

**Part 1            General**

**1.1                WORK COVERED BY CONTRACT DOCUMENTS**

- .1            Refer to City of Winnipeg Bid Opportunity No.630-2016; Section D2 SCOPE OF WORK.

**1.2                EXISTING SERVICES**

- .1            Notify Contract Administrator and utility companies of intended interruption of services and obtain required permission.
- .2            Where Work involves breaking into or connecting to existing services, give Contract Administrator 48 hours' notice for necessary interruption of mechanical or electrical service throughout course of Work. Minimize duration of interruptions. Carry out Work at times as directed by governing authorities with minimum disturbance to pedestrian, vehicular traffic, and tenant operations.
- .3            Establish location and extent of service lines in area of Work before starting Work. Notify Contract Administrator of findings.
- .4            Submit schedule to and obtain approval from Contract Administrator for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .5            Provide temporary services when directed by Contract Administrator to maintain critical building and tenant systems.
- .6            Where unknown services are encountered, immediately advise Contract Administrator and confirm findings in writing.
- .7            Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .8            Record locations of maintained, re-routed and abandoned service lines.
- .9            Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

**1.3                CONTRACTOR USE OF PREMISES**

- .1            Contractor has use of Site with the following restrictions.
- .2            Use Site for Work, for storage, and for access, limited to the areas indicated on the drawings or as directed by Contract Administrator. Co-ordinate use of premises under direction of Contract Administrator. Assume full responsibility for protection and safekeeping of products under this Contract.
- .3            Obtain and pay for use of additional storage or Work areas needed for operations under this Contract.

**1.4                DOCUMENTS REQUIRED**

- .1            Maintain at job Site, one copy each document as follows:

- .1 Contract Drawings.
- .2 Specifications.
- .3 Addenda.
- .4 Reviewed Shop Drawings.
- .5 List of Outstanding Shop Drawings.
- .6 Change Orders and all other Modifications to Contract.
- .7 Field Test Reports.
- .8 Copy of Approved Work Schedule.
- .9 Health and Safety Plan and Other Safety Related Documents.
- .10 City of Winnipeg Forestry Guidelines
- .11 Other documents as specified.

**1.5 CONTRACT DRAWINGS AND SPECIFICATIONS**

- .1 Drawings and specifications are complementary each to the other, what is called for by one shall be binding as if called for by both.
- .2 Should any discrepancy appear between the drawings and specifications, which leave the Contractor in doubt as to the true intent and meaning of the plans, and specifications, the Contractor shall obtain a ruling from the Contract Administrator in writing **before submitting a Bid in accordance with B4**. If this is not done it will be assumed that the most expensive alternative has been included in the Bid price. For any ruling to become binding, the Contract Administrator must issue the new direction in a published addendum.
- .3 Examine all Contract Documents, including all drawings, specifications and Work of other trades to ensure that Work is co-ordinated and satisfactorily carried out without changes to the building or Contract value.
- .4 Drawings and specifications to be considered as an integral part of Contract Documents and neither drawings nor specifications are to be used alone. Misinterpretation of requirements of plans or specifications shall not relieve Contractor of responsibility of properly completing Work to approval of Contract Administrator.
- .5 Examine all Contract drawings to ensure Work can be performed without changes to the building, or Work, as shown on plans. No allowance will be made later for necessary changes, unless notification of interferences has been brought to Contract Administrator's attention, in writing, prior to closing of Bids in accordance with B4.
- .6 In case of conflict, codes and regulations take precedence over the Contract Documents. In no instance reduce the standard or scope of Work or intent established by the drawings and specifications by applying any of the codes referred to herein. Any discrepancies must be brought to the Contract Administrator's attention in writing.

**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                SECTION INCLUDES**

- .1            Connecting to existing services.
- .2            Special scheduling requirements.

**1.2                RELATED SECTIONS**

- .1            Section 01 32 16 – Construction Progress Schedules.
- .2            Section 01 56 00 - Temporary Barriers and Enclosures.

**1.3                EXISTING SERVICES**

- .1            Notify Contract Administrator and utility companies of intended interruption of services and obtain required permission.
- .2            Where Work involves breaking into or connecting to existing services, give Contract Administrator 72 hours of notice for necessary interruption of mechanical or electrical service throughout course of Work. Keep duration of interruptions minimum. Carry out interruptions after normal Working hours of occupants, preferably on weekends.
- .3            Provide for pedestrian and vehicular traffic.

**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 SPECIFIED ELSEWHERE**

- .1        Particular requirements for inspection and testing to be carried out by testing laboratory designated by Contract Administrator are specified under various sections.

**1.2                APPOINTMENT AND PAYMENT**

- .1        Contract Administrator will appoint and pay for services of testing laboratory except follows:
  - .1        Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
  - .2        Full time review of pile foundation installation by a qualified Geotechnical Engineer, or their duly appointed representative, registered in the Province of Manitoba.
  - .3        Inspection and testing performed for the purposes of quality control and as specified under various sections herein.
  - .4        Inspection and testing performed for the purposes of preparation of concrete substrates prior to installation of resilient flooring products.
  - .5        Inspection and testing performed exclusively for Contractor's convenience.
  - .6        Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems.
  - .7        Mill tests and certificates of compliance.
  - .8        Tests specified to be carried out by Contractor under the supervision of Contract Administrator.
  - .9        Additional tests specified in the following paragraph.
- .2        Where tests or inspections by designated testing laboratory reveal Work not in accordance with Contract requirements, pay costs for additional tests or inspections as required by Contract Administrator to verify acceptability of corrected Work.

**1.3                CONTRACTOR'S RESPONSIBILITIES**

- .1        Provide labour, equipment and facilities to:
  - .1        Provide access to Work to be inspected and tested.
  - .2        Facilitate inspections and tests.
  - .3        Make good Work disturbed by inspection and test.
  - .4        Provide storage on Site for laboratory's exclusive use to store equipment and cure test samples.
- .2        Notify Contract Administrator sufficiently in advance of operations to allow for assignment of laboratory personnel and scheduling of test.
- .3        Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.
- .4        Pay costs for uncovering and making good Work that is covered before required inspection or testing is completed and approved by Contract Administrator.

**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 PROJECT MEETINGS**

- .1 Contractor will schedule, administer, record, and distribute minutes of project meetings.
- .2 Representatives of the Contractor, major Subcontractors, other Subcontractors involved in Work and others as required and decided upon by the Contractor are to be in attendance.

**1.2 CONSTRUCTION ORGANIZATION AND STARTUP**

- .1 Within 15 Working days after award of Contract, a meeting of parties in Contract will be held to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of The City, Contractor, major Subcontractors, field inspectors and supervisors, and Contract Administrator will be in attendance. Ensure project schedule efficiencies through monitoring.
- .3 Contractor shall establish time and location of meeting and notify parties concerned minimum 10 Working days before meeting.
- .4 Agenda to include following:
  - .1 Appointment of official representative of participants in Work.
  - .2 Schedule of submission of shop drawings, samples, and colour chips in accordance with Section 01 33 00 - Submittal Procedures.
  - .3 Requirements for temporary facilities, Site sign, offices, storage sheds, utilities, fences in accordance with Section 01 51 00 - Temporary Utilities.
  - .4 Site security in accordance with Section 01 52 00 - Construction Facilities.
  - .5 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements (GC).
  - .6 Record drawings in accordance with Section 01 78 00 - Closeout Submittals.
  - .7 Maintenance in accordance with Section 01 78 00 - Closeout Submittals.
  - .8 Take-over procedures, acceptance, and warranties in accordance with Section 01 77 00 - Closeout Procedures and 01 78 00 - Closeout Submittals.
  - .9 Monthly progress claims, administrative procedures, photographs, and holdbacks (GC).
  - .10 Appointment of inspection and testing agencies or firms in accordance with Section 01 45 00 - Quality Control.
  - .11 Insurances and transcript of policies (GC).
- .5 Comply with Contractor's allocation of mobilization areas of Site; for field offices and sheds, for, access, traffic, and parking facilities.
- .6 During construction co-ordinate use of Site and facilities through Contractor's procedures for intra-project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.
- .7 Comply with instructions of Contractor for use of temporary utilities and construction facilities.

- .8 Coordinate field engineering and layout Work with Contractor.

### **1.3 SCHEDULES**

- .1 Submit preliminary construction progress schedule in accordance with Section 01 32 16 – Construction Progress Schedules.

### **1.4 CONSTRUCTION PROGRESS MEETINGS**

- .1 During course of Work and up to two weeks prior to project completion Contractor will schedule progress meetings monthly as required.
- .2 Contractor, major Subcontractors involved in Work, Contractor, Contract Administrator and The City are to be in attendance. Include costs for execution, preparation and reproduction of schedule submittals in bid documents.
- .3 Contractor will notify parties minimum five Working days prior to meetings.
- .4 Contractor will record accurate and complete minutes of meetings and circulate to attending parties and affected parties not in attendance within three Working days after meeting.
- .5 Agenda to include following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.
  - .3 Field observations, problems, conflicts.
  - .4 Problems which impede construction schedule.
  - .5 Review of off-Site fabrication delivery schedules.
  - .6 Corrective measures and procedures to regain projected schedule.
  - .7 Revision to construction schedule.
  - .8 Progress schedule, during succeeding Work period.
  - .9 Review submittal schedules: expedite as required.
  - .10 Maintenance of quality standards.
  - .11 Review proposed changes for effect on construction schedule and on completion date.
  - .12 Other business.
- .6 Review of progress and status of Critical Path activities.

## **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 DEFINITIONS**

- .1 Activity: An element of Work performed during course of Project. An activity normally has an expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart). A graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Charts should be derived from commercially available computerized project management system.
- .3 Baseline: Original approved plan (for Project, Work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day Work week and define schedule calendar Working days as part of Bar (GANTT) Chart submission.
- .5 Duration: Number of Work periods (not including holidays or other non-working periods) required to complete an activity or other Project element. Usually expressed as Workdays or Workweeks.
- .6 Master Plan: A summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: A significant event in Project, usually completion of major deliverable.
- .8 Project Schedule: The planned dates for performing activities and the planned dates for meeting milestones. A dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.
- .9 Project Planning, Monitoring and Control System: Overall system operated by Contract Administrator to enable monitoring of project Work in relation to established milestones.

**1.2 SUBMITTALS**

- .1 Refer to City of Winnipeg Bid Opportunity No. 630-2016.

**1.3 PROJECT SCHEDULE**

- .1 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Shop Drawings, Samples.
  - .3 Permits.
  - .4 Mobilization.
  - .5 Interior Architecture (Walls, Floors and Ceiling).
  - .6 Fire Stopping Systems.

**1.4 PROJECT SCHEDULE REPORTING**

- .1 Update Project Schedule on weekly basis reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.

**1.5 PROJECT MEETINGS**

- .1 Discuss Project Schedule at regular Site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
- .2 Weather related delays with their remedial measures will be discussed and negotiated.

**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                ADMINISTRATIVE**

- .1        Submit to Contract Administrator submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2        Work affected by submittal shall not proceed until review is complete.
- .3        Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4        Where items or information is not produced in SI Metric units converted values are acceptable.
- .5        Review submittals prior to submission to Contract Administrator. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific Project will be returned without being examined and shall be considered rejected.
- .6        Notify Contract Administrator, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7        Verify field measurements and affected adjacent Work is coordinated.
- .8        Contractor's responsibility for errors and omissions in submission is not relieved by Contract Administrator's review of submittals.
- .9        Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Contract Administrator's review.
- .10        Keep one reviewed copy of each submission on Site.
- .11        Client will be provided with Request for Information [RFI] for required approvals. Response to be within 5 business days.

**1.2                SHOP DRAWINGS AND PRODUCT DATA**

- .1        The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2        Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3        Allow 5 Working days for Contract Administrator's review of each submission.

- .4 Adjustments made on shop drawings by Contract Administrator are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Contract Administrator prior to proceeding with Work.
- .5 Make changes in shop drawings as Contract Administrator may require, consistent with Contract Documents. When resubmitting, notify Contract Administrator in writing of any revisions other than those requested.
- .6 Accompany submissions with transmittal letter, in duplicate, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent Work.
- .8 After Contract Administrator's review, distribute copies.
- .9 Submit 4 prints of shop drawings for each requirement requested in specification Sections and as Contract Administrator may reasonably request.
- .10 Submit 4 copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Contract Administrator where shop drawings will not be prepared due to standardized manufacture of product.
- .11 Delete information not applicable to project.

- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by Contract Administrator, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .14 The review of shop drawings by the Contract Administrator is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Contract Administrator approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job Site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

### **1.3 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Contract Administrator's Site office.
- .3 Notify Contract Administrator in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Contract Administrator are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Contract Administrator prior to proceeding with Work.
- .6 Make changes in samples which Contract Administrator may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of Workmanship and material against which installed Work will be verified.

### **1.4 MOCK-UPS**

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

### **1.5 PROGRESS PHOTOGRAPHS**

- .1 The Contractor shall photograph and submit daily colour pictures in digital format demonstrating the progress of the Work and at all concealed areas prior to being covered.
  - .1 Submit two sets: one to the City and one to the Contract Administrator.
- .2 Submit 100 mm x 150 mm copies of each, labeled and in protective covers in three-ring binders to The City with the Contract Operation and Maintenance Manuals upon completion of the project.

**Part 2            Products**

**2.1                SUBSTITUTES**

- .1            Refer to City of Winnipeg Bid Opportunity No.630-2016; Section B7 SUBSTITUTES.

**Part 3            Execution**

**3.1                NOT USED**

- .1            Not Used.

**END OF SECTION**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
  - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Manitoba
  - .1 Workplace Safety and Health Act, R.S.M. 1987.
- .4 City of Winnipeg
  - .1 Contractor Safety – A Shared Responsibility; available on the Information Connection page at the City of Winnipeg, Corporate Finance, Materials Management Division webSite at <http://www.winnipeg.ca/matmgt/safety/>
  - .2 City of Winnipeg Safe Work Plan; available on the Information Connection page at the City of Winnipeg, Corporate Finance, Materials Management Division webSite at <http://www.winnipeg.ca/matmgt/safety/>

**1.2 SUBMITTALS**

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit Site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1 Results of Site specific safety hazard assessment.
  - .2 Results of safety and health risk or hazard analysis for Site tasks and operation found in Work plan.
- .3 Submit 2 copies of Contractor's authorized representative's Work Site health and safety inspection reports to Contract Administrator and authority having jurisdiction, weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Contractor shall provide the Contract Administrator with one (1) copy of Material Safety Data Sheets (MSDS's) for all products used in the performance of the Work at least two (2) Business Days prior to bringing such materials to Site.
- .7 Contract Administrator will review Contractor's Site-specific Health and Safety Plan and provide comments to Contractor within 5 days after receipt of plan. Revise plan as appropriate and resubmit plan to Contract Administrator within 5 days after receipt of comments from Contract Administrator.
- .8 Contract Administrator review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.



- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for Site personnel prior to commencement of Work, and submit additional certifications for any new Site personnel to Contract Administrator.
- .10 On-Site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

### **1.3 FILING OF NOTICE**

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.

### **1.4 SAFETY ASSESSMENT**

- .1 Perform Site specific safety hazard assessment related to project.

### **1.5 MEETINGS**

- .1 Schedule and administer Health and Safety meeting with Contract Administrator prior to commencement of Work.

### **1.6 REGULATORY REQUIREMENTS**

- .1 Do Work in accordance with Section 01 41 00 - Regulatory Requirements.

### **1.7 GENERAL REQUIREMENTS**

- .1 Develop written Site-specific Health and Safety Plan based on hazard assessment prior to beginning Site Work and continue to implement, maintain, and enforce plan until final demobilization from Site. Health and Safety Plan must address project specifications.
- .2 Contract Administrator may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

### **1.8 RESPONSIBILITY**

- .1 Be responsible for health and safety of persons on Site, safety of property on Site and for protection of persons adjacent to Site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable Federal, Provincial, Territorial and local statutes, regulations, and ordinances, and with Site-specific Health and Safety Plan.

### **1.9 COMPLIANCE REQUIREMENTS:**

- .1 Comply with Workplace Safety and Health Act, Workplace Safety Regulation, Manitoba Reg. R.S.M 1987.

### **1.10 UNFORSEEN HAZARDS**

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in

accordance with Acts and Regulations of Province having jurisdiction and advise Contract Administrator verbally and in writing.

**1.11 HEALTH AND SAFETY CO-ORDINATOR**

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
  - .1 Have minimum 2 years' Site-related Working experience specific to activities associated with health and safety.
  - .2 Have Working knowledge of occupational safety and health regulations.
  - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter Site to perform Work.
  - .4 Be responsible for implementing, enforcing daily and monitoring Site-specific Contractor's Health and Safety Plan.
  - .5 Be on Site during execution of Work.

**1.12 POSTING OF DOCUMENTS**

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on Site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Contract Administrator.

**1.13 CORRECTION OF NON-COMPLIANCE**

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Contract Administrator.
- .2 Provide Contract Administrator with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Contract Administrator may stop Work if non-compliance of health and safety regulations is not corrected.

**1.14 POWDER ACTUATED DEVICES**

- .1 Use powder actuated devices only after receipt of written permission from Contract Administrator.

**1.15 WORK STOPPAGE**

- .1 Give precedence to safety and health of public and Site personnel and protection of environment over cost and schedule considerations for Work.

**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                FIRES**

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

**1.2                DISPOSAL OF WASTES**

- .1        Do not bury rubbish and waste materials on Site.
- .2        Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

**1.3                DRAINAGE**

- .1        Provide temporary drainage and pumping as necessary to keep excavations and Site free from water.
- .2        Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3        Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

**1.4                SITE CLEARING AND PLANT PROTECTION**

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

**1.5                WORK ADJACENT TO WATERWAYS**

- .1        Do not operate construction equipment in waterways.
- .2        Do not use waterway beds for borrow material.
- .3        Do not dump excavated fill, waste material or debris in waterways.
- .4        Design and construct temporary crossings to minimize erosion to waterways.
- .5        Do not skid logs or Construction materials across waterways.
- .6        Avoid indicated spawning beds when constructing temporary crossings of waterways.

- .7 Do not blast under water or within 100 m of indicated spawning beds.

**1.6 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

**1.7 NOTIFICATION**

- .1 Contract Administrator and/or The City will notify Contractor in writing of observed non-compliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of environmental protection. Contractor: after receipt of such notice, inform Contract Administrator of proposed corrective action and take such action as approved by Contract Administrator.
- .2 Contract Administrator and or The City may issue stop order of Work until satisfactory corrective action has been taken.
- .3 No time extensions will be granted or equitable adjustments allowed to Contractor for such suspensions.

**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                REFERENCES AND CODES**

- .1        Perform Work in accordance with the 2010 National Building Code of Canada (NBC 2010) including all amendments up to Bid Submission closing date and other codes of Provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2        Meet or exceed requirements of:
  - .1            Contract Documents.
  - .2            Specified standards, codes and referenced documents.

**1.2                HAZARDOUS MATERIAL DISCOVERY**

- .1        Asbestos: stop Work immediately should materials believed to contain asbestos be encountered in during the execution of the Work and notify the Contract Administrator. Do not proceed until written instructions have been received from the Contract Administrator. Perform asbestos abatement and repair in accordance with the Province of Manitoba asbestos regulations, Latest Edition.
- .2        Mould: stop Work immediately should material resembling mould be encountered during the execution of Work and notify Contract Administrator. Do not proceed until written instructions have been received from Contract Administrator.

**1.3                NON-SMOKING ENVIRONMENT**

- .1        Comply with the Non-Smokers Health Protection Act.

**1.4                RELICS AND ANTIQUITIES**

- .1        Protect relics, antiquities, items of historical or scientific interest such as cornerstones and contents, commemorative plaques, inscribed tablets, and similar objects found during course of Work.
- .2        Give immediate notice to Contract Administrator and await Contract Administrator's written instructions before proceeding with Work in this area.
- .3        Relics, antiquities and items of historical or scientific interest remain Her Majesty's property.

**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 DOCUMENTS**

- .1 Drawings and general provisions of this Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this section.

**1.2 INDUSTRY STANDARDS**

- .1 Unless the Contract Documents include more stringent requirements, applicable Construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made part of the Contract Documents by reference.
- .2 All Construction industry standards referenced in this specification to meet the edition of the standard referenced by the National Building Code of Canada (NBC). If the Construction industry standard is not referenced in the NBC, the latest edition of the standard shall apply.
- .3 Each entity engaged in Construction on this Project must be familiar with construction industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Construction Documents.
  - .1 Where copies of Construction industry standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available upon request.

**1.3 ABBREVIATIONS AND ACRONYMS FOR INDUSTRY ORGANIZATIONS**

- .1 Where abbreviations and acronyms are used, they shall mean the recognized name of the entities in the following list. Names are believed to be accurate and up-to-date as of the date of the Contract Documents.
- .2 Industry Organizations:
  - .1 Air Conditioning and Mechanical Contractors Association (AMCA).
  - .2 Air Conditioning and Refrigeration Institute (ARI).
  - .3 Americans with Disability Act (ADA).
  - .4 Air Movement and Control Association (AMCA).
  - .5 The Aluminum Association, Inc. (AA).
  - .6 American Contract Administratoral Manufacturers Association (AAMA).
  - .7 American Association of State Highway and Transportation Officials (AASHTO).
  - .8 American Association of Textile Chemists and Colourists (AATCC).
  - .9 American Bearing Manufacturers Association (ABMA).
  - .10 American Boiler Manufacturer's Association (ABMA).
  - .11 American Concrete Institute (ACI).
  - .12 American Industrial Hygiene Association (AIHA).
  - .13 American Institute of Steel Construction (AISC).
  - .14 American Iron & Steel Institute (AISI).
  - .15 American National Standards Institute (ANSI).



- .16 American Petroleum Institute (API).
- .17 American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE).
- .18 American Society of Mechanical Engineers (ASME).
- .19 American Society of Sanitary Engineer's (ASSE).
- .20 American Society for Testing and Materials (ASTM).
- .21 American Water Works Association (AWWA).
- .22 American Welding Society (AWS).
- .23 American Wood-Preservers' Association (AWPA).
- .24 Contract Administratorural WoodWork Institute (AWI).
- .25 Contract Administratorural WoodWork Manufacturers Association of Canada (AWMAC).
- .26 Asphalt Institute (AI).
- .27 Associated Air Balance Council (AABC).
- .28 Association of the Wall and Ceilings Industries International (AWEI).
- .29 Atomic Energy Control Board Regulations.
- .30 Brick Industry Association (BIA).
- .31 Building Industry Consulting Services International (BICSI).
- .32 Canada Green Building Council (CaGCB).
- .33 Canada Labour Code.
- .34 Canadian Council of Ministers of the Environment (CCME).
- .35 Canadian Code for Preferred Packaging.
- .36 Canadian Construction Materials Centre (CCMC).
- .37 Canadian Environmental Protection Act (CEPA).
- .38 Canadian Gas Association (CGA).
- .39 Canadian General Standards Board (CGSB).
- .40 Canadian Institute of Steel Construction (CISC).
- .41 Canadian Nursery Landscape Association (CNLA).
- .42 Canadian Paint Manufacturer's Association (CPMA).
- .43 Canadian Roofing Contractors' Association (CRCA).
- .44 Canadian Sheet Steel Building Institute (CSSBI).
- .45 Canadian Standards Association (CSA).
- .46 Canadian Steel Door and Frame Manufacturers' Association (CSDFMA).
- .47 Canadian Urethane Foam Contractors' Association Inc. (CUFCA).
- .48 Carpet and Rug Institute (CRI).
- .49 Ceramic Tile Institute (CTI).
- .50 Consumer Electronics Association (CEA).
- .51 Cooling Technology Institute (CTI).
- .52 Department of Justice Canada (Jus).
- .53 Electrical and Electronic Manufacturers' Association of Canada (EEMAC).
- .54 Electronic Industries Alliance (EIA).
- .55 Environment Canada (EC).
- .56 The Environmental Choice Program.
- .57 Environmental Protection Agency (EPA).

- .58 Environmental Protection Services (EPS).
- .59 ETL Listing Laboratories (ETL).
- .60 Factory Mutual (FM).
- .61 Federal Communications Commission (FCC).
- .62 Flat Glass Manufacturers Association (FGMA).
- .63 Green Seal Environmental Standards.
- .64 Health Canada - Workplace Hazardous Materials Information System (WHMIS).
- .65 Hydraulics Institute (HI).
- .66 Hydronic Institute of Boiler and Radiator Manufacturers (IBR).
- .67 Industry Canada - Terminal Attachment Program.
- .68 Institute of Electrical and Electronics Engineers (IEEE).
- .69 Institute for Research in Construction (IRC).
- .70 Insulated Cable Engineers Association (ICEA).
- .71 International ElectroTechnical Commission (IEC).
- .72 International Masonry Industry All-Weather Council (IMIAC).
- .73 International Standards Organization (ISO).
- .74 Laminators Safety Glass Association (LSGA).
- .75 Manufacturer's Standardization Society of the Valve and Fittings Industry (MSS).
- .76 Master Painters Institute (MPI).
- .77 Model National Energy Code of Canada for Buildings (MNECB).
- .78 National Association of Contract Administrator Metal Manufactures (NAAMM).
- .79 National Association of Corrosion Engineers (NACE).
- .80 National Building Code of Canada (NBC).
- .81 National Bureau of Standards/Products Standard (NBS/PS).
- .82 National Electrical Manufacturers Association (NEMA).
- .83 National Environmental Balancing Bureau (NEBB).
- .84 National Fire Code of Canada (NFC).
- .85 National Fire Protection Association (NFPA).
- .86 National Floor Covering Association (NFCA).
- .87 National Hardwood Lumber Association (NHLA).
- .88 National Lumber Grades Authority (NLGA).
- .89 National Plumbing Code of Canada (NPC).
- .90 National Research Council Canada (NRC).
- .91 National Roofing Contractors Association (NRCA).
- .92 National Sanitation Foundation (NSF).
- .93 Newfoundland Occupational Health and Safety Act.
- .94 Plumbing and Drainage Institute (PDI).
- .95 Province of Newfoundland and Labrador Building Accessibility Regulations.
- .96 Provincial Boiler, Pressure Vessel and Compressed Gas Regulations.
- .97 Scientific Equipment and Furniture Association (SEFA).
- .98 Sealant and Waterproofers' Institute.
- .99 Sheet Metal and Air Conditioning Contractors' National Association (SMACNA).
- .100 Society of Automotive Engineers (SAE).
- .101 The Society for Protective Coatings (SSPC).

- .102 South Coast Air Quality Management District (SCAQMD).
- .103 Telecommunications Distribution Methods Manual (TDMM).
- .104 Telecommunications Industries Association (TIA).
- .105 Terrazzo Tile and Marble Association of Canada (TTMAC).
- .106 Thermal Insulation Association of Canada (TIAC).
- .107 Transport Canada (TC).
- .108 Transport Canada - Marine Safety (TCMS).
- .109 Treasury Board of Canada (TB).
- .110 Treasury Board Information Technology Standard (TBITS).
- .111 Truss Plate Institute of Canada (TPIC).
- .112 Underwriters' Laboratories Inc. (UL).
- .113 Underwriter's Laboratories of Canada (ULC).
- .114 United States Federal Trade Commission (US Federal Trade Commission).
- .115 U.S. Coast Guard Equipment List (USCG).
- .116 U.S. Department of Transportation (DOT).

**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                INSPECTION**

- .1            Allow Contract Administrator access to Work.
- .2            Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Contract Administrator's instructions, or law of Place of Work. Provide photo documentation where applicable in accordance with Sections 01 11 00 – Summary of Work and 01 33 00 – Submittal Procedures.
- .3            If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .4            Contract Administrator may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such Work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Contract Administrator shall pay cost of examination and replacement.

**1.2                INDEPENDENT INSPECTION AGENCIES**

- .1            Independent Inspection/Testing Agencies will be engaged by Contract Administrator for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Contractor.
- .2            Provide equipment required for executing inspection and testing by appointed agencies.
- .3            Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .4            If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Contract Administrator at no cost to Contract Administrator. Pay costs for retesting and re-inspection.

**1.3                ACCESS TO WORK**

- .1            Allow inspection/testing agencies access to Work, off Site manufacturing and fabrication plants.
- .2            Co-operate to provide reasonable facilities for such access.

**1.4                PROCEDURES**

- .1            Notify appropriate agency and Contract Administrator in advance of requirement for tests, in order that attendance arrangements can be made.
- .2            Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.

- .3 Provide labour and facilities to obtain and handle samples and materials on Site. Provide sufficient space to store and cure test samples.

#### **1.5 REJECTED WORK**

- .1 Remove defective Work, whether result of poor Workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Contract Administrator as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's Work damaged by such removals or replacements promptly.
- .3 If in opinion of Contract Administrator it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, The City may deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by Contract Administrator.

#### **1.6 REPORTS**

- .1 Submit 4 copies of inspection and test reports to Contract Administrator.
- .2 Provide copies to Subcontractor of Work being inspected or tested, manufacturer or fabricator of material being inspected or tested.

#### **1.7 MOCK-UPS**

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of all Sections required to provide mock-ups.
- .2 Construct in all locations acceptable to Contract Administrator as specified in specific Section.
- .3 Prepare mock-ups for Contract Administrator's review with reasonable promptness and in an orderly sequence, so as not to cause any delay in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 If requested, Contract Administrator will assist in preparing a schedule fixing dates for preparation.
- .6 Remove mock-up at conclusion of Work or when acceptable to Contract Administrator.
- .7 Mock-ups may remain as part of Work.
- .8 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

**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                INSTALLATION AND REMOVAL**

- .1            Provide temporary utilities controls in order to execute Work expeditiously.
- .2            Remove from Site all such Work after use.

**1.2                WATER SUPPLY**

- .1            Provide continuous supply of potable water for Construction use.
- .2            Arrange with The City and pay all costs for installation, maintenance and removal.

**1.3                TEMPORARY HEATING AND VENTILATION**

- .1            Provide temporary heating required during Construction period, including attendance, maintenance and fuel. Maintain temperatures of minimum 10 degrees C in areas where Construction is in progress.
- .2            Construction heaters used inside building must be vented to outside or be non-flameless type. Solid fuel salamanders are not permitted.
- .3            Provide temporary heat and ventilation in enclosed areas as required to:
  - .1            Facilitate progress of Work.
  - .2            Protect Work and products against dampness and cold.
  - .3            Prevent moisture condensation on surfaces.
  - .4            Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
  - .5            Provide adequate ventilation to meet health regulations for safe Working environment.
- .4            Ventilating:
  - .1            Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
  - .2            Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
  - .3            Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
  - .4            Ventilate storage spaces containing hazardous or volatile materials.
  - .5            Ventilate temporary sanitary facilities.
  - .6            Continue operation of ventilation and exhaust system for time after cessation of Work process to assure removal of harmful contaminants.
- .5            Permanent heating system of building, may not be used when available.
- .6            Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is in as near original condition as possible and is certified by Contract Administrator.

- .7 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
  - .1 Conform to applicable codes and standards.
  - .2 Enforce safe practices.
  - .3 Prevent abuse of services.
  - .4 Prevent damage to finishes.
  - .5 Vent direct-fired combustion units to outside.
- .8 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

**1.4 TEMPORARY POWER AND LIGHT**

- .1 Contractor will provide and pay for temporary power during construction for temporary lighting and operating of power tools, to a maximum supply of 230 volts 30 amps.
- .2 Arrange for connection with appropriate utility company. Pay all costs for installation, maintenance and removal.
- .3 Temporary power for electric cranes and other equipment requiring in excess of above is responsibility of Contractor.
- .4 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162lx.

**1.5 TEMPORARY COMMUNICATION FACILITIES**

- .1 Provide and pay for temporary telephone, fax, data hook up, lines, equipment necessary for own use.

**1.6 FIRE PROTECTION**

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction, and governing codes, regulations and bylaws. Burning rubbish and construction waste materials is not permitted on Site.

**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                INSTALLATION AND REMOVAL**

- .1            Provide construction facilities in order to execute Work expeditiously.
- .2            Remove from Site all such Work after use.

**1.2                SCAFFOLDING**

- .1            Provide and maintain scaffolding, ramps, ladders, and platforms.

**1.3                SITE STORAGE/LOADING**

- .1            Confine Work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products. Store materials in areas designated by Contract Administrator.
- .2            Do not load or permit to load any part of Work with a weight or force that will endanger the Work.
- .3            Restrict equipment, Work, Workers and storage of construction materials, tools, equipment, etc. to designated areas and established routes to and from Work areas. Confirm designated areas and routes with Contract Administrator.

**1.4                CONSTRUCTION PARKING**

- .1            Parking will be permitted on Site. Contractor to submit parking and Site use plan to Contract Administrator for approval.

**1.5                EQUIPMENT, TOOL AND MATERIALS STORAGE**

- .1            Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2            Locate materials not required to be stored in weatherproof sheds on Site in a manner to cause least interference with Work activities.

**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                SECTION INCLUDES**

- .1        Barriers.
- .2        Environmental Controls.
- .3        Traffic Controls.
- .4        Fire Routes.

**1.2                INSTALLATION AND REMOVAL**

- .1        Provide temporary controls in order to execute Work expeditiously.
- .2        Remove from Site all such Work after use.

**1.3                HOARDING**

- .1        Erect temporary Site enclosures using 38 x 89 mm Construction grade lumber framing at 600 mm centres, installed on 89 x 89 mm wood posts at 2400 mm centres or 50 mm dia. steel posts at 2400 mm centres. Posts to be place in post holes filled with concrete to minimum 900 mm depth. Finish temporary Site enclosures with 1200 x 2400 x 13 mm exterior grade fir plywood to CSA O121 or chain link fence fabric to Section 32 31 13 – Chain Link Fences and Gates.
- .2        Apply plywood panels or chain link fence fabric vertically flush and butt jointed.
- .3        Provide one lockable truck entrance gate and at least one pedestrian door as directed and conforming to applicable traffic restrictions on adjacent streets. Equip gates with locks and keys.
- .4        Paint public side of Site enclosure in selected colours with one coat primer to CGSB 1.189M and one coat exterior paint to CGSB 1.59. Maintain public side of enclosure in clean condition.
- .5        Provide barriers around trees and plants designated to remain as per City of Winnipeg Tree Protection Specifications. Protect from damage by equipment and Construction procedures.

**1.4                GUARD RAILS AND BARRICADES**

- .1        Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs.
- .2        Provide as required by governing authorities.

**1.5                WEATHER ENCLOSURES**

- .1        Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.

- .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior Work for temporary heat.
- .3 Erect enclosures to allow access for installation of materials and Working inside enclosure.
- .4 Design enclosures to withstand wind pressure and snow loading.

#### **1.6 DUST TIGHT SCREENS**

- .1 Provide dust tight screens or insulated partitions to localize dust generating activities, and for protection of Workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such Work is complete.

#### **1.7 ACCESS TO SITE**

- .1 Provide and maintain access roads, sidewalk crossings, ramps and Construction runways as may be required for access to Work.
- .2 Build and maintain temporary roads where indicated or directed and provide snow removal during period on Work.
- .3 If authorized to use existing roads for access to project Site, maintain such roads for duration of Contract and make good damage resulting from Contractor's use of roads.

#### **1.8 PUBLIC TRAFFIC FLOW**

- .1 Contractor shall allow for continued public access to the Site throughout the Construction period and shall ensure that the Work is maintained to the approval of the Local Authorities having Jurisdiction, local by-laws, and Work Place Safety and Health Policies. This will also be applicable to street accesses.
- .2 Contractor shall observe and enforce all Construction safety measures required by the Manitoba Building Code, Worker's Compensation Board, Municipal Statute or By-Laws. In the event of a conflict between any provisions of the above authorities, the most restrictive provision shall apply.
- .3 Contractor shall maintain traffic flow around the Work Area. Contractor's operations shall in no way interfere with the safe movement of pedestrian traffic.

#### **1.9 FIRE ROUTES**

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

#### **1.10 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY**

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

**1.11 PROTECTION OF BUILDING FINISHES**

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Confirm with Contract Administrator locations and installation schedule 3 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

**1.12 PROTECTION OF EXISTING TREES**

- .1 The Contractor shall take the following precautionary steps to prevent damage from Construction activities to existing boulevard trees within the limits of the Construction area. If you require further information on these specifications, please contact the City of Winnipeg Forestry Branch at 986-2004:
  - .1 For trees greater than 100 mm in diameter, attach wood strapping material having a minimum thickness of 25 millimetres and minimum length of 2440 millimetres around tree trunks in a manner that will not harm the trees. Do not use nails or other fasteners that penetrate into trees. The width of strapping should suit the size of the tree being protected. Length of strapping may be reduced to suit tree being protected as approved by the Contract Administrator.
  - .2 For trees less than 100 mm in diameter, install snow fencing around the tree to a 2.0 meter radius complete with installation hardware. The 2.0 meter radius of the snow fencing may be reduced to suit the tree being protected as approved by the Contract Administrator.
  - .3 Operation of equipment within the dripline of the trees shall be kept to the minimum required to perform Work. Equipment shall not be parked, repaired, refueled; Construction materials shall not be stored, and earth materials shall not be stockpiled within the driplines of the trees. The dripline of a tree shall be considered to be the ground surface directly beneath the tips of its outermost branches. The Contractor shall ensure that the operations do not cause flooding or sediment deposition on areas where trees are located.
  - .4 Repair, replace and maintain tree protection material during Construction of the Work.
  - .5 Remove snow fencing and strapping material without harming trees as soon as the Construction and restoration Work is complete.
- .2 Obtain approval from the Contract Administrator to excavate within 2.0 meters of a tree.
- .3 Excavate in a manner to minimize damage to root systems. Keep exposed roots in excavations and trenches moist or shaded.
- .4 Prune exposed roots with equipment such as trenchers, chain saws, root cutters or other methods acceptable to the Contract Administrator in a manner that will leave a neat, clean root end.

- .5 Take precautions to ensure tree limbs overhanging the Site are not damaged by Construction equipment. Contact the Forestry Branch for consultation on pruning of overhanging or damaged limbs and branches and other unanticipated problems with trees during Construction of the Works.
- .6 Elm trees are not to be pruned between April 1<sup>st</sup> and August 1<sup>st</sup> of any year under provisions of The Dutch Elm Disease Act.
- .7 All damage to existing trees caused by the Contractor's activities shall be repaired to the requirements and satisfaction of the Contract Administrator and the Forestry Branch. Damages must be repaired by an individual with a Manitoba Arborist license or by the Forestry Branch.
- .8 The Forestry Branch will remove and replace any trees deemed to have died or that are dying due to damage from carelessness during Construction. Removal and replacement costs will be determined by size, market price of the largest transplantable tree of same or different species and may include appraised value of existing tree as determined by current International Society of Arboriculture evaluation procedure presently used by Forestry Branch in conjunction with City Claims Branch. Estimated replacement cost of a 25 and 60 cm diameter American elm on a boulevard based on an appraised value is approximately \$4,700.00 and \$27,000.00 respectively.
- .9 Protection of existing trees, repair of trees and pruning of damaged limbs will not be measured for payment and will be included with Underground or Surface Works. Removal and replacement of existing trees by the Forestry Branch deemed to have died or that are dying due to damage from carelessness during Construction will be at own costs and will be invoiced for or deducted from any payments owing.

**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 DOCUMENTS**

- .1 Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- .2 City of Winnipeg Tree Protection Specification

**1.2 SUMMARY**

- .1 Section includes general protection and pruning of existing trees and plants that are affected by execution of the Work, whether temporary or permanent Construction. Protect all trees within area of construction.

**1.3 TREE PROTECTION DURING CONSTRUCTION**

- .1 Construction activities near trees may result in injury to the trunk, limbs or roots of trees causing damage or death of the tree. In order to prevent such damage:
  - .1 Trees within or adjacent to a construction area must be protected during Construction by means of a barrier surrounding a “Tree Protection Zone” (TPZ).
  - .2 Activities which are likely to injure or destroy the tree are not permitted within the TPZ.
  - .3 Tree pruning or root pruning of City of Winnipeg owned trees may only be done by a Contractor approved by the project’s Qualified Tree Contract Administrator or Urban Forestry Branch.
  - .4 No objects may be attached to trees protected by City of Winnipeg by-laws without written authorization by the City of Winnipeg.
  - .5 No City of Winnipeg tree or tree protected by a City of Winnipeg by-law may be removed without the written permission of the City of Winnipeg.
- .2 Tree Protection Zone
  - .1 The following is a chart showing optimal distances for determining a tree protection zone (The roots of a tree can extend from the trunk to approximately 2-3 times the distance of the drip line). Some Site conditions may dictate the need for a smaller TPZ. The City of Winnipeg Urban Forestry Branch must be notified in these instances. Forestry will determine if the smaller TPZ is acceptable in the specific circumstance and advise of any additional tree protection or removal requirements.

Table 1 – Tree Protection Zones

<b>*Trunk Diameter (DBH)</b>	<b>**Minimum Protection Distances Required</b>
<10 cm	2.0m
11-40cm	2.4m
41-50cm	3.0m
51-60cm	3.6m
61-70cm	4.2m
71-80cm	4.8m
81-90cm	5.4m
91-100cm+	6.0m

\* Diameter at breast height (DBH) measurement of tree trunk taken at 1.4 metres above ground.

\*\* Tree Protection Zone distances are to be measured from the outside edge of the tree base towards the drip line and may be limited by an existing paved surface, provided the existing paved surface remains intact throughout the construction Work.

.3 Tree Protection Barriers

- .1 Trees within tree protection zones shall be protected by means of a “tree protection barrier” meeting the following specifications:
  - .1 The required barrier is a 1.2 metre (4 ft) high orange plastic web snow fencing on 2” x 4” frame or as directed by the City of Winnipeg Urban Forestry Branch in accordance with City of Winnipeg Protection of Existing Tree Specifications. The barrier can be lowered around branches lower than 1.2 metres (4 ft). The barrier location can be adjusted to align with curbs and edges at clear path of travel zones.
  - .2 Tree strapping material will be installed on individual trees, in accordance with CW1140, where Work will be completed within the TPZ.
  - .3 Tree protection barriers are to be erected prior to the commencement of any Construction or grading activities on the Site and are to remain in place throughout the entire duration of the Project. The applicant shall notify the City of Winnipeg prior to

commencing any Construction activities to confirm that the tree protection barriers are in place.

- .4 All supports and bracing used to safely secure the barrier should be located outside the TPZ. All supports and bracing should minimize damage to roots.
- .5 No grade change, storage of materials or equipment is permitted within this area. The tree protection barrier must not be removed without the written authorization of the City of Winnipeg.

.4 Utility Construction and Engineering and Capital Construction Projects

- .1 It is recognized that there are cases where trees are growing overtop existing utilities or beside capital infrastructure. While the guidelines in this section still apply, in these cases some modification to Table 1 in addition to root pruning may be permitted provided non-open trench methods of Construction are employed (refer to City of Winnipeg Standard Construction Specifications CW2110 and CW2130).
- .2 Root Pruning will be required to be done under the direction of - and along with - written sign-off by the Project's Qualified Tree Contract Administrator. The objective is to avoid severance of anchor roots, which provide upright support for trees and minimize damage to the tree.
- .3 Above ground clearance for overhanging branches in the Work zone must be anticipated. The utility or it's Contract Administrator is required to have a Forestry approved tree service raise the crown of all branches to provide adequate clearance for Construction equipment.

.5 Qualified Tree Contract Administrators

- .1 An arborist certified by the International Society of Arboriculture (ISA) who has a diploma (minimum) in arboriculture or urban forestry; and
- .2 A landscape architect who is a member in good standing of the Manitoba Association of Landscape Architects

**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 REFERENCE STANDARDS**

- .1 Within text of each specifications section, reference may be made to reference standards. Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .2 If there is question as to whether any product or system is in conformance with applicable standards, Contractor reserves right to have such products or systems tested to prove or disprove conformance.
- .3 Cost for such testing will be borne by Contractor in event of conformance with Contract Documents or by Contractor in event of non-conformance.
- .4 Conform to latest date of issue of referenced standards in effect on date of submission of Bid, except where specific date or issue is specifically noted.

**1.2 QUALITY**

- .1 Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should any dispute arise as to quality or fitness of products, decision rests strictly with Contract Administrator based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

**1.3 AVAILABILITY**

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify Contract Administrator of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Contract Administrator at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Contract Administrator reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

#### **1.4 STORAGE, HANDLING AND PROTECTION**

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials, lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from Site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Contract Administrator.
- .9 Touch-up damaged factory finished surfaces to Contract Administrator's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

#### **1.5 TRANSPORTATION**

- .1 Pay costs of transportation of products required in performance of Work.

#### **1.6 MANUFACTURER'S INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Contract Administrator in writing, of conflicts between specifications and manufacturer's instructions, so that Contractor may establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Contract Administrator to require removal and re-installation at no increase in Contract Price or Contract Time.

#### **1.7 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by Workers experienced and skilled in respective duties for which they are employed. Immediately notify Contract Administrator if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Contract Administrator reserves right to require dismissal from Site, Workers deemed incompetent or careless.

- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Contract Administrator, whose decision is final.

#### **1.8 CO-ORDINATION**

- .1 Ensure cooperation of Workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

#### **1.9 CONCEALMENT**

- .1 In finished areas, conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation, inform Contract Administrator if there is interference. Install as directed by Contract Administrator.

#### **1.10 REMEDIAL WORK**

- .1 Perform remedial Work required to repair or replace parts or portions of Work identified as defective or unacceptable. Coordinate adjacent affected Work as required.
- .2 Perform remedial Work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

#### **1.11 LOCATION OF FIXTURES**

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Contract Administrator of conflicting installation. Install as directed.

#### **1.12 FASTENINGS**

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior Work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spilling or cracking of material to which anchorage is made are not acceptable.

**1.13 FASTENINGS - EQUIPMENT**

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

**1.14 PROTECTION OF WORK IN PROGRESS**

- .1 Prevent overloading of any part of building. Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated without written approval of Contract Administrator.

**1.15 EXISTING UTILITIES**

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and/or building occupants.

**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 SECTIONS**

- .1 Individual product Sections: cutting and patching incidental to Work of section. Advance notification to other sections required.

**1.2 SUBMITTALS**

- .1 Submit written request in advance of cutting or alteration which affects:
  - .1 Structural integrity of any element of Project.
  - .2 Integrity of weather-exposed or moisture-resistant elements.
  - .3 Efficiency, maintenance, or safety of any operational element.
  - .4 Visual qualities of sight-exposed elements.
  - .5 Work of The City or separate Contractor.
- .2 Include in request:
  - .1 Identification of Project.
  - .2 Location and description of affected Work.
  - .3 Statement on necessity for cutting or alteration.
  - .4 Description of proposed Work, and products to be used.
  - .5 Alternatives to cutting and patching.
  - .6 Effect on Work of The City or separate Contractor.
  - .7 Written permission of affected separate Contractor.
  - .8 Date and time Work will be executed.

**1.3 MATERIALS**

- .1 Required for original installation.
- .2 Change in Materials: Submit request for substitution in accordance with Section 01 33 00 - Submittal Procedures.

**1.4 PREPARATION**

- .1 Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of Work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.
- .4 Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of Project from damage.
- .5 Provide protection from elements for areas which may be exposed by uncovering Work.

**1.5 EXECUTION**

- .1 Execute cutting, fitting, and patching to complete Work.

- .2 Fit several parts together, to integrate with other Work.
- .3 Uncover Work to install ill-timed Work.
- .4 Remove and replace defective and non-conforming Work.
- .5 Remove samples of installed Work for testing.
- .6 Provide openings in non-structural elements of Work for penetrations of mechanical and electrical Work.
- .7 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .8 Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements, and sight-exposed surfaces.
- .9 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry Work without prior approval.
- .10 Restore Work with new products in accordance with requirements of Contract Documents.
- .11 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .12 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with firestopping material, full thickness of the Construction element.
- .13 Refinish surfaces to match adjacent finishes: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.
- .14 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

**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                PROJECT CLEANLINESS**

- .1        Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2        Remove waste materials from site at regularly scheduled times or dispose of as directed by Contract Administrator. Do not burn waste materials on site.
- .3        Make arrangements with and obtain permits from Authorities Having Jurisdiction for disposal of waste and debris.
- .4        Provide on-site containers for collection of recyclable materials, waste materials and debris.
  - .1        Separate wood fibre waste materials, paper product waste materials, recyclable plastics and metal cut-offs into separate recycling collection bins.
  - .2        Locate containers in areas designated by Contract Administrator.
- .5        Remove waste material and debris from site at end of each working day.
- .6        Dispose of waste materials and debris off site.
- .7        Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .8        Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .9        Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .10      Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .11      Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

**1.2                FINAL CLEANING**

- .1        When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2        Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3        Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4        Remove waste products and debris other than that caused by Client.
- .5        Remove waste materials from site at regularly scheduled times or dispose of as directed by Contract Administrator. Do not burn waste materials on site.

- .6 Make arrangements with and obtain permits from Authorities Having Jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvers and screens.
- .11 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .12 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .13 Remove dirt and other disfiguration from exterior surfaces.
- .14 Sweep and wash clean paved areas.
- .15 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
- .16 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

**END OF SECTION**



**Part 1            General**

**1.1                INSPECTION AND DECLARATION**

- .1 Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
  - .1 Notify Contract Administrator in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2 Request Contract Administrator's Inspection.
- .2 Contract Administrator's Inspection: Contract Administrator and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
  - .1 Work has been completed and inspected for compliance with Contract Documents.
  - .2 Defects have been corrected and deficiencies have been completed.
  - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
  - .4 Operation of systems has been demonstrated to The City's personnel.
  - .5 Work is complete and ready for Final Inspection.
- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Contract Administrator, and Contractor. If Work is deemed incomplete by Contract Administrator, complete outstanding items and request re-inspection.
- .5 Declaration of Substantial Performance: when Contract Administrator considers deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for certificate of Substantial Performance.
- .6 Commencement of Lien and Warranty Periods: date of The City's acceptance of submitted declaration of Substantial Performance shall be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment: When Contract Administrator considers final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed, make application for final payment. If Work is deemed incomplete by Contract Administrator, complete outstanding items and request re-inspection.

**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                SUBMISSION**

- .1    Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2    Copy will be returned after final inspection, with Contract Administrator's comments.
- .3    Revise content of documents as required prior to final submittal.
- .4    Two weeks prior to Substantial Performance of the Work, submit to the Contract Administrator four final copies of operating and maintenance manuals in English.
- .5    Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .6    If requested, furnish evidence as to type, source and quality of products provided.
- .7    Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .8    Pay costs of transportation.

**1.2                FORMAT**

- .1    Organize data in the form of an instructional manual.
- .2    Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3    When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
- .4    Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of Project and identify subject matter of contents.
- .5    Arrange content by systems under Section numbers and sequence of Table of Contents.
- .6    Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7    Text: Manufacturer's printed data, or typewritten data.
- .8    Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .9    Provide 1:1 scaled CAD files in .dwg format on CD.

**1.3                CONTENTS - EACH VOLUME**

- .1    Table of Contents: provide title of Project;

- .1 Date of submission; names,
  - .2 Addresses, and telephone numbers of Contract Administrator and Contractor with name of responsible parties;
  - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
- .1 List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
  - .3 Product Data: mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information.
  - .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
  - .5 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.

#### **1.4 AS-BUILTS AND SAMPLES**

- .1 In addition to requirements in General Conditions, maintain at the Site for Contract Administrator one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for Construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Contract Administrator.

#### **1.5 RECORDING ACTUAL SITE CONDITIONS**

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Contract Administrator.
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.

- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
  - .4 Contract Drawings and shop drawings: legibly mark each item to record actual Construction, including:
    - .1 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of Construction.
    - .2 Field changes of dimension and detail.
    - .3 Changes made by change orders.
    - .4 Details not on original Contract Drawings.
    - .5 References to related shop drawings and modifications.
  - .5 Specifications: legibly mark each item to record actual construction, including:
    - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
    - .2 Changes made by Addenda and change orders.
  - .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.
- 1.6 EQUIPMENT AND SYSTEMS**
- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions.
  - .2 Include manufacturer's printed operation and maintenance instructions.
  - .3 Additional requirements: As specified in individual specification sections.
- 1.7 MATERIALS AND FINISHES**
- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
  - .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
  - .3 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
  - .4 Additional Requirements: as specified in individual specifications sections.
- 1.8 WARRANTIES AND BONDS**
- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by Subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of Work.

- .4 Except for items put into use with The City's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittal.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**