



Service correctionnel  
Canada

Correctional Service  
Canada



LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS

SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

## TECHNICAL SPECIFICATIONS

# Range Hood, Ventilation Duct, and System Balancing Maintenance Service

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TECHNICAL SERVICES – QUEBEC REGION  
CORRECTIONAL SERVICE OF CANADA

JANUARY 2024



Canada



## TECHNICAL REQUIREMENTS - Range Hood, Ventilation Duct, and System Balancing Maintenance

### **ANNEX A – STATEMENT OF WORK**

Correctional service of Canada (CSC) is looking for one or more Contractors to administer services related to maintaining range hoods, ventilation ducts, and ventilation system balancing according to the 2021 ACR standard “Assessment, Cleaning, and Restoration of HVAC Systems,” which applies to various institutions in the Quebec region.

#### **1. GENERAL REQUIREMENTS**

##### 1.1. BACKGROUND

Within the context of its preventative maintenance program, CSC must ensure that its ventilation systems and commercial range hoods are kept in good working order to ensure the reliability of equipment, optimal air quality, and compliance with applicable fire safety standards.

##### 1.2. OBJECTIVES

Proceed with the regular cleaning of ventilation systems according to the requirements set by CSC technical authorities.

Proceed with ventilation system balancing according to the requirements set by CSC technical authorities.

Proceed with mandatory regulatory inspections of commercial range hoods and propose any required corrective measures, if necessary.

##### 1.3. DUTIES

The primary maintenance and repair duties are listed in section 2.1 of this document.

##### 1.4. DELIVERABLES

The primary maintenance and repair duties are listed in section 2.1 of this document.

##### 1.5. PLACE OF WORK

See Annex I (Sites included).

##### 1.6. TRAVEL

The Contractor shall go to the premises (see Annex I, Sites included) to complete the work in the provisions of the contract. CSC will not provide compensation for any travel expenses.

##### 1.7. SERVICE CALLS

The Contractor shall be available and provide an emergency telephone number where they can be reached 24 hours a day, seven days a week.



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### 2. **TECHNICAL REQUIREMENTS**

#### 2.1. MANDATE

2.1.1 The scope of the mandate encompasses various inspection, maintenance, and repair services.

These include, but are not limited to, the following:

1. The types of services include, but are not limited to, cleaning ventilation systems, including ducts, fans, diffusers, dampers, grilles, coils, ranges, and all other equipment or components present in the systems; adequately adjusting air volume in the building to ensure good air quality and a comfortable ambient air temperature; measuring the amount of air coming from the main air duct; measuring the output of air diffusers in each room and compiling the results to assess the performance of the ventilation system; cleaning the ranges, including replacing the filters if required; and cleaning the ducts up to the exhaust.
2. The Contractor must have knowledge of air balancing, ventilation, heating, and air conditioning as well as building systems. They must also be able to balance systems so that they may function optimally. They must ensure the good working state of equipment (ventilators, pulleys, belts, etc.) to avoid possible breakdowns. Their tools primarily consist of devices to measure air output, temperature, humidity, pressure, and speed.
3. The Contractor shall also be responsible for providing and installing access hatches required for cleaning ventilation systems.
4. The Contractor shall provide labour, materials and equipment required for complete and compliant execution of the requested work.
  - a. At minimum, the Contractor shall have the following equipment in his possession while completing work:
    - i. Industrial vacuums with HEPA filters (99.97% filtration at 0.3 microns) with a minimum capacity of 1000 cfm, which shall be indicated on the device's information sheet.
    - ii. Dust collector.
    - iii. Air compressor with a minimum pressure of 200 psi and rotating nozzles and/or omnidirectional nozzles.
    - iv. Brushes with adjustable and replaceable heads.
    - v. Antibacterial and cleaning products with toxicological reports that state their chemical composition.



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5. The Contractor shall provide a written report for each of the systems that they have cleaned, including a minimum of the system name and number, a brief description of the work, a brief description of the state of the system before the cleaning with photos, a report of the time required to complete the cleaning, access hatches installed, photos after the cleaning, and any other comments related to the state of the system. In addition to the above-mentioned factors, during a visit to assess the state of the air shafts, the Contractor shall provide an estimate following the basis of payment set out in Appendix B in the event that a cleaning is recommended. Following an inspection of the ranges, the associated written reports must include the following information:
  - a. If the certification is positive, the report must indicate that the systems in question comply with standard NFPA-96.
  - b. If the certification is negative, the report must indicate the factor or factors at fault and propose a corrective measure.
  - c. The reports mentioned in point 5 must be submitted to the technical authority within **five (5) working days following the inspection.**
6. The Contractor must provide three types of services: Cleaning ventilation ducts, balancing ventilation ducts, and cleaning the commercial ranges.
7. The Contractor must be able to provide more than one work crew at a time. A work crew is made up of either:
  - a. A technician; or
  - b. A technician and an apprentice.
8. The Contractor shall ensure that they have the necessary skills to perform each of the tasks to which they are assigned as described in section 2.1.1.
9. When working in confined spaces, the Contractor shall provide a qualified sentry and all necessary equipment including harnesses, carabiners, and other personal protective equipment.
10. At all times, the Contractor shall possess the standard parts and materials to carry out work in compliance with the above-mentioned standards as well as all relevant health and safety standards.
11. The Contractor shall provide, upon request, any equipment or related services required to perform the work requested by CSC. This may include scaffolding, lifts, or the installation of access hatches.



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12. The Contractor shall use sound and sustainable materials. They must, for example, be free of asbestos fibres.

- a. The materials must be at market value plus a predetermined percentage indicated in the bid form. CSC reserves the right to compare the prices submitted with three other suppliers if in doubt. If the Contractor's rates are higher than the prices obtained by CSC, the Contractor may be asked to reduce the material prices.
- b. CSC shall supervise or inspect the work to ensure its quality and its compliance with the terms of the mandate. Any deficiencies must be corrected without additional fees charged to CSC.

### 2.2. ENVIRONMENT

2.2.1 The Contractor shall know and apply policies, environmental standards, and resource-conservation practices provided by government authorities with respect to the shipping and handling (transport) of diesel, motor oil, cooling liquid, and all related contaminants and debris, and must comply with them.

2.2.2 The Contractor is responsible for the transportation and selection of waste disposal sites. CSC reserves the right to request manifests when necessary.

2.2.3 Regarding exceptions, when specified by the Technical Authority, CSC waste bins may be used by the Contractor.

### 2.3. REFERENCES

1.1.1. National Building Code of Canada (NBC) 2015, including all applicable amendments.

1.1.2. ASHRAE 62.1 and 62.2

1.1.4. Health Canada – Workplace Hazardous Materials Information System (WHMIS).

1.1.7. National Fire Code (NFC). (NFPA 96 Ventilation control and fire protection of commercial cooking operation)

1.1.8. ACR-2021 “Assessment, Cleaning & Restoration of HVAC Systems”



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### 3. **OCCUPATIONAL HEALTH AND SAFETY**

#### 3.1. GENERAL

The Contractor shall manage its activities in such a way that people's health and safety and the protection of the environment always take precedence over issues related to work costs and schedule.

#### 3.2. APPLICABLE MEASURES

3.2.1 At all times, the Contractor must appoint a qualified individual to apply the applicable health and safety measures.

3.2.2 The Contractor must take all necessary measures to ensure that the health and safety requirements are implemented and respected according to all regulations in force.

#### 3.3. LOCK-OUT

3.3.1 CSC has a lockout program. The Contractor must consult and comply with this program, particularly for work permit applications.

3.3.2 The Contractor shall provide the number of padlocks required during jobs that require a lockout, at no cost.

#### 3.4. ELECTRICAL SAFETY

3.4.1 In compliance with Standard CAN/CSA Z462 – Workplace Electrical Safety, CSC – Quebec Region has developed its Regional Policy – Workplace Electrical Safety (Arc Flashes). The Contractor must consult the Standard and comply with it, especially when working with power off, completing risk assessments, or labelling.

3.4.2 All electrical work, mechanical work, or other work on driven electrically powered equipment must, without exception, be conducted with power off. Lockout procedures are required.

### 4. **CSC SECURITY REQUIREMENTS**

#### 4.1. SEARCHES

4.1.1 The normal working hours are Monday through Friday from 7:00 a.m. to 5:00 p.m. All individuals and vehicles arriving on the institution's premises may be searched.

4.1.2 If there is reason to believe that one of the Contractor's employees is in possession of a prohibited item, CSC may order a search of that person.

4.1.3 The personal belongings of all personnel arriving at the institution may be checked to search for the residue of contraband drugs.





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### 4.2. TOOLS AND EQUIPMENT

4.2.1 Keep a comprehensive list of the tools and equipment used during the work. Submit the list for inspection when necessary. Keep an updated list of the tools and equipment used throughout the project. Notify the technical authority immediately if any tools or equipment have been lost or have disappeared.

### 4.3. CONTRABAND

4.3.1 Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises. If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

4.3.2 The Contractor must be vigilant in monitoring construction personnel and the Subcontractor's employees. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.

### 4.4. MONITORING AND INSPECTION

4.4.1 CSC security staff monitors and inspects activities and worker and vehicle traffic to ensure that established security standards are being followed.

4.4.2 At the start and throughout the duration of the work, CSC staff must be sure to convey to Contractor personnel the need for monitoring and inspections.



## ANNEX I - CONCERNED SITES - Range Hood, Ventilation Duct, and System Balancing Maintenance

### ANNEX I - CONCERNED SITES

#### **Laval Complex & Community correctionnal centers (CCC) Montreal Metropolitan District :**

- Federal Training Centre, site 600: 600, montée St-François, Laval (Quebec) H7C 1S5;
- Federal Training Centre, site 6099: 6099, Lévesque blvd, Laval (Quebec) H7C 1P1;
- Martineau CCC: 10345, St-Laurent blvd, Montreal (Quebec) H3L 2P1;
- Ogilvy CCC: 435, Ogilvy, Montreal (Quebec) H3N 1M3;
- Hochelaga CCC: 6905, Hochelaga, Montreal (Quebec) H1N 1Y9;
- Sherbrooke CCC: 2190, Sherbrooke East, Montreal (Quebec) H2K 1C7.

#### **Sainte-Anne-des-Plaines Complex:**

- Archambault minimum Institution: 244, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8 ;
- Archambault medium Institution: 242, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8;
- Regional Reception Centre: 246, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8.

**Cowansville Institution:** 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7.

#### **Donnacona Institution and Marcel-Caron Community Correctionnal Center (CCC) :**

- Donnacona Institution: 1537, Road 138, Donnacona (Quebec) G3M 1C9;
- Marcel-Caron CCC : 825 Kirouac Street, Quebec, (Quebec), G1N 2J7.

**Drummond Institution:** 2025, Jean-de-Brébeuf blvd, Drummondville (Quebec) J2B 7Z6.

#### **Joliette Institution, Lanaudière Parole Office and Laferrière CCC :**

- Joliette Institution : 400, Marsolais, Joliette (Quebec) J6E 8V4;
- Lanaudière Parole Office : 3 Papineau Street, suite 107, Joliette, (Quebec), J6E 2K3;
- Laferrière CCC: 202 St-Georges Street, St-Jérôme, (Quebec), J7Z 4Z9.

**La Macaza Institution:** 321 chemin de l'Aéroport, La Macaza, (Quebec), J0T 1R0

**Port-Cartier Institution:** 1, chemin de l'Aéroport, Port-Cartier (Quebec) G5B 2W2.