Room 066 Perimeter Wall Bulkhead - Hallway (Sample DJC-5).

All insulation observed other than asbestos-containing insulation identified in Section 4.1.1. consisted of non-asbestos fiberglass.

## 4.2. Lead

Table 2 below presents the findings of bulk lead samples collected from and applicable to the project areas, based on visual observations at the time of the site survey.

<b>Table 2: Summary of Bulk Paint Samples Analyzed for Lead Content Analysis by Inductively Coupled Plasma - Mass Spectrometry (ICP-MS)</b>			
<b>Sample I.D.</b>	<b>Sample Location</b>	<b>Sample Description</b>	<b>Lead Content (ppm or µg/g)</b>
<b>LP01</b>	<b>Room 066 Concrete Deck</b>	<b>Pink Paint</b>	<b>491</b>
<b>LP02</b>	Room 066 Wall	White Paint	9
<b>LP03</b>	<b>Room 070A - HVAC Unit</b>	<b>White Paint</b>	<b>183</b>

Note: **Bold** and **highlighted** items show lead concentrations that exceed the 90-ppm limit for lead, as per *Canada Consumer Product Safety Act's Surface Coating Materials Regulations SOR/2016-193*, as amended.

### 4.2.1. Lead-Containing Materials

Based on the analytical results outlined in Table 2, the following materials contain concentrations of lead greater than the Federal Canada Consumer Product Safety Act's limit of 90 ppm:

- Pink paint sampled from the concrete deck in Room 066 contains 491 ppm lead (Sample LP01).
- White paint sampled from the HVAC unit in Room 070A contains 183 ppm lead (Sample LP03).

Based on the analytical results outlined in Table 2, the following materials contain concentrations of lead less than the Federal Canada Consumer Product Safety Act's limit of 90 ppm:

- White paint sampled from the wall in Room 066 contains 9 ppm lead (Sample LP02).

All other paints observed were not sampled as sampling without matrix interference (i.e. removing paint without also removing non-paint substrate) would likely prove difficult. These other paints are suspected to contain lead.

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

- Solder on the joints of copper piping;
- Ceramic Tiles; and,
- Joint caulking in the bell joints of drain piping.

### 4.2.2. Surface Dust Wipe Sampling for Lead Analysis

Table 3 below presents the findings of dust wipe sampling performed for analysis of lead content.

<b>Table 3: Lead Dust Wipe Sample Results</b>		
<b>Sample I.D.</b>	<b>Sample Location</b>	<b>Total Lead Reported (µg/ft<sup>2</sup>)</b>
LW-1	Room 066 Floor near tack mat at entrance	17.4
LW-2	Room 066 Floor at Kitchen door	43.2
LW-3	Room 066 Floor, 2 <sup>nd</sup> Kitchen mid-room	36.8
LW-4	Room 070A Floor under HVAC unit	8.4
LW-5	Room 066 Floor, 2 <sup>nd</sup> Kitchen in front of door to Hallway	12.6
LW-6	Room 066 Floor near door to Kitchen	2.2
LW-7	Room 066 on top of metal transformer	4.3
LW-8	Room 066, Kitchen metal shelf (bottom)	42.7
LW-9	Room 070A Table top	6.3
LW-10	Room 066 Window sill	19.9
LW-11	Room 066 Floor, 2 <sup>nd</sup> Kitchen top of fluorescent light fixture	2.7
LW-12	Room 066 Floor, Kitchen, dividing wall metal hatch	0.2
BLK	Field Blank	<0.1/Wipe

Note: Bold items represent samples that revealed lead concentrations above the recommended acceptable surface level of 200 µg/ft<sup>2</sup> chosen for this project.

Based on the analytical results summarized in Table 3, no surface dust wipe samples collected within the project area had lead concentrations in excess of the recommended acceptable surface level of 200 µg/ft<sup>2</sup> chosen for this project.

#### **4.3. Mercury**

Mercury is assumed to be present in the following:

- T8 type fluorescent lights tubes throughout the project area.

#### **4.4. Silica**

Based on the historical composition of building materials, silica is assumed to be present in:

- Plaster building elements,
- Mastics,
- Drywall building elements,
- Ceiling Tiles,
- Floor Tiles,
- Ceramic Tiles, and
- Concrete and cement materials.

#### **4.5. Mould**

Less than one (1) square metre of mould impacted drywall (Sample M-01) at the perimeter wall drywall bulkhead (adjacent window) in Room 066 was observed. The area is also water damaged. Considering current site conditions, concealed mould growth may be present.

#### **4.6. Animal Fecal Matter**

Rodent fecal matter was observed sporadically above false ceilings/bulkheads in the project areas. The accessible project area totaled approx. 90 square metres.

#### **4.7. Other Designated Substances and Hazardous Materials**

The following Designated Substances and Hazardous Materials were neither observed, nor suspected of being present, in forms or quantities that would impact work operations associated with the project:

- Acrylonitrile,
- Arsenic,
- Benzene,
- Coke Oven Emissions,
- Ethylene Oxide,
- Isocyanates,
- Vinyl Chloride,
- PCBs; and,
- Halocarbons.

### **5.0 CONCLUSIONS AND RECOMMENDATIONS**

Based on the site investigation, sampling and analysis, the following designated substances and hazardous materials are present in forms and quantities expected to have an impact on future work operations associated with Rooms 066 & 070, Building M-50, located at 1200 Montreal Road, in Ottawa, Ontario:

- Asbestos,
- Lead,
- Mercury,
- Silica,
- Mould; and,
- Animal Fecal Matter (Rodent Droppings).

Englobe's recommendations for each material, which are based upon both regulatory compliance and best practice guidelines, are included in the following sections below.

## 5.1. Asbestos

The disturbance of ACMs on construction and demolition projects is governed by the *Canada Occupational Health and Safety Regulations*, *PSPC Asbestos Management Standard*, and in the province of Ontario is governed by O.Reg. 278/05, as amended. These regulations classify all asbestos disturbances as Low Risk (Type 1), Intermediate Risk (Type 2), or High Risk (Type 3), each of which has defined precautionary measures. All asbestos materials are subject to specific handling and disposal precautions and must be removed prior to demolition. The Ontario Ministry of Labour (MoL) must be notified of any project involving removal of more than a minor amount (e.g. typically 1 square metre) of friable asbestos material. In the event of conflict between regulations, the more stringent procedures apply.

Identified friable ACMs require a minimum of Moderate Risk abatement procedures when removing or disturbing one (1) square metre or less of the material. Should demolition, disturbance, or repair be required of more than one (1) square metre of friable ACM, High-Risk abatement procedures are required. It should be noted that the removal of good condition pipe fitting insulation can be completed using Moderate-Risk glovebag procedures, provided the glovebag seal can be maintained throughout the removal process.

The transport and disposal of asbestos waste is governed by *O. Reg. 347/90 - General - Waste Management*, as amended. This regulation requires that asbestos waste be sealed in appropriately labelled, double containers resistant to puncture and tears. The waste must be disposed at a licensed waste disposal site.

The time weight average exposure limit (TWAEL) for airborne asbestos is prescribed by *O.Reg. 490/09 Designated Substances*, as amended and the *Canada Labour Code, Occupational Health and Safety Regulations*. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne asbestos levels that exceed this TWAEL.

The following recommendations apply to ACMs and suspected ACMs:

- Appropriate work procedures and precautionary measures must be used, as outlined in O.Reg. 278/05, as amended, and Canada Occupational Health and Safety Regulations, as amended, when performing work that may disturb ACMs or suspected ACMs, including prior to building demolition.
- Disturbance and/or removal of ACMs must be appropriately recorded as part of the building's Asbestos Management Plan.
- Before undertaking any work activity that involves asbestos-containing materials, an Asbestos Exposure Control Plan shall be developed, in accordance with the requirements of the Canada Occupational Health and Safety Regulations, which includes classification of asbestos specific work activities, onsite labelling of ACMs, and education/training of applicable federal employees specific to ACMs.
- If ACMs or suspected ACMs become damaged and worker exposure to the material is likely to occur, the damaged material must be repaired or removed following work

procedures outlined in O. Reg. 278/05, as amended, and Canada Labour Code, Occupational Health and Safety Regulations, as amended.

- Disposal of asbestos waste is controlled by the Ontario Environmental Protection Act, Regulation 347/90, General - Waste Management, as amended. This regulation requires that asbestos waste be sealed in double containers resistant to puncture and tears, and appropriately labelled. The waste must be disposed at a licensed waste disposal site. Proper notification must be issued to the site representative prior to transportation of waste. The transport of the waste to the disposal site is controlled by the federal Transportation of Dangerous Goods Act, 1992 (TDGA) and Ontario Dangerous Goods Transportation Act.

Englobe made attempts to evaluate the project areas to identify hazardous materials present. In spite of these efforts, some ACMs may be concealed and not observed at the time of the survey. As such, should any previously unidentified suspect ACMs be encountered as part of future work, these materials are to be treated as ACMs and handled accordingly, unless sampling proves otherwise. Materials that have not been analyzed but are visibly similar to other materials identified as asbestos-containing, must be considered asbestos-containing unless proven otherwise by laboratory analysis.

## 5.2. Lead

The Occupational Health and Safety Branch (OHS) of the Ontario MoL have published *Guideline: Lead on Construction Projects*. This document classifies all lead disturbances as Type 1, Type 2a, Type 2b, Type 3a or Type 3b work, and assigns different levels of respiratory protection and work procedures for each classification. Disturbance of lead-containing coatings shall follow the procedures of this guideline document.

Paints and other surface coatings containing elevated concentrations of lead can pose a health risk to humans if ingested or inhaled. Such lead-containing surface coatings are also a risk to the environment with the potential to contaminate soil and groundwater. Surface coatings with elevated lead content can also pose a health risk to workers while completing renovations within the building.

Although the Canada Consumer Product Safety Act's *Surface Coating Materials Regulations SOR/2016-193*, as amended, has set a limit of 90 parts per million (ppm) for surface coating materials, there may be a potential for exposure to high levels of airborne lead depending on the work activities performed that disturb the lead-containing materials, even at low lead content concentrations. A risk assessment to assess the potential for exposure to lead should be performed to determine work procedures such as those in the MoL guideline referenced above.

In the event of conflict between lead precautionary measures and other precautionary measures (e.g., asbestos, silica), the more stringent procedures shall apply.

No surface dust wipe samples collected within the project area had lead concentrations in excess of the recommended acceptable surface level of 200 µg/ft<sup>2</sup> chosen for this project. This sampling

indicates that items and/or surfaces within the project area are not significantly impacted by lead in settled dust. Thus, no special precautions with respect to lead should be required for these items and/or surfaces within the project area.

The time weighted average exposure limit (TWAEL) for airborne lead is prescribed by *Ontario Regulation 490/09 Designated Substances*, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne lead levels that exceed this TWAEL.

The disposal of construction waste containing lead is governed by *O. Reg. 347/90 - General - Waste Management*, as amended. The transport of the waste to the disposal site is controlled by the federal TDGA and the Ontario Dangerous Goods Transportation Act. Materials with elevated concentrations of lead should be subject to Toxicity Characteristic Leaching Procedure (TCLP) testing to determine toxicity with respect to lead prior to disposal, in accordance with *O. Reg. 347/90, as amended*.

The following procedures should be performed for lead-containing materials that are anticipated to be disturbed:

- Copper piping solder can be cut a small distance (e.g., 50 mm) from the joints to avoid direct disturbance of the lead material; and

### **5.3. Mercury**

When removal of the fluorescent light tubes is required, the tubes should be removed intact from the fixtures. This prevents worker exposure to mercury vapour, particularly if the tubes were energized shortly before removal. Other sources of liquid mercury should be removed in a similar fashion (intact) to prevent worker exposure.

The TWAEL for mercury is prescribed by *O. Reg. 490/09 Designated Substances*, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to mercury levels that exceed this TWAEL.

Liquid mercury is classified as a hazardous waste under *O. Reg. 347/90*, as amended. The transport of the waste to a disposal site is controlled by *O. Reg. 347/90* and by the federal TDGA. It is now common practice to recycle fluorescent light tubes, and other items containing mercury, recovering the component materials, and avoiding the generation of hazardous waste.

### **5.4. Silica**

The Occupational Health and Safety Branch of the Ontario MoL have published *Guideline: Silica on Construction Projects*. This document classifies all silica disturbances as Type 1, Type 2 or Type 3 work, and assigns different levels of respiratory protection and work procedures for each classification. This guideline should be followed during disturbance of silica-containing materials. It is preferable to use more stringent dust suppression techniques and engineering controls as

opposed to relying on respiratory protection to control worker exposure. Respiratory protection should only be relied on as a last resort when dust suppression techniques and engineering controls fail to control worker exposure.

The TWael for airborne silica is prescribed by *Ontario Regulation 490/09 Designated Substances*, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne silica levels that exceed this exposure limit.

In the event of conflict between silica precautionary measures and other precautionary measures (e.g., asbestos, lead), the more stringent procedures shall apply.

### **5.5. Mould**

Currently, there are no regulations pertaining to mould on construction projects. Most jurisdictions have issued alerts or bulletins concerning the hazard of mould in indoor environments. The Canadian Construction Association (CCA) published the following document as a response to concerns in the construction industry: *"Mould Guidelines for the Canadian Construction Industry", 2018*. The Guideline recommends Level 1, 2 and 3 mould abatement procedures for small (<1 m<sup>2</sup>), medium (1 m<sup>2</sup> to 10 m<sup>2</sup>) and large scale (>10 m<sup>2</sup>) mould abatement operations that are to be determined by professionals based on the extent and density of mould on site.

Mould was confirmed to be present at the perimeter wall drywall bulkhead (adjacent window) in room 066. The area is also water damaged. Also, considering current site conditions, concealed mould growth may be present. Given this, all mould impacted materials should be removed using a minimum Level 2 Mould abatement operations as per the above noted guideline. Should additional mould be discovered, remedial precautions appropriate to the amount of mould found should be implemented.

In general, water damaged materials should be removed and replaced.

Typically, areas subject to continued water/moisture infiltration can result in the formation of mould growth and Englobe recommends that the sources of moisture and/ or water intrusion be identified and rectified, prior to mould and water damaged material removal and new building material re-instatement.

In the event of conflict between mould precautionary measures and other precautionary measures (e.g., asbestos, silica), the more stringent procedures shall apply.

### **5.6. Animal Fecal Matter**

Suspected rodent fecal matter was observed sporadically above false ceilings/bulkheads in the project areas. The accessible project area totaled approx. 90 square metres.

Fecal matter dropping should be remediated in accordance with the precautionary measures outlined within the Canadian Construction Association (CCA) document Mould Guidelines for the

Canadian Construction Industry, 2018. This remediation should be performed concurrently with other remedial activities (e.g. asbestos, mould, etc.) recommended above.

## **6.0 CLOSURE**

A Limitations of Report section, which forms an integral part of this report, is attached.

We trust that the information contained herein meets your needs. Should you have any questions or comments, please do not hesitate to contact us.

***FOR ENGLOBE CORP.***

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## **APPENDIX A**

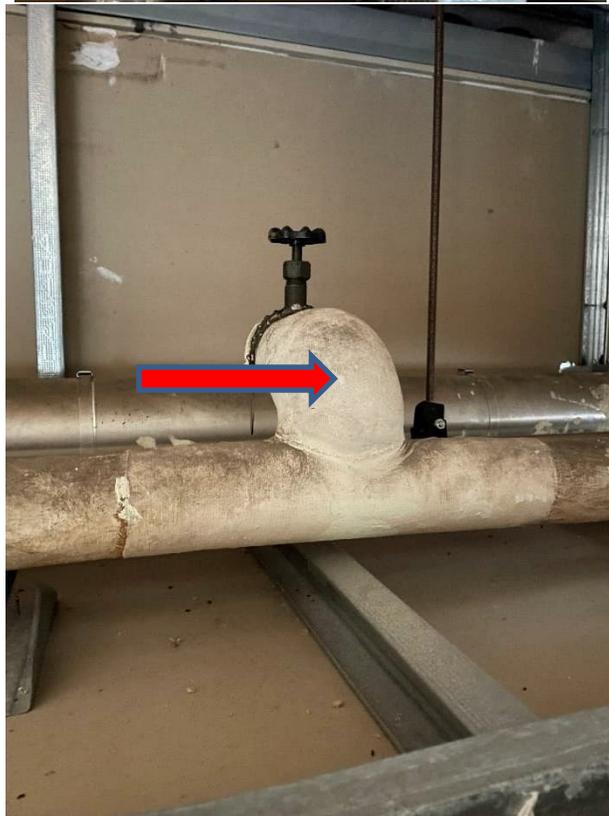
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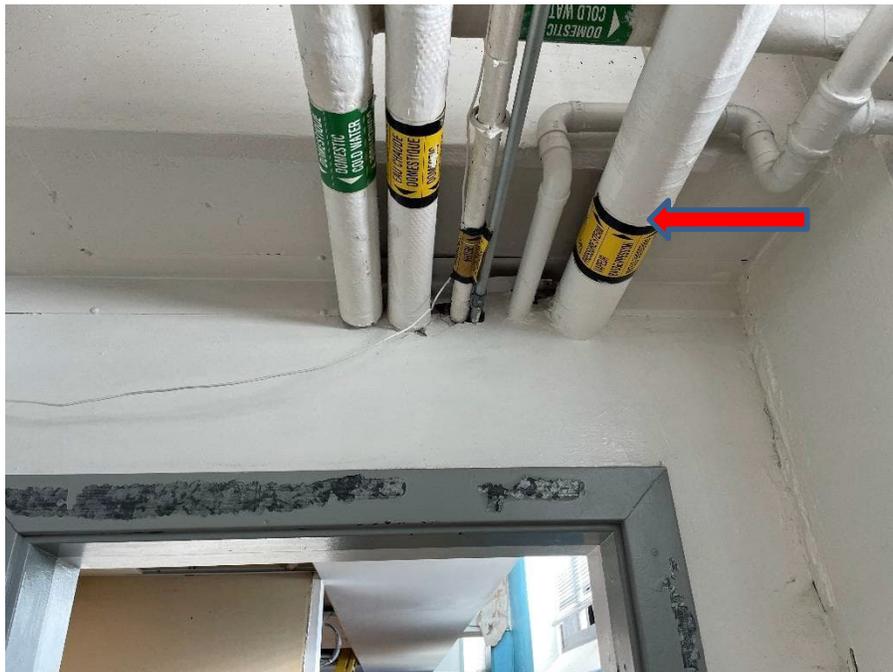
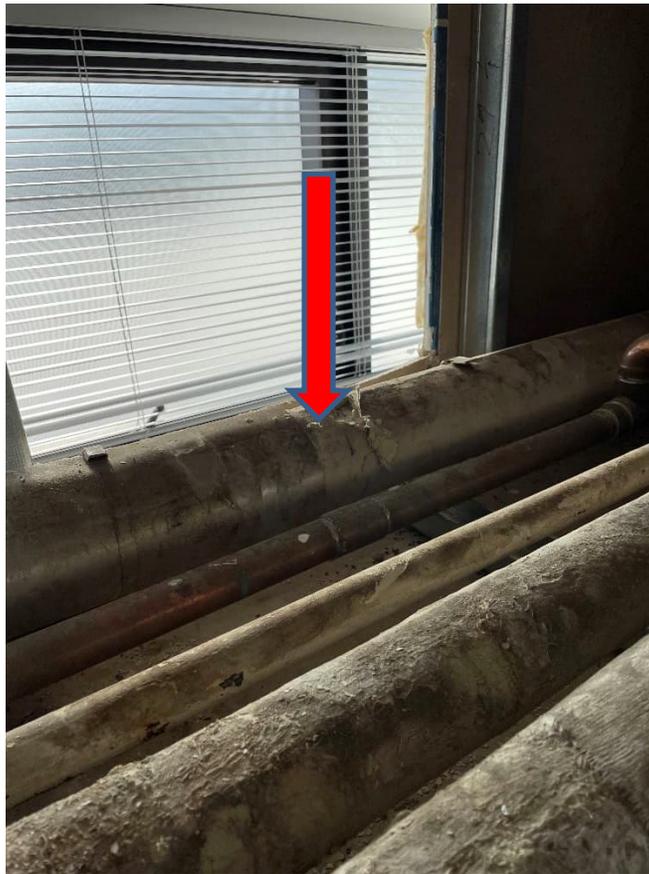
**Photo 1:** Asbestos-containing Skim Coat on Concrete perimeter Wall (wall with windows) contains 1% Chrysotile asbestos (Sample ID 02C). This material is water damaged here. Mould (Sample M-01) was also confirmed on the drywall bulkhead here.



**Photo 2:** Asbestos-containing plaster dividing wall in Room 066 contains 1% Chrysotile asbestos (Sample 08-A (Grey layer)). 30 cm x 30 cm Stick-on Ceiling Tile and Mastic were confirmed to be non-asbestos.



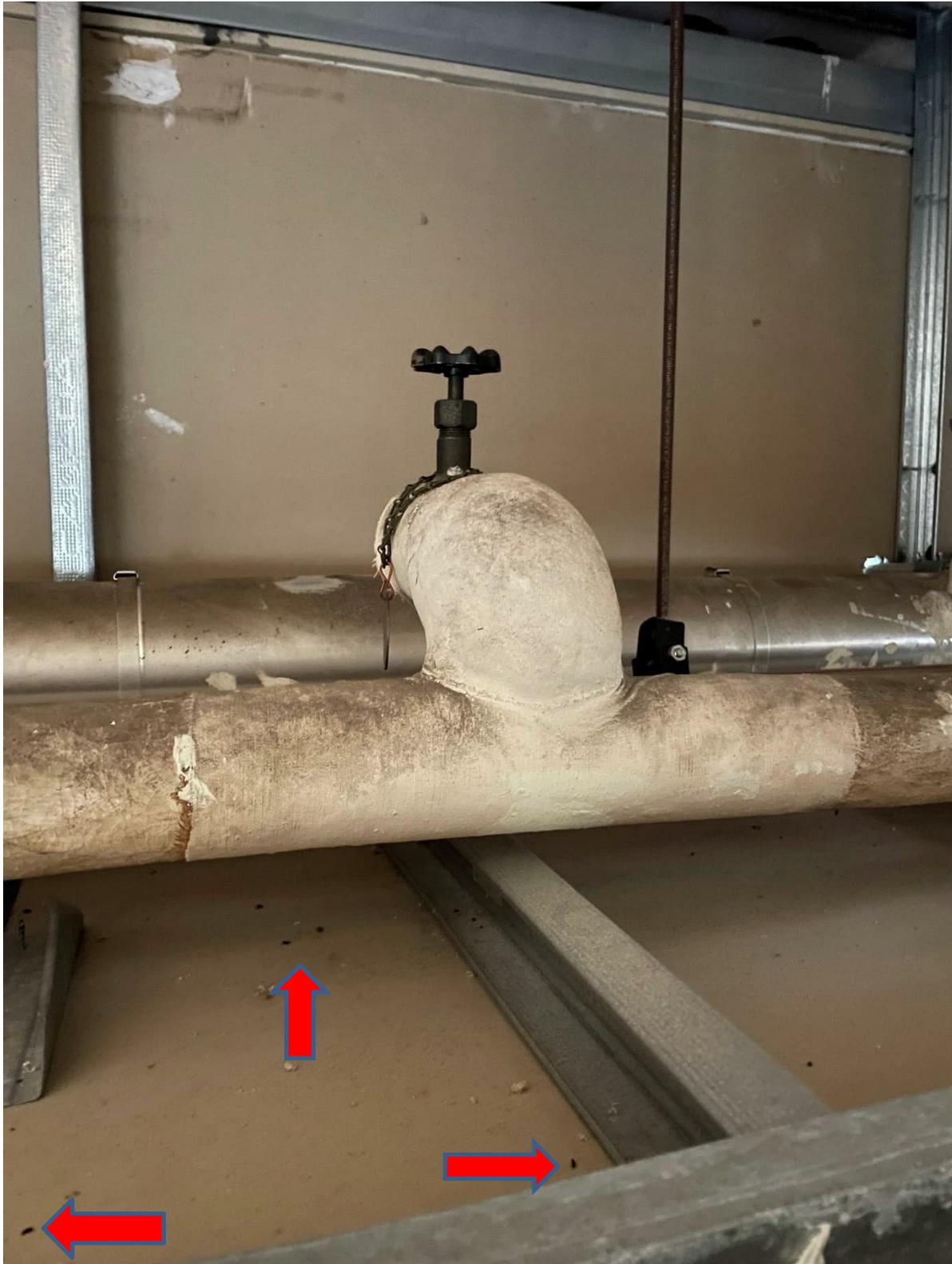
**Photos 3&4:** Asbestos-containing pipe fitting insulation on pipes contains 40% Chrysotile asbestos (Sample 06)



**Photos 5&6:** Asbestos-containing pipe insulation on the Low Pressure Steam line contains 30% Chrysotile asbestos (Sample 07).



**Photo 7:** Pink paint on the concrete deck was confirmed to contain 491 ppm lead (LP01). Plaster walls and ceilings were confirmed to be non-asbestos. Vinyl baseboard mastic and the 12" x 12" vinyl floor tiles and associated mastic were all confirmed to be non-asbestos as well.



**Photo 8:** Rodent fecal matter was observed sporadically above false ceilings/bulkheads in the project areas

## **APPENDIX B**

Laboratory Certificate of Analysis - Bulk Asbestos and Lead

## **APPENDIX C**

### Limitations





**TP1 Amount Payable – General**

1.1 Subject to any other provisions of the contract, Her Majesty shall pay the Contractor, at the times and in the manner hereinafter set out, the amount by which

1.1.1 the aggregate of the amounts described in TP2 exceeds

1.1.2 the aggregate of the amounts described in TP3

and the Contractor shall accept that amount as payment in full satisfaction for everything furnished and done by him in respect of the work to which the payment relates.

**TP2 Amounts Payable to the Contractor**

2.1 The amounts referred to in TP1.1.1 are the aggregate of

2.1.1 the amounts referred to in the Articles of Agreement, and

2.1.2 the amounts, if any, that are payable to the Contractor pursuant to the General Conditions.

**TP3 Amounts Payable to Her Majesty**

3.1 The amounts referred to in TP1.1.2 are the aggregate of the amounts, in any, that the Contractor is liable to pay Her Majesty pursuant to the contract.

3.2 When making any payments to the Contractor, the failure of Her Majesty to deduct an amount referred to in TP3.1 from an amount referred to in TP2 shall not constitute a waiver of the right to do so, or an admission of lack of entitlement to do so in any subsequent payment to the Contractor.

**TP4 Time of Payment**

4.1 In these Terms of Payment

4.1.1 The “payment period” means a period of 30 consecutive days or such other longer period as is agreed between the Contractor and the Departmental Representative.

4.1.2 An amount is “due and payable” when it is due and payable by Her Majesty to the Contractor according to TP4.4, TP4.7 or TP4.10.

4.1.3 An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.

4.1.4 The “date of payment” means the date of the negotiable instrument of an amount due and payable by the Receiver General for Canada and given for payment.

4.1.5 The “Bank Rate” means the discount rate of interest set by the Bank of Canada in effect at the opening of business on the date of payment.



- 4.2 The Contractor shall, on the expiration of a payment period, deliver to the Departmental Representative in respect of that payment period a written progress claim that fully describes any part of the work that has been completed, and any material that was delivered to the work site but not incorporated into the work during that payment period.
- 4.3 The Departmental Representative shall, not later than ten days after receipt by him of a progress claim referred to in TP4.2,
- 4.3.1 inspect the part of the work and the material described in the progress claim; and
- 4.3.2 issue a progress report, a copy of which the Departmental Representative will give to the Contractor, that indicates the value of the part of the work and the material described in the progress claim that, in the opinion of the Departmental Representative,
- 4.3.2.1 is in accordance with the contract, and
- 4.3.2.2 was not included in any other progress report relating to the contract.
- 4.4 Subject to TP1 and TP4.5 Her Majesty shall, not later than 30 days after receipt by the Departmental Representative of a progress claim referred to in TP4.2, pay the Contractor
- 4.4.1 an amount that is equal to 95% of the value that is indicated in the progress report referred to in TP4.3.2 if a labour and material payment bond has been furnished by the Contractor, or
- 4.4.2 an amount that is equal to 90% of the value that is indicated in the progress report referred to in TP4.3.2 if a labour and material payment bond has not been furnished by the Contractor.
- 4.5 It is a condition precedent to Her Majesty's obligation under TP4.4 that the Contractor has made and delivered to the Departmental Representative,
- 4.5.1 a statutory declaration described in TP4.6 in respect of a progress claim referred to in TP4.2,
- 4.5.2 in the case of the Contractor's first progress claim, a construction schedule in accordance with the relevant sections of the Specifications, and
- 4.5.3 if the requirement for a schedule is specified, an update of the said schedule at the times identified in the relevant sections of the Specifications.
- 4.6 A statutory declaration referred to in TP4.5 shall contain a deposition by the Contractor that
- 4.6.1 up to the date of the Contractor's progress claim, the Contractor has complied with all his lawful obligations with respect to the Labour Conditions; and
- 4.6.2 up to the date of the Contractor's immediately preceding progress claim, all lawful obligations of the Contractor to subcontractors and suppliers of material in respect of the



work under the contract have been fully discharged.

- 4.7 Subject to TP1 and TP4.8, Her Majesty shall, not later than 30 days after the date of issue of an Interim Certificate of Completion referred to in GC44.2, pay the Contractor the amount referred to in TP1 less the aggregate of
- 4.7.1 the sum of all payments that were made pursuant to TP4.4;
  - 4.7.2 an amount that is equal to the Departmental Representative's estimate of the cost to Her Majesty or rectifying defects described in the Interim Certificate of Completion; and
  - 4.7.3 an amount that is equal to the Departmental Representative's estimate of the cost to Her Majesty of completing the parts of the work described in the Interim Certificate of Completion other than the defects referred to in TP4.7.2.
- 4.8 It is a condition precedent to Her Majesty's obligation under TP4.7 that the Contractor has made and delivered to the Departmental Representative,
- 4.8.1 a statutory declaration described in TP4.9 in respect of an Interim Certificate of Completion referred to in GC44.2, and
  - 4.8.2 if so specified in the relevant sections of the Specifications, and update of the construction schedule referred to in TP4.5.2 and the updated schedule shall, in addition to the specified requirements, clearly show a detailed timetable that is acceptable to the Departmental Representative for the completion of any unfinished work and the correction of all defects.
- 4.9 A statutory declaration referred to in TP4.8 shall contain a deposition by the contractor that up to the date of the Interim Certificate of Completion the Contractor has
- 4.9.1 complied with all of the Contractor's lawful obligations with respect to the Labour Conditions;
  - 4.9.2 discharged all of the Contractor's lawful obligations to the subcontractors and suppliers of material in respect of the work under the contract; and
  - 4.9.3 discharged the Contractor's lawful obligations referred to in GC14.6.
- 4.10 Subject to TP1 and TP4.11, Her Majesty shall, not later than 60 days after the date of issue of a Final Certificate of Completion referred to in GC44.1, pay the Contractor the amount referred to in TP1 less the aggregate of
- 4.10.1 the sum of all payments that were made pursuant to TP4.4; and
  - 4.10.2 the sum of all payments that were made pursuant to TP4.7.
- 4.11 It is a condition precedent to Her Majesty's obligation under TP4.10 that the Contractor has made and delivered a statutory declaration described in TP4.12 to the Departmental Representative.



- 4.12 A statutory declaration referred to in TP4.11 shall, in addition to the depositions described in TP4.9, contain a deposition by the Contractor that all of the Contractor's lawful obligations and any lawful claims against the Contractor that arose out of the performance of the contract have been discharged and satisfied.

**TP5 Progress Report and Payment Thereunder Not Binding on Her Majesty**

- 5.1 Neither a progress report referred to in TP4.3 nor any payment made by Her Majesty pursuant to these Terms of Payment shall be construed as an admission by Her Majesty that the work, material or any part thereof is complete, is satisfactory or is in accordance with the contract.

**TP6 Delay in Making Payment**

- 6.1 Notwithstanding GC7 any delay by Her Majesty in making any payment when it is due pursuant to these Terms of Payment shall not be a breach of the contract by Her Majesty.
- 6.2 Her Majesty shall pay, without demand from the Contractor, simple interest at the Bank Rate plus 1 -1/4 per centum on any amount which is overdue pursuant to TP4.1.3, and the interest shall apply from and include the day such amount became overdue until the day prior to the date of payment except that
- 6.2.1 interest shall not be payable or paid unless the amount referred to in TP6.2 has been overdue for more that 15 days following
- 6.2.1.1 the date the said amount became due and payable, or
- 6.2.1.2 the receipt by the Departmental Representative of the Statutory Declaration referred to in TP4.5, TP4.8 or TP4.11,
- whichever is the later, and
- 6.6.2 interest shall not be payable or paid on overdue advance payments if any.

**TP7 Right of Set-off**

- 7.1 Without limiting any right of set-off or deduction given or implied by law or elsewhere in the contract, Her Majesty may set off any amount payable to Her Majesty by the Contractor under this contract or under any current contract against any amount payable to the Contractor under this contract.
- 7.2 For the purposes of TP7.1, "current contract" means a contract between Her Majesty and the Contractor
- 7.2.1 under which the Contractor has an undischarged obligation to perform or supply work, labour or material, or
- 7.2.2 in respect of which Her Majesty has, since the date of which the Articles of Agreement were made, exercised any right to take the work that is the subject of the contract out of the Contractor's hands.



**TP8 Payment in Event of Termination**

- 8.1 If the contract is terminated pursuant to GC41, Her Majesty shall pay the Contractor any amount that is lawfully due and payable to the Contractor as soon as is practicable under the circumstances.

**TP9 Interest on Settled Claims**

- 9.1 Her Majesty shall pay to the Contractor simple interest on the amount of a settled claim at an average Bank Rate plus 1 ¼ per centum from the date the settled claim was outstanding until the day prior to the date of payment.
- 9.2 For the purposes of TP9.1,
- 9.2.1 a claim is deemed to have been settled when an agreement in writing is signed by the Departmental Representative and the Contractor setting out the amount of the claim to be paid by Her Majesty and the items or work for which the said amount is to be paid.
- 9.2.2 an "average Bank Rate" means the discount rate of interest set by the Bank of Canada in effect at the end of each calendar month averaged over the period the settled claim was outstanding.
- 9.2.3 a settled claim is deemed to be outstanding from the day immediately following the date the said claim would have been due and payable under the contract had it not been disputed.
- 9.3 For the purposes of TP9 a claim means a disputed amount subject to negotiation between Her Majesty and the Contractor under the contract.



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## **GC1 Interpretation**

### **1.1 In the contract**

- 1.1.1 where reference is made to a part of the contract by means of numbers preceded by letters, the reference shall be construed to be a reference to the particular part of the contract that is identified by that combination of letters and numbers and to any other part of the contract referred to therein;
- 1.1.2 “contract” means the contract document referred to in the Articles of Agreement;
- 1.1.3 “contract security” means any security given by the Contractor to Her Majesty in accordance with the contract;
- 1.1.4 “Departmental Representative” means the officer or employee of Her Majesty who is designated pursuant to the Articles of Agreement and includes a person specially authorized by him to perform, on his behalf, any of his functions under the contract and is so designated in writing to the Contractor;
- 1.1.5 “material” includes all commodities, articles and things required to be furnished by or for the Contractor under the contract for incorporation into the work;
- 1.1.6 “Minister” includes a person acting for, or if the office is vacant, in place of the Minister and his successors in the office, and his or their lawful deputy and any of his or their representatives appointed for the purposes of the contract;
- 1.1.7 “person” includes, unless the context otherwise requires, a partnership, proprietorship, firm, joint venture, consortium and a corporation;
- 1.1.8 “plant” includes all animals, tools, implements, machinery, vehicles, buildings, structures, equipment and commodities, articles and things other than material, that are necessary for the due performance of the contract;
- 1.1.9 “subcontractor” means a person to whom the Contractor has, subject to GC4, subcontracted the whole or any part of the work;
- 1.1.10 “superintendent” means the employee of the Contractor who is designated by the Contractor to act pursuant to GC19;
- 1.1.11 “work includes, subject only to any express stipulation in the contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the contract.

1.2 The headings in the contract documents, other than in the Plans and Specifications, form no part of the contract but are inserted for convenience of reference only.

1.3 In interpreting the contract, in the event of discrepancies or conflicts between anything in the Plans and Specifications and the General Conditions, the General Conditions govern.



- 1.4 In interpreting the Plans and Specifications, in the event of discrepancies or conflicts between
- 1.4.1 the Plans and Specifications, the Specifications govern;
  - 1.4.2 the Plans, the Plans drawn with the largest scale govern; and
  - 1.4.3 figured dimensions and scaled dimensions, the figured dimensions govern.

**GC2 Successors and Assigns**

- 2.1 The contract shall inure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

**GC3 Assignment of Contract**

- 3.1 The contract may not be assigned by the Contractor, either in whole or in part, without the written consent of the Minister.

**GC4 Subcontracting by Contractor**

- 4.1 Subject to this General Condition, the Contractor may subcontract any part of the work.
- 4.2 The Contractor shall notify the Departmental Representative in writing of his intention to subcontract.
- 4.3 A notification referred to in GC4.2 shall identify the part of the work, and the subcontractor with whom it is intended to subcontract.
- 4.4 The Departmental Representative may object to the intended subcontracting by notifying the Contractor in writing within six days of receipt by the Departmental Representative of a notification referred to in GC4.2.
- 4.5 If the Departmental Representative objects to a subcontracting pursuant to GC4.4, the Contractor shall not enter into the intended subcontract.
- 4.6 The contractor shall not, without the written consent of the Departmental Representative, change a subcontractor who has been engaged by him in accordance with this General Condition.
- 4.7 Every subcontract entered into by the Contractor shall adopt all of the terms and conditions of this contract that are of general application.
- 4.8 Neither a subcontracting nor the Departmental Representative's consent to a subcontracting by the Contractor shall be construed to relieve the Contractor from any obligation under the contract or to impose any liability upon Her Majesty.

**GC5 Amendments**



- 5.1 No amendment or change in any of the provisions of the contract shall have any force or effect until it is reduced to writing.

**GC6 No Implied Obligations**

- 6.1 No implied terms or obligations of any kind by or on behalf of Her Majesty shall arise from anything in the contract and the express covenants and agreements therein contained and made by Her Majesty are the only covenants and agreements upon which any rights against Her Majesty are to be founded.
- 6.2 The contract supersedes all communications, negotiations and agreements, either written or oral, relating to the work that were made prior to the date of the contract.

**GC7 Time of Essence**

- 7.1 Time is of the essence of the contract.

**GC8 Indemnification by Contractor**

- 8.1 The Contractor shall indemnify and save Her Majesty harmless from and against all claims, demand, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor, his servants, agents, subcontractors and sub-subcontractors in performing the work including an infringement or an alleged infringement of a patent of invention or any other kind of intellectual property.
- 8.2 For the purpose of GC8.1, "activities" includes any act improperly carried out, any omission to carry out an act and any delay in carrying out an act.

**GC9 Indemnification by Her Majesty**

- 9.1 Her Majesty shall, subject to the Crown Liability Act, the Patent Act, and any other law that affects Her Majesty's rights, powers, privileges or obligations, indemnify and save the Contractor harmless from and against all claims, demands, losses, costs, damage, actions, suits or proceedings arising out of his activities under the contract that are directly attributable to
- 9.1.1 lack of or a defect in Her Majesty's title to the work site whether real or alleged; or
- 9.1.2 an infringement or an alleged infringement by the Contractor of any patent of invention or any other kind of intellectual property occurring while the Contractor was performing any act for the purposes of the contract employing a model, plan or design or any other thing related to the work that was supplied by Her Majesty to the Contractor.

**GC10 Members of House of Commons Not to Benefit**



- 10.1 As required by the Parliament of Canada Act, it is an express condition of the contract that no member of the House of Commons shall be admitted to any share of part of the contract or to any benefit arising therefrom.

### **GC11 Notices**

- 11.1 Any notice, consent, order, decision, direction or other communication, other than a notice referred to in GC11.4, that may be given to the Contractor pursuant to the contract may be given in any manner.
- 11.2 Any notice, consent, order, decision, direction or other communication required to be given in writing, to any party pursuant to the contract shall, subject to GC11.4, be deemed to have been effectively given
- 11.2.1 to the Contractor, if delivered personally to the Contractor or the Contractor's superintendent, or forwarded by mail, telex or facsimile to the Contractor at the address set out in A4.1, or
- 11.2.2 to Her Majesty, if delivered personally to the Departmental Representative, or forwarded by mail, telex or facsimile to the Departmental Representative at the address set out in A1.2.1.
- 11.3 Any such notice, consent, order, decision, direction or other communication given in accordance with GC11.2 shall be deemed to have been received by either party
- 11.3.1 if delivered personally, on the day that it was delivered,
- 11.3.2 if forwarded by mail, on the earlier of the day it was received and the sixth day after it was mailed, and
- 11.3.3 if forwarded by telex or facsimile, 24 hours after it was transmitted.
- 11.4 A notice given under GC38.1.1, GC40 and GC41, if delivered personally, shall be delivered to the Contractor if the Contractor is doing business as sole proprietor or, if the Contractor is a partnership or corporation, to an officer thereof.

### **GC12 Material, Plant and Real Property Supplied by Her Majesty**

- 12.1 Subject to GC12.2, the Contractor is liable to Her Majesty for any loss of or damage to material, plant or real property that is supplied or placed in the care, custody and control of the Contractor by Her Majesty for use in connection with the contract, whether or not that loss or damage is attributable to causes beyond the Contractor's control.
- 12.2 The Contractor is not liable to Her Majesty for any loss or damage to material, plant or real property referred to in GC12.1 if that loss or damage results from and is directly attributable to reasonable wear and tear.
- 12.3 The Contractor shall not use any material, plant or real property referred to in GC12.1 except for



the purpose of performing this contract.

- 12.4 When the Contractor fails to make good any loss or damage for which he is liable under GC12.1 within a reasonable time after being required to do so by the Departmental Representative, the Departmental Representative may cause the loss or damage to be made good at the Contractor's expense, and the Contractor shall thereupon be liable to Her Majesty for the cost thereof and shall, on demand, pay to Her Majesty an amount equal to that cost.
- 12.5 The Contractor shall keep such records of all material, plant and real property referred to in GC12.1 as the Departmental Representative from time to time requires and shall satisfy the Departmental Representative, when requested, that such material, plant and real property are at the place and in the condition which they ought to be.

### **GC13 Material, Plant and Real Property Become Property of Her Majesty**

- 13.1 Subject to GC14.7 all material and plant and the interest of the Contractor in all real property, licenses, powers and privileges purchased, used or consumed by the Contractor for the contract shall, after the time of their purchase, use or consumption be the property of Her Majesty for the purposes of the work and they shall continue to be the property of Her Majesty.
- 13.1.1 in the case of material, until the Departmental Representative indicates that he is satisfied that it will not be required for the work, and
- 13.1.2 in the case of plant, real property, licenses, powers and privileges, until the Departmental Representative indicates that he is satisfied that the interest vested in Her Majesty therein is no longer required for the purposes of the work.
- 13.2 Material or plant that is the property of Her Majesty by virtue of GC13.1 shall not be taken away from the work site or used or disposed of except for the purposes of the work without the written consent of the Departmental Representative.
- 13.3 Her Majesty is not liable for loss of or damage from any cause to the material or plant referred to in GC13.1 and the Contractor is liable for such loss or damage notwithstanding that the material or plant is the property of Her Majesty.

### **GC14 Permits and Taxes Payable**

- 14.1 The Contractor shall, within 30 days after the date of the contract, tender to a municipal authority an amount equal to all fees and charges that would be lawfully payable to that municipal authority in respect of building permits as if the work were being performed for a person other than Her Majesty.
- 14.2 Within 10 days of making a tender pursuant to GC14.1, the Contractor shall notify the Departmental Representative of his action and of the amount tendered and whether or not the municipal authority has accepted that amount.
- 14.3 If the municipal authority does not accept the amount tendered pursuant to GC14.1 the Contractor shall pay that amount to Her Majesty within 6 days after the time stipulated in GC14.2.



- 14.4 For the purposes of GC14.1 to GC14.3 “municipal authority” means any authority that would have jurisdiction respecting permission to perform the work if the owner were not Her Majesty.
- 14.5 Notwithstanding the residency of the Contractor, the Contractor shall pay any applicable tax arising from or related to the performance of the work under the contract.
- 14.6 In accordance with the Statutory Declaration referred to in TP4.9, a Contractor who has neither residence nor place of business in the province in which work under the contract is being performed shall provide Her Majesty with proof of registration with the provincial sales tax authorities in the said province.
- 14.7 For the purpose of the payment of any applicable tax or the furnishing of security for the payment of any applicable tax arising from or related to the performance of the work under the contract, the Contractor shall, notwithstanding the fact that all material, plant and interest of the Contractor in all real property, licenses, powers and privileges, have become the property of Her Majesty after the time of purchase, be liable, as a user or consumer, for the payment or for the furnishing of security for the payment of any applicable tax payable, at the time of the use or consumption of that material, plant or interest of the Contractor in accordance with the relevant legislation.

#### **GC15 Performance of Work under Direction of Departmental Representative**

- 15.1 The Contractor shall
- 15.1.1 permit the Departmental Representative to have access to the work and its site at all times during the performance of the contract;
  - 15.1.2 furnish the Departmental Representative with such information respecting the performance of the contract as he may require; and
  - 15.1.3 give the Departmental Representative every possible assistance to enable the Departmental Representative to carry out his duty to see that the work is performed in accordance with the contract and to carry out any other duties and exercise any powers specially imposed or conferred on the Departmental Representative under the contract.

#### **CG16 Cooperation with Other Contractors**

- 16.1 Where, in the opinion of the Departmental Representative, it is necessary that other contractors or workers with or without plant and material, be sent onto the work or its site, the Contractor shall, to the satisfaction of the Departmental Representative, allow them access and cooperate with them in the carrying out of their duties and obligation.
- 16.2 If
- 16.2.1 the sending onto the work or its site of other contractors or workers pursuant to GC16.1 could not have been reasonably foreseen or anticipated by the Contractor when entering into the contract, and



16.2.2 the Contractor incurs, in the opinion of the Departmental Representative, extra expense in complying with GC16.1, and

16.2.3 The Contractor has given the Departmental Representative written notice of his claim for the extra expense referred to in GC16.2.2 within 30 days of the date that the other contractors or workers were sent onto the work or its site,

Her Majesty shall pay the Contractor the cost, calculated in accordance with GC48 to GC50, of the extra labour, plant and material that was necessarily incurred.

### **GC17 Examination of Work**

17.1 If, at any time after the commencement of the work but prior to the expiry of the warranty or guarantee period, the Departmental Representative has reason to believe that the work or any part thereof has not been performed in accordance with the contract, the Departmental Representative may have that work examined by an expert of his choice.

17.2 If, as a result of an examination of the work referred to in GC17.1, it is established that the work was not performed in accordance with the contract, then, in addition to and without limiting or otherwise affecting any of Her Majesty's rights and remedies under the contract either at law or in equity, the Contractor shall pay Her Majesty, on demand, all reasonable costs and expenses that were incurred by Her Majesty in having that examination performed.

### **GC18 Clearing of Site**

18.1 The Contractor shall maintain the work and its site in a tidy condition and free from the accumulation of waste material and debris, in accordance with any directions of the Departmental Representative.

18.2 Before the issue of an interim certificate referred to in GC44.2, the Contractor shall remove all the plant and material not required for the performance of the remaining work, and all waste material and other debris, and shall cause the work and its site to be clean and suitable for occupancy by Her Majesty's servants, unless otherwise stipulated in the contract.

18.3 Before the issue of a final certificate referred to in GC44.1, the Contractor, shall remove from the work and its site all of the surplus plant and material and any waste material and other debris.

18.4 The Contractor's obligations described in GC18.1 to GC18.3 do not extend to waste material and other debris caused by Her Majesty's servants or contractors and workers referred to in GC16.1.

### **GC19 Contractor's Superintendent**

19.1 The Contractor shall, forthwith upon the award of the contract, designate a superintendent.

19.2 The Contractor shall forthwith notify the Departmental Representative of the name, address and telephone number of a superintendent designate pursuant to GC19.1.



- 19.3 A superintendent designated pursuant to GC19.1 shall be in full charge of the operations of the Contractor in the performance of the work and is authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given to the superintendent under the contract.
- 19.4 The Contractor shall, until the work has been completed, keep a competent superintendent at the work site during working hours.
- 19.5 The Contractor shall, upon the request of the Departmental Representative, remove any superintendent who, in the opinion of the Departmental Representative, is incompetent or has been conducting himself improperly and shall forthwith designate another superintendent who is acceptable to the Departmental Representative.
- 19.6 Subject to GC19.5, the Contractor shall not substitute a superintendent without the written consent of the Departmental Representative.
- 19.7 A breach by the Contractor of GC19.6 entitles the Departmental Representative to refuse to issue any certificate referred to in GC44 until the superintendent has returned to the work site or another superintendent who is acceptable to the Departmental Representative has been substituted.

#### **GC20 National Security**

- 20.1 If the Minister is of the opinion that the work is of a class or kind that involves the national security, he may order the Contractor
- 20.1.1 to provide him with any information concerning persons employed or to be employed by him for purposes of the contract; and
  - 20.1.2 to remove any person from the work and its site if, in the opinion of the Minister, that person may be a risk to the national security.
- 20.2 The Contractor shall, in all contracts with persons who are to be employed in the performance of the contract, make provision for his performance of any obligation that may be imposed upon him under GC19 to GC21.
- 20.3 The Contractor shall comply with an order of the Minister under GC20.1

#### **GC21 Unsuitable Workers**

- 21.1 The Contractor shall, upon the request of the Departmental Representative, remove any person employed by him for purposes of the contract who, in the opinion of the Departmental Representative, is incompetent or has conducted himself improperly, and the Contractor shall not permit a person who has been removed to return to the work site.

#### **GC22 Increased or Decreased Costs**



- 22.1 The amount set out in the Articles of Agreement shall not be increased or decreased by reason of any increase or decrease in the cost of the work that is brought about by an increase or decrease in the cost of labour, plant or material or any wage adjustment arising pursuant to the Labour Conditions.
- 22.2 Notwithstanding GC22.1 and GC35, an amount set out in the Articles of Agreement shall be adjusted in the manner provided in GC22.3, if any change in a tax imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act, the Customs Tariff or any provincial sales tax legislation imposing a retail sales tax on the purchase of tangible personal property incorporated into Real Property
- 22.2.1 occurs after the date of the submission by the Contractor of his tender for the contract,
- 22.2.2 applies to material, and
- 22.2.3 affects the cost to the Contractor of that material.
- 22.3 If a change referred to in GC22.2 occurs, the appropriate amount set out in the Articles of Agreement shall be increased or decreased by an amount equal to the amount that is established by an examination of the relevant records of the Contractor referred to in GC51 to be the increase or decrease in the cost incurred that is directly attributable to that change.
- 22.4 For the purpose of GC22.2, where a tax is changed after the date of submission of the tender but public notice of the change has been given by the Minister of Finance before that date, the change shall be deemed to have occurred before the date of submission of the tender.

### **GC23 Canadian Labour and Material**

- 23.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and expeditious carrying out of the work.
- 23.2 Subject to GC23.1, the Contractor shall, in the performance of the work, employ labour from the locality where the work is being performed to the extent to which it is available, and shall use the offices of the Canada Employment Centres for the recruitment of workers wherever practicable.
- 23.3 Subject to GC23.1 and GC23.2, the Contractor shall, in the performance of the work, employ a reasonable proportion of persons who have been on active service with the armed forces of Canada and have been honourably discharged therefrom.

### **GC24 Protection of Work and Documents**

- 24.1 The Contractor shall guard or otherwise protect the work and its site, and protect the contract, specifications, plans, drawings, information, material, plant and real property, whether or not they are supplied by Her Majesty to the Contractor, against loss or damage from any cause, and he shall not use, issue, disclose or dispose of them without the written consent of the Minister, except as may be essential for the performance of the work.



- 24.2 If any document or information given or disclosed to the Contractor is assigned a security rating by the person who gave or disclosed it, the Contractor shall take all measures directed by the Departmental Representative to be taken to ensure the maintenance of the degree of security that is ascribed to that rating.
- 24.3 The Contractor shall provide all facilities necessary for the purpose of maintaining security, and shall assist any person authorized by the Minister to inspect or to take security measures in respect of the work and its site.
- 24.4 The Departmental Representative may direct the Contractor to do such things and to perform such additional work as the Departmental Representative considers reasonable and necessary to ensure compliance with or to remedy a breach of GC24.1 to GC24.3.

### **GC25 Public Ceremonies and Signs**

- 25.1 The Contractor shall not permit any public ceremony in connection with the work without the prior consent of the Minister.
- 25.2 The Contractor shall not erect or permit the erection of any sign or advertising on the work or its site without the prior consent of the Departmental Representative.

### **GC26 Precautions against Damage, Infringement of Rights, Fire, and Other Hazards**

- 26.1 The Contractor shall, at his own expense, do whatever is necessary to ensure that
- 26.1.1 no person, property, right, easement or privilege is injured, damaged or infringed by reasons of the Contractor's activities in performing the contract;
  - 26.1.2 pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the work or plant;
  - 26.1.3 fire hazards in or about the work or its site are eliminated and, subject to any direction that may be given by the Departmental Representative, any fire is promptly extinguished;
  - 26.1.4 the health and safety of all persons employed in the performance of the work is not endangered by the method or means of its performance;
  - 26.1.5 adequate medical services are available to all persons employed on the work or its site at all times during the performance of the work;
  - 26.1.6 adequate sanitation measures are taken in respect of the work and its site; and
  - 26.1.7 all stakes, buoys and marks placed on the work or its site by or under the authority of the Departmental Representative are protected and are not removed, defaced, altered or destroyed.
- 26.2 The Departmental Representative may direct the Contractor to do such things and to perform such additional work as the Departmental Representative considers reasonable and necessary to ensure



compliance with or to remedy a breach of GC26.1.

- 26.3 The Contractor shall, at his own expense, comply with a direction of the Departmental Representative made under GC26.2.

#### **GC27 Insurance**

- 27.1 The Contractor shall, at his own expense, obtain and maintain insurance contracts in respect of the work and shall provide evidence thereof to the Departmental Representative in accordance with the requirements of the Insurance Conditions "E".

- 27.2 The insurance contracts referred to in GC27.1 shall

27.2.1 be in a form, of the nature, in the amounts, for the periods and containing the terms and conditions specified in Insurance Conditions "E", and

27.2.2 provide for the payment of claims under such insurance contracts in accordance with GC28.

#### **GC28 Insurance Proceeds**

- 28.1 In the case of a claim payable under a Builders Risk/Installation (All Risks) insurance contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid directly to Her Majesty, and

28.1.1 the monies so paid shall be held by Her Majesty for the purposes of the contract, or

28.1.2 if Her Majesty elects, shall be retained by Her Majesty, in which event they vest in Her Majesty absolutely.

- 28.2 In the case of a claim payable under a General Liability insurance contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid by the insurer directly to the claimant.

- 28.3 If an election is made pursuant to GC28.1, the Minister may cause an audit to be made of the accounts of the Contractor and of Her Majesty in respect of the part of the work that was lost, damaged or destroyed for the purpose of establishing the difference, if any, between

28.3.1 the aggregate of the amount of the loss or damage suffered or sustained by Her Majesty, including any cost incurred in respect of the clearing and cleaning of the work and its site and any other amount that is payable by the Contractor to Her Majesty under the contract, minus any monies retained pursuant to GC28.12, and

28.3.2 the aggregate of the amounts payable by Her Majesty to the Contractor pursuant to the contract up to the date of the loss or damage.

- 28.4 A difference that is established pursuant to GC28.3 shall be paid forthwith by the party who is determined by the audit to be the debtor to the party who is determined by the audit to be the



creditor.

- 28.5 When payment of a deficiency has been made pursuant to GC28.4, all rights and obligations of Her Majesty and the Contractor under the contract shall, with respect only to the part of the work that was the subject of the audit referred to in GC28.3, be deemed to have been expended and discharged.
- 28.6 If an election is not made pursuant to GC28.1.2 the Contractor shall, subject to GC28.7, clear and clean the work and its site and restore and replace the part of the work that was lost, damaged or destroyed at his own expense as if that part of the work had not yet been performed.
- 28.7 When the Contractor clears and cleans the work and its site and restores and replaces the work referred to in GC 28.6, Her Majesty shall pay him out of the monies referred to in GC28.1 so far as they will thereunto extend.
- 28.8 Subject to GC28.7, payment by Her Majesty pursuant to GC28.7 shall be made in accordance with the contract but the amount of each payment shall be 100% of the amount claimed notwithstanding TP4.4.1 and TP4.4.2.

### **GC29 Contract Security**

- 29.1 The Contractor shall obtain and deliver contract security to the Departmental Representative in accordance with the provisions of the Contract Security Conditions.
- 29.2 If the whole or a part of the contract security referred to in GC29.1 is in the form of a security deposit, it shall be held and disposed of in accordance with GC43 and GC45.
- 29.3 If a part of the contract security referred to in GC29.1 is in the form of a labour and material payment bond, the Contractor shall post a copy of that bond on the work site.

### **GC30 Changes in the Work**

- 30.1 Subject to GC5, the Departmental Representative may, at any time before he issues his Final Certificate of Completion,
- 30.1.1 order work or material in addition to that provided for in the Plans and Specifications;  
and
- 30.1.2 delete or change the dimensions, character, quantity, quality, description, location or position of the whole or any part of the work or material provided for in the Plans and Specifications or in any order made pursuant to GC30.1.1,
- if that additional work or material, deletion, or change is, in his opinion, consistent with the general intent of the original contract.
- 30.2 The Contractor shall perform the work in accordance with such orders, deletions and changes that are made by the Departmental Representative pursuant to GC30.1 from time to time as if they had appeared in and been part of the Plans and Specifications.



- 30.3 The Departmental Representative shall determine whether or not anything done or omitted by the Contractor pursuant to an order, deletion or change referred to in GC30.1 increased or decreased the cost of the work to the Contractor.
- 30.4 If the Departmental Representative determines pursuant to GC30.3 that the cost of the work to the Contractor has been increased, Her Majesty shall pay the Contractor the increased cost that the Contractor necessarily incurred for the additional work calculated in accordance with GC49 or GC50.
- 30.5 If the Departmental Representative determines pursuant to GC30.3 that the cost of the work to the Contractor has been decreased, Her Majesty shall reduce the amount payable to the Contractor under the contract by an amount equal to the decrease in the cost caused by the deletion or change referred to in GC30.1.2 and calculated in accordance with GC49.
- 30.6 GC30.3 to GC30.5 are applicable only to a contract or a portion of a contract for which a Fixed Price Arrangement is stipulated in the contract.
- 30.7 An order, deletion or change referred to in GC30.1 shall be in writing, signed by the Departmental Representative and given to the Contractor in accordance with GC11.

### **GC31 Interpretation of Contract by Departmental Representative**

- 31.1 If, at any time before the Departmental Representative has issued a Final Certificate of Completion referred to in GC44.1, any question arises between the parties about whether anything has been done as required by the contract or about what the Contractor is required by the contract to do, and, in particular but without limiting the generality of the foregoing, about
- 31.1.1 the meaning of anything in the Plans and Specification,
  - 31.1.2 the meaning to be given to the Plans and Specifications in case of any error therein, omission therefrom, or obscurity or discrepancy in their working or intention,
  - 31.1.3 whether or not the quality or quantity of any material or workmanship supplied or proposed to be supplied by the Contractor meets the requirements of the contract,
  - 31.1.4 whether or not the labour, plant or material provided by the Contractor for performing the work and carrying out the contract are adequate to ensure that the work will be performed in accordance with the contract and that the contract will be carried out in accordance with its terms,
  - 31.1.5 what quantity of any kind of work has been completed by the Contractor, or
  - 31.1.6 the timing and scheduling of the various phases of the performance of the work,
- the question shall be decided by the Departmental Representative whose decision shall be final and conclusive in respect of the work.
- 31.2 The Contractor shall perform the work in accordance with any decisions of the Departmental



Representative that are made under GC31.1 and in accordance with any consequential directions given by the Departmental Representative.

### **GC32 Warranty and Rectification of Defects in Work**

- 32.1 Without restricting any warranty or guarantee implied or imposed by law or contained in the contract documents, the Contractor shall, at his own expense,
- 32.1.1 rectify and make good any defect or fault that appears in the work or comes to the attention of the Minister with respect to those parts of the work accepted in connection with the Interim Certificate of Completion referred to GC44.2 within 12 months from the date of the Interim Certificate of Completion;
- 32.1.2 rectify and make good any defect or fault that appears in or comes to the attention of the Minister in connection with those parts of the work described in the Interim Certificate of Completion referred to in GC44.2 within 12 months from the date of the Final Certificate of Completion referred to in GC44.1.
- 32.2 The Departmental Representative may direct the Contractor to rectify and make good any defect or fault referred to in GC32.1 or covered by any other expressed or implied warranty or guarantee.
- 32.3 A direction referred to in GC32.2 shall be in writing, may include a stipulation in respect of the time within which a defect or fault is required to be rectified and made good by the Contractor, and shall be given to the Contractor in accordance with GC11.
- 32.4 The Contractor shall rectify and make good any defect or fault described in a direction given pursuant to GC32.2 within the time stipulated therein.

### **GC33 Non-Compliance by Contractor**

- 33.1 If the Contractor fails to comply with any decision or direction given by the Departmental Representative pursuant to GC18, GC24, GC26, GC31 or GC32, the Departmental Representative may employ such methods as he deems advisable to do that which the Contractor failed to do.
- 33.2 The Contractor shall, on demand, pay Her Majesty an amount that is equal to the aggregate of all cost, expenses and damage incurred or sustained by Her Majesty by reason of the Contractor's failure to comply with any decision or direction referred to in GC33.1, including the cost of any methods employed by the Departmental Representative pursuant to GC33.1.

### **GC34 Protesting Departmental Representative's Decisions**

- 34.1 The Contractor may, within ten days after the communication to him of any decision or direction referred to in GC30.3 or GC33.1, protest that decision or direction.
- 34.2 A protest referred to in GC34.1 shall be in writing, contain full reasons for the protest, be signed



by the Contractor and be given to Her Majesty by delivery to the Departmental Representative.

- 34.3 If the Contractor gives a protest pursuant to GC34.2, any compliance by the Contractor with the decision or direction that was protested shall not be construed as an admission by the Contractor of the correctness of that decision or direction, or prevent the Contractor from taking whatever action he considers appropriate in the circumstances.
- 34.4 The giving of a protest by the Contractor pursuant to GC34.2 shall not relieve him from complying with the decision or direction that is the subject of the protest.
- 34.5 Subject to GC34.6, the Contractor shall take any action referred to in GC34.3 within three months after the date that a Final Certificate of Completion is issued under GC44.1 and not afterwards.
- 34.6 The Contractor shall take any action referred to in GC34.3 resulting from a direction under GC32 within three months after the expiry of a warranty or guarantee period and not afterwards.
- 34.7 Subject to GC34.8, if Her Majesty determines that the Contractor's protest is justified, Her Majesty shall pay the Contractor the cost of the additional labour, plant and material necessarily incurred by the Contractor in carrying out the protested decision or direction.
- 34.8 Costs referred to in GC34.7 shall be calculated in accordance with GC48 to GC50.

### **GC35 Changes in Soil Conditions and Neglect or Delay by Her Majesty**

- 35.1 Subject to GC35.2 no payment, other than a payment that is expressly stipulated in the contract, shall be made by Her Majesty to the Contractor for any extra expense or any loss or damage incurred or sustained by the Contractor.
- 35.2 If the Contractor incurs or sustains any extra expense or any loss or damage that is directly attributable to
- 35.2.1 a substantial difference between the information relating to soil conditions at the work site that is contained in the Plans and Specifications or other documents supplied to the Contractor for his use in preparing his tender or a reasonable assumption of fact based thereon made by the Contractor, and the actual soil conditions encountered by the Contractor at the work site during the performance of the contract, or
- 35.2.2 any neglect or delay that occurs after the date of the contract on the part of Her Majesty in providing any information or in doing any act that the contract either expressly requires Her Majesty to do or that would ordinarily be done by an owner in accordance with the usage of the trade,

he shall, within ten days of the date the actual soil conditions described in GC35.2.1 were encountered or the neglect or delay described in GC35.2.2 occurred, give the Departmental Representative written notice of his intention to claim for that extra expense or that loss or damage.

- 35.3 When the Contractor has given a notice referred to in GC35.2, he shall give the Departmental Representative a written claim for extra expense or loss or damage within 30 days of the date that



a Final Certificate of Completion referred to in GC44.1 is issued and not afterwards.

- 35.4 A written claim referred to in GC35.3 shall contain a sufficient description of the facts and circumstances of the occurrence that is the subject of the claim to enable the Departmental Representative to determine whether or not the claim is justified and the Contractor shall supply such further and other information for that purpose as the Departmental Representative requires from time to time.
- 35.5 If the Departmental Representative determines that a claim referred to in GC35.3 is justified, Her Majesty shall make an extra payment to the Contractor in an amount that is calculated in accordance with GC47 to GC50.
- 35.6 If, in the opinion of the Departmental Representative, an occurrence described in GC35.2.1 results in a savings of expenditure by the Contractor in performing the contract, the amount set out in the Articles of Agreement shall, subject to GC35.7, be reduced by an amount that is equal to the saving.
- 35.7 The amount of the saving referred to in GC35.6 shall be determined in accordance with GC47 to GC49.
- 35.8 If the Contractor fails to give a notice referred to in GC35.2 and a claim referred to in GC35.3 within the times stipulated, an extra payment shall not be made to him in respect of the occurrence.

### **GC36 Extension of Time**

- 36.1 Subject to GC36.2, the Departmental Representative may, on the application of the Contractor made before the day fixed by the Articles of Agreement for completion of the work or before any other date previously fixed under this General Condition, extend the time for its completion by fixing a new date if, in the opinion of the Departmental Representative, causes beyond the control of the Contractor have delayed its completion.
- 36.2 An application referred to in GC36.1 shall be accompanied by the written consent of the bonding company whose bond forms part of the contract security.

### **GC37 Assessments and Damages for Late Completion**

- 37.1 For the purposes of this General Condition
- 37.1.1 the work shall be deemed to be completed on the date that an Interim Certificate of Completion referred to in GC44.2 is issued, and
- 37.1.2 "period of delay" means the number of days commencing on the day fixed by the Articles of Agreement for completion of the work and ending on the day immediately preceding the day on which the work is completed but does not include any day within a period of extension granted pursuant to GC36.1, and any other day on which, in the opinion of the Departmental Representative, completion of the work was delayed for reasons beyond the control of the Contractor.



- 37.2 If the Contractor does not complete the work by the day fixed for its completion by the Articles of Agreement but completes it thereafter, the Contractor shall pay Her Majesty an amount equal to the aggregate of
- 37.2.1 all salaries, wages and travelling expenses incurred by Her Majesty in respect of persons overseeing the performance of the work during the period of delay;
  - 37.2.2 the cost incurred by Her Majesty as a result of the inability to use the completed work for the period of delay; and
  - 37.2.3 all other expenses and damages incurred or sustained by Her Majesty during the period of delay as a result of the work not being completed by the day fixed for its completion.
- 37.3 The Minister may waive the right of Her Majesty to the whole or any part of the amount payable by the Contractor pursuant to GC37.2 I, in the opinion of the Minister, it is in the public interest to do so.

#### **GC38 Taking the Work Out of the Contractor's Hands**

- 38.1 The Minister may, at his sole discretion, by giving a notice in writing to the Contractor in accordance with GC11, take all or any part of the work out of the Contractor's hands, and may employ such means as he sees fit to have the work completed if the Contractor
- 38.1.1 Has not, within six days of the Minister or the Departmental Representative giving notice to the Contractor in writing in accordance with GC11, remedied any delay in the commencement or any default in the diligent performance of the work to the satisfaction of the Departmental Representative;
  - 38.1.2 has defaulted in the completion of any part of the work within the time fixed for its completion by the contract;
  - 38.1.3 has become insolvent;
  - 38.1.4 has committed an act of bankruptcy;
  - 38.1.5 has abandoned the work;
  - 38.1.6 has made an assignment of the contract without the consent required by GC3.1; or
  - 38.1.7 has otherwise failed to observe or perform any of the provisions of the contract.
- 38.2 If the whole or any part of the work is taken out of the Contractor's hands pursuant to GC38.1,
- 38.2.1 the Contractor's right to any further payment that is due or accruing due under the contract is, subject only to GC38.4, extinguished, and
  - 38.2.2 the Contractor is liable to pay Her Majesty, upon demand, an amount that is equal to the amount of all loss and damage incurred or sustained by Her Majesty in respect of the



Contractor's failure to complete the work.

- 38.3 If the whole or any part of the work that is taken out of the Contractor's hands pursuant to GC38.1 is completed by Her Majesty, the Departmental Representative shall determine the amount, if any, of the holdback or a progress claim that had accrued and was due prior to the date on which the work was taken out of the Contractor's hands and that is not required for the purposes of having the work performed or of compensating Her Majesty for any other loss or damage incurred or sustained by reason of the Contractor's default.
- 38.4 Her Majesty may pay the Contractor the amount determined not to be required pursuant to GC38.3.

**GC39 Effect of Taking the Work Out of the Contractor's Hands**

- 39.1 The taking of the work or any part thereof out of the Contractor's hands pursuant to GC38 does not operate so as to relieve or discharge him from any obligation under the contract or imposed upon him by law except the obligation to complete the performance of that part of the work that was taken out of his hands.
- 39.2 If the work or any part thereof is taken out of the Contractor's hands pursuant to GC38, all plant and material and the interest of the Contractor is all real property, licenses, powers and privileges acquired, used or provided by the Contractor under the contract shall continue to be the property of Her Majesty without compensation to the Contractor.
- 39.3 When the Departmental Representative certifies that any plant, material, or any interest of the Contractor referred to in GC39.2 is no longer required for the purposes of the work, or that it is not in the interest of Her Majesty to retain that plant, material or interest, it shall revert to the Contractor.

**G40 Suspension of Work by Minister**

- 40.1 The Minister may, when in his opinion it is in the public interest to do so, require the Contractor to suspend performance of the work either for a specified or an unspecified period by giving a notice of suspension in writing to the Contractor in accordance with GC11.
- 40.2 When a notice referred to in GC40.1 is received by the Contractor in accordance with GC11, he shall suspend all operations in respect of the work except those that, in the opinion of the Departmental Representative, are necessary for the care and preservation of the work, plant and material.
- 40.3 The Contractor shall not, during a period of suspension, remove any part of the work, plant or material from its site without the consent of the Departmental Representative.
- 40.4 If a period of suspension is 30 days or less, the Contractor shall, upon the expiration of that period, resume the performance of the work and he is entitled to be paid the extra cost, calculated in accordance with GC48 to GC50, of any labour, plant and material necessarily incurred by him as a result of the suspension.



- 40.5 If, upon the expiration of a period of suspension of more than 30 days, the Minister and the Contractor agree that the performance of the work will be continued by the Contractor, the Contractor shall resume performance of the work subject to any terms and conditions agreed upon by the Minister and the Contractor.
- 40.6 If, upon the expiration of a period of suspension of more than 30 days, the Minister and the Contractor do not agree that performance of the work will be continued by the Contractor or upon the terms and conditions under which the Contractor will continue the work, the notice of suspension shall be deemed to be a notice of termination pursuant to GC41.

#### **GC41 Termination of Contract**

- 41.1 The Minister may terminate the contract at any time by giving a notice of termination in writing to the Contractor in accordance with GC11.
- 41.2 When a notice referred to in GC41.1 is received by the Contractor in accordance with GC11, he shall, subject to any conditions stipulated in the notice, forthwith cease all operations in performance of the contract.
- 41.3 If the contract is terminated pursuant to GC41.1, Her Majesty shall pay the Contractor, subject to GC41.4, an amount equal to
- 41.3.1 the cost to the contractor of all labour, plant and material supplied by him under the contract up to the date of termination in respect of a contract or part thereof for which a Unit Price Arrangement is stipulated in the contract, or
  - 41.3.2 the lesser of
    - 41.3.2.1 an amount, calculated in accordance with the Terms and Payment, that would have been payable to the Contractor had he completed the work, and
    - 41.3.2.2 an amount that is determined to be due to the Contractor pursuant to GC49 in respect of a contract or part thereof for which a Fixed Price Arrangement is stipulated in the contract
- less the aggregate of all amounts that were paid to the Contractor by Her Majesty and all amounts that are due to Her Majesty from the Contractor pursuant to the contract.
- 41.4 If Her Majesty and the Contractor are unable to agree about an amount referred to in GC41.3 that amount shall be determined by the method referred to in GC50.

#### **GC42 Claims Against and Obligations of the Contractor or Subcontractor**

- 42.1 Her Majesty may, in order to discharge lawful obligations of and satisfy claims against the Contractor or a subcontractor arising out of the performance of the contract, pay any amount that is due and payable to the Contractor pursuant to the contract directly to the obligees of and the claimants against the Contractor or the subcontractor but such amount if any, as is paid by Her Majesty, shall not exceed that amount which the Contractor would have been obliged to pay to



such claimant had the provisions of the Provincial or Territorial lien legislation, or, in the Province of Quebec, the law relating to privileges, been applicable to the work. Any such claimant need not comply with the provisions of such legislation setting out the steps by way of notice, registration or otherwise as might have been necessary to preserve or perfect any claim for lien or privilege which claimant might have had;

42.2 Her Majesty will not make any payment as described in GC42.1 unless and until that claimant shall have delivered to Her Majesty:

42.2.1 a binding and enforceable Judgment or Order of a court of competent jurisdiction setting forth such amount as would have been payable by the Contractor to the claimant pursuant to the provisions of the applicable Provincial or Territorial lien legislation, or, in the Province of Quebec, the law relating to privileges, had such legislation been applicable to the work; or

42.2.2 a final and enforceable award of an arbitrator setting forth such amount as would have been payable by the Contractor to the claimant pursuant to the provisions of the applicable Provincial or Territorial lien legislation, or, in the Province of Quebec, the law relating to privileges, had such legislation been applicable to the work; or

42.2.3 the consent of the Contractor authorizing a payment.

For the purposes of determining the entitlement of a claimant pursuant to GC42.2.1 and GC42.2.2, the notice required by GC42.8 shall be deemed to replace the registration or provision of notice after the performance of work as required by any applicable legislation and no claim shall be deemed to have expired, become void or unenforceable by reason of the claimant not commencing any action within the time prescribed by any applicable legislation.

42.3 The Contractor shall, by the execution of his contract, be deemed to have consented to submit to binding arbitration at the request of any claimant those questions that need be answered to establish the entitlement of the claimant to payment pursuant to the provisions of GC42.1 and such arbitration shall have as parties to it any subcontractor to whom the claimant supplied material, performed work or rented equipment should such subcontractor wish to be adjoined and the Crown shall not be a party to such arbitration and, subject to any agreement between the Contractor and the claimant to the contrary, the arbitration shall be conducted in accordance with the Provincial or Territorial legislation governing arbitration applicable in the Province or Territory in which the work is located.

42.4 A payment made pursuant to GC42.1 is, to the extent of the payment, a discharge of Her Majesty's liability to the Contractor under the contract and may be deducted from any amount payable to the Contractor under the contract.

42.5 To the extent that the circumstances of the work being performed for Her Majesty permit, the Contractor shall comply with all laws in force in the Province or Territory where the work is being performed relating to payment period, mandatory holdbacks, and creation and enforcement of mechanics' liens, builders' liens or similar legislation or in the Province of Quebec, the law relating to privileges.

42.6 The Contractor shall discharge all his lawful obligations and shall satisfy all lawful claims against him arising out of the performance of the work at least as often as the contract requires Her



Majesty to pay the Contractor.

- 42.7 The Contractor shall, whenever requested to do so by the Departmental Representative, make a statutory declaration deposing to the existence and condition of any obligations and claims referred to in GC42.6.
- 42.8 GC42.1 shall only apply to claims and obligations
- 42.8.1 the notification of which has been received by the Departmental Representative in writing before payment is made to the Contractor pursuant to TP4.10 and within 120 days of the date on which the claimant
- 42.8.1.1 should have been paid in full under the claimant's contract with the Contractor or subcontractor where the claim is for money that was lawfully required to be held back from the claimant; or
- 42.8.1.2 performed the last of the services, work or labour, or furnished the last of the material pursuant to the claimant's contract with the Contractor or subcontractor where the claim is not for money referred to in GC42.8.1.1, and
- 42.8.2 the proceedings to determine the right to payment of which, pursuant to GC42.2. shall have commenced within one year from the date that the notice referred to in GC42.8.1 was received by the Departmental Representative, and
- the notification required by GC42.8.1 shall set forth the amount claimed to be owing and the person who by contract is primarily liable.
- 42.9 Her Majesty may, upon receipt of a notice of claim under GC42.8.1, withhold from any amount that is due and payable to the Contractor pursuant to the contract the full amount of the claim or any portion thereof.
- 42.10 The Departmental Representative shall notify the Contractor in writing of receipt of any claim referred to in GC42.8.1 and of the intention of Her Majesty to withhold funds pursuant to GC42.9 and the Contractor may, at any time thereafter and until payment is made to the claimant, be entitled to post, with Her Majesty, security in a form acceptable to Her Majesty in an amount equal to the value of the claim, the notice of which is received by the Departmental Representative and upon receipt of such security Her Majesty shall release to the Contractor any funds which would be otherwise payable to the Contractor, that were withheld pursuant to the provisions of GC42.9 in respect of the claim of any claimant for whom the security stands.

### **GC43 Security Deposit – Forfeiture or Return**

- 43.1 If
- 43.1.1 the work is taken out of the Contractor's hands pursuant to GC38,
- 43.1.2 the contract is terminated pursuant to GC41, or
- 43.1.3 the Contractor is in breach of or in default under the contract,



Her Majesty may convert the security deposit, if any, to Her own use.

- 43.2 If Her Majesty converts the contract security pursuant to GC43.1, the amount realized shall be deemed to be an amount due from Her Majesty to the Contractor under the contract.
- 43.3 Any balance of an amount referred to in GC43.2 that remains after payment of all losses, damage and claims of Her Majesty and others shall be paid by Her Majesty to the Contractor if, in the opinion of the Departmental Representative, it is not required for the purposes of the contract.

#### **GC44 Departmental Representative's Certificates**

44.1 On the date that

44.1.1 the work has been completed, and

44.1.2 the Contractor has complied with the contract and all orders and directions made pursuant thereto,

both to the satisfaction of the Departmental Representative, the Departmental Representative shall issue a Final Certificate of Completion to the Contractor.

44.2 If the Departmental Representative is satisfied that the work is substantially complete he shall, at any time before he issues a certificate referred to in GC44.1, issue an Interim Certificate of Completion to the Contractor, and

44.2.1 for the purposes of GC44.2 the work will be considered to be substantially complete,

44.2.1.1 when the work under the contract or a substantial part thereof is, in the opinion of the Departmental Representative, ready for use by Her Majesty or is being used for the purpose intended; and

44.2.1.2 when the work remaining to be done under the contract is, in the opinion of the Departmental Representative, capable of completion or correction at accost of not more than

44.2.1.2.1 -3% of the first \$500,000, and

44.2.1.2.2 -2% of the next \$500,000, and

44.2.1.2.3 -1% of the balance

of the value of the contract at the time this cost is calculated.

44.3 For the sole purpose of GC44.2.1.2, where the work or a substantial part thereof is ready for use or is being used for the purposes intended and the remainder of the work or a part thereof cannot be completed by the time specified in A2.1, or as amended pursuant to GC36, for reasons beyond the control of the Contractor or where the Departmental Representative and the Contractor agree not to complete a part of the work within the specified time, the cost of that part of the work



which was either beyond the control of the Contractor to complete or the Departmental Representative and the Contractor have agreed not to complete by the time specified shall be deducted from the value of the contract referred to GC44.2.1.2 and the said cost shall not form part of the cost of the work remaining to be done in determining substantial completion.

44.4 An Interim Certificate of Completion referred to in GC44.2 shall describe the parts of the work not completed to the satisfaction of the Departmental Representative and all things that must be done by the Contractor

44.4.1 before a Final Certificate of Completion referred to in GC44.1 will be issued, and

44.4.2 before the 12-month period referred to in GC32.1.2 shall commence for the said parts and all the said things.

44.5 The Departmental Representative may, in addition to the parts of the work described in an Interim Certificate of Completion referred to in GC44.2, require the Contractor to rectify any other parts of the work not completed to his satisfaction and to do any other things that are necessary for the satisfactory completion of the work.

44.6 If the contract or a part thereof is subject to a Unit Price Arrangement, the Departmental Representative shall measure and record the quantities of labour, plant and material, performed, used and supplied by the Contractor in performing the work and shall, at the request of the Contractor, inform him of those measurements.

44.7 The Contractor shall assist and co-operate with the Departmental Representative in the performance of his duties referred to in GC44.6 and shall be entitled to inspect any record made by the Departmental Representative pursuant to GC44.6.

44.8 After the Departmental Representative has issued a Final Certificate of Completion referred to in GC44.1, he shall, if GC44.6 applies, issue a Final Certificate of Measurement.

44.9 A Final Certificate of Measurement referred to in GC44.8 shall

44.9.1 contain the aggregate of all measurements of quantities referred to in GC44.6, and

44.9.2 be binding upon and conclusive between Her Majesty and the Contractor as to the quantities referred to therein.

#### **GC45 Return of Security Deposit**

45.1 After an Interim Certificate of Completion referred to in GC44.2 has been issued, Her Majesty shall, if the Contractor is not in breach of or in default under the contract, return to the Contractor all or any part of the security deposit that, in the opinion of the Departmental Representative, is not required for the purposes of the contract.

45.2 After a Final Certificate of Completion referred to in GC44.1 has been issued, Her Majesty shall return to the Contractor the remainder of any security deposit unless the contract stipulates otherwise.



- 45.3 If the security deposit was paid into the Consolidated Revenue Fund of Canada, Her Majesty shall pay interest thereon to the Contractor at a rate established from time to time pursuant to section 21(2) of the Financial Administration Act.

#### **GC46 Clarification of Terms in GC47 to GC50**

- 46.1 For the purposes of GC47 to GC50,
- 46.1.1 "Unit Price Table" means the table set out in the Articles of Agreement, and
- 46.1.2 "plant" does not include tools customarily provided by a tradesman in practicing his trade.

#### **GC47 Additions or Amendments to Unit Price Table**

- 47.1 Where a Unit Price Arrangement applies to the contract or a part thereof the Departmental Representative and the Contractor may, by an agreement in writing,
- 47.1.1 add classes of labour or material, and units of measurement, prices per unit and estimated quantities to the Unit Price Table if any labour, plant or material that is to be included in the Final Certificate of Measurement referred to in GC44.8 is not included in any class of labour, plant or material set out in the Unit Price Table; or
- 47.1.2 subject to GC47.2 and GC47.3, amend a price set out in the Unit Price Table for any class of labour, plant or material included therein if the Final Certificate of Measurement referred to in GC44.8 shows or is expected to show that the total quantity of that class of labour, plant or material actually performed, used or supplied by the Contractor in performing the work is
- 47.1.2.1 less than 85% of that estimated total quantity, or
- 47.1.2.2 in excess of 115% of that estimated total quantity.
- 47.2 In no event shall the total cost of an item set out in the Unit Price Table that has been amended pursuant to GC47.1.2.1 exceed the amount that would have been payable to the Contractor had the estimated total quantity actually been performed, used or supplied.
- 47.3 An amendment that is made necessary by GC47.1.2.2 shall apply only to the quantities that are in excess of 115%.
- 47.4 If the Departmental Representative and the Contractor do not agree as contemplated in GC47.1, the Departmental Representative shall determine the class and the unit of measurement of the labour, plant or material and, subject to GC47.2 and GC47.3, the price per unit therefore shall be determined in accordance with GC50.

#### **GC48 Determination of Cost – Unit Price Table**



- 48.1 Whenever, for the purposes of the contract, it is necessary to determine the cost of labour, plant or material, it shall be determined by multiplying the quantity of that labour, plant or material expressed in the unit set out in column 3 of the Unit Price Table by the price of that unit set out in column 5 of the Unit Price Table.

**GC49 Determination of Cost – Negotiation**

- 49.1 If the method described in GC48 cannot be used because the labour, plant or material is of a kind or class that is not set out in the Unit Price Table, the cost of that labour, plant or material for the purposes of the contract shall be the amount agreed upon from time to time by the Contractor and the Departmental Representative.
- 49.2 For the purposes of GC49.1, the Contractor shall submit to the Departmental Representative any necessary cost information requested by the Departmental Representative in respect of the labour, plant and material referred to in GC49.1

**GC50 Determination of Cost – Failing Negotiation**

- 50.1 If the methods described in GC47, GC48 or GC49 fail for any reason to achieve a determination of the cost of labour, plant and material for the purposes referred to therein, that cost shall be equal to the aggregate of
- 50.1.1 all reasonable and proper amounts actually expended or legally payable by the Contractor in respect of the labour, plant and material that falls within one of the classes of expenditure described in GC50.2 that are directly attributable to the performance of the contract,
  - 50.1.2 an allowance for profit and all other expenditures or costs, including overhead, general administration cost, financing and interest charges, and every other cost, charge and expenses, but not including those referred to in GC50.1.1 or GC50.1.3 or a class referred to in GC50.2, in an amount that is equal to 10% of the sum of the expenses referred to in GC50.1.1, and
  - 50.1.3 interest on the cost determined under GC50.1.1 and GC50.1.2, which interest shall be calculated in accordance with TP9,

provide that the total cost of an item set out in the Unit Price Table that is subject to the provisions of GC47.1.2.1 does not exceed the amount that would have been payable to the Contractor had the estimated total quantity of the said item actually be performed, used or supplied.

- 50.2 For purposes of GC50.1.1 the classes of expenditure that may be taken into account in determining the cost of labour, plant and material are,
- 50.2.1 payments to subcontractors;
  - 50.2.2 wages, salaries and travelling expenses of employees of the Contractor while they are actually and properly engaged on the work, other than wages, salaries, bonuses, living



and travelling expenses of personnel of the Contractor generally employed at the head office or at a general office of the Contractor unless they are engaged at the work site with the approval of the Departmental Representative,

- 50.2.3 assessments payable under any statutory authority relating to workmen's compensation, unemployment insurance, pension plan or holidays with pay;
- 50.2.4 rent that is paid for plant or an amount equivalent of the said rent if the plant is owned by the Contractor that is necessary for and used in the performance of the work, if the rent of the equivalent amount is reasonable and use of that plant has been approved by the Departmental Representative;
- 50.2.5 payments for maintaining and operating plant necessary for and used in the performance of the work, and payments for effecting such repairs thereto as, in the opinion of the Departmental Representative, are necessary to the proper performance of the contract other than payments for any repairs to the plant arising out of defects existing before its allocation to the work;
- 50.2.6 payments for material that is necessary for and incorporated in the work, or that is necessary for and consumed in the performance of the contract;
- 50.2.7 payments for preparation, delivery, handling, erection, installation, inspection protection and removal of the plant and material necessary for and used in the performance of the contract; and
- 50.2.8 any other payments made by the Contractor with the approval of the Departmental Representative that are necessary for the performance of the contract.

#### **GC51 Records to be kept by Contractor**

##### **51.1 The Contractor shall**

- 51.1.1 maintain full records of his estimated and actual cost of the work together with all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto.
- 51.1.2 make all records and material referred to in GC5.1.1 available to audit and inspection by the Minister and the Deputy Receiver General for Canada or by persons acting on behalf of either of both of them, when requested;
- 51.1.3 allow any of the person referred to in GC51.1.2 to make copies of and to take extracts from any of the records and material referred to in GC51.1.1; and
- 51.1.4 furnish any person referred to in GC51.1.2 with any information he may require from time to time in connection with such records and material.

- 51.2 The records maintained by the Contractor pursuant to GC51.1.1 shall be kept intact by the Contractor until the expiration of two years after the date that a Final Certificate of Completion referred to in GC44.1 was issued or until the expiration of such other period of time as the



Minister may direct.

- 51.3 The Contractor shall cause all subcontractors and all other persons directly or indirectly controlled by or affiliated with the Contractor and all persons directly or indirectly having control of the Contractor to comply with GC51.1 and GC51.2 as if they were the Contractor.

**GC52 Conflict of Interest**

- 52.1 It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from this contract.

**GC53 Contractor Status**

- 53.1 The Contractor shall be engaged under the contract as an independent contractor.
- 53.2 The Contractor and any employee of the said Contractor is not engaged by the contract as an employee, servant or agent of Her Majesty.
- 53.3 For the purposes of GC53.1 and GC53.2 the Contractor shall be solely responsible for any and all payments and deductions required to be made by law including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation or Income Tax.



## **GENERAL CONDITONS**

- IC 1 Proof of Insurance**
- IC 2 Risk Management**
- IC 3 Payment of Deductible**
- IC 4 Insurance Coverage**

## **GENERAL INSUANCE COVERAGES**

- GCI 1 Insured**
- GIC 2 Period of Insurance**
- GIC 3 Proof of Insurance**
- GIC 4 Notification**

## **COMMERCIAL GENERAL LIABILITY**

- CGL 1 Scope of Policy**
- CGL 2 Coverages/Provisions**
- CGL 3 Additional Exposures**
- CGL 4 Insurance Proceeds**
- CGL 5 Deductible**

## **BUILDER'S RISK – INSTALLATION FLOATER – ALL RISKS**

- BR 1 Scope of Policy**
- BR 2 Property Insured**
- BR 3 Insurance Proceeds**
- BR 4 Amount of Insurance**
- BR 5 Deductible**
- BR 6 Subrogation**
- BR 7 Exclusion Qualifications**

## **INSURER'S CERTIFICATE OF INSURANCE**



## **General Conditions**

### **IC 1 Proof of Insurance (02/12/03)**

Within thirty (30) days after acceptance of the Contractor's tender, the Contractor shall, unless otherwise directed in writing by the Contracting Officer, deposit with the Contracting Officer an Insurer's Certificate of Insurance in the form displayed in this document and, if requested by the Contracting Officer, the originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Insurance Coverage Requirements shown hereunder.

### **IC 2 Risk Management (01/10/94)**

The provisions of the Insurance Coverage Requirements contained hereunder are not intended to cover all of the Contractor's obligations under GC8 of the General Conditions "C" of the contract. Any additional risk management measures or additional insurance coverages the Contractor may deem necessary to fulfill its obligations under GC8 shall be at its own discretion and expense.

### **IC 3 Payment of Deductible (01/10/94)**

The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Contractor.

### **IC 4 Insurance Coverage (02/12/03)**

The Contractor has represented that it has in place and effect the appropriate and usual liability insurance coverage as required by these Insurance Conditions and the Contractor has warranted that it shall obtain, in a timely manner and prior to commencement of the Work, the appropriate and usual property insurance coverage as required by these Insurance Conditions and, further, that it shall maintain all required insurance policies in place and effect as required by these Insurance Conditions.



## INSURANCE COVERAGE REQUIREMENTS

### PART I GENERAL INSURANCE COVERAGES (GIC)

#### **GCI 1 Insured (02/12/03)**

Each insurance policy shall insure the Contractor, and shall include, as an Additional Named Insured, Her Majesty the Queen in right of Canada, represented by the National Research Council Canada.

#### **GIC 2 Period of Insurance (02/12/03)**

Unless otherwise directed in writing by the Contracting Officer or otherwise stipulated elsewhere in these Insurance Conditions, the policies required hereunder shall be in force and be maintained from the date of the contract award until the day of issue of the Departmental Representative's Final Certificate of Completion.

#### **GIC 3 Proof of Insurance (01/10/94)**

Within twenty five (25) days after acceptance of the Contractor's tender, the Insurer shall, unless otherwise directed by the Contractor, deposit with the Contractor an Insurer's Certificate of Insurance in the form displayed in the document and, if requested, the originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Coverages.

#### **GIC 4 Notification (01/10/94)**

Each Insurance policy shall contain a provision that (30) days prior written notice shall be given by the Insurer to Her Majesty in the event of any material change in or cancellation of coverage. Any such notice received by the Contractor shall be transmitted forthwith to Her Majesty.

### PART II COMMERCIAL GENERAL LIABILITY

#### **CGL 1 Scope of Policy (01/10/94)**

The policy shall be written on a form similar to that known and referred to in the insurance industry as IBC 2100 – Commercial General Liability policy (Occurrence form) and shall provide for limit of liability of not less than \$2,000,000 inclusive for Bodily Injury and Property Damage for any one occurrence or series of occurrences arising out of one cause. Legal or defence cost incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

#### **CGL 2 Coverages/Provisions (01/10/94)**



The policy shall include but not necessarily be limited to the following coverages/provisions.

- 2.1 Liability arising out of or resulting from the ownership, existence, maintenance or use of premises by the Contractor and operations necessary or incidental to the performance of this contract.
- 2.2 "Broad Form" Property Damage including the loss of use of property.
- 2.3 Removal or weakening of support of any building or land whether such support be natural or otherwise.
- 2.4 Elevator liability (including escalators, hoists and similar devices).
- 2.5 Contractor's Protective Liability
- 2.6 Contractual and Assumed Liabilities un this contact.
- 2.7 Completed Operations Liability – The insurance, including all aspects of this Part II of these Insurance Conditions shall continue for a period of at least one (1) year beyond the date of the Departmental Representative's Final Certificate of Completion for the Completed Operations.
- 2.8 Cross Liability – The Clause shall be written as follows:

Cross Liability – The insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not increase the limit of the Insurer's liability.

- 2.9 Severability of Interests – The Clause shall be written as follows:

Severability of Interests – This policy, subject to the limits of liability stated herein, shall apply separately to each Insured in the same manner and to the same extent as if a separate policy had been issued to each. The inclusion herein of more than one insured shall not increase the limit of the Insurer's liability.

### **CGL 3 Additional Exposures (02/12/03)**

The policy shall either include or be endorsed to include the following exposures of hazards if the Work is subject thereto:

- 3.1 Blasting
- 3.2 Pile driving and calsson work
- 3.3 Underpinning
- 3.4 Risks associated with the activities of the Contractor on an active airport



- 3.5 Radioactive contamination resulting from the use of commercial isotopes
- 3.6 Damage to the portion of an existing building beyond that directly associated with an addition, renovation or installation contract.
- 3.7 Marine risks associated with the contraction of piers, wharves and docks.

**CGL 4 Insurance Proceeds  
(01/10/94)**

Insurance Proceeds from this policy are usually payable directly to a Claimant/Third Party.

**CGL 5 Deductible  
(02/12/03)**

This policy shall be issued with a deductible amount of not more than \$10,000 per occurrence applying to Property Damage claims only.

**PART III  
BUILDER'S RISK - INSTALLATION FLOATER - ALL RISKS**

**BR 1 Scope of Policy  
(01/10/94)**

The policy shall be written on an "All Risks" basis granting coverages similar to those provided by the forms known and referred to in the insurance industry as "Builder's Risk Comprehensive Form" or "Installation Floater - All Risks".

**BR 2 Property Insured  
(01/10/94)**

The property insured shall include:

- 2.1 The Work and all property, equipment and materials intended to become part of the finished Work at the site of the project while awaiting, during and after installation, erection or construction including testing.
- 2.2 Expenses incurred in the removal from the construction site of debris of the property insured, including demolition of damaged property, de-icing and dewatering, occasioned by loss, destruction or damage to such property and in respect of which insurance is provided by this policy.

**BR 3 Insurance Proceeds  
(01/10/94)**

- 3.1 Insurance proceeds from this policy are payable in accordance with GC28 of the General Conditions "C" of the contract.
- 3.2 This policy shall provide that the proceeds thereof are payable to Her Majesty or as the Minister may direct.



- 3.3 The Contractor shall do such things and execute such documents as are necessary to effect payment of the proceeds.

**BR 4 Amount of Insurance**  
(01/10/94)

The amount of insurance shall not be less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Her Majesty at the site of the project to be incorporated into and form part of the finished Work.

**BR 5 Deductible**  
(02/12/03)

The Policy shall be issued with a deductible amount of not more than \$10,000.

**BR 6 Subrogation**  
(01/10/94)

The following Clause shall be included in the policy:

"All rights of subrogation or transfer of rights are hereby waived against any corporation, firm, individual or other interest, with respect to which, insurance is provided by this policy".

**BR 7 Exclusion Qualifications**  
(01/10/94)

The policy may be subject to the standard exclusions but the following qualifications shall apply:

- 7.1 Faulty materials, workmanship or design may be excluded only to the extent of the cost of making good thereof and shall not apply to loss or damage resulting therefrom.
- 7.2 Loss or damage caused by contamination by radioactive material may be excluded except for loss or damage resulting from commercial isotopes used for industrial measurements, inspection, quality control radiographic or photographic use.
- 7.3 Use and occupancy of the project or any part of section thereof shall be permitted where such use and occupancy is for the purpose for which the project is intended upon completion.



**INSURER'S CERTIFICATE OF INSURANCE**

(TO BE COMPLETED BY INSURER (NOT BOKER) AND DELIVERD TO NATIONAL RESEARCH COUNCIL CANADA WITH 30 DAYS FOLLOWING ACCEPTANCE OF TENDER)

**CONTRACT**

DESCRIPTION OF WORK	CONTRACT NUMBER	AWARD DATE
LOCATION		

**INSURER**

NAME
ADDRESS

**BROKER**

NAME
ADDRESS

**INSURED**

NAME OF CONTRACTOR
ADDRESS

**ADDITIONAL INSURED**

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE NATIONAL RESEARCH COUNCIL CANADA
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THIS DOCUENT CERTIFIES THAT THE FOLLOWING POLICES OF INSURANCE ARE AT PRESENT IN FORCE COVERING ALL OPERATIONS OF THE INSURE IN CONNECTION WITH THE CONTRACT MADE BETWEEN THE NAMED INSURED AND THE NATIONAL RESEARCH COUNCIL CANADA AND IN ACCORDANCE WITH THE INSURANCE CONDITIONS "E"

POLICY					
TYPE	NUMBER	INCEPTION DATE	EXPIRY DATE	LIMITS OF LIABILITY	DEDUCTIBLE
COMMERCIAL GENERAL LIABILITY					
BUILDERS RISK "AL RISKS"					
INSTALLATION FLOATER "ALL RISKS"					

THE INSURER AGREES TO NOTIFY THE NATIONAL RESEARCH COUNCIL CANADA IN WRITING 30 DAYS PRIOR TO ANY MATERIAL CHANGE IN OR CANCELLATION OF ANY POLICY OR COVERAGE SPECIFICALLY RELATED TO THE CONTRACT

NAME OF INSURER'S OFFICER OR AUTHORIZED EMPLOYEE	SIGNATURE	DATE:
		TELEPHONE NUMBER:

ISSUANCE OF THIS CERTIFIATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF THE NATIONAL RESEARCH COUNCIL CANADA TO REQUEST AT ANY TIME DUPLICATE COPIES OF SAID INSURANCE POLICIES



**CS1 Obligation to provide Contract Security**

- 1.1 The Contractor shall, at the Contractor's own expense, provide one or more of the forms of contract security prescribed in CS2.
- 1.2 The Contractor shall deliver to the Departmental Representative the contract security referred to in CS1.1 within 14 days after the date that the Contractor receives notice that the Contractor's tender or offer was accepted by Her Majesty.

**CS2 Prescribed Types and Amounts of Contract Security**

- 2.1 The Contractor shall deliver to the Departmental Representative pursuant to CS1
  - 2.1.1 a performance bond and a labour and material payment bond each in an amount that is equal to not less than 50% of the contract amount referred to in the Articles of Agreement, or
  - 2.1.2 a labour and material payment bond in an amount that is equal to not less than 50% of the contract amount referred to in the Articles of Agreement, and a security deposit in an amount that is equal to
    - 2.1.2.1 not less than 10% of the contract amount referred to in the Articles of Agreement where that amount does not exceed \$250,000, or
    - 2.1.2.2 \$25,000 plus 5% of the part of the contract amount referred to in the Articles of Agreement that exceeds \$250,000, or
  - 2.1.3 a security deposit in an amount prescribed by CS2.1.2 plus an additional amount that is equal to 10% of the contract amount referred to in the Articles of Agreement.
- 2.2 A performance bond and a labour and material payment bond referred to in CS2.1 shall be in a form and be issued by a bonding or surety company that is approved by Her Majesty.
- 2.3 The amount of a security deposit referred to in CS2.1.2 shall not exceed \$250,000 regardless of the contract amount referred to in the Articles of Agreement.
- 2.4 A security deposit referred to in CS2.1.2 and CS2.1.3 shall be in the form of
  - 2.4.1 a bill of exchange made payable to the Receiver General of Canada and certified by an approved financial institution or drawn by an approved financial institution on itself, or
  - 2.4.2 bonds of or unconditionally guaranteed as to principal and interest by the Government of Canada.
- 2.5 For the purposes of CS2.4
  - 2.5.1 a bill of exchange is an unconditional order in writing signed by the Contractor and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order



of, the Receiver General for Canada, and

- 2.5.2 If a bill of exchange is certified by a financial institution other than a chartered bank then it must be accompanied by a letter or stamped certification confirming that the financial institution is in at least one of the categories referred to in CS2.5.3
- 2.5.3 an approved financial institution is
  - 2.5.3.1 any corporation or institution that is a member of the Canadian Payments Association,
  - 2.5.3.2 a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law,
  - 2.5.3.3 a credit union as defined in paragraph 137(6)(b) of the *Income Tax Act*,
  - 2.5.3.4 a corporation that accepts deposits from the public, if repayment of the deposit is guaranteed by Her Majesty in right of a province, or
  - 2.5.3.5 The Canada Post Corporation.
- 2.5.4 the bonds referred to in CS2.4.2 shall be
  - 2.5.4.1 made payable to bearer, or
  - 2.5.4.2 accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations, or
  - 2.5.4.3 registered, as to principal or as to principal and interest in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations, and
  - 2.5.4.4 provided on the basis of their market value current at the date of the contract.



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  Oui  
  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  No  Yes  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  Non  Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Collin Long		Title - Titre Senior Contracting Officer	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Collin.Long@nrc-cnrc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

## Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

### GENERAL - PROCESSING THIS FORM

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

**All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.**

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

### PART A - CONTRACT INFORMATION

#### Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

**1. Originating Government Department or Organization**

Enter the department or client organization name or the prime contractor name for which the work is being performed.

**2. Directorate / Branch**

This block is used to further identify the area within the department or organization for which the work will be conducted.

**3. a) Subcontract Number**

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

**b) Name and Address of Subcontractor**

Indicate the full name and address of the Subcontractor if applicable.

**4. Brief Description of Work**

Provide a brief explanation of the nature of the requirement or work to be performed.

**5. a) Will the supplier require access to Controlled Goods?**

*The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the *Export and Import Permits Act* (EIPA). Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at [www.cgd.gc.ca](http://www.cgd.gc.ca).*

**b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?**

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at [www.dlis.dla.mil/jcp](http://www.dlis.dla.mil/jcp).

**6. Indicate the type of access required**

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

**a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?**

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

**b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.**

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

**c) Is this a commercial courier or delivery requirement with no overnight storage?**

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

**7. Type of information / Release restrictions / Level of information**

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

**a) Indicate the type of information that the supplier will be required to access**

**Canadian government information and/or assets**

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

**NATO information and/or assets**

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

**Foreign government information and/or assets**

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

**b) Release restrictions**

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If **No Release Restrictions** is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If **ALL NATO countries** is selected, bidders for this requirement must be from NATO member countries only.

**NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.**

**c) Level of information**

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.

PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

**8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?**

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

**9. Will the supplier require access to extremely sensitive INFOSEC information or assets?**

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or Influence (FOCI) evaluation by CIISD.

**PART B - PERSONNEL (SUPPLIER)**

**10. a) Personnel security screening level required**

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

If multiple levels of screening are identified, a Security Classification Guide must be provided.

**b) May unscreened personnel be used for portions of the work?**

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

**Will unscreened personnel be escorted?**

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

**PART C - SAFEGUARDS (SUPPLIER)**

**11. INFORMATION / ASSETS**

**a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?**

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

**b) Will the supplier be required to safeguard COMSEC information or assets?**

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

**PRODUCTION**

**c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?**

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

**INFORMATION TECHNOLOGY (IT)**

**d) Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?**

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

**e) Will there be an electronic link between the supplier’s IT systems and the government department or agency?**

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

**SUMMARY CHART**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier’s site(s) or premises.

For users completing the form **online** (via the Internet), the Summary Chart is automatically populated by your responses to previous questions.

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

**12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?**

If Yes, classify this form by annotating the top and bottom in the area entitled “Security Classification”.

**b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?**

If Yes, classify this form by annotating the top and bottom in the area entitled “Security Classification” and indicate with attachments (e.g. SECRET with Attachments).

**PART D - AUTHORIZATION**

**13. Organization Project Authority**

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

**14. Organization Security Authority**

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

**16. Procurement Officer**

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

**17. Contracting Security Authority**

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

## Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu'à ce que la case 17 ait été remplie.

### GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

**Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.**

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

### PARTIE A - INFORMATION CONTRACTUELLE

#### Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

#### 1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

#### 2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

#### 3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

#### b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

#### 4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

#### 5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La *Loi sur la production de défense* (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la *Loi sur les licences d'exportation et d'importation* (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse [www.cgp.gc.ca](http://www.cgp.gc.ca).

#### b) Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse [www.dlis.dla.mil/jcp/](http://www.dlis.dla.mil/jcp/).

## 6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

### a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

### b) Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

### c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

## 7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgateion de INFOSEC.

### a) Indiquer le type d'information auquel le fournisseur devra avoir accès

#### Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

#### Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

#### Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

### b) Restrictions relatives à la diffusion

Si **À ne pas diffuser** est choisi, cela indique que les renseignements et/ou les biens sont **réservés aux Canadiens**. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA : Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention **Réservé aux Canadiens**.

Si **Aucune restriction relative à la diffusion** est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujéti à aucune restriction.

Si **Tous les pays de l'OTAN** est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

**NOTA : Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.**

**c) Niveau d'information**

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

**8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.

**9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?**

Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

**PARTIE B - PERSONNEL (FOURNISSEUR)**

**10. a) Niveau de contrôle de la sécurité du personnel requis**

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMBLEMES

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

**b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?**

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

**Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?**

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

**PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**11. RENSEIGNEMENTS / BIENS :**

**a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

**b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?**

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

**PRODUCTION**

**c) Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?**

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

**TECHNOLOGIE DE L'INFORMATION (TI)**

**d) Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

**e) Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?**

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

**TABLEAU RÉCAPITULATIF**

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

**12. a) La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?**

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de

sécurité » au haut et au bas du formulaire.

**b) La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?**

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**PARTIE D - AUTORISATION**

**13. Chargé de projet de l'organisme**

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

**14. Responsable de la sécurité de l'organisme**

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

**15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?**

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

**16. Agent d'approvisionnement**

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

**17. Autorité contractante en matière de sécurité**

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSICI) doit remplir cette case.