

DIVISION 01 - GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- .1 The Instructions to Bidders, the General Conditions of CCDC 2 - 1994, Supplementary Conditions and all Sections of Division 01 apply to and form part of this section of the specification.

1.2 CONTRACT SUBMISSIONS

- .1 At the commencement of the Contract submit the following:
 - .1 Notice of Project
 - .2 WSIB Certificate
 - .3 Performance and payment bonds.
 - .4 Public Liability and Property Damage Insurance Certificates.
 - .5 Fire Insurance Policy.
 - .6 List of Subcontractors by Firm name.
 - .7 Permits as required by the work.
 - .8 Contract cost breakdown by subtrade and schedule of values.

1.3 SCHEDULE

- .1 **ALL SHOP DRAWINGS, PRODUCT LITERATURE AND SAMPLES FOR ARCHITECTURAL, STRUCTURAL, MECHANICAL AND ELECTRICAL MUST BE SUBMITTED WITH IN 2 WEEKS FOLLOWING THE AWARD OF TENDER.**
- .2 Allow a minimum of 10 working days for Consultant to review each submission, exclusive of Consultant and Contractor inter-office(s) transmission period and mail periods.
- .3 Refer to "Appendix A: "Sample Shop Drawings Data" submissions sheet included here in. Note: this is a generic list which must be edited to reflect each specific project.

1.4 GENERAL

- .1 Contractor to note that "Electronic Data" of the Contract Documents described here-in **will not** be made available for the Contractors use.
- .2 Submit to Consultant for review, Shop Drawing, Product Data and Samples specified.

- .3 Until submittal is reviewed, Work involving relevant product may not proceed.
- .4 Do not use for construction Shop or Setting Drawings or diagrams which do not bear Consultant's stamp and signature.
- .5 Submission and subsequent review of Shop Drawings constitute a service and does not entitle the supplier or sub-contractor to the right to remuneration until the materials are supplied and installed on the site in accordance with the Contract.
- .6 Indicate in writing any deviations in submissions from contract documents.
- .7 Note – Facsimile submissions will not be accepted.
- .8 The Owner has engaged the project consultants for Shop Drawing Review. This service is for 1 initial review and 1 resubmission. The cost of resubmissions due to the Contractors failure in compliance with the Contract Documents will be at his expense and deducted from his Contract.

1.5 **SHOP DRAWINGS**

- .1 Drawings shall be copies of original drawings prepared by Contractor, sub-contractor, supplier or distributor, for the work of the Contract which illustrates appropriate portions of the Work, showing fabrication layout, setting or erection details, sections, details, interconnections, locations and type of anchorage/fastening, materials and finishes, requirements of other trades and structural loading; as specified in appropriate Sections. Provide Drawings on same size sheets as Contract Drawings generally.
- .2 Submit Shop Drawings with transmittal forms listing the name of the manufacturer, the job, the Drawing number, the number of copies and reference in the Specification to which the Shop Drawings refer.
- .3 Submit Shop Drawings to authorities having jurisdiction and obtain approval.
- .4 On Shop Drawings for fire rated assemblies show required fire rated and ULC design numbers.
- .5 Submit a minimum of 4 white print Shop Drawings to the Consultant. After review, the Consultant will retain one white print and return the other white prints to the Contractor. On completion of the revisions, one complete set of new white prints of Shop Drawings used for construction shall be supplied to the Consultant, unless otherwise specified.

1.6 **ELECTRONICALLY SUBMITTED SHOP DRAWINGS**

- .1 Electronically submitted shop drawings are acceptable when submission is in strict compliance with requirements noted here in.
- .2 Submissions must be clear, to scale, complete, specific and correctly transmitted.
- .3 Failure to comply with these requirements will result in their refusal.

- .4 Samples and colour submissions must be originals.
- .5 Note only one Marked up version will be returned (Electronically)

1.7 **PRODUCT DATA**

- .1 Certain Specification Sections specify that manufacturer's standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and other standard descriptive data will be accepted in lieu of Shop Drawings.
- .2 The above will be accepted if they conform to the following:
 - .1 Delete information which is not applicable to project.
 - .2 Supplement standard information to provide additional information applicable to project.
 - .3 Show dimensions and clearances required.
 - .4 Show performance characteristics and capacities.
 - .5 Show wiring diagrams and controls.
 - .6 Add to standard sheet the Project identification data.
- .3 Submit 5 copies of each submission.

1.8 **SAMPLES**

- .1 Submit samples in duplicate as called for by the Consultant.
- .2 Where colour, pattern or texture is criteria, submit full range of samples.
- .3 Construct field samples and mock-ups at locations acceptable to Consultant.
- .4 Construct each sample or mock-up complete, including Work of all Trades required to finish Work. Ensure all materials used in samples or mock-up conform to materials specified.
- .5 Reviewed samples or mock-ups will become minimum standards of workmanship and material against which installed Work will be checked on Project.

1.9 **CONTRACTOR'S RESPONSIBILITY**

- .1 Check and certify as correct Shop Drawing, Product Data, and Samples prior to submission.
- .2 Verify:
 - .1 Field measurements.

- .2 Field construction criteria.
- .3 Catalogue numbers and similar data.
- .3 Co-ordinate each submittal with requirements of Work and Contract Documents.
- .4 Notify Consultant, in writing at time of submission of any deviations in submittal from requirements of Contract Documents.
- .5 Stamp, initial or sign each Drawing, certifying approval of submission, verification of field dimensions and measurements and compliance with contract Documents.
- .6 After Consultant's review, distribute copies, as follows:
 - .1 Job Site file (1 copy).
 - .2 Record documents file.
 - .3 Other prime contractor.
 - .4 Subcontractors.
 - .5 Supplier.
 - .6 Fabricator.
 - .7 Authorities having jurisdiction, where required by Codes and/or By Laws, i.e. structural steel and sprinkler.
 - .8 Owner and Data Book where applicable.
- .7 Distribute samples as directed by the Consultant.
- .8 Ensure that all samples are approved by authorities having jurisdiction, and other parties such as Owner in time to permit approval prior to ordering of quantity delivery to Site.
- .9 The Contractor shall advise all Trades, Subcontractors and suppliers of the limits of the Consultant's responsibility with respect to Shop Drawings and other submittals as detailed under paragraph 1.9 below.

1.10

CONSULTANT'S RESPONSIBILITY

- .1 Within 10 working days of the receipt of samples and shop drawings, the Consultant shall return to the Contractor indicating that, the items been:
 - .1 Reviewed (no re-submittal required).
 - .2 Reviewed as indicated (no submittal required).
 - .3 Revise and resubmit (re-submittal required).

- .4 Reviewed by Consultant
- .2 Review by the Consultant is for the sole purpose of ascertaining conformance with the general design concept. This review shall not mean that the Consultant approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Subcontractor, and such review shall not relieve the Subcontractor of his responsibility for errors / omissions in the shop drawings or of his Documents. The Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to the processes or techniques of construction and installation and for co-ordination of all sub-trades.

END OF SECTION