

**PART 1 GENERAL**

**1.1 GENERAL INSTRUCTIONS**

.1 CODES AND STANDARDS

- .1 Execute Work in accordance with National Building Code of Canada (NBC) and Supplements, Manitoba Building Code including Manitoba Fire Code, and the Fires Prevention Act and the Winnipeg Building By-Law and all codes and standards specified within the text of this specification.
- .2 Conform to the latest issue of codes and standards specified, as amended and revised on date for receipt of tenders.

.2 USE OF PREMISE BEFORE ACCEPTANCE

- .1 The City shall have the right to enter and occupy the building in whole or in part for the purpose of placing fittings and equipment or for other use before completion of the Work; if in the opinion of the Contract Administrator such entry and occupation does not prevent or interfere with the Contractor in the performance of the work within the time specified.
- .2 Such entry and occupation shall not be considered as acceptance or in any way relieve the Contractor from his responsibility to complete the work.

**1.2 PROJECT MANAGEMENT AND COORDINATION**

.1 PROGRESS MEETINGS

- .1 Schedule and administer meetings throughout progress of the Work at bi weekly intervals or as directed by Contract Administrator.
- .2 Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- .3 Attendance Required: Job superintendent, major Subcontractors and suppliers, City, Contract Administrator, as appropriate to agenda topics for each meeting.
- .4 Agenda:
  - .1 Review minutes of previous meetings.
  - .2 Review of Work progress.
  - .3 Field observations, problems, and decisions.
  - .4 Identification of problems which impede planned progress.
  - .5 Review of submittals schedule and status of submittals.
  - .6 Maintenance of progress schedule.
  - .7 Corrective measures to regain projected schedules.
  - .8 Planned progress during succeeding work period.
  - .9 Coordination of projected progress.

- .10 Maintenance of quality and work standards.
- .11 Effect of proposed changes on progress schedule and coordination.
- .12 Other business relating to Work.
- .5 Record minutes and distribute copies within three days after meeting to participants, with copies to Contract Administrator, City, participants, and those affected by decisions made.

### **1.3 CONSTRUCTION PROGRESS DOCUMENTATION**

#### **.1 CONSTRUCTION SCHEDULE**

- .1 Prepare the schedule immediately after award of Contract.
- .2 In order to coordinate the delivery of material and performance of work and to measure the progress of Work, prepare and submit for the Contract Administrators review, a Schedule of Activities of the Work. Clearly indicate dates of commencement and completion of various phases or parts of Work
- .3 Comply with the Schedule in all instances. Bear all costs necessary to meet the Schedule. If the progress of Work falls behind, or is delayed, immediately engage additional labour and equipment, and work additional hours as may be required to bring the Work back on schedule, at no additional cost to the City.
- .4 The Construction Schedule shall be in the form of a computer generated chart set against calendar time segments of not more than one week. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates and duration.
- .5 Indicate estimated dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by City and required by Allowances.
- .6 The Construction Schedule shall be updated monthly and when affected by any changes in the work

#### **.2 CASH FLOW SCHEDULE**

- .1 The Contractor shall provide a schedule showing the anticipated monthly cash requirement for the work. The cash amounts shall be carefully estimated to reflect as accurate a forecast as possible.

### **1.4 SUBMITTALS PROCEDURES**

#### **.1 SUBMITTALS**

- .1 Transmit each submittal with Contract Administrator accepted form.
- .2 Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate.

- .3 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.
  - .4 Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.
  - .5 Schedule submittals to expedite the Project, and deliver to Contract Administrator. Coordinate submission of related items.
  - .6 Provide submittals electronically unless otherwise approved by the Contract Administrator.
  - .7 For each submittal for review, allow 15 days excluding time for Contractor review.
  - .8 Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
  - .9 Provide space for Contractor and Contract Administrator review stamps.
  - .10 When revised for resubmission, identify all changes made since previous submission.
  - .11 Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
  - .12 Contractor's responsibility for errors and omissions in submission is not relieved by Contract Administrator's review of submittals.
- .2 REQUESTS FOR INFORMATION (RFI)
- .1 Submit each RFI on a form acceptable to the Contract Administrator.
  - .2 RFI form content to include:
    - .1 Project name
    - .2 Project number
    - .3 RFI number
    - .4 RFI title
    - .5 Date of RFI
    - .6 Date response is required
    - .7 Reference to applicable specification or drawing number
    - .8 Discipline affected
    - .9 Priority
    - .10 Submitted by (name, company, phone number)
    - .11 Submitted to (name, company, phone number)

- .12 Copies to
- .13 General Contractor / Construction Manager sign-off
- .14 Cost impact (yes / no; dollar amount)
- .15 Schedule impact (yes / no; dollar amount)
- .16 Information requested
- .17 Requested by
- .18 Proposed Solution
- .19 Response
- .20 Answered by (name, company)
- .21 Date answered
- .3 RFI's to be accompanied by a suggested solution where applicable.
- .4 RFI's to be submitted electronically in pdf format.
- .5 For each RFI review, allow ten (10) working days.

.3 **QUALITY CONTROL**

- .1 Monitor quality control, services, site conditions, and workmanship, to produce Work of specified quality.
- .2 Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- .3 Perform Work by persons qualified to produce required and specified quality.
- .4 Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.

**1.5 TEMPORARY UTILITIES**

.1 **POWER**

- .1 Existing electrical power and lighting systems may be used for construction requirements with prior approval of City provided that guarantees are not affected. Pay all costs and make good damage.
- .2 Provide and pay for temporary power for electric cranes and other equipment requiring temporary power in excess of above noted requirements.

.2 **LIGHTING**

- .1 Existing lighting systems may be used for construction requirements with prior approval of the City provided that guarantees are not affected. Pay all costs and make good damage.

.3 **WATER SUPPLY**

- .1 Existing permanent water supply system may be used for construction requirements with prior approval of City provided that guarantees are not affected. Pay all costs and make good damage.

.4 HEATING AND VENTILATING

- .1 Existing permanent heating and ventilating may be used for construction requirements with prior approval of City provided that guarantees are not affected. Pay all costs and make good damage.
- .2 Use of direct-fired heaters discharging waste products into work areas will not be permitted.

**1.6 TEMPORARY FACILITIES**

.1 ACCESS

- .1 Provide and maintain adequate access to project site.
- .2 Coordinate all access to site with City.
- .3 Parking allowed on the site, to be coordinated with City.

.2 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in a manner to prevent damage, deterioration and soiling and in accordance with manufacturer's recommendations when applicable.
- .2 Store sensitive products in weather tight, climate controlled, enclosures in an environment favourable to Product.
- .3 Remove and replace damaged products at own expense and to the satisfaction of the Contract Administrator

**1.7 TEMPORARY CONSTRUCTION**

.1 ENCLOSURE OF STRUCTURE

- .1 Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks
- .2 Erect enclosures to allow access for installation of materials and working inside enclosure.
- .3 Design enclosures to maintain security of the building and contents.

.2 REMOVAL OF TEMPORARY FACILITIES

- .1 On completion of project, remove all temporary offices and furniture, hoardings, fencing, tree and plant protection, and all other items used to aid the performance of Work.

## **1.8 EXAMINATION AND PREPARATION**

### **.1 LAYOUT OF WORK**

- .1 Prior to commencing with Work, check and examine site conditions including existing services; obtain and confirm site and building dimensions. Notify the Contract Administrator, in writing, of any and all matters which could prejudice the proper execution of Work.
- .2 Commencement of Work, or any part thereof, constitutes acceptance of site conditions and indicates that dimensions and conditions have been verified and are acceptable.
- .3 Lay out main lines and levels of work in relation to designated reference points and bench marks.
- .4 Be responsible for movement and/or damage of reference points and bench marks.

### **.2 WORKING LIMITS/TEMPORARY EASEMENTS**

- .1 Confine all operations of Work within property and designated limits of site. Separately arrange encroachment beyond property lines with adjacent property Citys.

### **.3 SIGNS AND ADVERTISEMENTS**

- .1 No signs or advertising shall be allowed or displayed without the approval of the Contract Administrator and City.
- .2 This project will not be used to advertise or promote systems, construction or assembly methods, tools or equipment used and/or incorporated therein without written approval of the Contract Administrator and City.

## **1.9 CUTTING AND PATCHING**

- .1 Execute cutting, fitting, and patching including excavation and fill, to complete Work, and to:
  - .1 Fit the several parts together, to integrate with other Work.
  - .2 Uncover Work to install or correct ill-timed Work.
  - .3 Remove and replace defective and non-conforming Work.
  - .4 Remove samples of installed Work for testing.
  - .5 Provide openings in elements of Work for penetrations of mechanical and electrical Work.

- .2 Execute work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .3 Cut masonry and concrete materials using masonry saw or core drill.
- .4 Restore Work with new products in accordance with requirements of Contract Documents.
- .5 Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .6 Maintain integrity of wall, ceiling, or floor construction; completely seal voids.

#### **1.10 PROJECT CLEANING**

##### **.1 CLEAN-UP AND FINAL CLEANING OF WORK**

- .1 Remove all waste materials and debris from the site at regular scheduled times or dispose of as otherwise directed by Contract Administrator. Do not burn waste materials on site.
- .2 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .3 In addition to the progressive removal of waste materials and debris from building and site, leave the building clean, ready for occupancy and perform the following before final inspection by the Contract Administrator
  - .1 Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.

#### **1.11 CLOSEOUT PROCEDURES**

##### **.1 SUBSTANTIAL COMPLETION**

- .1 Prior to application for Certificate of Substantial Performance, the Contractor shall carefully inspect the Work and ensure that it is complete, that major and minor construction deficiencies are complete and/or corrected and that the building is clean and in condition for occupancy. Notify the Contract Administrator in writing, of satisfactory completion of inspection and request an inspection.
- .2 During the Contract Administrators inspection, a list of deficiencies will be tabulated and signed by the Contract Administrator. Correct all deficiencies.
- .3 When the Contract Administrator considers that all deficiencies have been corrected and that it appears the requirements of the Contract have been performed including delivery of operation and maintenance manuals, make application for Certificate of Substantial Performance. Refer to The Builder's Lien Act, Supplementary Conditions and General Conditions for specifics to application.

##### **.2 PROJECT RECORD DOCUMENTS**

- .1 Maintain on site one set of the following record documents; record actual revisions to the Work:
  - .1 Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.
  - .5 Reviewed Shop Drawings, Product Data, and Samples.
- .2 Ensure entries are complete and accurate, enabling future reference by City.
- .3 Store record documents separate from documents used for construction.
- .4 Record information concurrent with construction progress.
- .5 Record Drawings: Legibly mark each item to record actual construction including:
  - .1 Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - .2 Field changes of dimension and detail.
  - .3 Changes made by Change Order or Field Order.
  - .4 Details not on original Contract drawings.
- .6 Submit documents to Contract Administrator with claim for final Application for Payment.

**PART 2 PRODUCTS**

- .1 Not Used

**PART 3 EXECUTION**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                SECTION INCLUDES**

- .1    Alteration project procedures.
- .2    Removal of designated building equipment and fixtures.
- .3    Removal of designated construction.
- .4    Disposal of materials.
- .5    Identification of utilities.

**1.2                RELATED SECTIONS**

- .1    Section 01 00 10 - General Requirements

**1.3                ALTERATION PROJECT PROCEDURES**

- .1    Materials: As specified in Product sections; match existing Products and work for patching and extending work.
- .2    Employ skilled and experienced installer to perform alteration work.
- .3    Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- .4    Remove, cut, and patch Work in a manner to minimize damage and to provide means of restoring Products and finishes to specified condition.
- .5    Refinish existing visible surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- .6    Where new Work abuts or aligns with existing, provide a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- .7    When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and submit recommendation to Contract Administrator for review.
- .8    Where a change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition; to Contract Administrator for review.
- .9    Patch or replace portions of existing surfaces which are damaged, lifted, discoloured, or showing other imperfections.
- .10    Finish surfaces as specified in individual Product sections.

**1.4                REGULATORY REQUIREMENTS**

- .1    Conform to applicable code for demolition work, dust control, products requiring electrical disconnection and re-connection.
- .2    Obtain required permits from authorities.
- .3    Do not close or obstruct egress width to any building or site exit.

- .4 Do not disable or disrupt building fire or life safety systems without 3 days prior written notice to City.
- .5 Conform to procedures applicable when hazardous or contaminated materials are discovered.

**1.5 PROJECT CONDITIONS**

- .1 Conduct demolition to minimize interference with adjacent and occupied building areas.
- .2 Cease operations immediately if structure appears to be in danger and notify Contract Administrator. Do not resume operations until directed.

**Part 2 Products**  
Not Used

**Part 3 Execution**

**3.1 DEMOLITION REQUIREMENTS**

- .1 Demolition drawings are provided to assist the Contractor in determining the extent of demolition work, but may not include all demolition required for the installation of all new construction.
- .2 Coordinate the required demolition with all drawings, specifications and trades.
- .3 Conduct demolition to minimize interference with adjacent structures.
- .4 Cease operations immediately if adjacent structures appear to be in danger. Notify Contract Administrator. Do not resume operations until directed.
- .5 Conduct operations with minimum interference to public or private accesses. Maintain protected egress and access at all times.
- .6 Obtain written permission from adjacent property Citys when demolition equipment will traverse, infringe upon or limit access to their property.

**3.2 PREPARATION**

- .1 Erect and maintain weatherproof closures for exterior openings.
- .2 Protect existing materials and which are not to be demolished.
- .3 Notify affected utility companies before starting work and comply with their requirements.
- .4 Mark location and termination of utilities.

**3.3 DEMOLITION**

- .1 Remove parts of existing building mezzanine back to original building configuration.
- .2 Provide select demolition, create openings, and/or remove existing construction as required to accommodate new construction and services.
- .3 Remove existing finishes as required to allow for the installation of new finishes.

- .4 Disconnect remove, cap, and identify designated utilities within demolition areas.
- .5 Demolish in an orderly and careful manner. Protect existing supporting structural members.
- .6 Remove demolished materials from site except where specifically noted otherwise. Do not burn or bury materials on site.
- .7 Remove materials as Work progresses. Upon completion of Work, leave areas in clean condition.
- .8 Remove temporary Work.

**END OF SECTION**