1. GENERAL

    1. Unless specified otherwise, make all submissions through NEWFORMA to the Consultant's office, with additional submissions made as directed by the Consultant to other parties involved in the construction. Refer to Section 01 80 01 Architect's Contract Administration System Software.

    2. Make all submissions required by the Contract Documents with reasonable promptness and in orderly sequence so as to cause no delay in the work

2. SHOP DRAWINGS

    1. Submit shop drawings in electronic editable (unlocked) PFD format in accordance with the requirements of CCDC Document 2, 2008, and as revised in the Supplementary General Conditions, as required in various sections of these specifications and on the drawings.

    2. No work requiring shop drawing submission shall commence until final review has been obtained from the Consultant.

    3. Maintain full-sized hardcopy record and PDF record of all original shop drawing submissions and final approval shop drawings.

    4. Review of shop drawings by the Owner and Consultant does not relieve the Contractor of the responsibility for detail design inherent in shop drawing. The Contractor is responsible for all dimensions and coordination pertinent to the fabrication and/or construction and installation techniques and coordination of work of all subtrades.

3. SAMPLES

    1. Submit samples as listed in List of Samples below.

    2. Samples of materials, both manufactured and otherwise, proposed for the use on the work shall be submitted to the Consultant for approval as required by the Contract Document and/or reasonably required by the Consultant. The work shall be in accordance with approved samples. All samples shall be supplied and delivered to the Consultant free of charge. The approval of samples shall not be construed as an acceptance of work subsequently carried out.

    3. Samples shall be labelled indicating date of submission, name of project, names of contractor and manufacturer, and complete identification of locations at which materials are to be installed.

4. MAINTENANCE MANUALS

    1. Instruct Owner's representatives in the proper operation and maintenance of equipment.

    2. Provide 1 (one) hardcopy and 2 electronic copies in searchable PDF format of Maintenance Manuals and Operating Instructions. Manuals to be delivered to the Owner's Representative office at time of application for Substantial Performance.

    3. Data shall be contained in "D-ring" binders with soft vinyl covers. Binders shall have clear plastic pocket at back of spine containing identification label "*OPERATION AND MAINTENANCE MANUAL*", and the project name and volume number, if applicable. All data shall be typewritten or neatly printed on A4 size (8.5"x11").

    4. Data shall be assembled in systematic order, generally following the specification format. Provide celluloid covered tabs fastened to hard paper dividers to identify different sections.

    5. Provide the following data as applicable to the work of this Contract:

        .1 List of Contents; cross-referenced to each Volume.
        .2 Complete list of Contractor, Subcontractors and suppliers, indicating name, address, telephone & fax numbers, email addresses, name of contact person and description of

work done.

.3 Complete list of products used in the work, indicating product name and manufacturer for each listing.

.4 Copy of Finish Hardware List, complete with all amendments and revisions, if applicable.

.5 Schedule of paints and coatings. Include sufficient explanation to fully identify each surface with the applicable paint or coating used. Enclose copy of Colour Schedule.

.6 All "reviewed" shop drawings.

.7 Maintenance instructions for all finished surfaces.

.8 Brochures and cuts of all equipment and fixtures.

.9 Operating and maintenance instructions for all equipment.

.10 All Warranties and Guarantees required by the Specifications for this Work.

.11 Refer to Division 20 – 25 for more specific mechanical data required beyond the description of this paragraph.

.12 Refer to Division 26 for more specific electrical data required beyond the description of this paragraph.

5. LIST OF SHOP DRAWINGS

1. Submit Shop Drawings as specified in the following Sections:

Section	Title
05 12 00	Structural Steel
05 52 10	Tempered Glass Balustrades
05 50 00	Miscellaneous Metals
06 01 20 91	Heritage Finish Carpentry Restoration
06 01 40 51	Wood Cleaning
06 20 00	Finish Carpentry
06 41 00	Carpentry and Millwork
07 84 00	Firestopping
07 26 00	Air/Vapour Barrier System
07 21 13	Rigid Insulation
07 21 16	Mineral Fibre Insulation
07 21 29	Sprayed-On Insulation
07 62 00	Flashing and Sheet Metal
07 92 00	Caulking and Sealants
08 42 13	Aluminum Entrance Doors, Screens and Frames
08 71 00	Finish Hardware
08 81 00	Glass and Glazing
09 22 00	Gypsum Wallboard
09 29 00	Gypsum Board Systems
09 30 00	Porcelain & Ceramic Tile
10 28 00	Washroom Accessories
14 20 00	MRL Traction Elevator
Division 20 - 25	Mechanical
Division 26 - 28	Electrical

6. LIST OF SAMPLES

Section	Title
04 10 00	Mortar
04 20 00	Unit Masonry

06 20 00	Finish Carpentry
06 40 00	Architectural Woodwork
09 91 23	Painting and Finishing
14 20 22	MRL Traction Elevator

7. EXTENDED WARRANTIES

In addition to the warranty requirements of GC 12.3 of CCDC Document 2, 2008, and as revised in the Supplementary General Conditions, the Contractor shall note that the following extended warranty periods are required by the Contract Documents for the individual items under respective Sections.

Section	Title
06 41 00	Carpentry and Millwork - 5 years
07 21 29	Sprayed-On Insulation Air Barrier - 5 years
07 62 00	Sheet Metal Roofing, Flashing and Ornamental Metal - 10 years from Roofing Manufacturer
07 90 00	Caulking and Sealants - 5 years
08 42 13	Aluminum Windows Entrance Framing & Doors - 5 years; Glass - 10 years
08 81 00	Glass & Glazing - 10 years
Division 20 - 25	Refer to Division 20 - 25
Division 26 - 28	Division 26 - 28

8. MAINTENANCE MANUALS

Section	Title
06 40 00	Carpentry and Millwork
08 71 00	Finishing Hardware
09 30 00	Porcelain & Ceramic Tile
09 91 00	Painting
10 28 10	Washroom Accessories
14 20 22	MRL Traction Elevator
Division 20 - 25	Mechanical
Division 26 - 28	Electrical

9. EXTRA MATERIAL

1. Submit extra material as specified in the following Sections:

Section	Title
09 30 00	Porcelain & Ceramic Tile - 2% of total area of each colour & type
09 65 00	Resilient Flooring - 2% of total of each colours
09 91 00	Painting - See Section
Division 15	Refer to Division 20 - 25
Division 16	Refer to Division 26 - 28

10. MOCKUPS

1. Submit mockups as identified on Architectural (A Series) and Heritage Conservation drawings (HC Series).

CERTIFICATE OF PAYMENT APPLICATION FORM

Contractor: Application No.

Work: Date:

Period Covered:

Description	Contract Amount	% To Date	Value Performed To Date	Value Previously Performed	Value Current Period	Balance to Complete
This Section to show breakdown of Contract such details as:						
General Conditions	$	$	$		$	$
Excavation						
Concrete Footings						
Concrete Walls, Cash Allowances, Hardware, etc.						
SUB-TOTAL						
Change Orders No. 1 No. 2 No. 3						
TOTAL CONTRACT						

SUMMARY

Value of Work Completed to date	$
Less Holdback of 10%	$
Holdback Released	$
Current Holdback (Net Retained)	$
Sub-Total	$
Less Previous Certificates	$
Amount of this Claim	$
H.S.T.	$( )
TOTAL INCLUDING H.S.T.	$_____
CONTRACTOR'S H.S.T. NO.	

End of Section 01 33 00