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Part 1 General

1.1 ADMINISTRATIVE

- .1 Submit to Contract Administrator submittals listed for review in accordance with the Specifications, or as requested by the Contract Administrator.
- .2 Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
 - .1 Allow 10 Working Days for review of submittals by the Contract Administrator or the Contractor Administrator's Representative.
- .3 Do not proceed with Work affected by submittal until review is complete.
- .4 Present shop drawings, product data, samples and mock ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units converted values are acceptable.
- .6 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 coordinated 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 considered rejected.
- .7 Notify Contract Administrator, in writing at time of submission for review, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Verify:
 - .1 Field measurements
 - .2 Field construction criteria
 - .3 Catalogue numbers and similar data
 - .4 Ensure affected adjacent Work is co-ordinated.
- .9 The Contractor's responsibility for errors and omissions in submission is not relieved by Contract Administrator's review of submittals.
- .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Contract Administrator review.
- .11 Acceptance of Shop Drawings for a component or a subassembly does not constitute acceptance of the complete assembly of which it is a part.
- .12 The Contractor shall make any corrections required by the Contract Administrator and shall resubmit the required number of corrected copies of Shop Drawings. The Contractor shall direct specific attention in writing or on resubmitted Shop Drawings to revisions other than the corrections requested by the Contract Administrator on previous submission.
- .13 After Contract Administrator's review and return of copies, distribute copies to sub-trades as appropriate.
- .14 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The Contractor shall arrange for the preparation of clearly identified Shop Drawings as specified or as the Contract Administrator may reasonably request. Shop Drawings are to clearly indicate materials, weights, dimensions, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of the Work. Where articles or equipment attach or connect to other articles or equipment, clearly indicate that all such attachments and connections have been properly coordinated, regardless of the trade under which the adjacent articles or equipment will be supplied and installed. Shop Drawings are to indicate their relationship to design Drawings and Specifications. Notify the Contract Administrator in writing of any deviations in Shop Drawings from the requirements of the Contract Documents.
- .2 Have Shop Drawings stamped, signed and dated by a Professional Engineer licensed to practice in the Province of Manitoba where required in the Specifications or by the Contract Administrator.
- .3 The Contractor shall examine all Shop Drawings prior to submission to the Contract Administrator to ensure that all necessary requirements have been determined and verified and that each Shop Drawing has been checked and coordinated with the requirements of the Work and the Contract Documents. Examination of each Shop Drawing shall be indicated by stamp, date and signature of a responsible person of the subcontractor for supplied items and of the Contractor for fabricated items. Shop Drawings not stamped, signed and dated will be returned without being reviewed and stamped "Re-submit". Ensure that the following are verified:
 - .1 Field measurements.
 - .2 Field construction criteria.
 - .3 Catalogue numbers and similar data.
- .4 Submit one electronic PDF copy, individual file size not to exceed 5 MB.
- .5 Shop Drawing reviews by the Contract Administrator is solely to ascertain conformance with the general design concept. Responsibility for approval of detail design inherent in Shop Drawings rests with the Contractor and review by the Contract Administrator shall not imply such approval.
- .6 Shop Drawings will be returned to the Contractor with one of the following notations:
 - .1 "REVIEWED" or "NO EXCEPTIONS TAKEN", distribute additional copies as required for execution of the Work.
 - .2 "REVIEWED AS MODIFIED" or "MAKE NOTED CORRECTIONS", ensure that all copies for use are modified and distributed, same as specified for "REVIEWED".
 - .3 "REVISE AND RESUBMIT", make the necessary revisions, as indicated, consistent with the Contract Documents and submit again for review.
 - .4 "NOT REVIEWED" or "REJECTED", submit other Drawings, brochures, etc., for review consistent with the Contract Documents.
 - .5 Only Shop Drawings bearing "REVIEWED", "NO EXCEPTIONS TAKEN", "MAKE NOTED CORRECTIONS", or "REVIEWED AS MODIFIED" shall be used on the Work unless otherwise authorized by the Contract Administrator.
- .7 After submittals are noted as "REVIEWED", "NO EXCEPTIONS TAKEN", "MAKE NOTED CORRECTIONS" or "REVIEWED AS MODIFIED", no further revisions are permitted unless re-submitted to the Contract Administrator for further review.
- .8 Any adjustments made on Shop Drawings by the Contract Administrator are not intended to change the Contract Price. If it is deemed that such adjustments affect the Contract

Price, clearly state as such in writing prior to proceeding with fabrication and installation of Work.

- .9 Make changes in Shop Drawings, which the Contract Administrator may require, consistent with Contract Documents. When re-submitting, notify the Contract Administrator in writing of any revisions other than those requested by the Contract Administrator.
- .10 For all shop drawings, with the exception of design drawings on the City title blocks show the following information in lower right hand corner.
 - .1 Project Title.
 - .2 Tender number or other project number assigned by the Contract Administrator.
 - .3 Name of the depicted item in accordance with the Specifications and Drawings.
 - .4 Specification section number if applicable
 - .5 Proposed option if applicable.
 - .6 Name of Contractor or Subcontractor.
- .11 Accompany email submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and Bid Opportunity number.
 - .3 Contractor 's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Specification Section, Title, Number, and Clause
 - .6 Other pertinent data.
 - .7 Date and revision dates.
 - .8 Name of:
 - .1 Contractor
 - .2 Subcontractor
 - .3 Supplier
 - .4 Manufacturer
 - .5 Separate detailer when pertinent
 - .9 Identification of product or material.
 - .10 Relation to adjacent structure or materials.
 - .11 Field dimensions, clearly identified as such.
 - .12 Specification section name, number and clause number or drawing number and detail/section number.
 - .13 Applicable standards, such as CSA or CGSB numbers.
 - .14 Contractor's stamp, initialled or signed, certifying review of submission, verification of field measurements and compliance with Contract Documents.

1.3 PROCEDURES

- .1 The Contractor shall, if required by the Contract Administrator, submit for the review of the Contract Administrator method statements which describe in detail, supplement with Drawings where necessary, the methods to be adopted for executing any portion of Work.
- .2 These statements shall also include details of constructional plant and labour to be employed. Acceptance by the Contract Administrator shall not relieve the Contractor of any responsibilities, nor shall reasonable refusal to approve entitle the Contractor to extra payment or an extension of time.

- .3 Other Considerations
 - .1 Fabrication, erection, installation or commissioning may require modifications to equipment or systems to conform to the design intent. Revise pertinent shop drawings and resubmit.
 - .2 Material and equipment delivered to the site of the works will not be paid for at least until pertinent shop drawings have been submitted and reviewed.
 - .3 Incomplete shop drawing information will be considered as stipulated deductions for the purposes of progress payment certificates.
 - .4 No delay or cost claims will be allowed that arise because of delays in submissions, re-submissions and review of shop drawings.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INSPECTION

- .1 Allow Contract Administrator access to Work. 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 the 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 The Contract Administrator will order 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.

1.2 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies may be engaged by the City for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by the City. Costs of additional tests required due to defective Work shall be paid by the Contactor.
- .2 All equipment required for executing inspection and testing will be provided by the respective agencies.
- .3 Employment of inspection/testing agencies does not relieve or 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 the Contract Administrator at no cost to the City. Pay costs for retesting and reinspection.

1.3 ACCESS TO WORK

- .1 The City, the Contract Administrator, and other authorities having jurisdiction shall have access to the work.

1.4 PROCEDURES

- .1 Notify appropriate agency and Contract Administrator in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.5 REJECTED WORK

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by the 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 the Contract Administrator it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, the City will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Contract Administrator.

1.6 REPORTS

- .1 Submit draft inspection and test reports to Contract Administrator, prior to inclusion with the O&M manuals, in accordance with Section 01 33 00 - Submittal Procedures.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Canadian Standards Association (CSA)
 - .1 CAN/CSA-S269.2-M1987(R2003), Access Scaffolding for Construction Purposes.

1.2 CONTRACTOR'S OFFICE

- .1 Accommodation for the Contractor's office, plant, tools, equipment, and materials (including fuel) shall be the responsibility of the Contractor. Such accommodation at the Site shall be located after consultation with the Contract Administrator. The Contractor shall be responsible for the protection of its plant, tools, equipment, and materials stored on-site. Materials stored on the City's premises shall be neatly stacked and protected from the weather.
- .2 The Contractor shall confine their activities to the minimum area necessary for undertaking and completing the Work. Material and equipment storage areas shall be at locations acceptable to the Contract Administrator.
- .3 The Contractor's construction activities shall not encroach or enter onto private property without written consent from the owner of the property concerned. The Contractor shall provide the Contract Administrator with a copy of the written agreement with the property owner.
- .4 The Contractor shall maintain a daily signing log for staff and subcontractor's staff on site.

1.3 LAYDOWN AND STORAGE

- .1 All construction materials shall be stored at designated storage areas. Stored combustible materials shall be separated by clear space to prevent fire spread and allow access for manual firefighting equipment, including fire hoses, extinguishers, hydrants, etc.
- .2 Designated areas shall be used for storage of flammable and combustible liquids and gases. Spills shall be contained as required by Provincial Regulations.
- .3 Pressurized dry chemical fire extinguishers of suitable capacity or equally effective extinguishers as per NFPA 10 shall be provided where:
 - .1 Flammable liquids are stored or handled.
 - .2 Welding or flame cutting is performed.

1.4 TEMPORARY CONSTRUCTION MATERIALS

- .1 Tarpaulins and plastic coverings shall consist of fire retardant materials, which are UL or FM listed or approved, or which have passed the Large Scale Test specified in NFPA-701.

1.5 TOILETS AND WASHROOMS

- .1 Sanitary facilities for work force will be provided.
- .2 Keep area and premises in sanitary condition.

1.6 DISPOSAL OF WASTE MATERIALS

- .1 Spoiled and waste materials shall not be dumped, under any circumstances, in any locations other than those approved by the local authorities. Any cost for permits and fees for disposing of waste materials shall be at the Contractor's expense.
- .2 Disposal of all excavated and waste materials shall be in accordance with the requirements of the appropriate provincial regulatory agencies.
- .3 When working anywhere within the Works the Contractor shall at the end of each working day remove the rubbish and leave the Site in a clean and tidy state, to the satisfaction of the Contract Administrator. If this is not done, the City will clean the Site and charge the Contractor.

1.7 PARKING

- .1 The Contractor parking shall be as designated by the Contract Administrator. The parking shall be arranged and maintained so that it does not disrupt the site's operation and access for the City's staff.

1.8 USE OF PERMANENT WATER SUPPLY, HEAT, POWER LIGHT, AND TELEPHONE

- .1 The Contractor shall coordinate the use of permanent water supply, heat, and power inside the City's facilities with the Contract Administrator.

1.9 SITE SECURITY

- .1 The Contractor is responsible for all project material and equipment stored on the site.

1.10 SCAFFOLDING

- .1 Provide and maintain adequate scaffolding as required. Scaffolding is to be rigid, secure, and constructed to ensure adequate safety for workers. Erect without damage to the building or finishes.
- .2 Scaffolding in accordance with CAN/CSA-S269.2.

1.11 FACILITY ELECTRICAL SUPPLY AND DISTRIBUTION

- .1 If service interruptions are necessary, such interruptions shall be made only at times approved by the Contract Administrator.

1.12 HOISTING

- .1 Provide, operate and maintain hoists and cranes required for moving of workers, materials and equipment. Hoists and cranes to be operated by qualified operator.

1.13 WORK SCHEDULING AND OPERATIONS

- .1 Plan and schedule work to minimize outages on the sites operations.
- .2 Provide Work Plan of all shutdowns and facility service tie-ins for approval to Contract Administrator a minimum of 7 days prior to start of planned work. Detail work date, start/stop times, duration and required equipment or system shutdowns.
- .3 Do not start work on site until approval is provided from the Contract Administrator.

1.14 WARNINGS AND TRAFFIC SIGNS

- .1 When Work is performed within public areas, provide and erect adequate warning signs as necessary to give proper warning. Place signs sufficiently in advance to enable public to respond to directions.

- .2 Provide and maintain signs and other devices required to indicate construction activities or other temporary or unusual conditions resulting from the Work.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCES

- .1 Conform to reference standards, in whole or in part as specifically requested in specifications.
- .2 If there is question as to whether products or systems are in conformance with applicable standards, the Contract Administrator reserves the right to have such products or systems tested to prove or disprove conformance.
- .3 Cost for such testing will be borne by the City in event of conformance with Contract Documents or by the Contactor in event of non-conformance.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality 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. Should disputes arise as to quality or fitness of products, decision rests strictly with the Contract Administrator based upon requirements of Contract Documents.
- .3 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .4 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 AVAILABILITY

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

1.4 METRIC PROJECT

- .1 Unless otherwise noted, this project has been designed and is to be constructed in the International System (SI) of Units metric system of measurements.
- .2 During construction, when specified metric elements are unattainable at the time they are required to meet the construction schedule, the Contactor shall notify the Contract Administrator in writing and suggest alternative substitutions. Costs due to these substitutions shall be borne by the Contactor.

1.5 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 and similar products 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 the Contract Administrator.
- .9 Touch-up damaged factory finished surfaces to Contract Administrator's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.6 TRANSPORTATION

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

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

1.8 CO-ORDINATION

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

1.9 CONCEALMENT

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.

- .2 Before installation inform the Contract Administrator if there is interference. Install as directed by the Contract Administrator.

1.10 REMEDIAL WORK

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

1.11 LOCATION OF FIXTURES

- .1 Consider location of existing items as approximate. Coordinate location of new mechanical and electrical items with the Contract Administrator.
- .2 Inform the Contract Administrator of conflicting installation. Install as directed.

1.12 FASTENINGS

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

1.13 PROTECTION OF WORK IN PROGRESS

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

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 WORKMANSHIP

- .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 the Contract Administrator if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. The Contract Administrator reserves the right to require dismissal from site, workers deemed incompetent or careless.

END OF SECTION

Part 1 General

1.1 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit written request in advance of cutting or alteration which affects:
 - .1 Structural integrity of elements of project.
 - .2 Integrity of weather-exposed or moisture-resistant elements.
 - .3 Efficiency, maintenance, or safety of operational elements.
 - .4 Visual qualities of sight-exposed elements.
 - .5 Work of City or separate contractor.
- .3 Include in request:
 - .1 Identification of project.
 - .2 Location and description of affected Work.
 - .3 Statement on necessity for cutting or alteration.
 - .4 Description of proposed Work, and products to be used.
 - .5 Alternatives to cutting and patching.
 - .6 Effect on Work of City or separate contractor.
 - .7 Written permission of affected separate contractor.
 - .8 Date and time work will be executed.

1.2 MATERIALS

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

1.3 PREPARATION

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

1.4 EXECUTION

- .1 Execute cutting, fitting, and patching to complete Work.
- .2 Fit several parts together, to integrate with other Work.
- .3 Remove and replace defective and non-conforming Work.
- .4 Provide openings in non-structural elements of Work for penetrations of Work.

- .5 Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- .6 Cut rigid materials using masonry saw or core drill. Pneumatic or impact tools not allowed on masonry work without prior approval.
- .7 Restore work with new products in accordance with requirements of Contract Documents.
- .8 Fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .9 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with firestopping material, full thickness of the construction element.
- .10 Refinish surfaces to match adjacent finishes: Refinish continuous surfaces to nearest intersection. Refinish assemblies by refinishing entire unit.
- .11 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- .12 Provide pipe sleeves for all penetrations.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by City or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Contract Administrator. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

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 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .3 Copy will be returned after final inspection, with Contract Administrator's comments.
- .4 Revise content of documents as required prior to final submittal.
- .5 Furnish evidence, if requested, for type, source and quality of products provided.
- .6 Defective products will be rejected, regardless of previous inspections. Replace defective products at own expense.
- .7 Pay costs of transportation.

1.2 OPERATING AND MAINTENANCE MANUALS

- .1 Prepare using personnel experienced in maintenance and operation of described products.
- .2 Operation and maintenance instructions and technical data to be sufficiently detailed with respect to design elements, construction features, component function, correct installation procedure and maintenance requirements, to permit effective start-up, operation, maintenance, repair, modification, extension and expansion of any portion or feature of installation. Technical data to be in form of approved shop drawings, product data, supplemented by bulletins, component illustrations, exploded views, technical descriptions of items, and parts lists.
- .3 For the guidance of the City's operating and maintenance personnel, the Contractor shall prepare Operating and Maintenance (O&M) Manuals for the Work, describing in detail the construction of each part of the Work and the recommended procedure for operation, servicing and maintenance.
- .4 One (1) advance copy of the manuals shall be submitted prior to Substantial Performance of the Work for review and comments. After review, four (4) copies of the final manuals and two (2) copies on separate USB flash drives shall be submitted. Electronic copies shall be in pdf format, searchable, and have an index included in the file.
- .5 For the guidance of the City's operating and maintenance personnel, the Contractor shall prepare O&M Manuals for the Work, describing in detail the construction of each part of the Work and the recommended procedure for operation, servicing and maintenance.
- .6 All instructions in these manuals shall be in simple language to guide the City in the proper operating and maintenance of this installation.
- .7 In addition to information called for in the Specifications, include the following:
 - .1 Overall Title sheet, labelled "Operation and Maintenance Instructions", and containing project name and date, facilities covered in the manual, City's Contract number, the name and address of the Contractor, and the issue date.
 - .2 Overall list of contents, indicating the facilities upgraded by the project.

- .3 Title sheet for each section, labelled "Operation and Maintenance Instructions", the applicable facility, and containing project name and date.
- .4 List of contents for each section.
- .5 Include:
 - .1 Brochures/catalogue excerpts of all components of the Work
 - .2 Documentation of all test results
 - .3 Complete set of equipment and assembly drawings
 - .4 Installation, start-up, O&M Manuals
 - .5 Any specific requirements from the Specifications
 - .6 Reviewed Shop Drawings of all equipment
 - .7 Design calculations
 - .8 Include sections for the as-built drawings of all installations. Drafted record drawings of size 432x279mm (11 x 17")
 - .9 Names, addresses, and telephone numbers of all major sub-contractors and suppliers.
- .6 Modify and supplement the manual as required by the Contract Administrator.
- .7 Format to be as follows:
 - .1 Organize data as instructional manual.
 - .2 Binders: vinyl, hard covered, 3 'D' ring, 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 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.3 AS-BUILT DOCUMENTS

- .1 Identify Drawings as "Project As-Built Copy". Maintain in good condition and make available for inspection on-site by Contract Administrator at all times.
- .2 Quality Assurance:
 - .1 Furnish qualified and experienced person, whose duty and responsibility shall be to maintain as-built documents.
 - .2 Accuracy of Records:
 - .1 Coordinate changes within as-built documents, making legible and accurate entries on each sheet of Drawings and other documents where such entry is required to show change.
 - .2 Purpose of as-built documents is to document factual information regarding aspects of the Work, both concealed and visible, to enable future modification of the Work to proceed without lengthy and expensive site measurement, investigation, and examination.
- .3 Make entries within one (1) Working Day after receipt of information that a change in the Work has occurred.
- .4 Prior to submitting each request for progress payment, request the Contract Administrator's review and approval of current status of as-built documents. Failure to properly maintain, update, and submit as-built documents may result in a deferral by the Contract Administrator to recommend whole or any part of Contractor's Application for Payment, either partial or final.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 AS-BUILT DOCUMENTS

- .1 Prior to requesting Substantial Performance provide all recorded information on print drawings. Transfer recorded information to AutoCAD files in DWG format. Submit DWG files, also with electronic files in PDF format to Contract Administrator for review.
- .2 If submitted documents do not meet the conditions of the Contract the Contract Administrator will return a marked-up set of documents to the Contractor in PDF format. Contractor to make revisions indicated and submit final as-built documents.
- .3 If submitted documents met the conditions for the Contract the Contract Administrator will direct the Contractor to submit the final as-built documents.
 - .1 submit one (1) set of size A1 Mylar and one (1) electronic copy of PDF and AutoCAD files of the final as-built drawings

END OF SECTION

Part 1 General

1.1 DESCRIPTION

- .1 Demonstrate operation and maintenance of equipment and systems to City personnel as equipment is replaced and upgraded.
- .2 City will provide list of personnel to receive instructions and will co-ordinate their attendance at agreed-upon times.

1.2 QUALITY CONTROL

- .1 When specified in individual Sections, require manufacturer to provide authorized representative to demonstrate operation of equipment and systems, instruct City personnel, and provide written report that demonstration and instructions have been completed.

1.3 SUBMITTALS

- .1 Submittals: in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Give time and date of each demonstration, with list of persons present.

1.4 CONDITIONS FOR DEMONSTRATIONS

- .1 Equipment has been inspected and put into operation in accordance with Section 01 45 00.
- .2 Testing, adjusting, and balancing have been performed and equipment and systems are fully operational.

1.5 PREPARATION

- .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.

1.6 DEMONSTRATION AND INSTRUCTIONS

- .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at scheduled times, at the equipment location.
- .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
- .3 Review contents of manual in detail to explain aspects of operation and maintenance.
- .4 Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instructions.

Part 2 Products

2.1 NOT USED

.1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION