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**Lower Fort Garry  
Furloft Roof Replacement  
STATEMENT OF WORK**

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**Lower Fort Garry National Historic Site of Canada – Furloft Roof Replacement**

**STATEMENT OF WORK**

**AUGUST 8, 2023**

**PARKS CANADA AGENCY LOWER FORT GARRY 5925 HIGHWAY 9, ST. ANDREWS, MB, R1A 4A8**

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## **1. Introduction**

The Manitoba Field Unit (MFU), within the Parks Canada Agency (PCA), owns and operates the Furloft building at Lower Fort Garry National Historic Site of Canada (LFG). The current cedar shingles on the roof are near the end of their life span and need to be replaced.

## **2. Background**

The Furloft is a Classified heritage building with the Federal Heritage Building Review Office (FHBRO). The construction of the Fur Loft took place in 1830-1831. The FHBRO Report (89-04) states that the character of the building matches common features “of the Hudson’s Bay Company’s North American warehouses built between 1821 and 1870”. The building was constructed to serve as a retail and warehouse/storage facility.

The existing Western Red Cedar shingles on the building were installed in 1995.

The Furloft is a two and a half story, rectangular limestone structure with a medium-pitched hipped roof anchored by two chimneys. The roof has three gable dormers on the north and south sides (see photos in Appendix A). The building serves as one of the main areas for interpretive programming at Lower Fort Garry National Historic Site of Canada. *See Appendix A – Furloft Roof and Chimney Detail Photos and Appendix B – Furloft Elevations and Roof Dimensions and Detailed illustrations.*

## **3. Objective**

Parks Canada requires a Contractor to remove and replace the existing cedar shingle roof system (cedar shingles, flashing, caulking, underlay, etc.), while maintaining the historic character of the building.

Where flashing is replaced that had been covered by mortar, i.e. chimney apron, Parks Canada will be responsible for replacing the mortar after the roofing and flashing working is done.

Contractor to remove Western Red Cedar shingles and replace with Eastern White Cedar Shingles. Eastern White Cedar Shingles to be supplied by Parks Canada.

Any materials required other than shingles, to be supplied by the contractor.

**Work to commence AFTER September 5, 2023 and after Departmental Representative has confirmed that endangered species currently living in the chimney on this roof have migrated for the winter. (First week of September). Permission to proceed from Departmental Representative must be obtained before commencing work. Work to be completed by November 30, 2023.**

#### **4. General Requirements**

The Parks Canada requires the Contractor and its employees to perform all work to the standards of the Canadian Roofing Contractors Association (CRCA) and the Standards and Guidelines for the Conservation of Historic Places in Canada, 2010, 2<sup>nd</sup> Edition (<https://www.historicplaces.ca/en/pages/standards-normes.aspx>) with particular attention to Section 4.3.3 Roofs (see Appendix E). These two documents, along with authorized bulletins, additions and amendments, shall be used as a reference standard and shall form part of this project specification for the following tasks required under this Contract.

##### **4.1 References**

- a) ASTM International (ASTM)
  - a. ASTM A653/A653M-15e1 – Standard for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot Dip Process
  - b. ASTM F1667-17 – Standard Specification for Driven Fasteners, Nails, Spikes, and Staples
- b) CSA Group (CSA)
  - a. CSA A123.3-05(R2015), Asphalt Saturated Organic Roofing Felt
  - b. CSA B111-1974(R2003), Wire Nails, Spikes and Staples
  - c. CSA O118.2- (R2013), Eastern White Cedar Shingles
  - d. CSA-O141-05 (R2014) - Softwood Lumber
- c) Cedar Shake and Shingle Bureau (CSSB)
  - a. CSSB New Roof Construction Manual 2014
- d) National Lumber Grading Authority (NLGA)
  - a. NLGA Standard Grading Rules for Canadian Lumber 2017
- e) Canada's Historic Places
  - a. Standards and Guidelines for the Conservation of Historic Places in Canada, 2010, 2<sup>nd</sup> Edition. (Section 4.3.3 Roofs included as Appendix E)

##### **4.2 Administrative Requirements**

- a) Pre-installation Conference: Conduct Conference at Project Site
  - a. Review methods and procedures related to roof replacement Work including, but not limited to, the following:
    - i. Verify project requirements,
    - ii. Verify substrate conditions.
    - iii. Review proposed replacement methods and materials.
    - iv. Co-ordinate products, installation methods and techniques.
    - v. Review temporary protection requirements.
    - vi. Existing conditions that may require notification to the Project Authority before proceeding.

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**4.3 Action and Informational Submittals**

- a) Provide submittals in a timely manner.
- b) Action Submittals:
  - a. Flashing Profiles and Installation
- c) Informational Submittals, submit the following before work commences:
  - a. Photographs: Show existing conditions of adjoining construction and site improvements, including exterior and interior finish surfaces, that might be misconstrued as having been damaged by roofing operations. Submit before work begins.
  - b. Product Data: for shingles, and specified underlayment products
  - c. Product data sheet for ventilated underlayment
- d) Information Requests and Site Instructions
  - a. Should there be a need for information requests or site instructions before or after the work commences provide these by email with all the relevant information to ensure the Project Authority can respond in a timely manner.

**4.4 Quality Assurance**

- a) Source Limitations: Obtain wood from single source from single manufacturer.
- b) The contractor will be responsible for costs and materials related to any damages to the building due to accidents or errors.
- c) Installer Qualifications
  - a. Company specializing in performing the work described in this section.
  - b. Successful completion of at least three projects of similar scope and complexity within past five years

**4.5 Delivery, Storage and Handling**

- a) Provide the Project Authority with one week notice prior to stripping roof;
- b) Deliver materials to the job site in dry condition with manufacturer's labels and seal intact; and
- c) Take necessary measures to keep materials dry until required for use, covering with tarpaulins, etc.

**4.6 Protection and Safety**

- a) Ensure that all workers wear appropriate safety equipment in accordance with Canadian Labour Code and that all workers are covered by the Workers Compensation Board of Manitoba;
- b) Tie-offs to the building shall be discussed with the Project Authority before implemented;
- c) Install and maintain barricades and provide overhead protection at doorways as required to protect visitors and occupants;
- d) Any damage to adjacent portions of the building resulting from this work is to be repaired as directed by the Project Authority and at no cost to Parks Canada;
- e) Strip and re-roof in manageable sections;
- f) Tarp unfinished areas at day's end and when rain threatens. Weight the tarps to avoid lifting;

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- and,
- g) Do not impose concentrated loads on the roof.
  - h) Follow current Provincial COVID 19 protocols for workers and Parks Canada COVID 19 protocols.
  - i) Ensure all environmental and safety precautions are followed. I.e. Fuel spills from equipment brought onto site. Any spills to be cleaned up at the contractor's expense and to the satisfaction of Departmental Representative.

#### **4.7 Project Conditions**

- a) Protect the building to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from roofing operations.
- b) Weather Limitations:
  - a. Proceed with roofing work only when existing and forecasted weather conditions permit. Work to proceed without water entering existing roof system or building and as specified
  - b. Do not install shingles on wet or frozen substrate
  - c. Apply wood preservative to wood surfaces with surface temperature between 5°C and 32°C.

#### **4.8 General Historic Treatment**

- a) Ensure that supervisory personnel are present when historic treatment work begins and during its progress.
- b) Cease Work, notify the Project Authority, and await instructions if materials or conditions encountered at the site are not as indicated by the Contract Documents or if structure is in danger of movement or collapse.
- c) Halt the process of deterioration and stabilize conditions unless otherwise indicated.
- d) Perform work as indicated in the Appendices and Statement of Work. Follow the procedures in subparagraphs below and procedures approved in General Guidelines for Preservation, Rehabilitation and Restoration:
  - a. Retain as much existing material as possible; repair and consolidate rather than replace.
  - b. Use additional material or structure to reinforce, strengthen, prop, tie, and support existing material or structure.
  - c. Use reversible processes wherever possible.
  - d. Use historically accurate repair and replacement materials and techniques unless otherwise indicated.
  - e. Record existing work before each procedure (preconstruction) and progress during the work with digital photographs.
- e) Notify the Project Authority of visible changes in the integrity of material or components whether due to environmental causes including biological attack, UV degradation, freezing, or thawing; or due to structural defects including cracks, movement, or distortion.
  - a. Do not proceed with the work in question until directed by the Project Authority.
- f) Blend new Work with existing materials and construction to provide smooth transitions and uniform appearance.
- g) Where missing features are indicated to be repaired or replaced, provide features whose

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designs are based on accurate duplications rather than on conjectural designs, subject to approval of the Project Authority.

- h) Where Work requires existing features to be removed or dismantled and reinstalled, perform these operations without damage to the material itself, to adjacent materials, or to the substrate. The cost to repair damage will be the responsibility of the contractor.
- i) Identify new and replacement materials and features with permanent marks hidden in the completed work to distinguish them from original materials. Record a legend of identification marks and the locations of the items on record Drawings.

## **5. Scope of Work**

The scope of work includes:

- Supply and install of construction fencing around site to prevent entry of public into construction zone.
- Removal of existing cedar shingles (from main roof and sides and roof of dormers), flashing, and underlayment in accordance with Section 5.6 a) below.
- Preparing the surfaces for the installation of new, flashing, underlayment, ventilated underlayment, cedar shingles, trim boards and roof decking (if required)
- Supply and Installation of new flashing, underlayment, ventilated underlayment, trim boards,
- Installation of new Eastern White Cedar Shingles- **Shingles provided by Parks Canada.**
- Supply and installation of new roof decking, if damaged decking found. **(if required)**. Additional cost to replace damaged roof decking to be approved PRIOR to work commencement.

### **5.1 Protection**

- a) Install temporary barrier to delineate the work area.
- b) Ensure that supervisory personnel are on-site and on duty when historic treatment work begins and during its progress.
- c) Temporary Protection of Historic Materials:
  - a. Protect existing historic materials with temporary protections and construction. Do not deface or remove existing materials.
  - b. Do not attach temporary protection to historic surfaces except as indicated as part of the General Guidelines for Preservation, Rehabilitation and Restoration and approved by the Project Authority. Consult [HistoricPlaces.ca](http://HistoricPlaces.ca) - [The Standards & Guidelines for the Conservation of Historic Places in Canada](#)
- d) Protect installed products and components from damage during construction
- e) Repair damage to adjacent materials caused by wood/ cedar shingle installation
- f) Comply with each product manufacturer's written instructions for protections and precautions.
- g) Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.
- h) Treat replacement rafter tails with wood preservative after machining but before installation.

### **5.2 Examination**



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- a) Preparation for Removal and Dismantling:
  - a. Examine construction to be removed or dismantled to determine best methods to safely and effectively perform removal and dismantling work.
  - b. Examine adjacent work to determine what protective measures will be necessary.
  - c. Make explorations, probes, and inquiries as necessary to determine condition of construction to be removed or dismantled and location of utilities and services to remain that may be hidden by construction that is to be removed or dismantled.
    - i. Inventory and record the condition of items to be removed and dismantled for reinstallation or salvage.
    - ii. Before removal or dismantling of existing building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.
- b) Survey of Existing Conditions:
  - a. Record existing conditions by use of measured drawings and preconstruction photographs.
    - i. Where possible, take photographs to document existing conditions.
  - b. Perform surveys as the Work progresses to detect hazards resulting from historic treatment procedures.

### **5.3 Preparation**

- a) Test materials to be used in repairs for compatibility with existing materials. Do not use incompatible materials.
- b) Cut, move, or remove items to provide access for alterations and restoration work.
- c) Replace and restore upon completion.
- d) Protect existing materials and surfaces from damage by construction operations.
- e) Structural and Load-bearing Elements:
  - a. Obtain the Project Authority's written approval before cutting, boring or sleeving structural or load-bearing members.
  - b. Do not proceed with the work until the Project Authority has reviewed and confirmed proposed work.
- f) Prevent movement, settlement or damage of structures, services, and existing features unless their removal is indicated.
  - a. Provide supports, bracing, shoring and underpinning as required.
  - b. Repair damage caused by alterations as directed by the Project Authority.
  - c. Notify the Project Authority of proposed bracing or shoring, and provide drawings/photos where possible and obtain written approval.
- g) Treat replacement rafter tails with wood preservative after machining but before installation.

### **5.4 Materials**

Roofing Shingles:

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**Supply by Parks Canada -Install by Contractor:**

Specs of shingles on hand:

Air-dried (green) Eastern White Cedar Shingles

- a) Shingle Thickness: 5/8 of an inch (~ 16 mm) at the butt.
- b) Shingle Length: approximately 17-18 inches (~ 46 cm).
- c) Shingle Width: from 3 to 10 inches (~ 7.5 to 35.5 cm).
- d) Thickness: five butts together equals approx. 70 mm.
- e) Exposure: to be determined on site with Departmental Representative.
- f) Butt pattern at eaves: Chisel shape to match existing on Furloft.

Dormer Sidewall Shingles - as specified for roof shingles.

**Parks Canada has 160 bundles of shingles on hand for this roof. If additional shingles are required, contractor is to notify Departmental Representative. Any Additional Eastern White Cedar Shingles required to be purchased by Parks Canada.**

**To be provided by contractor- Supply and Install of:**

- a) Ridge and Hip Boards: Site-fabricated units of Cedar, grade A Clear to NLGA paragraph 200b, maximum moisture content 15%, size and profile to match existing maximum lengths; beveled, overlapped, and screw-fastened with stainless steel screws.
- b) Trim Boards: Cedar grade A Clear to NLGA paragraph 200b, size and profile to match existing.
- c) Rake Boards: Cedar bevel siding, grade A clear grade to NLGA paragraph 201b, size and profile to match existing.
- d) Dimension Lumber: to CSA-O141, softwood lumber unless indicated otherwise, S4S, air-dried and thoroughly seasoned with maximum moisture content 15%; graded to NLGA Standard Grading Rules for Lumber.
  - a. Roof Decking: Commercial grade, species Spruce or match existing, nominal board size to match existing approximately 30 mm thick by 150 to 184 mm wide, square edge.
  - b. Rafter Tails: Replace as needed with softwood lumber cut to match existing profiles.
- h) Underlayment: to CSA A123.3, No.15 asphalt-saturated organic felt.
- i) Ventilated Underlayment: Three-dimensional nylon matrix, fire-resistant.
  - a. Acceptable Products: Cedar Breather Ventilated Underlayment manufactured by Benjamin Obdyke; CedAir-Mat manufactured by Advanced Building Products.
- j) Flashing: Hot dipped galvanized to ASTM A653, minimum 0.476 mm thick, with Z275 coating. Provide two coats of clear acrylic where in contact with cedar.
- k) Nails:
  - a. Flashing Nails: to be of same material as sheet metal to CSA B111, flat head roofing nails of length and thickness suitable for metal flashing application.
  - b. Shingle Nails: to CSA B111 or ASTM F1667, flat head, diamond point, length to penetrate minimum 19 mm into deck boards, Type 316 stainless steel.
  - c. Felt Underlayment Nails: Stainless-steel wire nails; with 25-mm- minimum diameter, low-profile capped heads or disc caps.
- l) Screws: Stainless steel Type 316; type and size suitable for application.

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- m) Wood Preservative (Surface Application): Water-soluble inorganic borate salt containing compound with insecticidal, termiticidal and fungicidal properties, made of a combination of glycol and borate. Colourless. Active ingredient: 25.31% disodium Octaborate Tetrahydrate by weight.

## **5.5 Flashing Fabrication**

- a) Form flashings as indicated in Appendix B, and as specified in b) to f) and 5.6 d) below to protect materials from physical damage and shed water.
- b) Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance.
- c) Chimney Flashing:
  - a. Head Flashing: Fabricate with vertical leg extending up chimney to a height not less than 75 mm, and up the roof slope to a point equal in height to the flashing on the chimney but not less than 1 1/2 times shingle exposure.
  - b. Apron Flashings: Match existing. To be confirmed onsite with Departmental Representative.
- d) Step Flashings: Fabricate with a head lap of minimum 75 mm, and minimum extension of 100 mm both horizontally and vertically.
- e) Hem exposed edges of flashings minimum 6 mm on underside.
- f) Apply bituminous paint on concealed surfaces of flashings.

## **5.6 Re-Roofing**

- a) Stripping off Existing Roofing:
  - a. Remove existing shingle roofing, and dormer finishes where indicated including flashings and underlayment. Expose deck boards of roof and dormers.
  - b. Withdraw existing shingle and flashing nails. Do not hammer nails into boards. Leave surfaces free from dirt and loose material.
  - c. Remove all flashing mortar around chimneys.
- b) Roof and Sidewall Sheathing Preparation:
  - a. Check for presence of moisture by visually observing deck boards.
  - b. Report to the Project Authority, or their designate, unforeseen deficiencies and deterioration.
  - c. Remove deteriorated, wet or damp deck boards as directed by the Project Authority. Removal will be paid for by adjusting the Contract Price according to unit prices included in the Contract Documents.
  - d. Remove loose nails in deck boards, and refasten in place.
  - e. Replace cut out portions of deck boards with boards of equal sectional dimensions, and specified grade. Seat each end of board on rafter, with 25 mm bearing, and secure to rafter.
  - f. Inform the Project Authority when work is completed and ready for review.
- c) Disposal of Demolished Materials:
  - a. Collect demolished materials and place in containers. Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
  - b. Transport and legally dispose of demolished materials off site.

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- d) Flashing Installation (see Appendix B for illustrations):
  - a. Valley Flashing:
    - i. Place one ply of underlayment over area covered by valley flashing. Lap strips of underlayment in shingle fashion by 100 mm. Fasten with nails.
    - ii. Extend valley flashing from centerline of valley, up each side a distance of at least 250mm.
    - iii. Lap transverse joints in valley flashing in shingle fashion with minimum 250 mm lap.
  - b. Hip and Ridge Flashing:
    - i. Place one ply of underlayment over area covered by hip and ridge flashing. Lap strips of underlayment in shingle fashion by 100 mm. Fasten with nails.
    - ii. Install hip and ridge flashing beneath hip and ridge boards. Extend flashing on each side of ridge 75 to 100 mm. Keep dormer ridge flashing ½ inch back from finished edge so as not be visible from ground. See Appendix B *Photo of typical ridge and hip flashing*.
  - c. Base:
    - i. Where base flashing is stepped, ensure steps are equal, horizontal width between 230 and 300 mm.
    - ii. On sloped intersections, lap sheets minimum 75 mm.
    - iii. When run horizontally, flat lock and solder sheets.
    - iv. Provide lock seam joints at vertical corners of chimney flashing.
- e) Roof and Sidewall Shingle Application:
  - a. Install shingles over dry substrate.
  - b. Spacing:
    - i. Roof and Sidewall Shingles on Historic Buildings: to match existing.
  - c. Joints: Stagger side lap joints with no joint lining up within three courses where possible. Please discuss onsite with Departmental Representative.
  - d. Nailing:
    - i. Use two nails per shingle. Space nails 19 mm from edge 40 mm above exposure line of following course.
    - ii. Provide double starter course at eaves. Provide additional line of nailing 13 mm back from overhang. Spacing to be similar to that of typical roof course. Do not drive nails through eave boards if overhang does not have a soffit. Use shorter nails as necessary.
    - iii. Provide extra nailing to final course of shingles at ridge, approximately 25 mm down from ridge if sawing off, or breaking off of extra shingle length, in situ, is required.
    - iv. Drive nails so that the head sits on the surface flush, but do not crush shingles.
- f) Starter Course:
  - a. Double shingles at eaves.
  - b. Block up starter course sufficient to bring high points of all shingle courses into alignment.
  - c. Project butts 40 mm beyond roof deck.
  - d. Along the eaves of the building and dormers, shingles shall have a saw toothed finish, *See Appendix D – Typical Saw Toothed Shingle Detail*.
- g) Typical Course:
  - a. Install shingles with a weather exposure to be determined onsite with Departmental

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- Representative and having triple thickness of shingles at any given point.
- b. Lay shingles with grain perpendicular to eaves.
- c. Keep shingles 25 mm clear of vertical flashing.
- h) Finishing Gable Rake:
  - a. Place 150 mm strip of bevel cedar siding full length of each rake and with thinner edge inward to give shingles slight tilt away from gable.
  - b. Cut back butts of shingles that rest on cedar strip to produce slight slant.
  - c. Clip off upper corner of edge shingles.
  - d. Extend shingles over gable or rake end, rafter, or barge boards 25 to 30 mm.
- i) Finishing Closed Valley:
  - a. Do not lay shingles or shakes with grain parallel to centerline of valleys.
  - b. Keep mitered edges of shingles laid each side of valley 13 mm apart.
  - c. Use only unbroken joints into valleys.
- j) Finishing Hips and Ridges:
  - a. Carry slope shingles of main roof up to centerline of hips and ridge.
  - b. Fasten site-fabricated hip and ridge boards using stainless steel screws at 300 mm o/c with overlap facing away from prevailing wind direction.
- k) Single Coursing Side Walls of Dormers:
  - a. Provide doubled lowest course. Install first course with butt 13 mm lower than butt of under-course.
  - b. Block up starter course to bring high points of all shingle courses into alignment.
  - c. Install shingles with 127 mm weather exposure and having minimum double thickness of shingles at any given point.
  - d. Securely fasten shingles by nailing about 50 mm above butt line of course above, with minimum two nails per shingle, except when shingle is wider than 200 mm, then use three nails per shingle. Provide one nail 19 mm from each edge of shingles and third nail in centre of shingles wider than 200 mm.
  - e. Provide nails of appropriate length so that nails to not penetrate through dormer sides.
  - f. Finishing outside corners: Fit shingles against corner boards.

## **5.7 Rafter Tail Treatment**

- a) Mix and apply surface-applied preservative treatment to manufacturer's written instructions after machining rafter tails
  - a. Brush apply two coats of preservative treatment to all surfaces of rafter tails before installation.
  - b. Allow preservative to be absorbed dry between coats, and prior to erecting members.
  - c. Protect vegetation in area of application from spills and splatters. Do not contaminate water when disposing of equipment wash-water.

## **5.8 Clean Up**

- a) Daily pick up and removal of debris associated with this work shall be the responsibility of the Contractor;
- b) At the end of each working day the site must be cleaned up and left in a safe condition prior to workers leaving the project site;

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- c) Haul debris or any waste material and dispose of it to an approved landfill site that is authorized to accept debris;
- d) A rolling magnet is to be used on the ground surface all around the building within a 30-meter radius to ensure that all metal nails and fragments are picked up along with a visual inspection and manually picking up shingles, nails and other debris; and
- e) A visual inspection will be made by the Project Authority to ensure cleanup is adequate.
- f) Any damage to the grounds will be repaired by the contractor at their cost.

## **6. Project Responsibilities**

### **6.1 Health and Safety**

Contractor is responsible for ensuring that the work site is closed off to the public for the duration of the work which may include, but is not limited to, construction fencing around the building. Parks Canada will provide bilingual signs to indicate the area is closed for construction. Any other signage required to be provided by the contractor, must be bilingual, and must be approved by Departmental Representative. Please contact Departmental Representative with any questions regarding translation into French/English. i.e. PPE requirements.

- a) The contractor is responsible for:
  - a. The health and safety of all persons on and adjacent to the site,
  - b. The safety of all property on site, and
  - c. The environment to extent that they may be affected by conduct of Work.
- b) The Contractor must comply with, and enforce compliance by employees, with the health and safety requirements set out in the Contract Documents, and applicable federal, provincial, territorial and local statutes, regulations, and ordinances.
- c) The Contractor must provide Parks Canada with their Health and Safety protocols that will be followed by the Contractors workers.
- d) Follow current Provincial/ Federal Public Health requirements. I.e. COVID 19 protocols for workers and Parks Canada COVID 19 protocols.

### **6.2 Environmental Protection**

- a) Contractor is responsible to maintain site in a safe, clean and orderly condition at all times.
- b) Do not allow waste material, rubbish and debris to accumulate and become unsightly or create a hazardous condition.
- c) Waste disposal must be completed in accordance with provincial regulations.
- d) The contractor is responsible to ensure all provincial, territorial and municipal regulations are followed with respect to environmental protection.
- e) Any equipment used on site must be free of leaks and in good working order to prevent fuel and fluid spills.
- f) Should any spills or environmental issues/ concerns occur, the Departmental Representative is to be informed immediately, and the cost to repair or remediate is at the expense of the contractor.

### **6.3 Meetings**

Upon Contract Award, the Contractor shall contact the Project Authority within 5 business days to discuss the work required and clarify client expectations and needs.

The Contractor shall meet with the Project Authority on an “as and when required” basis as determined by the Contractor or Project Authority or their designate.

Arrangements for these “as and when required” meetings will be made via email or telephone conversation between the Contractor and Project Authority or their designate.

### **6.4 Invoicing**

The Contractor is required to submit, to the Project Authority, on or after completion of the work, for each payment a signed invoice showing the following:

- a) Contract number,
- b) Contractor's name, address and GST number
- c) Period covered by the invoice
- d) Proof of Workers Compensation Board of Manitoba coverage

### **7. Pricing**

Contractor shall provide single price for all work related to demolition and replacement of shingles and flashing including supply and install of all materials related to this work. Parks Canada to provide shingles. PST is not to be included. Provide a unit price for replacement of deck boards if required.

### **8. Schedule**

**Work to commence AFTER September 5, 2023 and after Departmental Representative has confirmed that endangered species currently living in the chimney on this roof have migrated for the winter. Permission to proceed from Departmental Representative must be obtained before commencing work. Work to be completed by November 30, 2023.**