1. GENERAL

1.01 SECTION INCLUDES

.1 This Section specifies requirements that are common to Mechanical Divisions work Sections and it is a supplement to each Section and is to be read accordingly. Where requirements of this Section contradict requirements of Division 00 or Division 01, conditions of Division 00 or Division 01 to take precedence.

.2 Be responsible for advising product vendors of requirements of this Section.

1.02 RELATED REQUIREMENTS

.1 Division 00 and Division 01 apply to and are a part of this Section.

1.03 DEFINITIONS

.1 "concealed" – means hidden from normal sight in furred spaces, shafts, ceiling spaces, walls and partitions.

.2 "exposed" – means work normally visible, including work in equipment rooms, service tunnels, and similar spaces.

.3 "finished" - means when in description of any area or part of an area or a product which receives a finish such as paint, or in case of a product may be factory finished.

.4 "provision" or "provide" (and tenses of "provide") – means supply and install complete.

.5 "install" (and tenses of "install") – means secure in position, connect complete, test, adjust, verify, and certify.

.6 "supply" – means to procure, arrange for delivery to site, inspect, accept delivery, and administer supply of products; distribute to areas; and include manufacturer's supply of any special materials, standard on site testing, initial start-up, programming, basic commissioning, warranties, and manufacturers' assistance to Contractor.

.7 "delete" or "remove" (and tenses of "delete" or "remove") – means to disconnect, make safe, and remove obsolete materials; patch and repair/finish surfaces to match adjoining similar construction; include for associated re-programming of systems and/or change of documentation identifications to suit deletions, and properly dispose of deleted products off site unless otherwise instructed by Owner and reviewed with the Consultant.

.8 "BAS" – means building automation system; "BMS" – means building management system; "FMS" – means facility management system; and "DDC" means direct digital controls; references to "BAS", "BMS", "FMS" and "DDC" generally mean same.

.9 "governing authority" and/or "authority having jurisdiction" and/or "regulatory authority" and/or "Municipal authority" – means government departments, agencies, standards, rules and regulations that apply to and govern work and to which work must adhere.

.10 "OSHA" and "OHSA" – stands for Occupational Safety and Health Administration and Occupational Health and Safety Act, and wherever either one is used, they are to be read to mean local governing occupational health and safety regulations that apply to and govern work and to which work must adhere, regardless if Project falls within either authority's jurisdiction.

.11 "Mechanical Divisions" – refers to Division 20, Division 21, Division 22, Division 23, Division 25, and other Divisions as specifically noted, and which work as defined in Specifications and/or on drawings is responsibility of Mechanical Contractor, unless otherwise noted.

.12 "Electrical Divisions" – refers to Division 26, Division 27, Division 28, and other Divisions as specifically noted, and which work as defined in Specifications and/or on drawings is responsibility of Electrical Contractor, unless otherwise noted.

.13 "Consultant" – means person, firm or corporation identified as such in Agreement or Documents, and is licensed to practice in Place of the Work, and has been appointed by Owner to act for Owner in a professional capacity in relation to the Work.

.14 Wherever words "indicated", "shown", "noted", "listed", or similar words or phrases are used in Contract Documents they are understood, unless otherwise defined, to mean product referred to is "indicated", "shown", "listed", or "noted" on Contract Documents.

.15 Wherever words "reviewed", "satisfactory", "as directed", "submit", or similar words or phrases are used in Contract Documents they are understood, unless otherwise defined, to mean that work or product referred to is "reviewed by", "to the satisfaction of", "submitted to", etc., Consultant.

1.04 DOCUMENTS

.1 Documents for bidding include but are not limited to issued Drawings, Specifications and Addenda.

.2 Specification is arranged in accordance with CSI/CSC 49 Divisions of MasterFormat.

.3 Drawings and Specifications are portions of Contract Documents and identify labour, products and services necessary for performance of work and form a basis for determining pricing. They are intended to be cooperative. Perform work that is shown, specified, or reasonably implied on the drawings but not mentioned in Specification, or vice-versa, as though fully covered by both.

.4 Review Drawings and Specifications in conjunction with documents of other Divisions and, where applicable, Code Consultant's report.

.5 Unless otherwise specifically noted in Specifications and/or on Drawings, Sections of Mechanical Divisions are not intended to delegate functions nor to delegate work and supply of materials to any specific trade, but rather to generally designate a basic unit of work, and Sections are to be read as a whole.

.6 Drawings are performance drawings, diagrammatic, and show approximate locations of equipment and connecting services. Any information regarding accurate measurement of building is to be taken on site. Do not scale Drawings, and do not use Drawings for prefabrication work.

.7 Drawings are intended to convey the scope of work and do not show architectural and structural details. Provide, at your cost, offsets, fittings, transformations and similar products required as a result of obstructions and other architectural and/or structural details but not shown on Drawings.

.8 Locations of equipment and materials shown may be altered, when reviewed by the Consultant, to meet requirements of equipment and/or materials, other equipment or systems being installed, and of building, all at no additional cost to Contract.

.9 Specification does not generally indicate specific number of items or amounts of material required. Specification is intended to provide product data and installation requirements. Refer to schedules, Drawings (layouts, riser diagrams, schematics, details) and Specification to provide correct quantities. Singular may be read as plural and vice versa.

.10 Starter/motor control centre (MCC)/variable frequency drive (VFD) schedule drawings are both mechanical and electrical, and apply to work of Mechanical Divisions and Electrical Divisions. Be responsible for reviewing starter, MCC, VFD, and motor specification requirements prior to Bid submission. Confirm and coordinate exact scope of work and responsibility of work between Mechanical Divisions and Electrical Divisions.

.11 Drawings and Specifications have been prepared solely for use by party with whom Consultant has entered into a contract and there are no representations of any kind made by the Consultant to any other party.

.12 In the case of discrepancies between the drawings and specifications, documents will govern in order specified in "General Conditions", however, when scale and date of drawings are same, or where discrepancy exists within specification, most costly arrangement will take precedence.

1.05 METRIC AND IMPERIAL MEASUREMENTS

.1 Generally, both metric and imperial units of measurement are given in Sections of Specification governed by this section. Measurement conversions may be generally "soft" and rounded off. Confirm exact measurements based on application. Where measurements are related to installation and onsite applications, confirm issued document measurements with applicable local code requirements, and/or as applicable, make accurate measurements onsite. Where significant discrepancies are found, immediately notify Consultant for direction.

1.06 EXAMINATION OF DOCUMENTS AND SITE

.1 Carefully examine Documents and visit site to determine and review existing site conditions that will or may affect work, and include for such conditions in Bid Price.

.2 Report to Consultant, prior to Bid Submittal, any existing site condition that will or may affect performance of work as per Documents. Failure to do so will not be grounds for additional costs.

.3 Upon finding discrepancies in, or omissions from Documents, or having doubt as to their meaning or intent, immediately notify Consultant, in writing.

1.07 WORK STANDARDS

.1 Where any code, regulation, bylaw, standard, contract form, manual, printed instruction, and installation and application instruction is quoted it means, unless otherwise specifically noted, latest published edition at time of submission of Bids adopted by and enforced by local governing authorities having jurisdiction. Include for compliance with revisions, bulletins, supplementary standards or amendments issued by local governing authorities.

.2 Where regulatory codes, standards and regulations are at variance with Drawings and Specification, more stringent requirement will apply unless otherwise directed by Owner and reviewed with the Consultant.

.3 Supplementary mandatory specification and requirements to be used in conjunction with project include but are not limited to following:

.1 Air-Conditioning, Heating and Refrigeration Institute (AHRI);

.2 Air Movement and Control Association (AMCA);

.3 American Iron and Steel Institute (AISI);

.4 American National Standards Institute (ANSI);

.5 American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc., (ASHRAE);

.6 American Society of Mechanical Engineers (ASME);

.7 American Society of Testing and Materials (ASTM);

.8 American Water Works Association (AWWA);

.9 Associated Air Balance Council (AABC);

.10 Building Industry Consulting Services, International (BICSI);

.11 Canadian Gas Association (CGA);

.12 Canadian General Standards Board (CGSB);

.13 Canadian Standards Association (CSA);

.14 Electrical and Electronic Manufacturers Association of Canada (EEMAC);

.15 Electrical Safety Authority (ESA);

.16 Electronic Industries Association (EIA);

.17 Factory Mutual Systems (FM);

.18 Illuminating Engineering Society (IES);

.19 Institute of Electrical and Electronic Engineers (IEEE);

.20 International Standards Organization (ISO);

.21 Manufacturers Standardization Society of the Valve and Fittings Industry, Inc. (MSS);

.22 National Building Code of Canada (NBC);

.23 National Electrical Manufacturers Association (NEMA);

.24 National Environmental Balancing Bureau (NEBB);

.25 National Fire Protection Association (NFPA);

.26 National Standards of Canada;

.27 NSF International;

.28 Occupational Health and Safety Act (OHSA);

.29 Ontario Building Code (OBC);

.30 Ontario Electrical Safety Code (OESC);

.31 Sheet Metal and Air Conditioning Contractors' National Association (SMACNA);

.32 Technical Standards and Safety Authority (TSSA);

.33 Thermal Insulation Association of Canada (TIAC);

.34 Underwriters' Laboratories of Canada (ULC);

.35 Workplace Hazardous Materials Information System (WHMIS);

.36 Material Safety Data Sheets by product manufacturers;

.37 Local utility inspection permits;

.38 Codes, standards, and regulations of local governing authorities having jurisdiction;

.39 Additional codes and standards listed in Trade Sections;

.40 Owner's standards.

.4 Provide applicable requirements for barrier free access in accordance with latest edition of local governing building code.

.5 Where any governing Code, Regulation, or Standard requires preparation and submission of special details or drawings for review they are to be prepared and submitted to appropriate authorities. Be responsible for costs associated with these submittals.

.6 Unless otherwise specified, install equipment in accordance with equipment manufacturer's recommendations and instructions, and requirements of governing Codes, Standards, and Regulations. Governing Codes, Standards, and Regulations take precedence over manufacturer's instructions.

.7 Work is to be performed by journeyperson tradesmen who perform only work that their certificates permit, or by apprentice tradesmen under direct on site supervision of experienced journeyperson tradesman. Journeyperson to apprentice ratio is not to exceed ratio determined by the Board as stated in Ontario College of Trades and Apprenticeship Act or local equivalent governing body in Place of the Work.

.8 Journeyperson tradesmen are to have a copy of valid trade certificates available at site for review with the Consultant at any time.

.9 Experienced and qualified superintendent is to be on-site at times when work is being performed.

.10 Coordinate work inspection reviews and approvals with governing inspection department to ensure that construction schedule is not delayed. Be responsible for prompt notification of deficiencies to the Consultant and submission of reports and certificates to the Consultant.

.11 Properly protect equipment and materials on site from damage due to elements and work of trades, to satisfaction of Owner and reviewed with the Consultant. Equipment and materials are to be in new condition upon Substantial Performance of the Work.

.12 Mechanical piping system work, including equipment, must comply in all respects with requirements of local technical standards authorities and CSA B51, Boiler, Pressure Vessels and Pressure Piping Code. Where required, mechanical work products must bear a CRN number.

.13 Electrical items associated with mechanical equipment are to be certified and bear stamp or seal of a recognized testing agency such as CSA, UL, ULC, ETL, etc., or bear a stamp to indicate special electrical utility approval.

1.08 PERMITS, CERTIFICATES, APPROVALS, AND FEES

.1 Contact and confirm with local authorities having jurisdiction including utility providers, requirements for approvals from such authorities. Obtain and pay for permits, certificates, and approvals required to complete Work.

.2 Be responsible for ensuring that authorities having jurisdiction which require on-site inspection of work, have ample notification to perform inspection, with sufficient lead time to correct deficiencies in a manner that will not impede schedule of completion of Work. If any defect, deficiency or non-compliant is found in work by inspection, be responsible for costs of such inspection, including any related expenses, making good and return to site, until work is passed by governing authorities.

.3 Obtain and submit to Consultant, approval/inspection certificates issued by governing authorities to confirm that Work as installed is in accordance with rules and regulations of local governing authorities and are acceptable.

.4 Include in each copy of operating and maintenance instruction manuals, copies of approvals and inspection certificates issued by regulatory authorities.

1.09 REQUIREMENTS FOR CONTRACTOR RETAINED ENGINEERS

.1 Professional engineers retained to perform consulting services with regard to Project work, i.e. seismic engineer, fire protection engineer or structural engineer, are to be members in good standing with local Association of Professional Engineers, and are to carry and pay for errors and omissions professional liability insurance in compliance with requirements of governing authorities in Place of the Work.

.2 Retained engineer's professional liability insurance is to protect Contractor's consultants and their respective servants, agents, and employees against any loss or damage resulting from professional services rendered by aforementioned consultants and their respective servants, agents, and employees in regards to the Work of this Contract.

.3 Unless otherwise specified in Division 00 or Division 01, liability insurance requirements are as follows:

.1 coverage is to be a minimum of $1,000,000.00 CDN inclusive of any one occurrence;

.2 insurance policy is not to be cancelled or changed in any way without insurer giving Owner minimum thirty days written notice;

.3 liability insurance is to be obtained from an insurer registered and licensed to underwrite such insurance in the Place of the Work;

.4 retained consultants are to ascertain that sub-consultants employed by them carry insurance in the form and limits specified above;

.5 evidence of the required liability insurance in such form as may be required is to be issued to Owner, Owner's Consultant, and Municipal Authorities as required prior to commencement of aforementioned consultant's services.

1.10 WORKPLACE SAFETY

.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials. Submit WHMIS MSDS (Material Safety Data Sheets) for

products where required, and maintain one copy at site in a visible and accessible location available to personnel.

.2 Comply with requirements of Occupational Health and Safety Act and other regulations pertaining to health and safety, including worker's compensation/insurance board and fall protection regulations. When working in confined spaces, comply with requirements of Occupational Health and Safety Act - Ontario Regulation 632, "Confined Spaces" and any other applicable Ministry of Labour requirements.

.3 If at any time during course of work, hazardous materials other than those identified in Documents and pertaining to Project Scope of Work, are encountered, or suspected that were not identified as being present and which specific instructions in handling of such materials were not given, cease work in area in question and immediately notify Consultant. Comply with local governing regulations with regards to working in areas suspected of containing hazardous materials. Do not resume work in affected area without approval from Owner and reviewed with the Consultant.

1.11 PLANNING AND LAYOUT OF WORK

.1 Base installation layout, design, terminations, and supply of accessories, on Contract Documents with specific coordination with reviewed shop drawings.

.2 Plan, coordinate, and establish exact locations and routing of services with affected trades prior to installation such that services clear each other as well as other obstructions. Generally, order of right of way for services to be as follows:

.1 piping requiring uniform pitch;

.2 piping 100 mm (4") dia. and larger;

.3 large ducts (main runs);

.4 cable tray and bus duct;

.5 conduit 100 mm (4") dia. and larger;

.6 piping less than 100 mm (4") dia.;

.7 smaller branch ductwork;

.8 conduit less than 100 mm (4") dia.

.3 Unless otherwise shown or specified, conceal work in finished areas, and conceal work in partially finished and/or unfinished areas to extent made possible by the area construction. Install services as high as possible to

conserve headroom and/or ceiling space. Notify Consultant where headroom or ceiling space appears to be inadequate prior to installation of work.

.4 Do not use Contract Drawing measurements for prefabrication and layout of piping, sheet metal work and such other work. Locations and routing are to generally be in accordance with Contract Drawings, however, prepare layout drawings for such work. Use established bench marks for both horizontal and vertical measurements. Confirm inverts, coordinate with and make allowances for work of other trades. Accurately layout work, and be entirely responsible for work installed in accordance with layout drawings. Where any invert, grade, or size is at variance with Contract Drawings, notify Consultant prior to proceeding with work.

.5 Prepare plan and interference drawings (at a minimum drawing scale of 1:50 or ¼"=1' 0") of work for coordination with each trade Contractor. Arrange for preparation of detailed section drawings of ceiling spaces of corridors and any other congested areas. Sections are to be cross referenced with plan drawings so that trades may make use of section drawings. Section drawings to indicate lateral and elevation dimensions of major services within ceiling space. Lateral dimensions are to be from grid lines and elevations from top of floor slab. Obtain from Consultant, engineering drawings for this use. Contractors' interference drawings are to be distributed among other Trade Contractors. Submit drawings to the Consultant for review. Failure of General Contractor to prepare and coordinate overall interface drawings of trades does not relieve respective Division Contractor of responsibility to ensure that work is properly planned and coordinated.

.6 Carry out alterations in arrangement of work that has been installed without proper coordination, study, and review, even if in accordance with Contract Documents, in order to conceal work behind finishes, or to allow installation of other work, without additional cost. In addition, make necessary alterations in other work required by such alterations, without additional cost.

.7 Shut-off valves, balancing devices, air vents, equipment, and similar products, particularly such products located above suspended ceilings must be located for easy access for servicing and/or removal. Products which do not meet this location requirement are to be relocated to an accessible location at no additional cost.

.8 Be responsible for making necessary changes, at no additional cost, to accommodate structural and building conditions that were missed due to lack of coordination.

1.12 SCHEDULING

.1 Include for any and all scheduling, coordination, and construction phasing to suit project, specified in Division 01 and/or as indicated on the drawings. Review exact phasing requirements with Consultant prior to start of Work.

.2 [Phasing and scheduling of Work is required in order to maintain existing building operations. Include costs (including costs for "off hours" work) for scheduling, co-ordination, and construction phasing to suit this project as specified in Division 01 and on drawings. Review phasing requirements with the Consultant prior to start of Work.]

.3 [Protect existing areas above, below, and adjacent areas of Work from any debris, noise, or interruptions to existing services to satisfaction of Owner and reviewed with the Consultant. Maintain in operation existing services to these areas to allow Owner to continue use of these areas. If services that are required to be maintained run through areas of renovations, provide necessary protection to services or reroute, in coordination with Owner and Consultant. Include for required premium time work to meet these requirements.]

.4 [Work being performed within occupied spaces and work affecting surfaces adjacent to occupied spaces may need to be performed after regular business hours. For areas where spaces are used by Owner on a 24 hours basis or over various hours, coordinate hours of work with Owner on a regular basis to suit Owner's schedule. Execute work at times confirmed with and agreed to by Owner and reviewed with the Consultant, so as not to inconvenience Owner's occupation or in any way hinder Owner's use of building. Include for required premium timework to meet these requirements.]

.5 Project partial occupancy permits may be required throughout project. Provide for each partial permit, required local governing authority certificate and any other testing/verification certificates for systems.

1.13 COORDINATION

.1 Review Contract Documents and coordinate work with work of each trade. Coordination requirements are to include but not be limited to following:

.1 requirements for openings, sleeves, inserts and other hardware necessary for installation of work;

.2 concrete work such as housekeeping pads, sumps, bases, etc., required for work, and including required dimensions, operating weight of equipment, location, etc.;

.3 depth and routing of excavation required for work, and requirements for bedding and backfill;

.4 wiring work required for equipment and systems but not specified to be done as part of mechanical work, including termination points, wiring type and size, and any other requirements.

.2 Ensure materials and equipment are delivered to site at proper time and in such assemblies and sizes so as to enter into building and be moved into spaces where they are to be located without difficulty.

.3 Wherever possible, coordinate equipment deliveries with manufacturers and/or suppliers so equipment is delivered to site when it is required, or so it can be stored within building, subject to available space as confirmed with Owner and reviewed with Owner, and protected from elements.

.4 Ensure proper access and service clearances are maintained around equipment, and, where applicable, access space for future equipment removal or replacement is not impeded. Comply with code requirements with regards to access space provision around equipment. Remove and replace any equipment which does not meet this requirement.

.5 Where work is to be integrated, or is to be installed in close proximity with work of other trades, coordinate work prior to and during installation.

1.14 PRODUCTS

.1 Be responsible for ordering of products (equipment and materials) in a timely manner in order to meet project-scheduling timelines. Failure to order products to allow manufacturers sufficient production/delivery time to meet project-scheduling timelines is an unacceptable reason to request for other suppliers or substitutions.

.2 Provide Canadian manufactured products wherever possible or required and when quality and performance is obtainable at a competitive price. Products are to be supplied from manufacturer's authorized Canadian representative, unless otherwise noted. Unless otherwise specified, products are to be new and are to comply with applicable respective Canadian standards. References to UL listings of products to include requirements that products are to be also Underwriters Laboratories of Canada (ULC) listed for use in Canada. Products are to meet or exceed latest ANSI/ASHRAE/IES 90.1 standards, as applicable. Do not supply any products containing asbestos materials or PCB materials.

.3 Systems and equipment of this Project are to be "State of the Art" and be most recent and up to date series/version of product that is available at time of shop drawing review process. Products that have been stored or "on shelf" for an extended period of time will not be accepted. Software is to be of latest version available and be provided with updates available

at time of shop drawing review process. Systems are to be designed such that its software is backwards compatible. Future upgrades are not to require any hardware replacements or additions to utilize latest software.

.4 Products scheduled and/or specified have been selected to establish a performance and quality standard, and, in some instances, a dimensional standard. In most cases, base specified manufacturers are stated for any product specified by manufacturer's name and model number. Where manufacturers are listed, first name listed is base specified company. Bid Price may be based on products supplied by any of manufacturers' base specified or named as acceptable for particular product. If manufacturers are not stated for a particular product, base Bid Price on product supplied by base specified manufacturer.

.5 Documents have been prepared based on product available at time of Bidding. If, after award of Contract, and if successful manufacturer can no longer supply a product that meets base specifications, notify Consultant immediately. Be responsible for obtaining other manufacturers product that complies with base specified performance and criteria and meets project timelines. Proposed products are subject to review and consideration by the Consultant and are considered as substitutions subject to a credit to Contract. In addition, if such products require modifications to room spaces, mechanical systems, electrical systems, etc., include required changes. Such changes are to be submitted in detail to the Consultant for review and consideration for acceptance. There will be no increase in Contract Price for revisions. Above conditions supplement and are not to supersede any specification conditions with regards to substitutions or failure to supply product as per issued documents.

.6 Listing of a product as "acceptable" does not imply automatic acceptance by the Consultant and/or Owner. It is responsibility of Contractor to ensure that any price quotations received and submittals made are for products that meet or exceed specifications included herein.

.7 If products supplied by a manufacturer named as acceptable are used in lieu of base specified manufacturer, be responsible for ensuring that they are equivalent in performance and operating characteristics (including energy consumption if applicable) to base specified products. It is understood that any additional costs (i.e. for larger starters, larger feeders, additional spaces, etc.), and changes to associated or adjacent work resulting from provision of product supplied by a manufacturer other than base specified manufacturer, is included in Bid Price. In addition, in equipment spaces where equipment named as acceptable is used in lieu of base specified equipment and dimensions of such equipment differs from base specified equipment, prepare, and submit for review accurately dimensioned layouts of rooms affected, identifying

architectural and structural elements, systems and equipment to prove that equipment in room will fit properly meeting design intent. There will be no increase in Contract Price for revisions.

.8 In addition to manufacturer's products base specified or named as acceptable, other manufacturers of products may be proposed as substitutions to the Consultant for review and consideration for acceptance, listing in each case a corresponding credit for each substitution proposed. However, base Bid Price on products base specified or named as acceptable. Certify in writing to the Consultant that proposed substitution meets space, power, design, energy consumption, and other requirements of base specified or acceptable product. It is understood that there will be no increase in Contract Price by reason of any changes to associated equipment, mechanically, electrically, structurally, or architecturally, required by acceptance of proposed substitution. Consultant has sole discretion in accepting any such proposed substitution of product. Indicate any proposed substitutions in areas provided on Bid Form. Do not order such products until they are accepted in writing by the Consultant.

.9 Where products are listed as "or approved equal", certify in writing that product to be used in lieu of base specified product, at least meets space, power, design, energy consumption, and other requirements of base specified product and is equivalent or better than base specified product. When requested by the Consultant, provide full design detail drawings and specifications of proposed products. Acceptance of these "or approved equal" products is at sole discretion of the Consultant. It is understood that there will be no increase in Contract Price by reason of any changes to associated equipment, mechanically, electrically, structurally, or architecturally, required by acceptance of approved equal product. There must be no increase in Contract price due to Consultant's rejection of proposed equivalent product.

.10 Whenever use of product other than base specified product is being supplied, ensure corresponding certifications and product information (detailed catalogue and engineering data, fabrication information and performance characteristics) are submitted to the Consultant for review. Failure of submission of these documents to the Consultant in a timely manner to allow for review will result in base specified product to be supplied at Consultant's discretion, at no additional cost to Contract.

.11 Products supplied by a manufacturer/supplier other than a manufacturer listed as acceptable may be considered for acceptance by the Consultant if requested in writing with full product documentation submitted, a minimum of 10 working days prior to Bid closing date.

.12 Any proposed changes initiated by Contractor after award of Contract may be considered by the Consultant at the Consultant's discretion, with any additional costs for such changes if accepted by Owner and

reviewed with the Consultant, and costs for review, to be borne by Contractor.

.13 Whenever use of product other than based specified products or named as acceptable is being supplied, time for process of submission of other products and Consultant's review of products will not alter contract time or delay work schedule.

1.15 SHOP DRAWINGS

.1 At start-up meeting, review with the Consultant products to be included in shop drawing submission. Prepare and submit list of products to the Consultant for review.

.2 Submit electronic copies of shop drawings unless otherwise directed by the Consultant. Coordinate exact requirements with the Consultant.

.3 Submit for review, drawings showing detail design, construction, and performance of equipment and materials as requested in Specification. Submit shop drawings to the Consultant for review prior to ordering and delivery of product to site. Include minimally for preparation and submission of following, as applicable:

.1 product literature cuts;

.2 equipment data sheets;

.3 equipment dimension drawings;

.4 system block diagrams;

.5 sequence of operation;

.6 connection wiring schematic diagrams;

.7 functionality with integrated systems.

.4 Each shop drawing or product data sheet is to be properly identified with project name and product drawing or specification reference. Shop drawing or product data sheet dimensions are to match dimension type on drawings.

.5 Where any item of equipment is required by Code or Standard or By-Law to meet a specific energy efficiency level, or any other specific requirement, ensure this requirement is clearly indicated on submission.

.6 Ensure proposed products meet each requirement of Project. Endorse each shop drawing copy "CERTIFIED TO BE IN ACCORDANCE WITH ALL REQUIREMENTS". Include company name, submittal date, and sign each

copy. Shop drawings that are received and are not endorsed, dated and signed will be returned to be resubmitted.

.7 Consultant to review shop drawings and indicate review status by stamping shop drawing copies as follows:

.1 "REVIEWED" or "REVIEWED AS NOTED" (appropriately marked) – If Consultant's review of shop drawing is final, Consultant to stamp shop drawing;

.2 "RETURNED FOR CORRECTION" – If Consultant's review of shop drawing is not final, Consultant to stamp shop drawing as stated above, mark submission with comments, and return submission. Revise shop drawing in accordance with Consultant's notations and resubmit.

.8 Following is to be read in conjunction with wording on Consultant's shop drawing review stamp applied to each and every shop drawing or product data sheet submitted:

.1 "THIS REVIEW BY CONSULTANT IS FOR SOLE PURPOSE OF ASCERTAINING CONFORMANCE WITH GENERAL DESIGN CONCEPT. THIS REVIEW DOES NOT MEAN THAT CONSULTANT APPROVES DETAILED DESIGN INHERENT IN SHOP DRAWINGS, RESPONSIBILITY FOR WHICH REMAINS WITH CONTRACTOR. CONSULTANT'S REVIEW DOES NOT RELIEVE CONTRACTOR OF RESPONSIBILITY FOR ERRORS OR OMISSIONS IN SHOP DRAWINGS OR OF CONTRACTOR'S RESPONSIBILITY FOR MEETING REQUIREMENTS OF CONTRACT DOCUMENTS. BE RESPONSIBLE FOR DIMENSIONS TO BE CONFIRMED AND CORRELATED AT JOB SITE, FOR INFORMATION THAT PERTAINS SOLELY TO FABRICATION PROCESSES OR TO TECHNIQUES OF CONSTRUCTION AND INSTALLATION, AND FOR COORDINATION OF WORK OF SUB-TRADES."

.9 Submit each system and each major component as separate shop drawing submissions. Submit together, shop drawings for common devices such as devices of each system are to be submitted together.

.10 Obtain shop drawings for submission from product manufacturer's authorized representatives and supplemented with additional items specified herein.

.11 Do not order product until respective shop drawing review process has been properly reviewed with the Consultant.

.12 Where extended warranties are specified for equipment items, submit specified extended warranty with shop drawing submittal.

.13 Applicable mechanical equipment has been selected to meet energy efficiency requirements of ANSI/ASHRAE/IES 90.1, Energy Standards for

Buildings, and shop drawings/product data submittals for such equipment must indicate compliance with this Standard or they will be returned for correction and re-submittal.

1.16 EQUIPMENT LOADS

.1 Supply equipment loads (self-weight, operating weight, housekeeping pad, inertia pads, etc.) to the Consultant, via shop drawing submissions, prior to construction.

.2 Where given choice of specific equipment, actual weight, location, and method of support of equipment may differ from those assumed by the Consultant for base design. Back-check equipment loads, location, and supports, and include necessary accommodations.

.3 Where supporting structure consists of structural steel framing, it is imperative that equipment loads, location, and method of support be confirmed prior to fabrication of structural steel. Review locations of equipment with the Consultant prior to construction.

1.17 OPENINGS

.1 Supply opening sizes and locations to the Consultant to allow verification of their effect on design, and for inclusion on structural drawings where appropriate.

.2 No openings are permitted through completed structure without written approval from Owner and reviewed with the Consultant. Show required openings on a copy of structural drawings. Identify exact locations, elevations, and size of proposed openings and submit to the Consultant for review, well in advance of doing work.

.3 Prior to leaving site at end of each day, walk through areas of work and check for any openings, penetrations, holes, and/or voids created under scope of work of project, and ensure that any openings created under scope of work have been closed off, fire-stopped and smoke-sealed. Unless directed by Owner and reviewed with the Consultant, do not leave any openings unprotected and unfinished overnight.

1.18 SCAFFOLDING, HOISTING AND RIGGING

.1 Unless otherwise specified or directed, supply, erect and operate scaffolding, rigging, hoisting equipment and associated hardware required for work, and subject to approval from Owner and reviewed with the Consultant.

.2 Immediately remove from site scaffolding, rigging and hoisting equipment when no longer required.

.3 Do not place major scaffolding/hoisting equipment loads on any portion of structure without approval from Owner and reviewed with the Consultant.

1.19 CHANGES IN THE WORK

.1 Whenever Consultant proposes in writing to make a change or revision to design, arrangement, quantity, or type of work from that required by Contract Documents, prepare and submit to the Consultant for review, a quotation being proposed cost for executing change or revision.

.2 Quotation is to be a detailed and itemized estimate of product, labour, and equipment costs associated with change or revision, plus overhead and profit percentages and applicable taxes and duties.

.3 Unless otherwise specified in Division 00 or Division 01, allowable maximum percentages for overhead and profit are to be 7% and 5% respectively.

.4 Unless otherwise specified in Division 00 or Division 01, following additional requirements apply to all quotations submitted:

.1 when change or revision involves deleted work as well as additional work, cost of deleted work (less overhead and profit percentages but including taxes and duties) is to be subtracted from cost of additional work before overhead and profit percentages are applied to additional work;

.2 material costs are not to exceed those published in the latest edition of Allpriser price guide, less 20%;

.3 mechanical material labour unit costs are to be in accordance with Mechanical Contractors Association of America Labor Estimating Manual, less 25%;

.4 electrical material labour unit costs are to be in accordance with National Electrical Contractors Association Manual of Labor Units at difficult level, less 25%;

.5 costs for journeyperson and apprentice labour must not exceed prevailing rates at time of execution of Contract and must reflect actual personnel performing work;

.6 cost for site superintendent must not exceed 10% of total hours of labour estimated for change or revision, and change or revision must be such that site superintendent's involvement is necessary;

.7 costs for rental tools and/or equipment are not to exceed local rental costs;

.8 overhead percentage will be deemed to cover quotation costs other than actual site labour and materials, and rentals;

.9 quotations, including those for deleted work, to include a figure for any required change to Contract time.

.5 Quotations submitted that are not in accordance with requirements specified above will be rejected and returned for re-submittal. Failure to submit a proper quotation to enable Consultant to expeditiously process quotation and issue a Change Order will not be grounds for any additional change to Contract time.

.6 Make requests for changes or revisions to work to Consultant in writing and, if Consultant agrees, will issue Notice of Change.

.7 Do not execute any change or revision until written authorization for the change or revision has been obtained from the Consultant.

1.20 PROGRESS PAYMENT BREAKDOWN

.1 Prior to submittal of first progress payment draw, submit a detailed breakdown of work cost to assist Consultant in reviewing and approving progress payment claims.

.2 Payment breakdown is subject to Owner's approval and Consultant's review. Progress payments will not be processed until an approved breakdown is in place. Breakdown is to include one-time claim items such as mobilization and demobilization, insurance, bonds (if applicable), shop drawings and product data sheets, commissioning including testing, adjusting and balancing, system testing and verification, and project closeout submittals.

.3 Indicate equipment, material and labour costs for site services (if applicable) and indicate work of each trade in same manner as indicated on progress draw.

1.21 NOTICE FOR REQUIRED FIELD REVIEWS

.1 Whenever there is a requirement for the Consultant to perform a field review prior to concealment of any work, to inspect/re-inspect work for deficiencies prior to Substantial Performance of the Work, for commissioning demonstrations, and any other such field review, give minimum 5 working days' notice in writing to the Consultant.

.2 If Consultant is unable to attend a field review when requested, arrange an alternative date and time.

.3 Do not conceal work until the Consultant advises that it may be concealed.

.4 When Consultant is requested to perform a field review and work is not ready to be reviewed, reimburse Consultant for time and travel expenses.

1.22 PRELIMINARY TESTING

.1 When directed by the Consultant, promptly arrange, pay for, and perform site tests on any piece of equipment or any system for such reasonable lengths of time and at such times as may be required to prove compliance with Specification and governing Codes and Regulations, prior to Substantial Performance of the Work.

.2 When, in Consultant's opinion, tests are required to be performed by a certified testing laboratory, arrange and pay for such tests.

.3 These tests are not to be construed as evidence of acceptance of work, and it is agreed and understood that no claim for delays or damage will be made for injury or breakage to any part or parts of equipment or system due to test where such injuries or breakage were caused by faulty parts and/or workmanship of any kind.

.4 When, in Consultant's opinion, tests indicate that equipment, products, etc., are defective or deficient, immediately remove such equipment and/or products from site and replace them with acceptable equipment and/or products, at no additional cost.

1.23 PROVISIONS FOR SYSTEMS/EQUIPMENT USED DURING CONSTRUCTION

.1 Permanent building mechanical systems are not to be used for temporary heating or cooling purposes during construction.

1.24 TEMPORARY SERVICES

.1 Coordinate with Prime Contractor, requirements for temporary services including but not limited to temporary heating, cooling, and water. Unless otherwise noted, provide required services in compliance with requirements of local governing building code and local governing inspection authorities.

.2 Maintain fire protection of areas which may include fire watch during temporary shutdowns of existing systems, in accordance with requirements of local governing code and local governing authorities.

1.25 MAINTAINING EQUIPMENT PRIOR TO ACCEPTANCE

.1 Maintain equipment in accordance with the manufacturer's printed instructions prior to start-up, testing and commissioning.

.2 Employ a qualified millwright to check and align shafts, drives, and couplings on all base mounted split coupled motor driven equipment.

.3 Where equipment lubrication fittings are not easily accessible, extend the fittings to accessible locations using copper or aluminium tubing.

.4 All filters are to be new upon Substantial Performance of the Work. This is in addition to any spare filters specified.

1.26 RECORD DOCUMENTATION

.1 Drawings for this project have been prepared on a CAD system using [AutoCAD] [Revit] software of release version reviewed with the Consultant. For purpose of producing record "as built" drawings, copies of Contract Drawings can be obtained from the Consultant.

.2 As work progresses at site, clearly mark in red in a neat and legible manner on a set of bound white prints of Contract Drawings, changes, and deviations from routing of services and locations of equipment shown on Contract Drawings, on a daily basis. Changes and deviations include those made by addenda, change orders, and site instructions. Use notes marked in red as required. Maintain white print red line as-built set at site for exclusive use of recording as-built conditions, keep set up-to-date at all times, and ensure set is always available for periodic review. As-built set is also to include the following:

.1 dimensioned location of inaccessible concealed work;

.2 locations of control devices with identification for each;

.3 for underground piping and ducts, record dimensions, invert elevations, offsets, fittings, cathodic protection and accessories if applicable, and locate dimensions from benchmarks to be preserved after construction is complete;

.4 for fire protection systems, record actual locations of equipment, sprinkler heads, and valves, drains, and test locations, and deviations of pipe routing and sizing from that shown on the drawings;

.5 location of piping system air vents;

.6 location of concealed services terminated for future extension and work concealed within building in inaccessible locations.

.3 Before applying for a Certificate of Substantial Performance of the Work, update a clean copy of Contract Drawing set in accordance with marked up set of "as-built" white prints including deviations from original Contract Drawings, thus forming an "as-built" drawing set. Submit "as-built" site drawing prints to the Consultant for review. Make necessary revisions to drawings as per Consultant's comments, to satisfaction of the Consultant.

.4 Use final reviewed "as-built" drawing set to provide CAD files of drawings thus forming true "as-built" set of Contract Drawings. Identify set as "Project Record Copy". Load digital copies of final reviewed by the Consultant as-built drawings onto USB type flash drive. Provide 2 complete sets of "as-built" drawings on separate USBs. Submit "as-built" sets of white prints and USBs to Consultant.

.5 Submitted drawings are to be of same quality as original Contract Drawings. CAD drawing files are to be compatible with [AutoCAD] [Revit] software release version confirmed with the Consultant.

.6 Unless otherwise noted in Division 00 or Division 01, failure to maintain accurate record drawings will incur additional 5% holdback on progress claims until drawings are brought up to date to satisfaction of Owner and reviewed with the Consultant.

.7 For projects with phased turnover of project (refer to Division 01), review with the Consultant completeness of as-built drawings prior to turn over of an area. Interim as-built drawings to be made available to Owner's maintenance personnel.

.8 Where part of the Mechanical Scope of Work, retain and pay for services of a land surveyor registered in Place of the Work to measure, verify, and record size, location, invert elevation and pitch of buried piping services, and, when complete, transfer survey work to as-built drawings.

1.27 OPERATING AND MAINTENANCE DATA

.1 For each item of equipment for which a shop drawing is required (except for simple equipment), supply indexed copies of equipment manufacturers' operating and maintenance (O&M) instruction data manuals. Consolidate each copy of data as a PDF file on a USB drive. Consolidated O&M manual PDF to include:

.1 front cover: project name; wording – "Mechanical Systems Operating and Maintenance Manual"; and date;

.2 introduction sheet listing Consultant, Contractor, and Subcontractor names, street addresses, telephone and fax numbers, and e-mail addresses;

.3 equipment manufacturer's authorized contact person name, telephone number and company website;

.4 Table of Contents sheet, and corresponding index tab sheets;

.5 copy of each "REVIEWED" or clean, updated "REVIEWED AS NOTED" shop drawing or product data sheet, with manufacturer’s/supplier’s name, telephone and fax numbers, email address, company website address, and email address for

local source of parts and service; when shop drawings are returned marked "Reviewed As Noted" with revisions marked on shop drawing copies, they are to be revised by equipment supplier to incorporate comments marked on "Reviewed" shop drawings and a clean updated copy is to be included in operating and maintenance manuals;

.6 Operating data is to include:

.1 pressure test reports, and certificates issued by governing authorities;

.2 description of each system and its controls;

.3 control schematics for equipment/systems including building environmental controls;

.4 wiring and connection diagrams;

.5 if applicable, BAS architecture and all required operating data;

.6 description of operation of each system at various loads together with reset schedules and seasonal variances;

.7 operation instruction for each system and each component;

.8 description of actions to be taken in event of emergencies and/or equipment failure;

.9 valve tag schedule, and flow diagrams to indicate valve locations.

.7 Maintenance data is to include:

.1 operation and trouble-shooting instructions for each item of equipment and each system;

.2 schedules of tasks, frequency, tools required, and estimated task time;

.3 recommended maintenance practices and precautions;

.4 complete parts lists with numbers.

.8 Performance data is to include:

.1 equipment and system start-up data sheets;

.2 equipment performance verification test results, and final commissioning report;

.3 final testing, adjusting and balancing reports.

.9 copies of warranties;

.10 items requested specifically in Section Articles.

.2 Operating and maintenance instructions are to relate to job specific equipment supplied under this project and related to Owner's building. Language used in manuals is to contain simple practical operating terms and language easy for in-house maintenance staff to understand how to operate and maintain each system.

.3 Before applying for a Certificate of Substantial Performance of the Work, assemble one copy of O&M Manual and submit to the Consultant for review prior to assembling remaining copies. Incorporate Consultant's comments into final submission.

1.28 COMMISSIONING

.1 After successful start-up and prior to Substantial Performance of the Work, commission the mechanical work. Commissioning work is the process of Contractor demonstrating to Owner and Consultant, for purpose of final acceptance, by means of successful and documented functional performance testing, that systems and/or subsystems are capable of being operated and maintained to perform in accordance with requirements of Contract Documents, as further described below.

.1 Retain services of a testing, adjusting, and balancing agency to perform testing and balancing of mechanical system air/fluid flows and capacities, prior to operational performance testing. Refer to Section 20 05 93 – Testing, Adjusting, and Balancing for Mechanical Systems.

.2 Test, adjust and operate equipment and systems after start-up but before functional performance testing, to confirm operations are in accordance with requirements of Contract Documents. Verify modes and sequences of control and monitoring, interlocks, and responses to emergency conditions. Complete commissioning data sheets to document successful operational performance testing.

.3 Repeat successful operational performance testing with completed commissioning data sheet documentation in the presence of Consultant and Owner to validate and verify equipment and systems are complete in all respects, function correctly, and are ready for acceptance.

.4 Submit final commissioning data sheets, TAB reports as specified in Section 20 05 93 – Testing, Adjusting, and Balancing for Mechanical Systems, project closeout documents, and other required submittals.

1.29 WARRANTY

.1 Unless otherwise specified in Division 00 and Division 01, warrant mechanical work to be in accordance with Contract Documents and free from defects for a period of 1 year from date of issue of a Certificate of Substantial Performance of the Work.

.2 Where equipment includes extended warranty period, e.g., 5 years, first year of warranty period is to be governed by terms and conditions of warranty in Contract Documents, and remaining years of warranty are to be direct from equipment manufacturer and/or supplier to Owner. Submit signed and dated copies of extended warranties to the Consultant.

.3 Warranty to include parts, labour, travel costs and living expenses incurred by manufacturer's authorized technician to provide factory authorized on-site service.

.4 Repair and/or replace any defects that appear in Work within warranty period without additional expense to Owner. Be responsible for costs incurred in making defective work good, including repair or replacement of building finishes, other materials, and damage to other equipment. Ordinary wear and tear and damage caused wilfully or due to carelessness of Owner's staff or agents is exempted.

.5 Do not include Owner deductible amounts in warranties.

.6 It is understood that warranties are to commence from time of Substantial Performance of the Work, regardless of what is noted within following Sections of Specification. Be responsible for providing whatever "bridging" or additional extended warranty period is required from time that material is purchased until this time.

.7 Visit building during warranty period with Owner representatives. Owner to organize these visits. At these meetings, Owner representatives are to review performance of systems. If performance is satisfactory, then no further action needs to be taken. If unsatisfactory, then correct deficiencies, as directed by Owner representatives, to satisfaction of Owner's representatives. These site visits to occur:

.1 once during 1st month of building operation;

.2 once during 3rd month of building operation;

.3 once between 4th and 10th month in a season opposite to 1st and 3rd month visits.

1.30 CLOSEOUT SUBMITTALS

.1 Prior to application for Substantial Performance of the Work, submit required items and documentation specified, including following as applicable to the project:

.1 Operating and Maintenance Manuals;

.2 as-built record drawings and associated data;

.3 extended warranties for equipment as specified;

.4 operating test certificates, i.e. Sprinkler Test Certificate;

.5 final commissioning report and TAB report;

.6 identified keys for equipment and/or panels for which keys are required, and other items required to be submitted;

.7 other data or products specified.

1.31 INSTRUCTIONS TO OWNER

.1 Refer to equipment and system operational and maintenance training requirements specified in Division 01.

.2 Train Owner's designated personnel in aspects of operation and maintenance of equipment and systems as specified. Demonstrations and training are to be performed by qualified technicians employed by equipment/system manufacturer/supplier. Supply hard copies of training materials to each attendee.

.3 Unless where specified otherwise in trade Sections, minimum requirements are for manufacturer/suppliers of each system and major equipment, to provide minimum two separate sessions each consisting of minimum 4 hours on site or in factory training (at Owner's choice), of Owner's designated personnel (for up to 6 people each session), on operation and maintenance procedures of system.

.4 For each item of equipment and for each system for which training is specified, prepare training modules as specified below. Use Operating and Maintenance Manuals during training sessions. Training modules include but are not limited to:

.1 Operational Requirements and Criteria – equipment function, stopping and starting, safeties, operating standards, operating characteristics, performance curves, and limitations;

.2 Troubleshooting – diagnostic instructions, test and inspection procedures;

.3 Documentation – equipment/system warranties, and manufacturer's/supplier's parts and service facilities, telephone numbers, email addresses, and the like;

.4 Maintenance – inspection instructions, types of cleaning agents to be used as well as cleaning methods, preventive maintenance procedures, and use of any special tools;

.5 Repairs – diagnostic instructions, disassembly, component removal and repair instructions, instructions for identifying parts and components, and review of any spare parts inventory.

.5 Before instructing Owner's designated personnel, submit to the Consultant for review preliminary copy of training manual and proposed schedule of demonstration and training dates and times. Incorporate Consultant's comments in final copy.

.6 Obtain in writing from the Consultant list of Owner's representatives to receive instructions. Submit to Consultant prior to application for Certificate of Substantial Performance of the Work, complete list of systems for which instructions were given, stating for each system:

.1 date instructions were given to Owner's staff;

.2 duration of instruction;

.3 names of persons instructed;

.4 other parties present (manufacturer's representative, consultants, etc.).

.7 Obtain signatures of Owner's staff to verify they properly understood system installation, operation, and maintenance requirements, and have received operating and maintenance instruction manuals and "as-built" record drawings.

.8 Submit to the Consultant copy of electronic version of training materials and include in operating and maintenance manuals submission.

1.32 FINAL INSPECTION

.1 Submit to Consultant, written request for final inspection of systems. Include written certification that:

.1 deficiencies noted during job inspections have been completed;

.2 field quality control procedures have been completed;

.3 systems have been tested and verified, balanced, and adjusted, and are ready for operation;

.4 maintenance and operating data have been completed and submitted to, reviewed with the Consultant and accepted by Owner;

.5 tags and nameplates are in place and equipment identifications have been completed;

.6 clean-up is complete;

.7 spare parts and replacement parts specified have been provided and acknowledged by the Consultant;

.8 as-built and record drawings have been completed and submitted to and reviewed with the Consultant and accepted by Owner;

.9 Owner's staff has been instructed in operation and maintenance of systems;

.10 commissioning procedures have been completed.

2. PRODUCTS – NOT USED

3. EXECUTION

3.01 CLEANING

.1 During construction, keep site reasonably clear of rubbish and waste material resulting from work on a daily basis to the satisfaction of Owner and Consultant. Before applying for a Certificate of Substantial Performance of the Work, remove rubbish and debris, and be responsible for repair of any damage caused as a result of work.

.2 Clean equipment and devices installed as part of this project.

End of Section