

DIVISION 01 - GENERAL REQUIREMENTS

1.0 CONTRACT DOCUMENTS

- .1 The Standard Construction Document CCDC 2 - 1994 Stipulated Price Contract and the General Conditions and Supplementary Conditions governing same are hereby made a part of this specification.
- .2 Work will be performed under one Contract, bound by the Agreement between Owner and Contractor.

2.0 GENERAL CONDITIONS

- .1 The General Conditions of the Contract form an integral part of the Specifications.
- .2 Conform to the General Conditions of the Standard Construction document CCDC 2 - 1994.

3.0 DIVISION 01

- .1 The provisions of all Sections of Division 01 shall apply to each Section of this Specification.

4.0 SPECIFICATIONS

- .1 Sections of the Specifications are numbered in conformance with the Master List of Section titles and Numbers, CSC Document 004E, published jointly by Construction Specifications Canada and the Construction Specifications Institute (USA). Sections are arranged in their Standard 16 - Division format.
- .2 Sections are written as units of the Work which have been assigned numbers in conformance with the CSC/CSI system. They are arranged in sequence for this Specification. Gaps in the order of numerical sequence do not indicate that a section is not required for completion of the Work, but rather the scope of work for particular section does not warrant a specification.
- .3 Sections are not intended to identify absolute contractual limits between Subcontractors, nor between the Contractor and his Subcontractors. The Contractor shall organize division of labour and supply of materials essential to complete the Work in all its parts and provide a total enclosure and protection from weather of interior spaces.
- .4 The owner and his Consultants will not arbitrate on any dispute between the General Contractor and its subcontractors or suppliers as to the limits of their responsibilities.

5.0 ERRORS AND OMISSION

- .1 If errors or omissions are observed in the Contract Documents, immediately notify the Consultant in writing of all such errors or omissions. In the event no such notice is given, the contractor will be held responsible for the results of any such error or omission and the cost of rectifying the same.

6.0 **SUPPLEMENTARY DEFINITIONS**

- .1 In the Specification, reference such as "Shown on the Drawings", "Specified", "Scheduled", "Called for" and the like shall be deemed to include work required by any of the Contract Documents.
- .2 In the Specifications the expression Trade(s) is synonymous with Subcontractor(s) if the context permits. The expression "All Trades" shall be deemed to include the Contractor.
- .3 When the "Work Included", optional listing, is included in the Specification, the statement "Work Included" is not intended to "Scope" the section or to imply a trade responsibility. "Work Included" is merely a convenient listing of the significant items described within the section. "Work Included" must be read in conjunction with related work and the total specification in order to specify the item that could be referenced somewhere else in the specification. "Work Included" is not a critical portion of the specification and is intended only as a quick reference guide. The specification section integrity or completeness does not require its inclusion.
- .4 Wherever the word "building" occurs in the Contract Documents it shall be taken to mean all the buildings included in the Contract.
- .5 Wherever in the Contract Documents the words "approval" "approved", "direction", "directed", "selection", "selected", "request", "requested", "report", and similar requests and reports shall be given by the Consultant unless specifically stated otherwise.
- .6 Wherever in the Contract Documents the word "provide" is used in any form it shall mean that the Work concerned shall include both supply and installation of the products required for completion of that part of the Work.
- .7 Wherever in the Specification it is specified that Work is to proceed or to meet approval, direction, selection or request of jurisdictional authorities or others, such approval, direction, selection or request shall be in writing.
- .8 Wherever the Contract Documents the word "G.C." is used, it means a General Contractor.

7.0 **SATISFACTION/APPROVAL**

- .1 The expression "to the satisfaction or approval of the Consultant" shall be implied throughout the Specification in regard to all materials and workmanship.
- .2 "Submit for approval" means that the item in question is to be submitted to the Consultant for approval and that a written acceptance of it and authorization for its use in the work shall be obtained before it is incorporated in the work. Trades shall submit items for approval to the Consultant via the Contractor.
- .3 An "approved method" means that which has the manufacturer's recommendation or which is generally accepted as good trade practice. The Consultant's approval is also required.

8.0 **SITE REGULATIONS**

- .1 All on site activities must be coordinated with the Owner.
- .2 The General Contractor must conform to the Landlords " Building Regulations & Contractors Regulations" and pay all charges imposed by the Regulations, or resulting from failure to comply with the regulations.
- .3 Provide the owner with copies of such non-compliance charges.
- .4 **All work whether in the immediate area or the direct vicinity of the bus wash area will not commence before 8 am and must be finished and cleared out by 5 pm to allow bus movement through the bay.**
- .5 **Trench and concrete work within the wash bay must be completed in August 2013 and must be done within two weeks from the start of these works. Fresh concrete must be cured and reach design strength to allow bus traffic to allow removal of traffic steel plates. Floor slab and trench work in bus bay to be phased to allow traffic plates for bus access each day by 5 PM. Day of concrete pour work to be done in the morning so to allow 1 day plus curing, the bay maybe closed for one day to allow curing, bay must be reopen next day for bus access after 5 PM.**

9.0 **SITE DELIVERIES**

- .1 All deliveries to site must be scheduled due to the limited amount of space within the building and on the site.
- .2 The General Contractor shall provide all necessary security and protection for safe storage on site and within the building.

10.0 **SITE WORKS**

- .1 The General Contractor shall confine all equipment, debris, offices and storage to the defined work site.
- .2 All work is to be confined to the leased premises except when approved by the Landlord.

11.0 **EXAMINATION**

- .1 Each Trade shall examine surfaces prepared by Other Trades which affect its work and shall ensure that defects are corrected. Commencement of work shall imply acceptance of prepared work.
- .2 All Trades shall check and verify with the Contractor all dimensions and figures shown on drawings, (especially those pertaining to the work of more than just their trades) and notify the Owner of any discrepancies found herein so that they may be corrected as necessary. The General Contractor will be held responsible for any error resulting from his failure to exercise such precautions.

- .3 Any dimensions of existing works or structure are approximate and the General Contractor must take actual measurements before ordering materials, equipment and the like. Failure to comply with this requirement shall make the General Contractor fully responsible for replacing unsuitable material or equipment as necessary. All costs incurred therewith shall be borne by the General Contractor.
- .4 All details and measurements of any work which is to fit to, or conform with, work already installed by Other Trades, shall be taken at the job site by the Trades concerned.

12.0 **EXISTING SERVICES**

- .1 The Owner will not be liable for any loss, damage, delay or claim whatsoever resulting or arising from the absence in whole or in part of services.
- .2 Without limiting the generality of the foregoing, this includes roads, water, storm and sanitary services, electricity and condition of drainage from or to the site.
- .3 This Contractor is to maintain all existing services during the demolition & construction phases of this project. Supply and install all materials, labour & equipment as required to maintain these services during the phasing of the project.
- .4 **The Transit facility will be operational and accessible at all times for staff. Bus movement must be maintained through the bus wash space before 8 am and after 5 PM each day. Access to the fuel pump is required during these time periods.**

13.0 **BURIED SERVICES**

- .1 Make all necessary enquiries and employ all necessary services to determine the location of any existing services such as hydro, telephone, water, gas, sewer, etc. This applies to interior as well as exterior work, whether represented on the contract drawings or not.
- .2 Ascertain the location of any services buried in floor slabs prior to cutting and obtain Consultant's approval before work commences.
- .3 Employ concrete slab scanning equipment to locate services below slab on grade and elevated slabs.

14.0 **EMERGENCIES**

- .1 Notify the Consultant and Owner immediately should an emergency arise on the site, including personal injuries and accidents. Provide complete details on extent of emergency, cause and the action being taken. This notification shall be by telephone or telegram immediately after the occurrence.

15.0 **FIELD MARKING**

- .1 Do not use wick pens to mark face of products to be installed in the work. Such pen marks

will show through applied paint or vinyl coatings in due course. The Contractor will be held responsible and required to remedy such defects, classified as "latent defects" regardless of when they occur.

16.0 TRADEMARKS AND LABELS

- .1 Trademarks and labels, including applied labels shall not be visible in the finished work. Such trademarks or labels shall be removed by grinding if necessary, or painted out where the particular material has been painted.
- .2 The exception of this requirement shall be those essential to obtain identification of mechanical and electrical equipment and those required to be visible by Authorities having jurisdiction and those on plumbing fixtures and trims.

17.0 SALVAGE

- .1 Unless otherwise specified, materials on the Site at the time of signing of Contract shall remain property of Owner.
- .2 Unless otherwise specified, salvaged material resulting from demolition, construction and surplus materials shall remain property of the Owner, unless otherwise directed.
- .3 Debris from demolition and construction and discarded equipment shall become property of the contractor, who must dispose of it away from Site at a location approved by The Owner.

18.0 TEMPORARY WORK

- .1 All work damaged by temporary installation shall be repaired and made good at no expense to the Owner.

19.0 MECHANICAL AND ELECTRICAL WORK

- .1 Install and arrange ducts, piping, tubing, equipment and fixtures in such a way as to conserve headroom and space as much as possible, to provide minimum interference and to be neat, orderly and tidy. Unless otherwise noted, run pipes, duct, tubing and conduit, vertical, horizontal and square with building grid. Conceal pipes, ducts, tubing and conduit above ceiling, rooms and unfinished spaces, unless indicated or specified otherwise. Maximum ceiling heights must be maintained. Dimensions on drawings constitute minimum standards.
- .2 The general intent is that the Contractor shall include for all cutting and patching indicated on Mechanical and Electrical Drawings and as required to meet the requirements and Specifications of Division 15000 and 16000 unless requirements are not given, in which case the Trades shall assume costs.

20.0 CONTRACT SUBMISSIONS

- .1 At the commencement of the Contract submit the following:

- .1 Performance and payment bonds.
- .2 Public Liability and Property Damage Insurance Certificates.
- .3 Notice of Project
- .4 Fire Insurance Policy.
- .5 List of Subcontractors by Firm name.
- .6 Permits as required by the work.
- .7 Construction Schedule

21.0 **LINTELS AND BRIDGING**

- .1 The Contractor shall ensure correct formation and bridging of openings in masonry and structural walls required by the Trades. Conform with lintel requirements shown on Structural Drawings or Standard Details.

22.0 **FASTENINGS**

- .1 Use exposed metal fasteners and accessories of a permanent type that are of same texture, colour and finish as base metal on which they occur.
- .2 Use metal fasteners of the same materials as the metal component they are anchoring or of a metal which will not set up an electrolytic action which would cause damage to the fastening or component.
- .3 Use fasteners of a type and size and install them in a manner to provide positive anchorage of the unit to be anchored in position. Install anchors at required spacing to provide required load bearing or shear capacity.
- .4 Keep exposed fasteners to a minimum, evenly spaced and neatly laid out. Show on Shop Drawings.
- .5 Fastenings which cause spalling or cracking of material to which anchorage is being made are not permitted.
- .6 Limitations for Use of Powder Actuated Tools:
 - .1 The use of powder actuated fasteners is prohibited.
 - .2 Where such authority is given, it will be for low velocity type powder actuated fasteners and for horizontal application only.
 - .3 The manufacturer of the equipment selected, Ramset, Hilti or equal, shall send a representative to the site to demonstrate the equipment prior to its use, and this

representative shall make periodic inspections to ensure compliance with instructions issued by him and correct application of material. In all cases a shield shall be used where fasteners are to be applied to concrete. The use of fasteners in pre-cast concrete is to be avoided if possible as there is an increased tendency to shatter surfaces.

- .4 Fasteners shall not be nearer than 63 mm (2 ½ inch) to the edge of any cast-in-place formed concrete member.
- .5 Under no circumstances shall such fasteners be used on concrete members less than 75 mm (3 inch) in thickness.
- .6 Such fasteners shall not be in areas where corrosion can take place, for instance due to high humidity or condensation.
- .7 Generally use support anchorage of cast-in-place type set into concrete forms prior to pouring concrete, or self-drilling type such as "Red Head" T-32 tie wire type. When drilling upwards, use jig to hold drill steady and plumb.
- .8 Provide pull-out tests on anchors or otherwise test to ensure anchorage is sufficient for the particular application including a minimum safety factor of seven. Provide evidence of such tests if requested.
- .9 Submit samples of proposed anchoring or hanging devices with technical data and test data.

23.0 PRE-CONSTRUCTION CONFERENCE

- .1 Immediately prior to construction, upon notification attend a pre-construction conference, along with authorities representatives of certain sub-contractors as specifically indicated in conference notice. Purpose of conference is as follows:
 - .1 To resolve administrative procedures and responsibilities;
 - .2 To identify all critical points on construction schedule for positive action;
 - .3 Appoint/Identify official representatives of participants in the work, their responsibilities and lines of communications;
 - .4 Establish time, location and frequency of meetings;
 - .5 To identify any product availability problems and substitution requests;
 - .6 To establish schedule of time for submission of items required under all Sections of Specifications; (**2 Weeks**)
 - .7 To establish Site arrangements and temporary facilities; and to review any points which, in Contractor's opinion require clarification.
 - .8 Review progress of phase completion and progress draws.

.2 **PROPOSED AGENDA**

- .1 Identification of participants.
- .2 Identification of Contract Documents (Drawings & Specs) including addenda, agreed upon variations and changes negotiated into contract price.
- .3 Schedule of all submissions: shop drawings/samples etc.
- .4 Schedule of work, progress schedule submissions/phases.
- .5 Hours of work and operations.
- .6 Temporary facilities, signs, office, storage, utilities, fences.
- .7 Security.
- .8 Deliveries.
- .9 Cleaning existing during renovations and new.
- .10 Site Instruction, Proposed Change, Change Orders, Progress Draws, Approvals, Inspections, Mark-Ups, Overtime.
- .11 Owner supplied products, accounting, receiving, unloading, storage, handling and "Organization for retrieval"
- .12 Owner sub-trades/responsibilities.
- .13 Insurances, safety.
- .14 Inspection, testing services.
- .15 Existing Building Survey

24.0 **PROJECT MEETINGS**

- .1 Administrative:

Schedule and administer project progress meetings throughout the progress of the work once every two weeks and weekly when the pace of construction warrants increased coordination and review between the consultants, owner and contractor.
- .2 Provide physical space and make arrangements for meetings.
- .3 Record the minutes. Include significant proceedings and decisions. Identify 'comment by', & 'action by' parties.
- .4 Provide an assigned stenographer to accurately keep all meeting minutes.

- .5 Reproduce and distribute copies of minutes within **(3) three days** after each meeting and transmit to meeting participants, affected parties not in attendance, the Consultants, the Owner **by E-Mail**.

.6 **PROPOSED AGENDA:**

Agenda to include the following:

- .1 Review, approval of minutes of previous meeting
- .2 Delay Claims
- .3 Health and Safety
- .4 Schedule Review
- .5 Review of Work progress since previous meeting
- .6 Field observations, problems, conflicts
- .7 Problems which impede construction schedule
- .8 Review of off-site fabrication delivery schedules
- .9 Corrective measures and procedures to regain project schedule
- .10 Revision to construction schedule
- .11 Progress, schedule, during succeeding work period
- .12 Review submittal schedule for shop drawings/samples expedite as required. Log to be included in meeting minutes.
- .13 Maintenance of quality standards
- .14 Cleaning- prior to finishing/ painting of fixtures.
- .15 Pending changes and substitutions- PC's and CO's – Log in minutes
- .16 Review proposed changes for affect on construction schedule and on completion date
- .17 Review of Owners supplied and received equipment, unloading, counts, storage location & receipt of delivery slips.
- .18 Identifying any equipment or material supplies shortages in shipping.
- .19 Monthly Progress Draws, Schedule and CD of Progress Photographs.

.20 New business

- .7 The Prime consultant may request additional project meetings as he may deem necessary during construction or within the guarantee period.

25.0 **SATISFACTION/APPROVAL**

- .1 The expression "to the satisfaction or approval of the Architect" shall be implied throughout the Specification in regard to all materials and workmanship.
- .2 "Submit for approval" means that the item in question is to be submitted to the Architect for approval and that a written acceptance of it and authorization for its use in the work shall be obtained before it is incorporated in the work. Trades shall submit items for approval to the Consultant via the Contractor.
- .3 An "approved method" means that which has the manufacturer's recommendation or which is generally accepted as good trade practice. The Architect's approval is also required.

26.0 **SYSTEMS DEMONSTRATION**

- .1 Prior to final inspection, demonstrate operation of each system to Owner and his representative(s).
- .2 Instruct personnel in operation, adjustment, and maintenance of equipment and systems, using provided operation and maintenance data as basis for instruction.
- .3 Note Operation and Maintenance Manuals are to be provided (5) five days after Substantial Performance.

27.0 **SCHEDULE OF VALUES**

- .1 The Contractor shall submit to the Consultant a detailed schedule of values prior to application of the initial payment claim. This schedule shall coincide with values previously submitted in the supplementary tender information Section 00 41 00.
- .2 The degree of detail for the schedule of values shall be established by the Prime Consultant after contract award and shall be used to form the basis of authorization of payment.
- .3 The Consultant may request on the schedule of values the breakdown of labour and material for certain elements of the work.

28.0 **OWNER'S OCCUPANCY**

- .1 The owner reserves the right to occupy and use portions of the building, whether partially or entirely completed, or whether completed on schedule or not, provided such occupancy does not interfere with the contractor's continuing work.
- .2 Partial occupancy or installation by the owner of his equipment shall not imply acceptance of the building in whole or in part, nor shall it imply acknowledgement that the terms of the

contract are fulfilled.

29.0 **PROJECT CLOSURE SUBMISSIONS**

- .1 All the Project Closure submissions must be 100% complete before the release of Project Close Out documents hold backs (4% of Contract value).
- .2 There will not be any phased or partial releases.
- .3 Refer to Appendix "C" for comprehensive list.

30.0 **PRE-OCCUPANCY LIFE SAFETY REQUIREMENTS**

- .1 Refer to Appendix "C" in the Section for a comprehensive list of pre-occupancy items that must be in place and completed for early occupancy.
- .2 Note: that these systems need to be coordinated with the Owner issued opening notice through the Owner Project Manager.

31.0 **INSPECTION AND TAKE OVER PROCEDURES**

- .1 General
 - .1 The General Contractor shall complete all outstanding construction deficiencies within (10) ten business days from the date of turnover. If such deficiencies are not completed to the satisfaction of the owner within the specified time frame, the owner may have such outstanding deficiencies completed by others. All costs, plus a **50%** administration **FEE** will be deducted from the General Contractors Contract and Hold Back monies. (Where circumstances dictate an extension to this deadline is warranted, with the Owner's approval)
 - .2 The Owner has engaged the project consultants to do one (1) Substantial Performance Inspection and one (1) Final Completion Inspection.
 - .3 Re-inspection for incomplete or deficient work will be at the contractors' expense and deducted from his contract.
 - .4 All submissions and paperwork for extras, claims and credits must be submitted, resolved and finalized for completion of the contract to establish final contract amount, 30 days after renovation completion and final opening. **SUBMISSIONS AFTER THIS DATE WILL NOT BE CONSIDERED BY THE OWNER.**
- .2 Schedule, make arrangements for and administer final inspection and close out in the following stages:
 - .1 Inspection by Contractor to determine Substantial Performance:
 - .1 Determination that Project meets requirements for Substantial Performance is the responsibility of the Contractor.

- .2 The Contractor together with Subcontractors involved shall inspect the Work.
 - .3 The Contractor shall prepare a list of incomplete and unsatisfactory Work from these inspections.
 - .4 Issue these lists to Subcontractors concerned, and the Owner's Project Manager.
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- .2 Application for Certificate of Substantial Performance:
 - .1 Upon completion of the preceding stage, submit a written application for a Certificate of Substantial Performance from the Owner.
 - .2 Include in Application:
 - .1 A statement from the General Contractor that the Work is Substantially Performed and the date upon which Total Performance is scheduled.
 - .2 A statement from the General Contractor indicating the work yet to be completed and the value of uncompleted Work.
 - .3 All Maintenance Manuals and Operating Instructions requested in the individual sections.
 - .4 Extra Stock: All Certificates and reports listed in the individual section.
 - .5 All as-built documents requested.
 - .6 All calculations of square footage requirements and location certificates.
 - .7 Listing of all extended warranties and extension dates required by each.
 - .3 Certificate of Substantial Performance:
 - .1 Within 10 days of receipt of the application, an inspection will then be undertaken with the Owner, the Contractor and his relevant Sub-Contractors.
 - .2 Within five days of the inspection, the Owner shall notify the Contractor of his approval or reasons for disapproval of the application.
 - .3 Upon approval, a Certificate of Substantial Performance will be issued by the Owner with a copy delivered to the Contractor.
 - .1 The Certificate of Substantial Performance will establish the date of the Owner's inspection as the date of Substantial Performance of the

- Contract, and will commence the required **45** day period before release of the holdback amount.
- .2 The Contractor shall immediately deliver to the Owner specified submissions upon receipt of the Certificate of Substantial Performance.
- .3 A list of remaining deficiencies to be rectified before Total Completion is achieved will be attached to the Substantial Completion Certificate. The Owner will arrange to withhold this amount.
- .4 During the **45** day period, Work shall continue to complete the Work.
- .4 Establishment of Extended Warranties:
- .1 Warranties shall commence at date of Substantial Completion of the Contract except for those items not complete on that date.
- .5 Certificate for Payment of Holdback Amount:
- .1 The Contractor shall submit statement and supporting documents for application of Release of the **10%** - Holdback amount. Include all documents listed in Para. 1.4.3 of this Section.
- .2 Within five working days of receipt of application for Release of Holdback amount the Owner will prepare a Certificate for Payment of the holdback amount provided all documents are in order. This Certificate will be issued to the Contractor.
- .3 The Owner will ensure that no liens related to the Contract are registered and that no notice of liens has been received at then end of the **45** day period.
- .4 Should no liens exist, the holdback will be due and payable.
- .6 Total Performance:
- .1 The Contractor shall inspect the Work to establish its completion in accordance with the Contract Documents and when satisfied of its completion request of the Owner a final inspection.
- .2 The final inspection shall be scheduled to take place within ten working days of receipt of the Contractor's request.
- .3 Present at the final inspection will be: The Owner's Representatives, upon notification by the Contractor, the Contractor and such Subcontractors that he considers are required.
- .4 The Contractor and Owner shall agree upon a final deficiency list at this inspection. The Owner will compile and issue to the Contractor.

- .5 The Contractor shall correct final deficiencies before a date agreed upon by the Contractor and the Owner.
- .6 When the Contractor has satisfied himself that these corrections have been completed in a satisfactory manner by his inspection, he shall schedule a re-inspection by the Owner within five days of the Contractor's request.
- .7 Certificate of Final Payment:
 - .1 Upon completion of the Final Inspection, the Contractor shall submit to the owner a claim for final release of monies owing.
 - .2 The owner will issue to the contractor a certificate of final payment when he is satisfied the work has been completed.
 - .3 The certificate will be in an amount equal to the remaining money due the Contractor under the Contract, and shall indicate the date of total Performance.
- .8 Warranty Period:
 - .1 The Owner will advise the Contractor of defects observed during Warranty periods and request that he remedy the defects in accordance with the Contract Documents.
 - .2 Thirty days before expiration of Warranties the Owner's representatives and the Contractor will inspect the Work as arranged by the Contractor noting defects of products and workmanship.
 - .3 The Contractor shall immediately remedy such noted defects.
 - .4 The owner will conduct a review prior to the lapse of warranty items. This review will be conducted with the General Contractor.

END OF SECTION

APPENDIX "A"

**Guelph Water Reclamation
Pre-Construction Meeting Agenda**

	Item	Issue	Action
1.0	Identification of participants	<ul style="list-style-type: none">- Client: City of Guelph- Consultants- Transit Manager- General Contractor (G.C.)- Sub-trades	All
2.0	Point People	Identify "point people" from: <ul style="list-style-type: none">- Consultant- Owner's (project manager)- Owner's (Transit manager)- General Contractor	Owner G.C. Consultant
3.0	Identification of Contract Documents:	<ul style="list-style-type: none">- Drawings- Specs- Schedules- Including addenda- Agreed upon variations- Changes negotiated into contract price- Separate prices-	All
4.0	Protocol of Communication	<ul style="list-style-type: none">- Paper work (SI's, PC's, CO's, CD's, RFI's progress draws, approvals, inspections, mark-ups)- Directions on site- Submission of all other paper work (shop drawings, distribution)- PC's, RFI, SI, CO, CD and shop drawings Log included in meeting minutes.	G.C. Consultant
5.0	Schedule of Work	<ul style="list-style-type: none">- Progress schedule- Submission schedule- Phasing of work- Hoarding, access, weather protection, facilities	G.C.
6.0	Schedule of Submissions:	<ul style="list-style-type: none">- Require all shop drawings <u>submitted within 2 weeks of issuance of tender</u>- Shop drawings log- Existing building survey- Require all shop drawings <u>submitted within 2 weeks of issuance of tender</u>	G.C.

		<ul style="list-style-type: none"> - Shop drawings log - Existing building survey - Insurance certificate - WSIB Certificate - Notice of Project - Bonding - Sub-trade list - Construction schedule - Schedule of values - Fire insurance policy 	
7.0	Temporary Facilities	<ul style="list-style-type: none"> - Office - Storage - Utilities - Hoarding – access 	G.C.
8.0	Garbage		Owner's Project Manager
9.0	Cleaning	<ul style="list-style-type: none"> - Daily cleaning 	G.C.
10.0	Security	<ul style="list-style-type: none"> - All times. - Review access in receiving. - Night work – coordinate with staff. 	G.C.
11.0	Deliveries	<ul style="list-style-type: none"> - G.C. to unload, receive, document counts and shortages. - Designate a storage area (large enough) for Delivered construction materials and equipment. - Use the equipment list as a means to keep track of fixtures, equipment, and any items being delivered for job during the construction period. - Check No. of pieces / quantities - Identify any long term delivery items 	G.C. Owner's Project Manager
12.0	Protection:	<ul style="list-style-type: none"> - Safety and protection 	G.C.
13.0	Meetings	<ul style="list-style-type: none"> - Timing, dates, and attendance for project meetings. 	All
14.0	Superintendent	<ul style="list-style-type: none"> - Site superintendent to be on site all times. e-mail to owner & consultant. 	G.C.
15.0	Instructions	<ul style="list-style-type: none"> - G.C. to take instructions from Owner's Project Manager or Consultants. - G.C. not to solicit any questions from Transit staff 	G.C.

		not related to site access.	
16.0	Meeting Minutes	<ul style="list-style-type: none">- General Contractor to follow attached example of meeting minutes, and <u>e-mail</u> minutes within 3 days of site meeting- Specific reference to attached Logs(SI's, PC's, CO's, CD's, RFI's Shop Drawings)	G.C.
17.0	Project Close-Out	<ul style="list-style-type: none">- <u>timing</u>: 30 days to clean up all outstanding paper work, after which time consultants will access costs and issue revised holdback.- <u>timing</u>: 30 days after issuance of the final deficiency report for all deficiency to be completed. After which time the value to complete outstanding deficiencies will be accessed by consultants and will be deducted from contract.- 4% Contract Value holdback for completion of all Project Close Out submissions	G.C.

EXAMPLE OF MEETING MINUTES

SITE MEETING # xx
Guelph Water Reclamation
Day, month xxth, 2013 @ 10:30 a.m.

ATTENDANCE:

Owner = The City of Guelph

BJC = BJC architects inc.

*G.C. = General Contractor

No.	Source	Item	Action
1.1	G.C.	Health and Safety	
1.2	G.C.	Schedule	
1.3	G.C.	Delay Claims	
2.10	BJC	Xxxx	G.C.
3.12	G.C.	Xxxx	Owner
4.5	Owner	Xxxx	G.C.
4.7	G.C.	Xxxx	Owner
6.1	Owner	Xxxx	INFO
6.2	Owner	Xxxx	INFO
		NEW BUSINESS	
7.1	BJC	Something important	INFO
7.2		Review of PC'S & CO schedule	
7.3		Review of shop drawings log	
7.4	Owner	XXXXXX	XXX

NOTE:

"No." Refer to previous items carried from previous meetings
Number consists of *meeting No. portion, period, item number*
ie: 3.12 (is item number 12 from meeting No. 3)

"Source" refers to person / company who raised this item.

"Action" refers to person / company who is to take action with this item.

APPENDIX 'C' GENERAL LIST OF PRE-OCCUPANCY LIFE SAFETY REQUIREMENTS & PROJECT CLOSE OUT DOCUMENTS	
	Item
	Architectural Requirements
1.	All doors and hardware to operable. Automatic door operator & exit devices to operate (energized).
2.	Clear path of travel to all required exits
3.	All fire rating/stopping in place
4.	Sidewalks/pads at entrances
5.	Guard rails and hand rails interior and exterior.
6.	Flooring (completed).
7.	Washrooms (operational)
	Mechanical & Electrical completion Requirements
1.	Emergency lighting & Exit signs
2.	General Lighting
3.	Exterior building and parking lot lighting
4.	Heating system
5.	Exhaust systems
	Project Close Out Documents
1.	Final City Inspection and Occupancy Certificate
2.	Health Approvals for Liquor License (N/A)
4.	NFPA 13 Contractors Material and Test Certificate
5.	Sprinkler Design Engineer's Letter (N/A)
	Final Electrical Inspection Certificate
6.	TSSA Gas Pressure Test Tag (copy)
7.	TSSA (Stair Lift)- Technical Standard & Safety Authority (N/A)
8.	Back flow test certificate N/A
9.	Fire Alarm Engineers System/ Letter c/w hood suppression system and gas solenoid valve interlock to NFPA 96. N/A
10.	Commissioning of roof top units.
11.	Fire Alarm System - Engineers Verification letter (Alberta only).
12.	Generator Test certificate.
13.	TAB Reports
14.	Potable water test N/A
15.	As Built Drawings in electronic and paper formats
16.	Maintenance Manuals 5 days after substantial performance
17.	Operating Instruction to Owners & Systems Demonstrations
18.	Contract Cost Summary from GC.
19.	Warranties, Guaranties, Spare Materials, As built Drawings
20.	Square footage Certificate (N/A)
21.	Final Utility Readings to Reconcile Energy Costs During Construction