

Section Number	Section Title
DIVISION 01 – GENERAL REQUIREMENTS	
01 14 00	Work Restrictions
01 25 00	Substitution Procedures
01 33 00	Submittal Procedures
01 40 00	Quality Requirements
01 41 00	Regulatory Requirements
01 51 00	Temporary Utilities
01 52 00	Construction Facilities
01 56 00	Temporary Barriers and Enclosures
01 57 00	Temporary Controls
01 61 00	Common Product Requirements
01 71 00	Examination and Preparation
01 73 00	Execution
01 74 00	Cleaning and Waste Management
01 77 00	Closeout Procedures
01 78 00	Closeout Submittals

END OF SECTION

1.1 RESTRICTIONS ON USE OF PREMISES

- .1 Limit use of premises for *Work*, for storage, and for access, to allow;
 - .1 *The City* occupancy.
 - .2 Public usage.
- .2 Coordinate use of premises under direction of *the City* and *Contract Administrator*.

1.2 PUBLIC USAGE

- .1 Public usage of premises is permitted during entire construction period.

1.3 THE CITY OCCUPANCY

- .1 *The City* will occupy premises during entire construction period.
- .2 Cooperate with *the City* in scheduling operations to minimize disruptions and to facilitate *the City* usage.

1.4 RESTRICTED HOURS OF WORK

- .1 *The City* has no restrictions on when *Work* may be performed.

1.5 NOISY WORK RESTRICTIONS IN OCCUPIED FACILITIES

- .1 Schedule excessively noisy work to avoid disturbance to local residents.

1.6 MAINTAINING ACCESS AND EGRESS IN OCCUPIED FACILITIES

- .1 Maintain access and egress to and from the building entrances and exits during all stages of the *Work*.

END OF SECTION

1.1 DEFINITION

- .1 In this Section “Substitution” means a *Product*, a manufacturer, or both, not originally specified in *Contract Documents* by proprietary name but proposed for use by *Contractor* in place of a *Product*, a manufacturer, or both, specified by proprietary name.

1.2 SUBSTITUTION PROCEDURES

- .1 *Contractor* may propose a Substitution wherever a *Product* or manufacturer is specified by proprietary name(s), unless there is accompanying language indicating that Substitutions will not be considered.
- .2 *Contractor* may propose a Substitution wherever a *Product* or manufacturer is specified by proprietary name(s) and accompanied by language such as "or equal", "or approved equal", or other similar words. Do not construe such language as an invitation to unilaterally provide a Substitution without *Contract Administrator*'s prior acceptance in writing. Do not order or install any Substitution without a *Supplemental Instruction* or *Change Order*.
- .3 Provided a proposed Substitution submission includes all of the information specified in this Section under Submission Requirements For Proposed Substitutions, *Contract Administrator* will promptly review and accept or reject the proposed Substitution.
- .4 *Contract Administrator* may accept a Substitution if satisfied that:
 - .1 the proposed substitute *Product* is the same type as, is capable of performing the same functions as, interfaces with adjacent work the same as, and meets or exceeds the standard of quality, performance and, if applicable, appearance and maintenance considerations, of the specified *Product*,
 - .2 the proposed substitute manufacturer has capabilities comparable to the specified manufacturer, and
 - .3 the Substitution provides a benefit to *the City*.
- .5 If *Contractor* fails to order a specified *Product* or order a *Product* by a specified manufacturer in adequate time to meet *Contractor*'s construction schedule, *Contract Administrator* will not consider that a valid reason to accept a Substitution.
- .6 If *Contract Administrator* accepts a Substitution and subject to *the City*'s agreement, the change in the *Work* will be documented in the form of either a *Supplemental Instruction* or *Change Order* as specified in Section 01 26 00 – Contract Modification Procedures.
- .7 If a Substitution is accepted in the form of a *Supplemental Instruction* or *Change Order*, *Contractor* shall not revert to an originally specified *Product* or manufacturer without *Contract Administrator*'s prior written acceptance.

1.3 SUBMISSION REQUIREMENTS FOR PROPOSED SUBSTITUTIONS

- .1 Include with each proposed Substitution the following information:
 - .1 Identification of the Substitution, including product name and manufacturer's name, address, telephone numbers, and web site.
 - .2 Reason(s) for proposing the Substitution.
 - .3 A statement verifying that the Substitution will not affect the *Contract Price* and *Contract Time* or, if applicable, the amount and extent of a proposed increase or decrease in *Contract Price* and *Contract Time* on account of the Substitution.
 - .4 A statement verifying that the Substitution will not affect the performance or warranty of other parts of the *Work*.
 - .5 Manufacturer's *Product* literature for the Substitution, including material descriptions, compliance with applicable codes and reference standards, performance and test data, compatibility with contiguous materials and systems, and environmental considerations.
 - .6 Product samples as applicable.
 - .7 A summarized comparison of the physical properties and performance characteristics of the specified *Product* and the Substitution, with any significant variations clearly highlighted.
 - .8 Availability of maintenance services and sources of replacement materials and parts for the Substitution, as applicable, including associated costs and time frames.
 - .9 If applicable, estimated life cycle cost savings resulting from the Substitution.
 - .10 Details of other projects and applications where the Substitution has been used.
 - .11 Identification of any consequential changes in the *Work* to accommodate the Substitution and any consequential effects on the performance of the *Work* as a whole. A later claim for an increase to the *Contract Price* or *Contract Time* for other changes in the *Work* attributable to the Substitution will not be considered.

END OF SECTION

1.1 ADMINISTRATIVE

- .1 Submit specified submittals to *Contract Administrator* for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in the *Work*. Failure to submit in ample time is not considered sufficient reason for an extension of *Contract Time* or for *Product* substitutions or other deviations from the *Drawings* and *Specifications*.
- .2 Where required by authorities having jurisdiction, provide submittals to such authorities for review and approval.
- .3 Do not proceed with *Work* affected by a submittal until review is complete.
- .4 Present *Shop Drawings*, *Product* data, and samples in imperial units. Where items or information is not produced in imperial units, converted values are acceptable.
- .5 Review submittals, provide verified field measurements where applicable, and affix *Contractor's* review stamp prior to submission to *Contract Administrator*. *Contractor's* review stamp represents that necessary requirements have been determined and verified, and that the submittal has been checked and coordinated with requirements of the *Work* and *Contract Documents*.
- .6 Verify field measurements and that affected adjacent work is coordinated.
- .7 Submittals not meeting specified requirements will be returned with comments.
- .8 Do not propose Substitutions or deviations from *Contract Documents* via *Shop Drawing*, *Product* data and sample submittals.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 Indicate *Products*, methods of construction, and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of the *Work*.
- .2 Where *Products* attach or connect to other *Products*, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross-references to *Drawings*, *Specifications* and other already reviewed *Shop Drawings*.
- .3 Accompany submittals with a transmittal information including:
 - .1 Date.
 - .2 *Project* title and number.
 - .3 *Contractor's* name and address.
 - .4 Identification of each submittal item and quantity.
 - .5 Other pertinent data.
- .4 *Shop Drawing* submittals 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, date, and signature of *Contractor's* authorized representative responsible for *Shop Drawing* review, indicating that each *Shop Drawing* has been reviewed for compliance with *Contract Documents* and, where applicable, that field measurements have been verified.
- .5 Details of appropriate portions of the *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 Relationships to other parts of the *Work*.
- .5 Submit electronic copy of *Shop Drawings* where specified in the *Contract Documents*.
- .6 Submit electronic copy of Product data sheets or brochures where specified in the *Contract Documents*.
- .7 Where a submittal includes information not applicable to the *Work*, clearly identify applicable information and strike out non-applicable information.
- .8 Supplement standard information to include details applicable to *Project*.
- .9 Allow 5 *Working Days* for *Contract Administrator's* review of each submittal.
- .10 If upon *Contract Administrator's* review no errors or omissions are discovered, or if only minor corrections are required as indicated, submittal will be returned and fabrication or installation of *Work* may proceed.
- .11 If upon *Contract Administrator's* review significant errors or omissions are discovered, a so noted copy will be returned for correction and resubmission. Do not commence fabrication or installation.
- .12 *Contract Administrator's* notations on submittals are intended to ensure compliance with *Contract Documents* and are not intended to constitute a change in the *Work* requiring change to the *Contract Price* or *Contract Time*. If *Contractor* considers any *Contract Administrator's* notation to be a change in the *Work*, promptly notify *Contract Administrator* in writing before proceeding with the *Work*.
- .13 Resubmit corrected submittals through same procedure indicated above, before any fabrication or installation of the *Work* proceeds. When resubmitting, notify *Contract*

Administrator in writing of any revisions other than those requested by *Contract Administrator*.

1.1 SAMPLES

- .1 Submit samples for *Contract Administrator's* review where specified in the Contract Documents. Label samples as to origin, *Project* name, and intended use.
- .2 Deliver samples prepaid to *Contract Administrator's* business address.
- .3 Notify *Contract Administrator* in writing of any deviations in samples from requirements of *Contract Documents*.
- .4 Where a required colour, pattern or texture has not been specified, submit full range of available *Products* meeting other specified requirements.
- .5 *Contract Administrator* selection from samples is not intended to change the *Contract Price* or *Contract Time*. If a selection would affect the *Contract Price* or *Contract Time*, notify *Contract Administrator* in writing prior to proceeding with the *Work*.
- .6 Resubmit samples as required by *Contract Administrator* to comply with *Contract Documents*.
- .7 Reviewed and accepted samples will establish the standard against which installed *Work* will be reviewed.

END OF SECTION

1.1 REFERENCE STANDARDS

- .1 “Reference standards” means consensus standards, trade association standards, guides, and other publications expressly referenced in *Contract Documents*.
- .2 Where an edition or version date is not specified, referenced standards shall be deemed to be the latest edition or revision issued by the publisher at the time of bid closing. However, if a particular edition or revision date of a specified standard is referenced in an applicable code or other regulatory requirement, the regulatory referenced edition or version shall apply.
- .3 Reference standards establish minimum requirements. If *Contract Documents* call for requirements that differ from a referenced standard, the more stringent requirements shall govern.
- .4 If compliance with two or more reference standards is specified and the standards establish different or conflicting requirements, comply with the most stringent requirement. Refer uncertainties to *Contract Administrator* for clarification.
- .5 Within the *Specifications*, reference may be made to the following standards writing, testing, or certification organizations by their acronyms or initialisms:
 - .1 ACI - American Concrete Institute
 - .2 AISC - American Institute of Steel Construction
 - .3 ANSI - American National Standards Institute
 - .4 ASTM - American Society for Testing and Materials
 - .5 AWMAC - Architectural Woodwork Manufacturers Association of Canada
 - .6 CGSB - Canadian General Standards Board
 - .7 CISC - Canadian Institute of Steel Construction
 - .8 CSA - Canadian Standards Association
 - .9 CWB – Canadian Welding Bureau
 - .10 ULC - Underwriters' Laboratories of Canada

1.2 INDEPENDENT INSPECTION AND TESTING AGENCIES

- .1 Except as otherwise specified, *the City* will retain and pay for independent inspection and testing agencies to inspect, test, or perform other quality control reviews of parts of the *Work*.
- .2 Retain and pay for inspection and testing that is for *Contractor's* own quality control or is required by regulatory requirements.
- .3 Employment of inspection and testing agencies by *Contractor* or *the City* does not relieve *Contractor* from responsibility to perform the *Work* in accordance with *Contract Documents*.
- .4 Allow and arrange for inspection and testing agencies to have access to the *Work*, including access to offsite manufacturing and fabrication plants.

- .5 For inspection and testing required by *Contract Documents* or by authorities having jurisdiction, provide *Contract Administrator* and inspection and testing agencies with timely notification in advance of required inspection and testing.
- .6 Submit test samples required for testing.
- .7 Provide labour, *Construction Equipment* and temporary facilities to obtain and handle test samples on site.

1.3 INSPECTION AND TESTING AGENCY REPORTS

- .1 For inspection and testing required by *Contract Documents* or by regulatory requirements, and performed by *Contractor* retained inspection and testing agencies, submit to *Contract Administrator* copies of reports. Submit within 5 Working Days after completion of inspection and testing.
- .2 For inspection and testing performed by *the City* retained inspection and testing agencies, copies of inspection and testing agency reports will be provided to *Contractor*.

END OF SECTION

General

1.1 SUMMARY

- .1 This Section references to laws, by laws, ordinances, rules, regulations, codes, orders of Authority Having Jurisdiction, and other legally enforceable requirements applicable to Work and that are; or become, in force during performance of Work.

1.2 REFERENCES TO REGULATORY REQUIREMENTS

- .1 Perform work in accordance with 2020 National Building Code of Canada (NBC) and Manitoba Amendments (2024 Manitoba Building Code) including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Specific design and performance requirements listed in specifications or indicated on Drawings may exceed minimum requirements established by referenced Building Code; these requirements will govern over the minimum requirements listed in Building Code

1.3 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions and municipal by-laws.

1.4 QUALITY ASSURANCE

- .1 Regulatory Requirements: Except as otherwise specified, Contractor shall apply for, obtain, and pay fees associated with, permits, licenses, certificates, and approvals required by regulatory requirements and Contract Documents, based on General Conditions of Contract and the following:
 - .1 Regulatory requirements and fees in force on date of Bid submission, and
 - .2 A change in regulatory requirements or fees scheduled to become effective after date of tender submission and of which public notice has been given before date of tender submission

Part 2 Products

2.1 NOT USED

- .1 Not Used.

2.2 PERMITS

- .1 Development Permit:
 - .1 Contract Administrator will apply for development permit as required and the City will pay for associated fees. Contract Administrator will transfer applicant name to Contractor after award.
- .2 Building Permit:
 - .1 Contract Administrator will apply for building permit as required and the City will pay for associated fees. Contract Administrator will transfer applicant name to Contractor

after award. Contractor is responsible for obtaining or coordinating other permits required for Work and its various parts.

- .2 Contractor will require that specific Subcontractor's obtain and pay for permits required by authorities having jurisdiction, where their Work is affected by Work requiring permits.
- .3 Contractor shall display building permit and other permits in a conspicuous location at Place of Work.

.3 Occupancy Permits:

- .1 Contractor shall apply for, obtain, and pay for occupancy permits, including partial occupancy permits where required by authority having jurisdiction.
- .2 Contract Administrator will issue appropriate instructions to Contractor for correction to Work where Contract Document deficiencies are required to be corrected in order to obtain occupancy permits, including partial occupancy permits.
- .3 Contractor shall correct deficiencies in accordance with Contract Administrator's instructions. Where deficiency is not corrected, the City reserves the right to make correction and charge Contractor for costs incurred.
- .4 Contractor shall turn occupancy permits over to the City.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

1.1 TEMPORARY UTILITIES - GENERAL

- .1 Provide temporary utilities as specified and as otherwise necessary to perform the *Work* expeditiously.
- .2 Remove temporary utilities after use.

1.2 WATER SUPPLY

- .1 Provide continuous supply of potable water for construction use.
- .2 Arrange for connection with appropriate utility company and pay costs for installation, maintenance, and removal.
- .3 Pay for utility charges at prevailing rates.

1.3 TEMPORARY ELECTRICAL POWER AND LIGHTING

- .1 Arrange and pay for temporary power and lighting required during construction.
- .2 Arrange and pay for necessary connections and disconnections of temporary power and lighting in accordance with regulatory requirements.

END OF SECTION

CONSTRUCTION FACILITIES - GENERAL

- .1 Provide temporary construction facilities as necessary for performance of the *Work* and in compliance with applicable regulatory requirements.
- .2 Maintain temporary construction facilities in good condition for the duration of the *Work*.
- .3 Remove temporary construction facilities from *Place of the Work* when no longer required.

1.2 CONSTRUCTION PARKING

- .1 Parking is available in the library parking lot. Follow all posted parking signage.

1.3 VEHICULAR ACCESS

- .1 There is direct access to the deck and patio via the parking lot.
- .2 Contractor shall be responsible to repair any damaged landscaping surface to match pre-existing conditions.

1.4 OFFICES

- .1 Provide office lighted and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide marked and fully stocked first-aid case in a readily available location.
- .3 Subcontractors to provide their own offices as necessary.

1.5 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in 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 manner to cause least interference with work activities.

1.6 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Keep sanitary facilities clean and fully stocked with the necessary supplies.
- .3 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.

1.7 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection systems and equipment during construction.

1.8 SIGNAGE

- .1 No other signs or advertisements, other than safety, warning, or directional signs, are permitted without *Contract Administrator's* prior approval.

END OF SECTION

BARRIERS AND ENCLOSURES - GENERAL

- .1 Provide temporary barriers and enclosures necessary to protect the public and to secure *Place of the Work* during performance of the *Work*.
- .2 Comply with applicable regulatory requirements.
- .3 Maintain temporary barriers and enclosures in good condition for the duration of the *Work*.
- .4 Remove temporary barriers and enclosures from *Place of the Work* when no longer required.

1.2 FENCING

- .1 Erect temporary security and safety site fencing of type and height determined by *Contractor*, subject to applicable regulatory requirements.

1.3 FIRE ROUTES

- .1 Maintain fire access routes, including overhead clearances, for use by emergency response vehicles.

END OF SECTION

TEMPORARY CONTROLS - GENERAL

- .1 Provide temporary controls as necessary for performance of the *Work* and in compliance with applicable regulatory requirements.
- .2 Maintain temporary controls in good condition for the duration of the *Work*.
- .3 Remove temporary controls and *Construction Equipment* used to provide temporary controls from *Place of the Work* when no longer required.

1.2 PLANT PROTECTION

- .1 Protect trees and other plant materials in the Place of Work.
- .2 Protect trees and shrubs susceptible to damage during construction by encasing with protective wood framework from grade to height of one meter.

1.3 DUST AND PARTICULATE CONTROL

- .1 Implement and maintain dust and particulate control measures in accordance with applicable regulatory requirements.
- .2 Execute *Work* by methods that minimize dust from construction operations and spreading of dust on site or to adjacent properties.
- .3 Provide temporary enclosures to prevent extraneous materials resulting from sandblasting or similar operations from contaminating air beyond immediate work area.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- .5 Use appropriate covers on trucks hauling fine, dusty, or loose materials.

1.4 DEWATERING

- .1 Provide temporary drainage and pumping as necessary to dewater excavations, trenches, foundations, and other parts of the *Work*. Maintain such areas free of water arising from groundwater or surface run-off, as required to keep them stable, dry, and protected from damage due to flooding.
- .2 Maintain standby equipment necessary to ensure continuous operation of dewatering system.
- .3 Do not pump water containing suspended materials or other harmful substances into waterways, sewers or surface drainage systems. Treat or dispose of such water in accordance with applicable regulatory requirements.

1.5 SITE DRAINAGE

- .1 Maintain grades to ensure proper site drainage.

- .2 Prevent surface water runoff from leaving the site.
- .3 Prevent precipitation from infiltrating or from directly running off stockpiled waste materials. Cover stockpiled waste materials with an impermeable liner during periods of work stoppage including at end of each *Working Day*.
- .4 Control surface drainage from cuts and fills, from borrow and waste disposal areas, from stockpiles, staging areas, and other work areas as required to prevent erosion and sedimentation.
- .5 Control surface drainage by ensuring that gutters are kept open and water is not directed across or over pavements or sidewalks, except through pipes or properly constructed troughs. Ensure that runoff from unfinished areas is intercepted and diverted to suitable outlets.

1.6 EROSION AND SEDIMENT CONTROL

- .1 Minimize amount of bare soil exposed at one time. Stabilize disturbed soils as quickly as practical to minimize erosion. Remove accumulated sediment resulting from construction activity from adjoining surfaces, drainage systems, and watercourses, and repair damage caused by soil erosion and sedimentation.
- .2 Provide and maintain appropriate temporary measures such as silt fences, straw bales, ditches, geotextiles, drains, berms, terracing, riprap, temporary drainage piping, sedimentation basins, vegetative cover, dikes, and other measures that may be required to prevent erosion and migration of silt, mud, sediment, and other debris.
- .3 Do not disturb existing embankments or embankment protection.
- .4 Periodically inspect erosion and sediment control measures to detect evidence of erosion and sedimentation. Promptly take corrective measures when necessary.
- .5 If soil and debris from site accumulate in ditches or other low areas, remove accumulation and restore area to original condition.

1.7 POLLUTION CONTROL

- .1 Take measures to prevent contamination of soil, water, and atmosphere through uncontrolled discharge of noxious or toxic substances and other pollutants, potentially causing environmental damage.
- .2 Be prepared, by maintaining appropriate materials, equipment, and trained personnel on site, to intercept, clean up, and dispose of spills or releases that may occur. Promptly report spills and releases that may occur to:
 - .1 authority having jurisdiction,
 - .2 person causing or having control of pollution source, if known, and
 - .3 *the City and Contract Administrator.*

- .4 Contact manufacturer of pollutant, if known and applicable, to obtain material safety data sheets (MSDS) and ascertain hazards involved and precautions and measures required in cleanup or mitigating actions.
- .5 Take immediate action to contain and mitigate harmful effects of the spill or release.

END OF SECTION

GENERAL

- .1 Provide *Products* that are not damaged or defective, and suitable for purpose intended, subject to specified requirements. If requested by *Contract Administrator*, furnish evidence as to type, source and quality of *Products* provided.
- .2 Unless otherwise specified, maintain uniformity of manufacture for like items throughout.
- .3 Permanent manufacturer's markings, labels, trademarks, and nameplates on *Products* are not acceptable in prominent locations, except where required by regulatory requirements or for operating instructions, or when located in mechanical or electrical rooms.

1.2 PRODUCT OPTIONS

- .1 Subject to the provisions of Section 01 25 00 –Substitution Procedures:
 - .1 Wherever a *Product* or manufacturer is specified by a single proprietary name, provide the named *Product* only.
 - .2 Wherever more than one *Product* or manufacturer is specified by proprietary name for a single application, provide any one of the named *Products*.
- .2 Wherever a *Product* is specified by reference to a standard only, provide any *Product* that meets or exceeds the specified standard. If requested by *Contract Administrator*, submit information verifying that the proposed *Product* meets or exceeds the specified standard.
- .3 Wherever a *Product* is specified by descriptive or performance requirements only, provide any *Product* that meets or exceeds the specified requirements. If requested by *Contract Administrator*, submit information verifying that the proposed *Product* meets or exceeds the specified requirements.

1.3 PRODUCT AVAILABILITY AND DELIVERY TIMES

- .1 Promptly upon Contract award and periodically during construction, review and confirm *Product* availability and delivery times. Order *Products* in sufficient time to meet the construction progress schedule and the *Contract Time*.
- .2 If a specified *Product* is no longer available, promptly notify *Contract Administrator*. *Contract Administrator* will take action as required.
- .3 If delivery delays are foreseeable, for any reason, promptly notify *Contract Administrator*.
 - .1 If a delivery delay is beyond *Contractor's* control, *Contract Administrator* will provide direction.
 - .2 If a delivery delay is caused by something that was or is within *Contractor's* control, *Contractor* shall propose actions to maintain the construction progress schedule for *Contract Administrator's* review and acceptance.

1.4 STORAGE, HANDLING, AND PROTECTION

- .1 Store, handle, and protect *Products* during transportation to *Place of the Work* and before, during, and after installation in a manner to prevent damage, adulteration, deterioration and soiling.
- .2 Comply with manufacturer's instructions for storage, handling and protection.
- .3 Store packaged or bundled *Products* in original and undamaged condition with manufacturer's seals and labels intact. Do not remove from packaging or bundling until required in *Work*.
- .4 Comply with the requirements of the workplace hazardous materials information system (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, including requirements for labeling and the provision of material safety data sheets (MSDS).
- .5 Store *Products* subject to damage from weather in weatherproof enclosures.
- .6 Store sheet *Products* on flat, solid, supports and keep clear of ground. Slope to shed moisture.
- .7 Remove and replace damaged *Products*.

END OF SECTION

1.1 EXISTING UTILITIES AND STRUCTURES

- .1 Before commencing excavation, drilling or other earthwork, establish or confirm location and extent of all existing underground utilities and structures in work area.
- .2 Promptly notify *Contract Administrator* if underground utilities, structures, or their locations differ from those indicated in *Contract Documents* or in available project information. *Contract Administrator* will provide appropriate direction.
- .3 Record locations of maintained, re-routed and abandoned utility lines.

1.2 VERIFICATION OF EXISTING CONDITIONS

- .1 Where work specified in any Section is dependent on the work of another Section or Sections having been properly completed, verify that work is complete and in a condition suitable to receive the subsequent work. Commencement of work of a Section that is dependent on the work of another Section or Sections having been properly completed, means acceptance of the existing conditions.
- .2 Verify that ambient conditions are suitable before commencing the work of any Section and will remain suitable for as long as required for proper setting, curing, or drying of *Products* used.
- .3 Ensure that substrate surfaces are clean, dimensionally stable, cured and free of contaminants.
- .4 Notify *Contract Administrator* in writing of unacceptable conditions.

END OF SECTION

SUMMARY

- .1 Except where otherwise specified in technical *Specifications* or otherwise indicated on *Drawings*, comply with requirements of this Section.

1.2 MANUFACTURER'S INSTRUCTIONS

- .1 Install, erect, or apply *Products* in strict accordance with manufacturer's instructions.
- .2 Notify *Contract Administrator*, in writing, of conflicts between *Contract Documents* and manufacturer's instructions where, in *Contractor's* opinion, conformance with *Contract Documents* instead of the manufacturer's instructions may be detrimental to the *Work* or may jeopardize the manufacturer's warranty.
- .3 Do not rely on labels or enclosures provided with *Products*. Obtain written instructions directly from manufacturers.
- .4 Provide manufacturer's representatives with access to the *Work* at all times. Render assistance and facilities for such access so that manufacturer's representatives may properly perform their responsibilities.

1.3 FASTENINGS - GENERAL

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials.
- .2 Prevent electrolytic action and corrosion between dissimilar metals and materials by using suitable non-metallic strips, washers, sleeves, or other permanent separators to avoid direct contact.
- .3 Use non-corrosive fasteners and anchors for securing exterior work.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Do not use fastenings or fastening methods that may cause spalling or cracking of material to which anchorage is made.

1.1 PROTECTION OF COMPLETED WORK AND WORK IN PROGRESS

- .1 Adequately protect parts of the *Work* completed and in progress from any kind of damage.
- .2 Promptly remove, replace, clean, or repair, as directed by *Contract Administrator*, work damaged as a result of inadequate protection.
- .3 Do not load or permit to be loaded any part of the *Work* with a weight or force that will endanger the safety or integrity of the *Work*.

1.2 REMEDIAL WORK

- .1 Notify *Contract Administrator* of, and perform remedial work required to, repair or replace defective or unacceptable work. Ensure that properly qualified workers perform remedial work. Coordinate adjacent affected work as required.

END OF SECTION

REGULATORY REQUIREMENTS

- .1 Comply with applicable regulatory requirements when disposing of waste materials.
- .2 Obtain permits from authorities having jurisdiction and pay disposal fees where required for disposal of waste materials and recyclables.

1.2 GENERAL CLEANING REQUIREMENTS

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .2 Prevent cross-contamination during the cleaning process.
- .3 Notify the *Contract Administrator* of the need for cleaning caused by *the City* or other contractors.

1.3 PROGRESSIVE CLEANING AND WASTE MANAGEMENT

- .1 Maintain the *Work* in a tidy and safe condition, free from accumulation of waste materials and construction debris.
- .2 Remove waste materials and recyclables from work areas at the end of each *Working Day*.
- .3 Remove waste materials and recyclables from *Place of the Work* daily.

1.4 FINAL CLEANING

- .1 Remove from *Place of the Work* surplus *Products*, waste materials, recyclables, *Temporary Work*, and *Construction Equipment* not required to perform any remaining work.

1.5 WASTE MANAGEMENT AND DISPOSAL

- .1 Dispose of waste materials and recyclables at appropriate municipal landfills and recycling facilities in accordance with applicable regulatory requirements.
- .2 Do not burn or bury waste materials at *Place of the Work*.
- .3 Do not dispose of volatile and other liquid waste such as mineral spirits, oil, paints and other coating materials, paint thinners, cleaners, and similar materials together with dry waste materials or on the ground, in waterways, or in storm or sanitary sewers. Collect such waste materials in appropriate covered containers, promptly remove from *Place of the Work*, and dispose of at recycling facilities or as otherwise permitted by applicable regulatory requirements.
- .4 Cover or wet down dry waste materials to prevent blowing dust and debris.

END OF SECTION

SUBSTANTIAL PERFORMANCE

The prerequisites to attaining *Substantial Performance* of the *Work* are described in the General Conditions of the *Contract*.

1.2 INSPECTION AND REVIEW BEFORE SUBSTANTIAL PERFORMANCE

- .1 *Contractor's Inspection*: Before applying for the *Contract Administrator's* review to establish *Substantial Performance* of the *Work*:
 - .1 Ensure that the specified prerequisites to *Substantial Performance* of the *Work* are completed.
 - .2 Conduct an inspection of the *Work* to identify defective, deficient, or incomplete work.
 - .3 Prepare a comprehensive and detailed list of items to be completed or corrected.
 - .4 Provide an anticipated schedule and costs for items to be completed or corrected.
- .2 *Contract Administrator's Review*: Upon receipt of the *Contractor's* application for review, together with the *Contractor's* list of items to be completed or corrected, the *Contract Administrator* will review the *Work*. The *Contract Administrator* will advise the *Contractor* whether or not the *Work* is *Substantial Performance* and will provide the *Contractor* with a list of items, if any, to be added to the *Contractor's* list of items to be completed or corrected. Provide the *Contract Administrator* with a copy of the *Contractor's* revised list.
- .3 Maintain the list of items to be completed or corrected and promptly correct or complete defective, deficient and incomplete work. The *Contractor's* inspection and *Contract Administrator's* review procedures specified above shall be repeated until the *Work* is *Substantial Performance* and no items remain on the *Contractor's* list of items to be completed or corrected.
- .4 When the *Contract Administrator* determines that the *Work* is *Substantial Performance*, the *Contract Administrator* will notify the *Contractor* and the *City* in writing to that effect.

1.3 PREREQUISITES TO FINAL PAYMENT

- .1 After *Substantial Performance* of the *Work* and before submitting an application for final payment in accordance with the General Conditions of *Contract*:
 - .1 Correct or complete all remaining defective, deficient, and incomplete work.
 - .2 Remove from the *Place of the Work* all remaining surplus *Products*, *Construction Equipment*, and *Temporary Work*.
 - .3 Perform final cleaning and waste removal necessitated by the *Contractor's* work performed after *Substantial Performance*, as specified in Section 01 74 00 – *Cleaning and Waste Management*.

1.4 SUBSTANTIAL PERFORMANCE OF THE WORK

- .1 The prerequisites to, and the procedures for, attaining substantial performance of the *Work*, or similar such milestone as provided for in the lien legislation applicable to the *Place of the Work*, shall be:
 - .1 independent of those for attaining *Substantial Performance* of the *Work*, and
 - .2 in accordance with the lien legislation applicable to the *Place of the Work*.

END OF SECTION

CONTRACTOR'S AS-BUILT DRAWINGS

- .1 Submit final as-built drawings in the form specified in Section 01 32 00 – Construction Progress Documentation to *the City and Contract Administrator*.

END OF SECTION