

Part 1 General

1.1 Section Includes

.1 Cash Allowances

1.2 Cash Allowances

- .1 Include in the Contract Price, cash allowances stated herein.
- .2 Cash allowances, unless otherwise specified, cover the net cost to the contractor of services, products, construction machinery and equipment, freight, handling, unloading, storage, installation and other authorized expenses incurred in performing the Work.
- .3 The Contract Price, and not the cash allowance, includes the Contractor's overhead and profit in connection with such cash allowance.
- .4 The Contract Price will be adjusted by written order to provide for an excess or deficit to each cash allowance.
- .5 Where costs under a cash allowance exceed the amount of the allowance, the Contractor will be compensated for any excess incurred and substantiated plus an allowance for overhead and profit as set out in the Contract Documents.
- .6 Progress payments on accounts of work authorized under cash allowances shall be included in the Contract Administrator's monthly certificate for payment.
- .7 A schedule shall be prepared jointly by the Contract Administrator and Contractor to show when items called for under cash allowances must be authorized by the Contract Administrator for ordering purposes so that the progress of the Work will not be delayed.
- .8 The amount of each cash allowance, for Work specified in the respective specification Sections:

Cash Allowance No. 1:

- Concrete Testing:
- Amount: \$1,000.00

Cash Allowance No. 2:

- Compaction Testing for new asphalt:
- Amount: \$1,000.00

END OF SECTION

Part 1 General

1.1 Section Includes

- .1 Inspecting and testing by inspecting firms or testing laboratories designated by Contract Administrator.

1.2 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.

1.3 Appointment and Payment

- .1 The City will appoint and pay for services of testing laboratory except as follows:
 - .1 Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities
 - .2 Inspection and testing performed exclusively for Contractor's convenience.
 - .3 Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems
 - .4 Mill tests and certificates of compliance
 - .5 Tests specified to be carried out by Contractor under the supervision of Contract Administrator
 - .6 Additional tests specified in the following paragraph.
- .2 Where tests or inspections by the designated testing laboratory reveal that the Work is not in accordance with contract requirements, Contractor shall pay costs for additional tests or inspections as required by Contract Administrator to verify acceptability of corrected work.

1.4 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 Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.
- .3 Pay costs for uncovering and making good Work that is covered before required inspection or testing is completed and approved by Contract Administrator.

END OF SECTION

Part 1 General

1.1 Section Includes

- .1 Shop drawings and product data.
- .2 Samples.
- .3 Certificates and transcripts.

1.2 Related Sections

- .1 Section 01450 - Quality Control
- .2 Section 01780 - Closeout Submittals
- .3 Section 15075 - Mechanical Identification

1.3 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 are coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Contract Administrator review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Contract Administrator review.
- .10 Keep one reviewed copy of each submission on site.

1.4 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 7 days for Contract Administrator 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 6 prints or an electronic copy of shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
- .10 Submit 6 copies or electronic 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.

1.5 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 business address.
- .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.

1.6 Mock-ups

- .1 Erect mock-ups in accordance with 01450 - Quality Control.

1.7 Certificates and Transcripts

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

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at 1539 Waverley Street
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.2 Submit transcription of insurance immediately after award of Contract.

END OF SECTION

Part 1 General

1.1 Section Includes

- .1 Inspection and testing, administrative and enforcement requirements.
- .2 Tests and mix designs.
- .3 Equipment and system adjust and balance.

1.2 Related Sections

- .1 Section 01330 - Submittal Procedures.
- .2 Section 01780 - Closeout Submittals.

1.3 Inspection

- .1 Allow Contract Administrator access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Contract Administrator instructions, or law of Place of Work.
- .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, The City shall pay cost of examination and replacement].

1.4 Independent Inspection Agencies

- .1 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 The City.
- .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 The City. Pay costs for retesting and reinspection.

1.5 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.

1.6 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.

1.7 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.

1.8 Reports

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

1.9 Tests and Mix Designs

- .1 Furnish test results and mix designs as may be requested.
- .2 The cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work shall be appraised by Contract Administrator and may be authorized as recoverable.

1.10 Equipment and Systems

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.

.2 Refer to specific Sections for definitive requirements.

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 References

- .1 Canadian Standards Association (CSA International)
 - .1 CSA-O121-M1978, Douglas Fir Plywood.

1.3 Installation and Removal

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

1.4 Guard Rails and Barricades

- .1 Provide secure barricades around excavations, open stair wells and open edges of floors.

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 Design enclosures to withstand wind pressure and snow loading.

1.6 Dust Tight Screens

- .1 Provide dust tight screens or 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, ramps and construction runways as may be required for access to Work.

1.8 Fire Routes

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

1.9 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.

1.10 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.

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 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.

END OF SECTION

Part 1 General

1.1 Section Includes

- .1 Product quality, availability, storage, handling, protection, and transportation.
- .2 Manufacturer's instructions.
- .3 Quality of Work, coordination and fastenings.
- .4 Existing facilities.

1.2 Precedence

1.3 Reference Standards

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

1.4 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 Contact 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.

1.5 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 Contact 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 Contact 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.

1.6 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 Contact Administrator.
- .9 Touch-up damaged factory finished surfaces to Contact Administrator's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.7 Transportation

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by the City will be paid for by the City. Unload, handle and store such products.

1.8 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 Contact Administrator in writing, of conflicts between specifications and manufacturer's instructions, so that Contact Administrator may establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Contact Administrator to require removal and re-installation at no increase in Contract Price or Contract Time.

1.9 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 Contact 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. Contact 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 Contact Administrator, whose decision is final.

1.10 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.

1.11 Concealment

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

1.12 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.

1.13 Location of Fixtures

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

1.14 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 spalling or cracking of material to which anchorage is made are not acceptable.

1.15 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.

1.16 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 Contact Administrator.

1.17 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.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

Part 2 Products

2.1 Not Used

- .1 Not Used.

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at 1539 Waverley Street
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Part 3 Execution

3.1 Not Used

.1 Not Used.

END OF SECTION

Part 1 General

1.1 Related Sections

- .1 Section 01330 - Submittal procedures

1.2 References

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
 - .1 WCB. Reg. 185/99
- .2 Province of Manitoba
 - .1 Workplace Safety and Health Act, R.S.M. 1987

1.3 Submittals

- .1 Make submittals in accordance with Section 01330 - 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 4 copies (or 1 electronic copy) of Contractor's authorized representative's work site health and safety inspection reports to Contract Administrator, weekly.
- .4 Submit copies of reports or directions issued by Provincial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit Material Safety Data Sheets (MSDS) to Contract Administrator.
- .7 Contract Administrator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 7 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's 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.

1.4 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 Project/Site Conditions

- .1 Work at site will involve contact with:
 - .1 Asbestos in existing building as described on the attached Asbestos Inventory Control sheet.

1.7 General Requirements

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to commencing any 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.

1.10 Unforeseen Hazards

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province of Manitoba. 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 building construction.
 - .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 and report directly to and be under direction of site supervisor.

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 of Manitoba, 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 Blasting

- .1 Blasting or other use of explosives is not permitted.

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.

END OF SECTION

Part 1 General

1.1 Section Includes

- .1 As-built, samples, and specifications.
- .2 Equipment and systems.
- .3 Product data, materials and finishes, and related information.
- .4 Operation and maintenance data.
- .5 Spare parts, special tools and maintenance materials.
- .6 Warranties and bonds.
- .7 Final site survey.

1.2 Related Sections

- .1 Section 01450 - Quality Control.

1.3 Submission

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Copy will be returned with Contact 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 Contact 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.

1.4 Format

- .1 Organize data in the form of an instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 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 scaled CAD files in .dwg format on CD.

1.5 Contents - Each Volume

- .1 Table of Contents: provide title of project;
 - .1 date of submission; names,
 - .2 addresses, and telephone numbers of 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 01450 Quality Control.

1.6 As-builts and Samples

- .1 In addition to requirements in General Conditions, maintain[at the site for Contact 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 Contact Administrator.

1.7 Recording Actual Site Conditions

- .1 Record information on set of black line opaque drawings, and in copy of Project Manual, provided by Contact 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 depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 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.

1.8 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. Include performance curves, with data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
 - .3 Include installed colour coded wiring diagrams.
 - .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
 - .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
 - .6 Provide servicing and lubrication schedule, and list of lubricants required.
 - .7 Include manufacturer's printed operation and maintenance instructions.
 - .8 Include sequence of operation by controls manufacturer.
 - .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
 - .10 Provide installed control diagrams by controls manufacturer.
 - .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
 - .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
 - .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
 - .14 Additional requirements: As specified in individual specification sections.

1.9 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.

1.10 Spare Parts

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Contact Administrator. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.11 Maintenance Materials

- .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Contact Administrator. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.12 Special Tools

- .1 Provide special tools, in quantities specified in individual specification section.
- .2 Provide items with tags identifying their associated function and equipment.
- .3 Deliver to site; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Contact Administrator. Include approved listings in Maintenance Manual.

1.13 Storage, Handling and Protection

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to satisfaction of Contact Administrator.

1.14 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.

Execution

2.2 Not Used

- .1 Not Used.

END OF SECTION