

PROJECT NO. P065-21-050

ISSUED FOR: TENDER

DATE: 2026-06-02

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APPENDICES TO DIVISION 01

- APPENDIX A - CASH ALLOWANCE DISBURSEMENT AUTHORIZATION FORM (SPECIMEN)
- APPENDIX B - SUBSTITUTION REQUEST FORM
- APPENDIX C - SAMPLE PAYMENT APPLICATION FORM
- APPENDIX D - SAMPLE SCHEDULE OF VALUES AND WORK PERFORMED

## SECTION 01 11 00 - SUMMARY OF WORK

### 1 GENERAL INSTRUCTIONS

- .1.1. Read Division 01 in conjunction with the General Conditions of the CCDC-2, 2020 Contract and the Owner's Supplementary Conditions.
- .1.2. Refer to Section 01 42 00 for a list of definitions applicable to Division 01 of the Specifications.

### 2 WORK COVERED BY CONTRACT DOCUMENTS

- .2.1. Interior renovation of Clinic 2 and building entrance lobby at 101 Elm St as well as associated support and utilities rooms.

### 3 UNIVERSITY OF TORONTO DESIGN STANDARDS

- .3.1. The requirements of the University of Toronto Design Standards available at <https://www.fs.utoronto.ca/projects/design-standards-and-project-forms/> are deemed to have been captured in the Contract Documents. The University of Toronto Design Standards are updated from time to time by the Owner without notice.
- .3.2. Compliance with Owner procedures and forms: Refer to Section 01 35 00.

### 4 GENERAL SUSTAINABILITY REQUIREMENTS

- .4.1. The Contractor is encouraged to employ best-practice sustainable measures throughout the duration of construction to minimize CO2 emissions, enhance indoor air quality, and optimize resource use to reduce the project's environmental footprint.

### 5 COORDINATION WITH OCCUPANTS

- .5.1. This project may involve renovations to buildings that may be in use or occupied by the Owner during the course of the Work.
- .5.2. Refer to Section 01 14 00 for specific requirements pertaining to coordination with occupants and work restrictions.

### 6 WORK BY THE OWNER OR UNDER OTHER CONTRACTS

- .6.1. Ensure full cooperation with Other Contractors to enable smooth execution of such contracts without interference or delay in the Work of this Contract. Coordinate the Work of this Contract with the Work under separate contracts.
- .6.2. Immediately report in writing to the Consultant defects identified in the Work of Other Contractors that affect the quality and performance of the Work.
- .6.3. "NIC" means "Not In this Contract" or "Not a Part of Work by Contractor." This refers to Work not performed or provided under this Contract. NIC Work may be shown on Drawings and included in scheduling to account for the amount of time and materials necessary for completion of the Contract. Work noted as "NIC" on the Drawings is to be performed by the Owner or Other Contractors as specified in the Contract provisions addressing construction by parties other than the Contractor.
- .6.4. Generally, the following Work will be performed by the Owner or Other Contractors:
  - 1. Provision of IT Patching.
  - 2. Permanent keying and hardware cylinders. Note: construction cores and keys are to be supplied by the Contractor.
  - 3. Provision of wireless access points.
  - 4. Security access programming.

- 5. Furniture Installation.
- 6. Audio Visual installation.
- 7. Fire extinguisher installation.
- .6.5. Provide Other Contractors reasonable access and sufficient time to review the Work of this Contract and to assess its impact on their Work.
- .6.6. Refer to the CCDC-2 Contract and Supplementary Conditions for additional requirements.

## **7 PHASING AND WORK SEQUENCE**

- .7.1. Phased Construction Schedule: Schedule and construct the Work in phases to allow for the facility's continued or intermittent use of the premises during construction. Do not close portions of facilities until alternate usage is made available via completed phases of the Work.
- .7.2. Maintain operational life safety systems and public access to exits in occupied areas during all phases of the Work.
- .7.3. The Owner will provide written confirmation of planned dates to vacate spaces. Do not proceed with Work until receiving written approval from the Owner.
- .7.4. Phasing Description: The description of construction phasing in the Contract Documents and the outline of activities is intended to serve only as a general guideline. The Owner and the Consultant may consider alternative proposals by the Contractor to facilitate phased construction using construction means and methods that the Contractor may wish to employ.
  - 1. Work Phases: Refer to the phasing diagrams on the Logistics Drawings for the required phases of Work in the Clinic 1 and Pediatric Clinic ceilings.
- .7.5. Temporary Work: Provide temporary screens, enclosures, and barriers to separate and protect completed areas of the Work from the areas of the Work still under construction to the fullest extent possible and in accordance with the requirements of the authorities having jurisdiction.
- .7.6. Coordination with the Owner: The Contractor must cooperate and coordinate with the Owner for moving the Owner's equipment.

## **8 OWNER-SUPPLIED / CONTRACTOR-INSTALLED PRODUCTS**

- .8.1. Owner Responsibilities:
  - 1. Order and pay for Owner-supplied Products not already in the Owner's possession.
  - 2. Arrange and pay for the delivery of Owner-supplied Products to the site.
  - 3. Where the Contractor is responsible for providing, maintaining, and paying for applicable insurance, advise the Contractor in writing of the value of Owner-supplied Products for the Contractor's insurance purposes.
  - 4. Arrange and pay for delivery to the Contractor of reviewed Shop Drawings, Product data, samples, and manufacturer's installation instructions.
  - 5. Inspect deliveries jointly with the Contractor.
  - 6. Arrange for the replacement of damaged, defective, or missing items identified at the time of delivery.
  - 7. Arrange for the manufacturer's field services.
  - 8. Arrange for delivery of manufacturer's warranties to the Contractor for inclusion in the operation and maintenance manual.
- .8.2. Contractor Responsibilities:

1. Designate timeframes in the Construction Schedule for the delivery of Owner-supplied Products to the site and for receipt of related Submittals. If the site is not ready to receive delivery of Owner-supplied Products within the timeframe indicated in the latest Construction Schedule submitted to the Owner, arrange and pay for delivery to a temporary storage location, storage, and subsequent delivery to the site.
  2. Review all required Submittals and notify the Consultant of any observed discrepancies or anticipated problems.
  3. Where the Contractor is responsible for providing, maintaining, and paying for applicable insurance, ensure that the course of construction insurance is adequate to cover Owner-supplied Products.
  4. Receive and unload Owner-supplied Products at the Place of the Work.
  5. Inspect deliveries jointly with the Owner. Record and notify the Owner and Consultant in writing of shortages and visibly damaged or defective items.
  6. Handle Owner-supplied Products at the site, including uncrating and storage. Dispose of waste materials and debris.
  7. Take appropriate precautions to protect Owner-supplied Products from loss or damage.
  8. Repair or replace items damaged on site by the Contractor.
  9. Assemble, install, connect, adjust, and finish Owner-supplied Products as specified.
  10. Arrange for inspections required by authorities having jurisdiction as specified.
  11. Arrange for or perform testing as specified.
  12. Provide workmanship warranty for installation.
- .8.3. Refer to Technical Specifications (Divisions 02 to 49) for the list of Owner-supplied / Contractor-installed items.

## 9 SPECIFICATIONS LANGUAGE, STYLE, AND CONVENTIONS

- .9.1. Imperative Mood: Specifications are written in an imperative mood and in a streamlined form. Imperative language is directed to the Contractor unless stated otherwise.
  1. Complete sentences by reading "shall," "the Contractor shall," "shall be," and similar phrases by inference. Where a colon (:) is used within sentences and phrases, read the words "shall be" by inference.
  2. Fulfill and perform all indicated requirements of Contract Documents, whether stated imperatively or otherwise.
- .9.2. Specification Structure: Specifications are arranged using a modified CSI/CSC 3-part Section Format® structure in 3 broad "Parts": 1. General, 2. Products, and 3. Execution.
- .9.3. Installation Requirements: Specifications are not intended as detailed descriptions of installation methods but serve to indicate particular requirements in completing the Work. Where the Contract Documents do not provide sufficient information for the complete installation of an item, then as a supplement, comply with the manufacturer's written instructions for the quality of Work.
- .9.4. Singular and Gender References: Where items in the Contract Documents are referred to in the singular, provide as many as required to complete the Work. Words used in one gender are intended to be inclusive of all genders.
- .9.5. Drawings and Schedules: Use Drawings and Schedules to understand the scope and arrangement of the Work. Refer to Drawings and Schedules for item locations unless otherwise stated in Specifications.
- .9.6. Text Characteristics: No implied emphasis is placed on text colour or hyperlink features.
- .9.7. Hyperlinks: Hyperlinks may lead to external information.

- .9.8. Division 00 and Division 01 Requirements: General provisions of the Contract, including General Conditions and Supplementary Conditions, apply to all sections of the Specifications. Similarly, the requirements of Sections in Division 01 are applicable to the Work of all sections of the Specifications.
- .9.9. Additional Definitions: Refer to Section 01 42 00 for additional definitions used in Contract Documents that are not listed in the General Conditions or Supplementary Conditions.

## 10 PROJECT COORDINATION AND DIVISION OF WORK

- .10.1. Division of the Work among trades and Subcontractors is solely the Contractor's responsibility. The Consultant and the Owner assume no responsibility to act as an arbiter to establish subcontract limits between Sections or Divisions of the Work.
- .10.2. Scope and Extent Coordination:
  - 1. Analyze the Contract Documents to define the extent of the Work. Coordinate the scope and extent of Work for each trade. Coordinate the Work of all trades, including construction sequence, schedule, and interfacing of all Work. Coordinate the Work of each trade as required for the satisfactory and expeditious completion of the Work. Ensure components to be built are supplied in time with the setting drawings and other related information.
  - 2. Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Specifications, which depend on each other for proper installation, connection, and operation.
  - 3. Schedule construction operations in the sequence required to obtain the best results, where the installation of one part of the Work depends on the installation of other components before or after its own installation. Make adequate provisions to accommodate items scheduled for later installation.
- .10.3. Specifications and Drawings Organization: Organization of Specifications into CSI/CSC MasterFormat® Divisions or into 3-part SectionFormat® is solely for the Contractor's convenience. This organization is not intended to determine subcontract limits between Sections or Divisions of the Work.
  - 1. The arrangement of Specifications, Drawings, or schedules is not intended to affect the Contractor's control or responsibility for dividing the Work or establishing each trade's scope of Work.
  - 2. Claims for additional compensation due to disputes between trades resulting from the Contractor's lack of coordination will not be permitted.

## 11 CONTRACT DOCUMENTS FOR CONSTRUCTION PURPOSES

- .11.1. Electronic Documents: The Owner will supply the Contractor with one complete set of Contract Documents in PDF format prior to the commencement of the Work. The Contractor is permitted to print hard copies for construction purposes.
- .11.2. "IFC" Documents: The Contractor acknowledges that Drawings and Specifications labelled as "Issued for Construction" or "IFC" represent the Consultant's best effort at incorporating revisions issued during the procurement phase (bidding, addenda, and negotiation). In case of discrepancies, omissions, or conflicts between "Issued for Construction" documents and the Contract Documents, the Contractor must promptly notify the Consultant.

## 12 ORIGINAL DATA FILES

- .12.1. Files Provided by the Consultant: The Consultant will provide data files in their original format for the Contractor's use during the construction process and for the preparation of As-built Drawings.
- .12.2. Fee: One set of original data files will be provided at no cost to the Contractor.

- .12.3. Format: The Consultant will provide the Contractor with a complete set of files in their native format.
- .12.4. Data Accuracy Disclaimer: The Consultant makes no representations as to the accuracy or completeness of files as they relate to the Contract Drawings.
  - 1. A copy of the Contract Documents for the purpose of creating As-built Drawings and other documentation may not include changes issued as Addenda, Supplemental Instructions, or Change Orders.
- .12.5. Licensing Agreements for the Use of Digital Files:
  - 1. Contractor's Data Licensing Agreement: The Contractor must execute a data licensing agreement in the form provided by the Consultant.
  - 2. Subcontractors and Third Parties' Agreement: Subcontractors, Suppliers, and other parties granted access by the Contractor to the Consultant's original data files must also execute a data licensing agreement in the form provided by the Consultant.

### **13 DOCUMENTS AT THE SITE**

- .13.1. Maintain the following documents at the Place of Work, stored securely, in good order, and available to the Owner and the Consultant in a format (electronic or hard copy) required by authorities having jurisdiction.
- .13.2. Required Documents.
  - 1. Current copy of the Contract Documents, including Drawings, Specifications, and addenda.
  - 2. Change Orders, Change Directives, and Supplemental Instructions.
  - 3. Reviewed Shop Drawings, product data, and samples.
  - 4. Field test reports and records.
  - 5. Construction Schedule.
  - 6. Meeting minutes.
  - 7. Manufacturer's certifications.
  - 8. Permits, inspection certificates, and other documents required by authorities having jurisdiction.
  - 9. Current As-built Drawings.
  - 10. Copy of Notice of Project
  - 11. Copies of all certificates of apprenticeship and qualification as required by the Building Opportunities in the Skilled Trades Act.
  - 12. Safety Data Sheets (SDS) for all controlled Products.

### **14 CONTRACTOR'S USE OF PREMISES**

- .14.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions. Refer to Section 01 14 00 for additional requirements.

### **15 CLARIFICATIONS TO CONTRACT DOCUMENTS**

- .15.1. If clarifications are required in Drawings, Specifications, or other Contract Documents or if there is uncertainty about their meaning or intent, such uncertainties must immediately be reported to the Consultant in writing.
- .15.2. Resolving Conflicting Specifications: In cases where Specifications require compliance with multiple requirements that establish different or conflicting quantities or quality levels, the Contractor must adhere to the most stringent requirement. Where requirements are stated differently but have apparently equal effects, immediately notify the Consultant and obtain instructions before proceeding.

- .15.3. Resolving Conflicting Reference Standards: If compliance with multiple reference standards is specified and such standards establish different or conflicting requirements for minimum quantities or quality levels, the Contractor must comply with the most stringent requirement. Where requirements are stated differently but have apparently equal effects, immediately notify the Consultant and obtain instructions before proceeding.
- .15.4. Minimum Quantity or Quality Levels:
1. Specified or illustrated quantities or quality levels represent the minimum standards that must be provided or performed. Actual installation may meet or exceed these minimum specified levels within reasonable limits.
  2. Numeric values indicated in the Contract Documents are to be interpreted as minimum or maximum as appropriate.
  3. Refer uncertainties regarding quantity or quality levels to the Consultant for clarification.
  4. Comply with the Consultant's written instructions or explanations and proceed accordingly. If changes to the Work are suspected or required, refer to Section 01 26 00 for appropriate procedures to follow.

**END OF SECTION 01 11 00**



## SECTION 01 11 22 - ASSIGNABLE CONTRACTS

### 1 SUMMARY

- .1.1. Purpose of Section: This section specifies administrative provisions for assigning contracts to the Contractor by the Owner.

### 2 OVERVIEW OF CONTRACTUAL RELATIONSHIPS

- .2.1. Assignable Contracts: The Owner has entered into contracts or negotiated purchase contracts for materials and equipment for the Work.
- .2.2. Assignment Process: Upon award of the Contract, assignable contracts will be assigned to the Contractor.
- .2.3. Effect of Assignment: Costs for purchasing, designing, fabricating, delivery to the Place of the Work, receiving, handling, storage (if required), and installation, if required, of assignable contracts are to be included in the Contract Price unless specified otherwise.
- .2.4. Contractor's Obligations upon Assignment: The Contractor's responsibilities are the same as if the Contractor had negotiated purchase contracts, including the responsibility to renegotiate purchase and to execute final purchasing agreements.

### 3 ASSIGNABLE CONTRACTS AND DESIGNATED SUBCONTRACTORS/SUPPLIERS

- .3.1. Contract Name: **Henry Schein**
  - 1. Description: **Dental Equipment**
  - 2. Contact: **[TBD]**
  - 3. Assigned Contract Value: \$4,101,697.00
  - 4. Assigned Contract Scope: **Supply and Install** of dental chairs and associated dental equipment.

**END OF SECTION 01 11 22**

## SECTION 01 14 00 - WORK RESTRICTIONS

### 1 CONSTRUCTION ACTIVITIES AND BOUNDARIES

- .1.1. Existing facility to remain operational: Unless noted otherwise, the existing facility will remain operational during the Work. The Owner may occupy a portion of the premises throughout the construction period. Cooperate with the Owner in scheduling to minimize disruptions to activities and facilitate the use of the premises.
  - 1. Assume responsibility for care, custody, and control of the portion of the existing building made available to the Contractor and make good damage attributable to construction activities. Restore the condition existing before construction activities began.
  - 2. Use premises for construction activities, storage, and access while accommodating Owner occupancy (whether complete or partial), Work by Other Contractors, and public usage.
  - 3. Coordinate the use of premises under the direction of the Owner.
  - 4. Perform construction activities in a manner that prioritizes the safety and comfort of building occupants.
    - 1. Building Access: Maintain access to the building at all times.
    - 2. Utility Continuity: Ensure continuous operation of utilities.
    - 3. Environmental Controls: Implement measures to suppress dust, vibration, and noise during construction activities.
- .1.2. Confine construction activities and materials to the area(s) indicated on the Drawings and within property lines. Where the Contractor requires a temporary extension of boundaries to perform Work of this Contract, obtain permission from the Owner, and perform such Work at no additional cost to the Owner.
  - 1. Do not use explosives without written acceptance of the Owner and authorities having jurisdiction.
  - 2. Nut-based abrasive blasting media, including walnut shells, are not permitted.
  - 3. Restrict construction personnel to enclosed construction areas. Arrange Work required outside construction areas with the Owner in advance.
  - 4. Pre-plan Work in detail and ensure all Products are available to minimize the time required outside the construction area. Schedule appointments with the Owner to review areas before starting Work.
  - 5. Do not store demolition waste, Products, or supplies in corridors or occupied areas. The Owner is not responsible for the loss of items left in areas at the Place of the Work. Maintain corridors and Owner-occupied areas clean and free of dust and debris.
  - 6. Arrange with the Owner for the storage and delivery of salvaged materials and equipment not intended for reuse in the Work. Unless specified elsewhere in the Drawings or in the technical Specifications, the Owner will be responsible for delivery and storage costs. Be responsible for the delivery of such materials to the Owner's designated location within the campus.
- .1.3. Additional Storage or Work Areas: Obtain and pay for additional storage or Work areas needed for operations under the Contract at no additional cost to the Owner.

### 2 WORK HOURS

- .2.1. Regular Work Hours: Unless otherwise specified, perform the Work during times permitted by Owner and municipal by-laws. Where municipal by-laws, facility rules, or Specifications specify more stringent requirements, comply with such requirements.

**3 ADVANCED NOTICE**

- .3.1. All interruptions, disruptive operations, and other activities affecting the Owner's Occupancy in existing areas require a minimum of 20 Working Days' advanced notice.
- .3.2. The Owner may require certain activities to be scheduled outside of regular business or classroom hours at no additional cost, if such requirements could reasonably have been anticipated at the time of bid closing. Refer to the forms listed in Section 01 35 00 for additional information.

**4 DISRUPTIVE OPERATIONS**

- .4.1. Coordinate operations that cause significant noise, vibration, dust, or odours with the Owner. Inform the Owner in advance of Work that is likely to affect students, staff, or routine building operations.
- .4.2. Confirm with the Owner at the startup meeting of areas most sensitive to construction dust, noise, and vibration. Implement measures to control dust, noise, and vibration generated by the Work as required. Refer to Section 01 50 00 and generally perform the following:
  - 1. Select equipment and tools for minimal noise output.
  - 2. Select equipment that generally reduces emissions and disturbances to the Owner's ongoing activities.
  - 3. Apply control measures as necessary to perform the Work and in response to complaints from the public, authorities having jurisdiction, the Owner, and/or the Consultant.

**5 OFF-HOURS WORK**

- .5.1. Unless otherwise specified in the Contract Documents, perform the following Work during off-hours, between 6:00 pm and 7:00 am, Monday to Friday, and on weekends.
  - 1. Work that results in significant noise or odours outside the Work area,
  - 2. Work that results in vibratory sounds through building assemblies. Examples include, but are not limited to:
    - 1. Hammer-drilling.
    - 2. Core-drilling.
    - 3. Powder-activated concrete nailing.
    - 4. Demolition.
    - 5. Saw cutting.
    - 6. Chipping or hammering of concrete floors and masonry or concrete walls.
    - 7. Dropping objects on the floor.
    - 8. Work performed by asbestos abatement Subcontractors
    - 9. Work requiring access to spaces outside the construction area
- .5.2. Include all costs associated with premium time for disruptive operations, off-hours Work, maintaining services, meeting schedules, or quickly restoring interrupted services in occupied areas in the Contract Price. Claims for additional costs due to failure to consider requirements for disruptive Work will not be considered.

**6 UTILITY INTERRUPTIONS AND SHUTDOWNS BY CONTRACTOR**

- .6.1. Comply with the Owner's notification and approval processes for planned utility shutdowns and obtain necessary written permissions. Do not connect or disconnect mechanical, electrical, or other services in occupied areas without the Owner's prior approval.

- .6.2. Exercise extreme caution to avoid interrupting essential services in occupied areas without providing alternate provisions.
- .6.3. Where existing mechanical or electrical services are accidentally uncovered and disrupted, restore such services immediately. Provide adequate protection to prevent further disruption until permanent services are restored.
- .6.4. Cover costs associated with restoring disrupted mechanical or electrical services to their original condition and perform restoration at no additional cost to the Owner if the Owner and the Consultant determine that the disruption could have been foreseen or was caused by lack of proper care and protection.

## **7 TEMPORARY SHUTDOWN OF CONSTRUCTION ACTIVITIES BY OWNER**

- .7.1. Temporary shutdown of Work may be requested by the Owner at any time due to emergency or sensitive security reasons.
- .7.2. Do not construe temporary shutdowns as justification for modifying the Construction Schedule, claiming delay of the Work, or requesting additional costs from the Owner.
- .7.3. Include the cost of potential temporary shutdowns in the Contract. Allow for such temporary shutdowns in Project planning and scheduling.

## **8 SECURITY REQUIREMENTS**

- .8.1. Ensure the security of existing facilities is not diminished by the Work of this Contract. Assume total responsibility for the security of the areas under construction, except for areas specifically retained by the Owner for exclusive use during construction.
- .8.2. Ensure only necessary tools and equipment are brought to each Work area where access by the public is possible. Keep a constant check on these items and secure all tools and equipment at the end of each Work shift.
- .8.3. The Owner may provide a security escort for the Work in locations it deems necessary.
- .8.4. The Owner may issue suitable keys to the Contractor, where necessary. The Contractor shall comply with the Owner's procedures pertaining to issued keys and is responsible for admitting only authorized personnel to restricted areas. Return keys to the Owner immediately upon request or when otherwise required by the Owner

## **9 LIFE SAFETY REQUIREMENTS**

- .9.1. Comply with applicable requirements of the Ontario Building Code, Ontario Fire Code, and requirements of authorities having jurisdiction.
- .9.2. Access and Egress for Occupants: Provide and maintain safe access and egress routes for construction staff and the building occupants at all times.
- .9.3. Fire Alarm and Sprinkler Zone Maintenance: Maintain fire alarm zones and sprinkler zones during construction to meet the requirements of authorities having jurisdiction.
- .9.4. Determine the nature and exact locations of existing fire and smoke sensors prior to the commencement of the Work. Perform the Work carefully to avoid triggering sensors.
- .9.5. Costs incurred on account of false fire alarms activated as a result of construction operations without adequate precautions are the Contractor's responsibility.
- .9.6. Fire Routes: Maintain fire access routes, including overhead clearances, for use by emergency response vehicles.
- .9.7. Use of Flame and Volatile Substances:
  - 1. Schedule the use of flames and volatile substances in advance with the Owner and Consultant. Obtain a burn permit from the Owner as specified in Section 01 35 00.

2. Coordinate with the Owner's personnel for required fire safety measures when using flames or volatile substances.
3. Exercise extreme caution when handling materials, products, or tools that could cause fire or explosion.
4. Handle and store flammable liquids and volatile substances in approved containers. Store and mix paint materials only in approved locations. Place oily waste and rags in approved safety containers and remove them daily.

## **10 DRIVEWAYS, WALKWAYS, AND ENTRANCES**

- .10.1. Maintain access to existing service and delivery entrance(s) at all times, including ready access for emergency vehicles. Schedule deliveries to minimize disruptions.
- .10.2. Restriction of Site Access to Non-Construction Personnel: Limit site access strictly to authorized individuals, except for visitors authorized by the Contractor. Restrict construction personnel and workers to the Place of the Work and necessary access routes.
- .10.3. Temporary Vehicular Access and Parking: Refer to Section 01 50 00.

## **11 WORK ON PUBLIC OR MUNICIPAL PROPERTY**

- .11.1. Comply with municipality regulations and the requirements of authorities having jurisdiction regarding Work on public or municipal property. Assume responsibility for obtaining necessary permits, including associated fees, insurance, or bonding required.
- .11.2. Obtain necessary permits, including, but not limited to:
  1. Crane permits.
  2. Right-of-way street Occupancy permits.
  3. Right-of-way construction permits.
  4. Other permits required to complete the Work.

## **12 ADJACENT PROPERTY AND BUILDINGS**

- .12.1. The Owner shall obtain written approval from the owners of adjacent private and public properties before commencing Work that may intrude on such properties. This applies to the underpinning of adjacent buildings and crane over-swing areas.
- .12.2. The Owner's receipt of such approvals shall not limit the Contractor's responsibility for property damage or fulfilling its role as the "constructor" as required by the Occupational Health and Safety Act (OHSA).

## **13 GENERAL CONDUCT AT THE PLACE OF THE WORK**

- .13.1. The use of tobacco, cannabis, vaping, alcohol, and controlled substances is prohibited at the Place of the Work and on the Owner's property.
- .13.2. Inappropriate language, loud music, and disruptive behaviour are prohibited at the Place of the Work and on the Owner's property.
- .13.3. Workers must respect the Owner's policies regarding conduct, health and safety, dress standards, and professionalism at all times.

## **14 WORKER IDENTIFICATION**

- .14.1. Provide identification tags for Contractor personnel working on the Project site. Require personnel to use identification tags at all times.

**15 CONSTRUCTION OF TEMPORARY ACCESS AND EGRESS**

- .15.1. Design and maintain temporary access and egress routes, including stairs, runways, ramps, or ladders and scaffolding, independent of finished surfaces; comply with safety and regulatory standards of authorities having jurisdiction.
- .15.2. Maintain temporary entrances to building(s), including enclosed hoardings, as required.
- .15.3. Provide adequate support to bridge excavations as required to safely support imposed loads. Provide personnel to assist in deliveries to the building(s) as required.

**END OF SECTION 01 14 00**

## **SECTION 01 21 00 - CASH ALLOWANCES**

### **1 CASH ALLOWANCES, GENERALLY**

- .1.1. Provision of Required Documentation: The Owner and Consultant will provide the Contractor with the necessary documentation for pricing a cash allowance item.
- .1.2. Competitive Pricing Request: The Owner may ask the Contractor to identify potential Suppliers or Subcontractors and obtain a minimum of three competitive prices based on identical requirements for each item.
- .1.3. Disclosure of Price Information: The Owner may request the Contractor to reveal the originals of all bids, quotations, and other price-related information from potential Suppliers or Subcontractors.
- .1.4. Scheduling for Ordering:
  - 1. Prepare a schedule jointly with the Consultant to ensure timely authorization of items under cash allowances. Coordinate and process Submittals for allowance items similarly to those of other portions of the Work.
- .1.5. Change Order for Amount in Excess of Cash Allowance:
  - 1. Compensation for Overall Excess Costs: If the actual cost under all cash allowances exceeds the total of all allowances, the Contractor will be compensated for substantiated excess costs. Refer to Section 01 26 00 for administrative procedures related to changes in the Work.

### **2 GENERAL INCLUSIONS AND EXCLUSIONS FOR CASH ALLOWANCES**

- .2.1. General Inclusions: Unless specified otherwise, cash allowances generally include all costs of services, Products, Construction Equipment, freight, handling, unloading, storage, installation, and other expenses incurred in performing the Work, but exclude Value Added Taxes.
- .2.2. General Exclusions: Cash allowances do not include the Contractor's, Subcontractor's, sub-Subcontractor's overhead and profit in connection with the cash allowance and other costs not specified in the "general inclusions" paragraph above. Include such costs in the Contract Price and not in the cash allowance.

### **3 LIST OF ALLOWANCES**

- .3.1. Intentionally omitted.

**END OF SECTION 01 21 00**

## SECTION 01 25 00 - SUBSTITUTION PROCEDURES

### 1 SUMMARY

- .1.1. Purpose of Section: This Section specifies administrative provisions for substitution requests from the Contractor during both the bidding and construction periods, except where indicated otherwise.

### 2 DEFINITIONS

- .2.1. Substitution: In this Section, "Substitution" means a Product, a manufacturer, or both, not initially specified in Contract Documents by proprietary name but proposed for use by the Contractor in place of a Product, a manufacturer, or both, specified by proprietary name.
- .2.2. Substitutions for Cause: Substitution that is proposed due to altered Project conditions like Product unavailability, regulatory changes, or warranty issues.
  - 1. Where the Contractor makes claims of Product unavailability, submit proof of such Product unavailability in the form of a letter from the manufacturer or Supplier of the Product or system, and documentation showing that an order was placed in a timely manner.
- .2.3. Substitutions for Convenience: Substitutions proposed due to perceived benefits that may not necessarily be required to fulfill Project requirements.

### 3 RESTRICTIONS ON SUBSTITUTIONS

- .3.1. Adherence to Specifications: Use specified materials and manufacturers unless otherwise permitted by the Owner.

### 4 SUBSTITUTIONS DURING THE BIDDING PERIOD

- .4.1. Where the bid documents specify particular Products by proprietary name, the Consultant may consider substitutions during the bidding period, provided such requests are received, in writing, at least **[10]** Working Days before the bid closing time and are in accordance with requirements specified in this Section. If, upon review with the Owner, a substitution is reviewed without objections, the substitute Product will be named in an addendum. Otherwise, bidders must consider the substitution request rejected.

### 5 SUBSTITUTIONS DURING THE CONSTRUCTION PERIOD

- .5.1. Substitutions for Convenience: These are not permitted unless accepted in writing by the Owner.
- .5.2. Substitutions for Cause: These are permitted only with the Owner's express approval. Do not order or install Substitutions without a Supplemental Instruction or a Change Order. Provide documentation demonstrating the availability of the Product and the time the order was placed.
- .5.3. Review Process: The Consultant will promptly review a proposed Substitution for Cause, provided the submission includes all information specified in this Section under the title "Submission Requirements for Proposed Substitutions".
- .5.4. Acceptance Criteria: The Consultant or the Owner may accept a Substitution if it can be satisfied that:
  - 1. The proposed substitute Product is the same type as, is capable of performing the same functions as, interfaces with adjacent Work the same as, and meets or exceeds the standard of quality, performance, and, if applicable, appearance and maintenance considerations of the specified Product.
  - 2. The proposed substitute manufacturer has capabilities comparable to the specified manufacturer, and
  - 3. The Substitution provides a benefit to the Owner.



4. The proposed substitution request must include a full impact analysis on schedule, cost, quality, and secondary effects (including but not limited to additional consulting fees, impacts on maintenance, lifecycle, and operating costs).
- .5.5. Invalid Reasons for Substitutions: A delay in ordering the specified Product in sufficient time to meet the Construction Schedule is not a valid reason for the Consultant to accept a Substitution.
- .5.6. Documentation of Changes: Accepted Substitutions will be documented through a Supplemental Instruction or Change Order. Refer to Section 01 26 00.
- .5.7. Reversion Restrictions: Do not revert to the original specified Product or manufacturer where Substitution has been accepted without the Consultant's prior written acceptance.

## **6 SUBMISSION REQUIREMENTS FOR PROPOSED SUBSTITUTIONS**

- .6.1. Substitution Request Form: Use the form appended to Division 01 (APPENDIX B - SUBSTITUTION REQUEST FORM) for all Substitution requests. Failure to use the specified form will result in the Consultant rejecting the Substitution.

**END OF SECTION 01 25 00**

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**SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES****1 SUMMARY**

- .1.1. Purpose of Section: This section specifies administrative procedures related to modifying the Contract by means of Change Orders, Change Directives, and Supplemental Instructions.
- .1.2. Refer to General Conditions of the CCDC 2 Contract and Supplementary Conditions for requirements and procedures pertaining to wage schedules, Change Orders, Change Directives, and Supplemental Instructions.

**2 SCHEDULE OF EQUIPMENT RATES**

- .2.1. Prior to the first application for payment, submit for the Consultant's review a schedule of equipment rates for Construction Equipment owned by the Contractor.
- .2.2. Equipment rates shall reflect the rates that will be used when:
  - 1. Preparing price quotations for Change Orders, and
  - 2. Determining the cost of work attributable to Change Directives.
- .2.3. Equipment rates stated in the schedule shall be consistent with local equipment rental market rates and shall not include any additional costs. The cost of consumables (e.g., fuel, sanding pads) must be itemized separately.
- .2.4. Obtain the Owner's written acceptance of the schedule of equipment rates before submitting the first Change Order quotation.
- .2.5. The accepted equipment rates schedule will be used solely for evaluating Change Order quotations and the cost of performing work attributable to Change Directives.

**3 SUPPLEMENTAL INSTRUCTIONS**

- .3.1. The Consultant may issue Supplemental Instructions to clarify the Contract Documents in accordance with Section 01 26 13, provide additional information, or make minor variations in the Work that do not involve an adjustment in the Contract Price or Contract Time.
- .3.2. If the Contractor considers a Supplemental Instruction to require an adjustment in Contract Price or Contract Time, the Contractor shall notify the Consultant and the Owner in writing in accordance with the requirements of the General Conditions of the CCDC 2 Contract and Supplementary Conditions.

**END OF SECTION 01 26 00**

## SECTION 01 26 13 - REQUESTS FOR INFORMATION

### 1 GENERAL

- .1.1. Interpretation and Modification Authority: Only the Consultant has the authority to interpret and modify Construction Documents. The Contractor must issue RFIs directly to the Consultant, with a copy sent to the Owner.
- .1.2. Requests for Information: Submit RFI immediately upon identifying the need for further information or clarification of Contract Documents to avoid delays.
  - 1. Only the Contractor may submit an RFI to the Consultant. RFIs from entities other than the Contractor shall be returned without response. Copy the Owner on all correspondence.
  - 2. Timing: Submit RFIs with sufficient time for the Consultant to review, investigate, and respond without impacting the Construction Schedule. The timeliness of RFI submission is the Contractor's responsibility. The Contractor may not make claims for delays attributed to the Consultant's response time if the RFI was submitted late, incomplete, or without sufficient time for proper review and response.
  - 3. Initial Review by Contractor and Completeness: Review RFIs from subcontractors, vendors, suppliers, or other parties prior to submission to the Consultant. Ensure all relevant coordination issues related to the request are included in the same RFI and addressed before submission to the Consultant.
  - 4. Consultant's Return of RFIs: The Consultant may return RFIs for further action to the Contractor if the Contractor has not adequately reviewed them.
  - 5. Plan submission of RFIs to manage adequate information flow and avoid sporadic or excessive submissions.
  - 6. The Contractor must advise if there is any urgency to an RFI and implement an RFI priority system.
  - 7. Do not use RFIs to request substitutions. Refer to Section 01 25 00 for substitution procedures and use the substitution request form provided instead.
  - 8. Do not use RFIs for Submittals, routine communications, correspondence, memos, claims, or information required by other sections of the Contract Documents. Refer to Section 01 33 00, Submittal Procedures.
  - 9. Do not use RFIs to move coordination responsibilities from the Contractor to the Owner or the Consultant.
- .1.3. Response to RFIs: Generally, interpretations of Contract Documents by the Consultant shall be provided in writing through Supplemental Instructions (SIs). RFI responses affecting Contract Time or Contract Price shall be subject to the Contract modification procedures specified in Section 01 26 00.
  - 1. Timing: Allow 10 Working Days for response to RFIs. Responses may require additional information; in which case, the response timeline shall be restarted. The response time commences upon the Consultant's receipt of the RFI using the method agreed upon by the parties as specified in this Section.
  - 2. If, in the opinion of the Contractor, a response to an RFI requires an adjustment in the Contract Price or in the Contract Time, the Contractor shall, within ten (10) Working days from receipt of the RFI, provide the Consultant with a written notice to that effect. Failure to provide written notification within the time stipulated shall be deemed an acceptance of the response to the RFI by the Contractor without adjustment in the Contract Price or Contract Time.

## 2 RFI PROCEDURES

- .2.1. Submission Method: The method of submitting RFIs to the Consultant shall be agreed upon by the Consultant, the Owner, and the Contractor at the Project kickoff meeting specified in Section 01 31 00.
- .2.2. RFI Content: Each RFI must clearly detail the query and include the following as a minimum:
  - 1. Project Name
  - 2. Owner Name.
  - 3. Project number including the Owner's, Consultant's, and Contractor's.
  - 4. Contractor's name.
  - 5. Sequential RFI number
  - 6. Date of Issuance: Use the same date as the date of submission of the RFI to the Consultant. Should the parties elect to use a construction management platform (e.g., Procore or similar), the date of issuance shall be the date the RFI was effectively uploaded to the platform and distributed to the Consultant, not the date on the Contractor's RFI form.
  - 7. Subject, including the Work of related trades or scopes.
  - 8. Response priority assignment
  - 9. Relevant Specification Sections, drawing references, and field conditions.
  - 10. Proposed resolution and impact on Contract Time or Contract Price.
  - 11. Contractor's signature
  - 12. Additional attachments.
- .2.3. Supporting Data: Provide Drawing and Specification references, sketches, technical data, brochures, or other necessary supporting data for the Consultant's interpretation.
- .2.4. Proposed Solution: Include a "Proposed Solution" to the issue requiring the Consultant's interpretation or clarification.
- .2.5. Distribution: Update and distribute RFI responses promptly to Subcontractors. If there is disagreement with RFI responses, notify the Consultant within 5 Working Days. Beyond this period, RFIs shall be considered resolved.
- .2.6. RFI Log: Maintain a log of RFIs and share the log with the Consultant and Owner. The log must include Project details, RFI tracking, and related change documentation.

**END OF SECTION 01 26 13**

**SECTION 01 29 00 - PAYMENT PROCEDURES****1 SUMMARY**

- .1.1. Purpose of Section: This Section specifies administrative procedures related to progress payments and final payment for the Work.

**2 SCHEDULE OF VALUES**

- .2.1. Initial Submission and Review: Comply with General Conditions and Supplementary Conditions. Obtain the Consultant's and Owner's written acceptance of the schedule of values prior to the first application for payment.
- .2.2. Format and Content: Provide the schedule of values in an electronic spreadsheet format based on the format provided and content appended to Division 01 (APPENDIX D - SCHEDULE OF VALUES TEMPLATE).
- .2.3. Required Information in Schedule: Provide the schedule of values in an electronic spreadsheet format that provides for the inclusion of the following information:
1. Identifying information, including title and location of the Work, name of Contractor, number and date of application for payment, and period covered by the application for payment.
  2. A Work breakdown structure based on the Contractor and major Subcontractor Work according to each Specification section. Include separate line items for the following:
    1. Mobilization
    2. Bonding and Insurances.
    3. Closeout procedures and documentation, including, but not limited to, the following:
      1. As-built Drawings (for each discipline).
      2. Closeout documents/manuals (for each discipline).
      3. Demonstration and training.
      4. Start-up and testing.
      5. Commissioning.
      6. Final Cleaning.
  3. For each item in the Work breakdown structure, provide as a minimum the following information under headings as indicated:
    1. Breakdown Amount: A dollar amount, including an appropriate pro rata portion of the Contractor's overhead and profit.
    2. Work Performed to Date: The value of Work performed and Products delivered to the Place of the Work and incorporated into the Work up to the date of the application for payment, stated as a percentage (%) of the Contract Price and in dollars.
    3. Previously Performed: The value of Work performed and Products delivered to the Place of the Work and incorporated into the Work for which payment has been previously certified, stated in dollars.
    4. Current Period: The value of Work performed and Products delivered to the Place of the Work for which the Contractor is currently applying for payment, stated as a percentage (%) of the Contract Price and in dollars.
    5. Balance to Complete: The value of Work that is not yet performed, and Products not yet delivered to the Place of the Work, stated in dollars.

**3 CASH FLOW PROJECTION**

- .3.1. Prior to the first application for payment, submit a forecast of monthly progress payments for each month of the Contract Time for the Consultant's and Owner's review.

- .3.2. Submit revised cash flow forecasts monthly with each application for payment.

#### **4 ATTACHMENTS**

- .4.1. In addition to the requirements of Exhibit "1", refer to the sample application of payment and the sample schedule of values appended to Division 01 (APPENDIX C - PAYMENT APPLICATION FORM) and follow the format outlined thereon.

**END OF SECTION 01 29 00**

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**SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION****1 SUMMARY**

- .1.1. Purpose of Section: This Section specifies administrative procedures related to Project management, Project coordination, and Project meetings.

**2 CONTRACTOR'S LIST OF PERSONNEL AND SUBCONTRACTORS**

- .2.1. Preparation and Submission: Prepare and submit a complete written list of individuals or firms proposed for each portion of the Work, complete with the name, address, telephone number, and e-mail address of the entity. In addition, submit a list of key personnel assignments, including those of the superintendent and other personnel in attendance at the Project site. Identify individuals and their duties and responsibilities, list addresses, telephone numbers, and e-mail addresses.
- .2.2. Displaying the List: Display copies of the list in the Project meeting room, temporary field office, and in a prominent location. Maintain the list up to date at all times.
- .2.3. Compatibility of Construction Team: Ensure compatibility within the Project team, especially between the Subcontractors. The Owner takes no responsibility for incompatibility (labour and otherwise) among the Subcontractors and the Suppliers employed on the Project.

**3 CONTRACTOR'S ADMINISTRATIVE RESPONSIBILITIES FOR MEETINGS**

- .3.1. Unless otherwise indicated, the Contractor's responsibilities for all Project meetings except for the construction start-up meeting are as follows:
1. Schedule and conduct meetings at the Project site throughout the construction period, including those requested by the Consultant or the Owner, unless otherwise indicated.
  2. Make arrangements for meetings, including preparation and distribution of the meeting agenda to all invited parties, providing the agenda and notice a minimum of 24 hours in advance of the meeting.
  3. Inform participants and others involved, as well as individuals whose presence is required, of the date and time of each meeting. Notify the Owner and the Consultant of scheduled meeting dates and times a minimum of 5 Working Days prior to the scheduled meeting dates and times.
  4. Preside at meetings.
  5. Record meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
  6. Distribute copies of minutes within 3 Working Days of meetings and transmit copies to meeting participants and affected parties not in attendance.

**4 CONSTRUCTION START-UP MEETING**

- .4.1. After the award of the Contract, the Owner will hold a Project start-up meeting to discuss and resolve administrative procedures and responsibilities.
- .4.2. Meeting Platform: The meeting will be held virtually using Microsoft Teams or a similar platform. A link will be shared with attendees.
- .4.3. Attendees:
1. Authorized representatives of the Consultant, the sub-consultants, the Owner, the Contractor, the superintendent, major Subcontractors, major Suppliers, and other concerned parties must attend.

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2. Participants at the meeting must be familiar with the Project and authorized to conclude matters relating to the Work.
- .4.4. Agenda: Discuss items of significance that could affect progress, including but not limited to the following:
  1. Tentative Baseline Schedule, Construction Schedule and commissioning procedures.
  2. Building permit status.
  3. Bonds and insurance certificates.
  4. Phasing (if any).
  5. Critical Work sequencing and long-lead items.
  6. Designation of key personnel and their duties.
  7. Lines of communications.
  8. Procedures for processing field decisions and Contract modifications including, but not limited to, proposed changes (Contemplated Change Notices), Change Orders, procedures, approvals required, Wage Schedule (to be provided in advance of the kick-off meeting), mark-up percentages permitted, time extensions, overtime, and other administrative requirements.
  9. Procedures for RFIs.
  10. Procedures for testing and inspecting.
  11. Procedures for processing applications for progress payment, including monthly progress claims, administrative procedures, photographs, and holdbacks.
  12. Distribution of the Contract Documents.
  13. Submittal procedures, including schedule of submission of Shop Drawings and samples.
  14. Preparation of closeout documents including As-Builts, maintenance manuals, take-over procedures, and warranties.
  15. Working hours.
  16. Owner's Occupancy requirements.
  17. Work restrictions for Work in occupied buildings such as elevator, washroom, or cafeteria use.
  18. Owner's special requirements for contractors performing Work in existing facilities, including path of construction activities (foot, vehicular, carts), interruption of services, no-smoking/vaping/drug policies, and similar restrictions.
  19. Procedures for disruptions and shutdowns, including bin locations.
  20. Parking availability and procedures.
  21. Responsibility for temporary facilities and controls, including but not limited to, site signage, offices, storage sheds, utilities, hoarding and similar temporary construction.
  22. Procedures for moisture and mould control.
  23. Construction waste management and recycling.
  24. Office, Work, and storage areas.
  25. Equipment deliveries and priorities.
  26. Health and safety.
  27. Security.
  28. Progress cleaning and housekeeping procedures.
  29. Owner-supplied Products, where applicable.
  30. Appointment of inspection and testing agencies or firms.
  31. Insurances and transcripts of policies.



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**5 CONSTRUCTION PROGRESS MEETINGS**

- .5.1. Schedule regular bi-weekly construction progress meetings for the duration of the Work. Prepare meeting agendas and chair meetings, and record and distribute minutes.
- .5.2. In cases involving projects carried out within existing buildings and where no site trailer or suitable space within the construction area is available for meetings, the Owner may, but is under no obligation to, arrange for a physical space for meetings. Virtual meetings may be permitted upon the Owner's approval.
- .5.3. Record significant decisions and identify action items and due dates by attendees or parties they represent in meeting minutes.
- .5.4. Distribute meeting minutes within 3 Working Days to attendees and affected parties not in attendance.
- .5.5. Ensure Subcontractors attend as requested by the Owner or when appropriate to the progress of the Work. Contractor is to advise if a specific subconsultant's attendance is required at a meeting at least 24 hours prior to the meeting.
- .5.6. Agenda:
  - 1. Submit the meeting agenda at least 24 hours prior to the scheduled meeting.
  - 2. Agenda for each meeting shall include the following, as a minimum:
    - 1. Approval of or objection to minutes of previous meeting.
    - 2. Site safety issues: Discuss at the start of the meeting.
    - 3. Work progress since the previous meeting.
    - 4. Field observations, including any problems, difficulties, or concerns.
    - 5. Two-week look-ahead schedule.
    - 6. Construction Schedule.
    - 7. Problems which impede the Construction Schedule.
    - 8. Corrective measures and procedures to regain the projected schedule.
    - 9. Revisions to the Construction Schedule.
    - 10. Status of Proposed Changes (Contemplated Change Orders), Change Orders, and Change Directives.
    - 11. Review of proposed changes for effect on Construction Schedule, if any.
    - 12. Submittals schedule.
    - 13. Status of Submittals.
    - 14. Proposed changes in the Work.
    - 15. Requests for information.
    - 16. Other business.

**6 PREINSTALLATION MEETINGS**

- .6.1. Conduct a pre-installation meeting at the Project site before each construction activity when required by Specifications Sections and when required for coordination with other construction.
- .6.2. Attendees:
  - 1. Invite the Subcontractor and representatives of manufacturers and fabricators involved in, or affected by, the Work of the trade involved and its coordination or integration with other materials and installations that have preceded or will follow.

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2. Invite the Consultant, the Owner, and the inspection and testing company's representative, who may elect to attend.
  3. Where the Consultant, the Owner, or the inspection and testing company's representative is required, provide a minimum of 48 hours' notice unless otherwise agreed by the parties.
- .6.3. Agenda: Discuss the following items as a minimum:
1. Health and Safety requirements.
  2. Work included.
  3. Materials to be used.
  4. Storage and handling of materials.
  5. Installation procedures.
  6. Sequence and quality control.
  7. Project staffing.
  8. Review of mock-ups.
  9. Possible conflicts.
  10. Compatibility requirements.
  11. Time schedules.
  12. Weather limitations.
  13. Manufacturer's written instructions.
  14. Warranty requirements.
  15. Acceptability of substrates.
  16. Temporary facilities and controls.
  17. Restrictions on areas of Work and other matters affecting construction, including space and access limitations.
  18. Regulations of authorities having jurisdiction.
  19. Testing and inspecting requirements.
  20. Coordination with other Work.
  21. Required performance results.
  22. Protection of adjacent Work.
  23. Protection of construction and personnel.
- .6.4. Reporting: Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
1. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to the performance of the Work and reconvene the conference at the earliest feasible date.

**END OF SECTION 01 31 00**

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**SECTION 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION****1 SUMMARY**

- .1.1. Purpose of Section: This section specifies the Contractor's responsibilities for the preparation and submission of schedules and other documentation related to tracking construction progress.
  - 1. Schedules inform the Owner and Consultant of actual progress versus planned progress and provide assurance that scheduling issues are being proactively identified and addressed in a timely manner and that planned progress is being maintained as closely as possible.

**2 BASELINE SCHEDULE AND CONSTRUCTION SCHEDULE**

- .2.1. Format and Content: As specified in Supplementary Conditions Exhibit "2"- Project-specific requirements for the Baseline Schedule and the Construction Schedule.
  - 1. Unless indicated otherwise, float time in the Baseline Schedule and the Construction Schedule belongs to the Owner.
- .2.2. Submission: Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions supplemented as follows:
  - 1. At progress meetings, discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within Contract Time.
  - 2. Discuss the Construction Schedule at progress site meetings and identify activities that are behind schedule and provide measures to regain slippage.
  - 3. Revise the Construction Schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with minutes of each such meeting.
  - 4. As the Work progresses, indicate the completion percentage for each activity.

**3 CONTRACTOR SHORT-TERM / LOOK-AHEAD SCHEDULE**

- .3.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions.

**4 SCHEDULE OF SUBMITTALS**

- .4.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions supplemented as follows:
  - 1. Format and Content:
    - 1. Prepare a schedule identifying all required Shop Drawings, Product data, and sample submissions, including samples required for testing and those for Owner-supplied Products (if any). Include anticipated Requests for Information, Supplementary Instructions, Contemplated Change Notices, and Change Orders where applicable or available.
    - 2. Prepare the schedule in electronic format. The schedule shall be prepared using Primavera (current edition). If the Contractor does not have access to Primavera, an alternate scheduling software may be employed, subject to the Owner's approval in writing.
    - 3. Provide a separate line for each required submittal, organized by Specifications section names and numbers, and further broken down by individual Products and systems as required.
    - 4. For each required submittal, show the planned earliest date for the return of the reviewed submittal by the Consultant and the latest date for the return of the reviewed submittal without causing delay.

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5. Allow time in the schedule for resubmission of Submittals, should resubmission be necessary.
2. Submission:
  1. Submit the initial schedule to the Consultant within 20 Working Days after the Contract is awarded.
  2. Submit the schedule via e-mail in PDF and in native file format.
  3. The Consultant will review the format and content of the initial schedule and request necessary changes, if any, within 10 Working Days after receipt.
  4. If changes are required, resubmit the finalized schedule within 5 Working Days after the return of the review copy.
  5. Submit the updated Submittals schedule monthly to the Owner and the Consultant.

## 5 RECORDING ACTUAL SITE CONDITIONS ON AS-BUILT DRAWINGS

- .5.1. Record Drawings means the Drawings prepared by the Consultant by revising the editable CAD or BIM documents to reflect changes made to them during construction based on the: (i) content of As-built Drawings, if any, prepared and supplied by the Contractor; and (ii) changes as a result of Site Instructions, Change Orders, Change Directives and other written directions given by the Consultant. The Consultant will prepare Record Drawings by incorporating the Contractor's final As-Built Drawings.
- .5.2. Clearly label each drawing as "AS-BUILT DRAWING". Record information concurrently with construction progress. Do not conceal the Work until the required information is recorded.
- .5.3. Accurately and neatly record deviations from the Contract Documents, including addenda, Supplemental Instructions, and Change Orders, caused by site conditions.
- .5.4. Annotate with coloured felt-tip marking pens, maintaining separate colours for each major system, for recording changed information. Digital annotation of as-built data is permitted.
- .5.5. Clearly and legibly mark each item to record the actual construction, including but not limited to:
  1. Measured depths of foundation elements in relation to the finished first-floor datum.
  2. Measured horizontal and vertical locations of underground utilities and related components, referenced to permanent surface improvements.
  3. Measured locations of pipes, ducts, conduits, outlets, fixtures, access panels, and related components, referenced to visible and accessible features of the construction.
  4. Measured locations of interior utilities and related components, referenced to visible and accessible features of the construction.
  5. Field changes of dimensions and details.
  6. Changes made by Change Orders and Supplemental Instructions.
  7. References to Shop Drawings, where Shop Drawings show more detail.
  8. Field changes of dimension and detail.
  9. Details not shown on original Contract Drawings.
  10. Found conditions such as active and obsolete services that remain, existing foundations, hazardous materials, and other deviations from expected conditions in the area of Work.
  11. Life safety elements including, but not limited to:
    1. Smoke compartmentalization.
    2. Exit signage.
    3. Fire extinguishers.
    4. Fire alarm devices.

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- 5. Pull stations.
- 6. Sprinkled areas.
- 12. Refer to Divisions 21, 22, 23 and Division 26 for supplementary requirements.
- .5.6. Maintain manufacturer's certifications, inspection certifications, and field test records, required by individual Specifications sections.
- .5.7. Store As-built Drawings and other documentation separately from construction documents in a secure area in the Contractor's temporary facilities. Provide appropriate filing cabinets, shelving, or racks for storage. Digital filing of as-built data is permitted, subject to the Owner's approval in writing.
- .5.8. Label As-built Drawings and other documentation with section numbers that correspond to the table of contents of the Project Manual. Clearly label each document "AS BUILT" in a legible font.
- .5.9. Maintain the As-built Drawings and other documentation in legible and clean condition, free from damage or deterioration. As-built Drawings and other documentation must not be used for construction purposes.
- .5.10. Keep As-built Drawings and other documentation readily available for inspection by the Consultant and the Owner.
- .5.11. Refer to Section 01 78 00 for additional requirements.

**6 PHOTOGRAPHIC DOCUMENTATION**

- .6.1. Preconstruction Photographs: Before commencing the Work, take time-stamped photographs of the Place of the Work and surrounding areas, including existing items to remain during construction, from different vantage points, to sufficiently document the Work or as may be required by the Consultant or the Owner. Submit video recording to supplement photographs to show existing conditions prior to the start of the Work.
- .6.2. Concealed Work Photographs: Take photographs of concealed Work, such as underground utilities, under slab services, piping, conduits, waterproofing, air barriers, or vapour retarders, prior to installing or enclosing such Work.
- .6.3. Periodic Construction Photographs: Arrange for periodic digital photography to document and provide a photographic record of the progress of the Work. Take digital progress photographs weekly from the date of commencement of the Work until the date of Ready-for-takeover to record the state of the Work.
- .6.4. Identify each photograph by Project name and date taken. Maintain a key plan with each set to identify photographic locations.
- .6.5. Submission: Submit .jpg format files in standard resolution via e-mail monthly with the application for payments.
  - 1. Submit photographs as initially recorded, without alteration, manipulation, editing, or modification.
  - 2. Metadata: Ensure photographs are taken accurately. Provide date, time, and location data for each picture.
- .6.6. Do not use progress or any other Project photographs for promotional purposes without the Owner's written consent.

**7 SITE VIDEO MONITORING / CONSTRUCTION WEBCAM**

- .7.1. Provide internet-capable camera and active website, allowing off-site viewing of the Place of the Work 24/7. Submit the website address and security access codes to the Owner and Consultant.
- .7.2. Provide services from a company such as Multivista, OpenSpace, or similar.

PROJECT NO. P065-21-050

ISSUED FOR: TENDER

DATE: 2026-06-02

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## **8 DAILY CONSTRUCTION REPORTS**

- .8.1. Prepare a daily construction report recording the following information concerning events at the Project site as specified in Section 01 40 00.
- .8.2. Submission: Submit PDF format files via e-mail weekly

**END OF SECTION 01 32 00**

## SECTION 01 33 00 - SUBMITTAL PROCEDURES

### 1 SUMMARY

- .1.1. Purpose of Section: This Section specifies administrative procedures for the preparation and submission of Shop Drawings, Product data, and other documentation related to the Work.

### 2 ADMINISTRATIVE REQUIREMENTS

- .2.1. Timing of Submittals: Refer to Supplementary General Conditions.
- .2.2. Where required by authorities having jurisdiction, make Submittals available to such authorities for review and approval.
- .2.3. Do not proceed with the Work affected by a submittal until the review is complete.
- .2.4. Shop Drawings: Unless permitted otherwise, present Shop Drawings, Product data, and samples in SI metric units.
- .2.5. Review Submittals, provide verified field measurements where applicable, and affix the Contractor's review stamp prior to submission to the Consultant. The Contractor's review stamp represents that the necessary requirements have been determined and verified, and that the Submittal has been checked and coordinated with the requirements of the Work and the Contract Documents.
- .2.6. Verify field measurements and that the affected adjacent Work is coordinated.
- .2.7. Submittals not meeting specified requirements will be returned with comments.
- .2.8. Do not propose Substitutions or deviations from the Contract Documents via Shop Drawings, Product data, and sample Submittals. The Consultant will return such submissions without review. Refer to Section 01 25 00 for Substitution Procedures.

### 3 SUBMITTAL PROCEDURES, GENERALLY

- .3.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions supplemented as indicated in this Section.
- .3.2. Schedule of Submittals: Refer to 01 32 00 - Construction Progress Documentation.
- .3.3. Administrative Requirements:
  - 1. Assemble Submittals and transmit them to the Consultant via e-mail unless an alternative electronic method of transmission is agreed upon by the Consultant, the Owner, and the Contractor in writing.
  - 2. Provide Submittals in PDF format that are searchable and unlocked.
  - 3. Include a PDF transmittal form.
  - 4. Include information in the e-mail subject line clearly identifying the Project name, Project number, and submittal scope.
  - 5. Processing Time: Allow time for submittal review, including time for resubmittals, as follows.
    - 1. Time for review shall commence upon the Consultant's receipt of the Submittal. No extension of the Contract Time will be granted for failure to submit in sufficient time to allow for processing, including resubmittals, before the related Work begins.
    - 2. Processing Time: Allow a minimum of 10 Working Days for the initial review of each Submittal. Allow additional time if coordination with subsequent Submittals is required. The Consultant will advise the Contractor when processing a submittal that requires additional review time.
  - 6. Deviations and Additional Information:

1. On each Submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by the Consultant on previous Submittals. Do not include Substitutions or changes in the Work that have not been approved.
  2. Indicate the deviation or additional information by highlighting it on each Submittal or noting it on a separately attached sheet.
  3. Delete or strike out information not applicable to the Project.
  4. Supplement standard information to provide details applicable to the Project.
  5. Identify options requiring selection by the Consultant.
- .3.4. Submittals Format: Submit electronic copies of each Submittal unless otherwise indicated. Include the following information in each Submittal:
1. Date and revision dates.
  2. Project title and number.
  3. Location(s) where the Product is to be installed, as appropriate.
  4. Other necessary identification.
  5. Remarks.
  6. A transmittal letter, containing:
    1. The date.
    2. The project title and number.
    3. The Contractor's name and address.
    4. A unique submittal number, including revision identifier. Include the Specification section number with a sequential alphanumeric identifier and an alphanumeric suffix for resubmittals.
    5. The Submittal's purpose and description.
    6. The signature of the transmitter.
    7. Other pertinent data.
  7. The Contractor's stamp, signed by the Contractor's authorized representative, certifying approval of submissions, verification of field measurements, and compliance with Contract Documents.
- .3.5. Grouped Submittals: When the coordination of colours and finishes is required during the submittal process:
1. Make Submittals including materials, finishes, and products as a grouped package to facilitate colour and finish coordination.

#### **4 CONTRACTOR'S REVIEW PROCESS AND RESPONSIBILITY**

- .4.1. Submit to the Consultant and to authorities having jurisdiction (as required) the documents listed to be submitted for review. Submit promptly and in an orderly sequence so as not to cause a delay in the Work.
- .4.2. Do not submit materials that are not identified in the Contract Documents; such submissions will be returned without review.
- .4.3. Failure to submit documentation in ample time is not considered a sufficient reason for increases to the Contract Price or the Contract Time. No claims for extension by reason of such default will be allowed.



- .4.4. Where required, the final approval of the authorities having jurisdiction shall be obtained prior to submitting Shop Drawings or other documentation to the Consultant.
- .4.5. Do not proceed with or fabricate the Work affected by specific Submittals until the review is complete.
- .4.6. Review Submittals prior to submission to the Consultant. This review shall represent that the necessary requirements have been determined and verified, and that each Submittal has been checked and coordinated with the requirements of the Work and the Contract Documents. Submittals not stamped, signed, and dated by the Contractor and identified as to the specific Project will be returned without being examined and considered rejected.
- .4.7. Notify the Consultant, in writing at the time of submission, identifying deviations from requirements of Contract Documents, stating reasons for deviations. Changes in the Work or substitutions must be approved by the Owner prior to implementation of any deviation.
- .4.8. Verify field measurements and affected adjacent Work are coordinated. Confirm and coordinate requirements pertaining to fabrication processes, quantities, construction techniques, installation, and similar information.
- .4.9. The Contractor's responsibility for errors and omissions in submission is not relieved by the Consultant's review of Submittals.
- .4.10. The Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by the Consultant's review.
- .4.11. Record each review, as well as inspection and testing reports, in a manner suitable for inclusion in closeout documentation and submission at the completion of the Project.
- .4.12. Keep one reviewed copy of each submission on site.

## **5 CONSULTANT'S REVIEW AND RESPONSIBILITIES**

- .5.1. Consultant's General Review:
  - 1. The Consultant will perform a General Review of the Work for general conformance with Contract Documents, Code, and authorities having jurisdiction. This review includes a review of Shop Drawings, a review of field Work, and a review of reports produced by various inspection and testing agencies.
  - 2. The Consultant's review of the Contractors' Submittals for the sole purpose of ascertaining conformance with the design intent.
  - 3. This review shall not mean that the Consultant approves detailed designs inherent in Submittals, which are the responsibility of the Contractor, and such review shall not relieve the Contractor of responsibility for errors or omissions or of responsibility for meeting the requirements of the Contract Documents.
  - 4. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the 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.
- .5.2. Submittal Review and Actions: The Consultant will review each Submittal, incorporating reviews and comments from the Owner and commissioning agent where applicable, indicate corrections or revisions required, and return annotated files to the Contractor. The Consultant will indicate, via markup on each Submittal, the appropriate action as follows:
  - 1. "REVIEWED" OR "REVIEWED AS NOTED": Upon review by the Consultant, no apparent errors or omissions are discovered by the Consultant, or only minor corrections are to be made. Copies will be returned to the Contractor, and fabrication and installation of the Work may proceed.

2. "REVISE AND RESUBMIT": Make changes as the Consultant may require, consistent with the Contract Documents. When resubmitting, notify the Consultant in writing of revisions other than those requested.
3. "NOT REVIEWED": The Shop Drawings are deemed unnecessary for the consultant to review. A noted copy will be returned, and no corrected Submittals must be resubmitted to that consultant before fabrication and installation of the Work proceeds.

.5.3. Fabrication Guidelines:

1. Do not fabricate any part of the Work until Shop Drawings are reviewed as "REVIEWED" or "REVIEWED AS NOTED."
2. Do not resubmit Shop Drawings indicated as "REVIEWED" or "REVIEWED AS NOTED."
3. Resubmit Shop Drawings indicated as "REVISE AND RESUBMIT" with required changes and comments addressed. Insert the letter "R" after the Shop Drawing number on resubmitted Shop Drawings. Re-date and re-sign resubmitted Shop Drawings. Identify revisions from earlier submissions graphically by bubbling on revised Shop Drawings, including all changes from the previously submitted version.

## 6 PRELIMINARY CONSTRUCTABILITY REPORT

- .6.1. Content: Prepare a constructability report for the Owner's and the Consultant's review that includes, at a minimum, the following as applicable to the scope of Work:
  1. Site conditions and construction boundary,
  2. Connections to existing buildings,
  3. Land and property access and use, such as easements or rights of way,
  4. Restrictions by neighbours, third-party utilities, affiliated colleges, and authorities having jurisdiction, and
  5. Crane location, staging area for material, equipment, and trailers.
- .6.2. Format: Prepare the report in electronic PDF format.
- .6.3. Submission:
  1. Submit the initial constructability report to the Consultant within 20 Working Days after the Contract is awarded.
  2. Submit the report via e-mail in PDF format.
  3. The Consultant will review the format and content of the initial constructability report and request necessary changes, if any, within 10 Working Days after receipt.
  4. If changes are required, resubmit the finalized report within 5 Working Days after the return of the reviewed copy.

## 7 PRODUCT DATA

- .7.1. Mark Product data sheets to show applicable Products and options. Include the following:
  1. Manufacturer's written recommendations, Product specifications, and installation instructions.
  2. Wiring diagrams showing factory-installed wiring.
  3. Printed performance curves and operational range diagrams.
  4. Testing by a recognized testing agency.
  5. Compliance with specified standards and requirements.

## 8 SHOP DRAWINGS

- .8.1. Provide Shop Drawings required by the Contract Documents. Insert the Contractor's review stamp, complete with the date and signature of the Contractor's reviewer.

- .8.2. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
- .8.3. Include the following on Shop Drawings as applicable:
  - 1. Project-specific information, drawn accurately to scale.
  - 2. Fabrication methods.
  - 3. Layout, showing dimensions, including verified field dimensions, and clearances.
  - 4. Plans, sections and details.
  - 5. Materials thicknesses and finishes.
  - 6. Setting, erection, and sealing details.
  - 7. Methods of securing, fastening, and anchoring, including field connections.
  - 8. Capacities.
  - 9. Performance characteristics.
  - 10. Standards.
  - 11. Operating weight.
  - 12. Wiring diagrams.
  - 13. Single line and schematic diagrams.
  - 14. Relationship to adjacent Work.
  - 15. Engineer's stamp (as applicable)

## **9 DELEGATED DESIGN (PROFESSIONAL ENGINEER'S SHOP DRAWINGS)**

- .9.1. It must be understood that Drawings and details provided in the Contract Documents are diagrammatic and are intended to show design concepts, aesthetics, interfacing requirements, configuration, and arrangement; they are not intended to identify or completely resolve problems of thermal and structural movements, assembly framing, engineering design, fixings, anchorages and similar fabrication details.
- .9.2. Where Specifications delegate design of a specific element or system to the Contractor, the Contractor must engage a registered professional engineer as specified in Section 01 40 00 to fully design systems, including sizing of additional supports, anchorages, and bracing as required for safe and secure installation.
  - 1. Professional Engineer's Specific Responsibilities:
    - 1. Design components requiring structural or other engineering performance.
    - 2. Determine specific requirements for assemblies, connections, sizes, and joint spacing.
    - 3. Produce, review, stamp, and sign Shop Drawings.
    - 4. In addition to Shop Drawings, submit a statement for each Product and system assigned to the Contractor. Clearly state that products and systems comply with the performance and design criteria outlined in the Contract Documents. Provide a list of calculations upon request.
    - 5. Inspect components during fabrication and erection.
    - 6. Perform field review and submit field reports within 3 days of site visits.

## **10 SAMPLES**

- .10.1. Submit samples for the Consultant's review in duplicate unless otherwise specified in technical Specifications. Label samples as to origin, Project name, location within the Project, and intended use.

- .10.2. Submit Samples for review of kind, colour, pattern, and texture and for a comparison of these characteristics between the Submittal and actual component as delivered and installed. Include the name of the manufacturer and Product name and location within the Project on the label.
- .10.3. For each sample, exhibit materials and finishes, such as colour (including maximum colour range within each specified colour), sheen, tone, texture, range of blemishes and other markings. Where colour, pattern or texture is a criterion, submit a full range of samples.
- .10.4. Adjustments made on samples by the Consultant are not intended to change the Contract Price. If adjustments affect the value of the Work, state such in writing to the Consultant prior to proceeding with Work.
- .10.5. The Contractor may be asked to remove and discard Products for which samples have not been reviewed and accepted by the Consultant.
- .10.6. The Consultant selection from samples is not intended to change the Contract Price or Contract Time. If a selection would affect the Contract Price or Contract Time, notify the Consultant in writing prior to proceeding with the Work.
- .10.7. Resubmit samples as required by the Consultant to comply with the Contract Documents.
- .10.8. Reviewed and accepted samples will establish the standard against which installed Work will be reviewed.
- .10.9. Colours:
  - 1. Where a required colour, pattern or texture has not been specified, submit the full range of available Products meeting the technical and performance requirements specified.
  - 2. Obtain direction on colours and gloss values in advance of need. If requested, submit samples for colour and gloss selection.
  - 3. Conform to the colour schedule provided by the Consultant and use the colours and glosses designated.

## 11 MISCELLANEOUS SUBMITTALS

- .11.1. Test Reports:
  - 1. Submit test reports in accordance with the requirements of the specification Sections and as requested by the Consultant.
  - 2. Reports must be signed by an authorized official of the testing laboratory and indicate that the material, Product, or system is identical to the material, Product, or system to be provided for the Project and has been tested in accordance with specified requirements.
  - 3. Testing must have been performed within three years of the date of Contract award.
- .11.2. Certificates:
  - 1. Submit certificates in accordance with the requirements of Specifications and as requested by the Consultant.
  - 2. Statements must be printed on the manufacturer's letterhead and signed by responsible officials of the manufacturer of the Product, system, or material, and attesting that the Product, system, or material meets specification requirements.
  - 3. Certificates must be Project-specific, clearly indicate the Project name, and be dated after the date of Contract award.

## 12 COORDINATION/INTERFERENCE DRAWINGS

- .12.1. For all locations, before commencing installation, prepare coordination/interference Drawings showing the relationship of items, including, but not limited to, structure, electrical, cable trays, communication system, ductwork, conduits, piping, sprinklers, ceiling supports and framing, communication and specialized equipment located within ceiling and shaft spaces.

- .12.2. The Contractor shall lead the process of interference Drawings in coordination with mechanical, electrical, or other Subcontractors as applicable.
- .12.3. Prepare Drawings indicating the relationship between new and existing and/or unforeseen conditions, including new construction or construction that existed prior to the commencement of Work in the area. For construction in existing areas, survey existing conditions. Show existing conditions on interference Drawings and coordinate such conditions with new Work. Submit or post coordination/interference drawing files in PDF format in accordance with the Shop Drawing requirements specified in this Section.
  - 1. Provide Project-specific information drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination/interference Drawings on standard printed data.
  - 2. Use applicable Drawings as a basis for the preparation of coordination/interference Drawings. Prepare sections, elevations, and details as needed to describe the relationship of various systems and components.
- .12.4. Consultant Review: The Consultant will review coordination/interference Drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are the Contractor's responsibility. If the Consultant determines that coordination/interference Drawings are not being prepared in sufficient scope or detail or are otherwise deficient, the Consultant will so inform the Contractor, who shall make suitable modifications and resubmit.
- .12.5. Installation shall proceed in accordance with the final approved interference Drawings. Work carried out without final approved interference Drawings, and which do not meet requirements specified in the Contract Documents or specified ceiling heights shall be removed, re-coordinated, and re-installed at no additional cost to the Owner.
- .12.6. Coordination/Interference Drawing Organization: Organize coordination/interference Drawings as follows:
  - 1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, as well as mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to the acoustical ceiling grid. Supplement plan Drawings with section Drawings where required to adequately represent the Work.
  - 2. Plenum Space: Indicate sub-framing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate the layout of light fixtures and other components indicated on the Drawings. Indicate areas of conflict between light fixtures and other components.
  - 3. Mechanical Rooms: Provide coordination/interference Drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire alarm, and electrical equipment.
  - 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  - 5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs, and housekeeping pads, and similar items.
  - 6. Mechanical and Plumbing Work: Show the following:
    - 1. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
    - 2. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts, and electrical distribution equipment.
    - 3. Fire-rated enclosures around ductwork.
  - 7. Access Panels:

1. Before commencing mechanical or electrical Work, and after coordination with respective trades, prepare a set of reflected ceiling plans indicating the exact locations and sizes of access panels and doors. Prepare Drawings for areas/rooms designated by the Consultant.
  2. Submit Drawings to the Consultant for review. Allow the Consultant to revise the layout or quantity of access doors and panels by relocating related building services a maximum of 2000 mm (6' - 7") at no additional cost to the Owner.
  3. Should a relocation exceed 2000 mm (6' - 7"), the Contract Price will be adjusted in accordance with provisions for changes in Contract Documents.
  4. Finish access panels and doors shall match adjacent wall and/or ceiling finishes unless otherwise specified or indicated.
8. Electrical Work: Show the following:
1. Runs of vertical and horizontal conduit 32 mm (1-1/4 inches) in diameter and larger.
  2. Light fixture, exit light, emergency battery pack, smoke detector, and other fire alarm locations.
  3. Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.
  4. Location of pull boxes and junction boxes, dimensioned from column center lines.
9. Fire-Protection System: Show the following:
1. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
- .12.7. Mechanical and Electrical Location Drawings: Mechanical and electrical Drawings indicate approximate locations diagrammatically. Prior to installation, request and obtain final locations and arrangement Drawings for mechanical and electrical items.
1. In case of conflicts between locations of mechanical and electrical items, such as switches and fixtures, locations indicated on architectural Drawings shall take precedence.
  2. Align and cluster devices and fitments neatly in accordance with specified mounting heights, properly aligned horizontally and vertically.

**END OF SECTION 01 33 00**

## SECTION 01 35 00 - SPECIAL PROCEDURES

### 1 SUMMARY

- .1.1. Purpose of Section: This Section specifies rules and special procedures for the Contractor and construction personnel, including suppliers and their employees, while on the Owner's property.

### 2 FACILITY POLICIES, FORMS, AND STANDARDS

- .2.1. The following Owner's policies, forms, and standards, when referenced in this document, are considered an integral part of the Contract Documents. Such Owner's policies, forms, and standards shall have the same force as if fully included in the Contract Documents, but only to the extent that they apply to the Contractor's responsibilities.
- .2.2. In cases where the Owner's policies, forms, and standards establish different or conflicting requirements from those indicated in the Contract Documents, comply with the most stringent requirement. Direct uncertainties to the Consultant for clarification.
- .2.3. Submit requests related to project operations using forms identified by the Owner. These forms are updated from time to time by the Owner without notice. Coordinate with the Consultant and the Owner to identify additional procedural or access forms required for specific scopes of Work.
- .2.4. The Owner's policies, forms, and standards applicable to the Work include the following:
1. Environmental Health and Safety Policies, Procedures and Guidelines (<https://ehs.utoronto.ca/resources/policies-and-procedures/>)
  2. Fire Prevention forms (<https://www.fs.utoronto.ca/services/fire-prevention/>)
  3. Access, Shutdown Requests and Other Facility Forms (<https://www.fs.utoronto.ca/projects/design-standards-and-Project-forms/>):
    1. Access to LAN and data equipment rooms request.
    2. Acknowledgement of University asbestos program and Ontario regulations
    3. Application for work on live electrical equipment;
    4. Asbestos awareness training and work experience for contractors (University Planning, Design & Construction);
    5. Building Automation system access and change control forms
    6. Electrical meter installation verification form
    7. Energy management reporting system (EMRS) BACnet compliance test readiness form
    8. F&S network IP address request
    9. Fire alarm and sprinkler system activity request;
    10. High-voltage substation and electrical room access request;
    11. Investigation of building mechanical services request;
    12. Mechanical rooms and building roofs access request (MS Form);
    13. Mechanical rooms and building roof access — contractors' acknowledgement form;
    14. Mechanical services shutdown request;
    15. Notice of crane or heavy equipment use;
    16. Project points list energy management reporting system (EMRS) submittal form
    17. Service tunnel regulations;
    18. Wiring installation qualification form

- .2.5. Read and become familiar with the facility policies and procedures. Be responsible for the enforcement of such policies and procedures.

### **3 RELEVANT STATUTES AND REGULATIONS**

- .3.1. Asbestos on Construction Projects and in Buildings and Repair Operations - Ontario Regulation 278/05
- .3.2. Building Opportunities in the Skilled Trades Act, 2021, SO 2021, c 28
- .3.3. Construction Projects - Ontario Regulation 213/91 (as amended)
- .3.4. O. Reg. 490/09 "Designated Substances"
- .3.5. O.Reg. 834 of the Occupational Health and Safety Act
- .3.6. Occupational Health and Safety Act - R.S.O. 1990, C. O.1 (as amended)
- .3.7. WHMIS Regulation - Ontario Regulation 860 (as amended)

### **4 CONTRACTOR'S RESPONSIBILITY FOR PROJECT SAFETY**

- .4.1. Role of Constructor: The Contractor must assume the role of "Constructor" as defined under applicable health and safety regulations.
- .4.2. Maintain a safe environment for visitors, staff, students, guests, and contractors at the Owner's facility.
- .4.3. Ensure Project safety at all times by providing adequate resources, equipment, training, and documentation.
- .4.4. Promote a culture of safety among all supervisors and workers.
- .4.5. Ensure all workers understand their responsibility to identify, report, and correct unsafe acts and conditions.
- .4.6. Submit site-specific Health and Safety Plan prior to commencement of Work. Health and Safety Plan must include:
  - 1. Results of site-specific safety hazard assessment.
  - 2. Results of safety and health risk or hazard analysis for site tasks and operation
- .4.7. Health and Safety Coordinator: Employ and assign to the Work, a competent and authorized representative as Health and Safety Coordinator. Health and Safety Coordinator must:
  - 1. Have working knowledge of occupational safety and health regulations.
  - 2. Be responsible for completing the Contractor's Health and Safety Training Sessions and ensuring that personnel who have not successfully completed required training are not permitted to enter the site to perform Work.
  - 3. Be responsible for implementing, enforcing and monitoring site-specific Contractor's Health and Safety Plan.
  - 4. Be on-site during the execution of Work and report directly to and be under the direction of the site supervisor.
- .4.8. Submit electronic copies of the Contractor's authorized representative's Work site health and safety inspection reports and other pertinent reports (such as accident reports, recommendations made by authorities having jurisdiction etc.) to the Consultant.
- .4.9. The Consultant's and Owner's review of the Contractor's final Health and Safety plan must not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.



- .4.10. Prior to the commencement of the Work, carry out a preconstruction safety audit to identify hazards and establish protocols, commitment to safety, safety Rules, and safety-related chain of commands for selective demolition Work, sequential Project Work, and removal of designated hazardous materials.
- .4.11. For sequential projects, preconstruction safety audit shall include reviewing Work carried out under previous Work related to the Project which is to be included in the scope of Work under the Contract. Design, implement, monitor and maintain a safe Work environment throughout the Contract in accordance with procedures established during the preconstruction safety audit. Attendance at pre-construction safety audit shall be mandatory for the Contractor, the Subcontractors and major Suppliers.
- .4.12. Provide on-site such equipment and medical facilities as are necessary to furnish first aid to anyone who may be injured in connection with Work in accordance with regulations of the Occupational Health and Safety Act (Ontario)
- .4.13. Promptly report in writing to the Owner all accidents arising out of or in connection with the performance of the Work, whether on or adjacent to the site, which caused death, personal injury or property damage, giving full details and statements of witnesses. In addition, in case of death, critical injuries (as defined in O. Reg 834) or serious injuries or damages, report the accident immediately by telephone and electronic text messaging (e.g. via text or email) to the Owner's representative
- .4.14. If any claim is made by anyone against the Contractor or any Subcontractor on account of any accident or damage, promptly report facts in writing to the Consultant and Owner, giving full details of the claim.

## **5 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

- .5.1. Contractors and Subcontractors must be trained in, and comply with, WHMIS regulations.
- .5.2. Ensure all controlled products have appropriate labels. Supply appropriate labels and conduct training on site.
- .5.3. Before initial delivery, submit Safety Data Sheets (SDS) for all controlled products at Place of the Work.
- .5.4. Maintain a log book of hazardous materials, including SDS, delivery dates, quantities, usage, waste records, removal dates, and quantities. Log must be accessible for inspection by the Contractor, the Owner, the Consultant, and site personnel.
- .5.5. Participate in Contractor's Safety Orientation meeting before starting Work. Address storage and handling of hazardous materials on site, and measures to prevent damage or injury from accidental spills.

## **6 CONTRACTOR SAFETY ORIENTATION**

- .6.1. All contractors and subcontractors who enter active University of Toronto labs must review the Laboratory Safety Orientation for External Service Providers: <https://ehs.utoronto.ca/lab-safety-orientation/>. Contractors should be prepared to show proof of completion (e.g. log) if requested by the Owner.

## **7 CONFINED SPACES**

- .7.1. All contractors and subcontractors must comply with O. Regulation 632/05 Confined Spaces (as amended) and the University of Toronto Confined Space Program (<https://ehs.utoronto.ca/resources/policies-and-procedures/>), whichever is more stringent.

**8 WORKING AT HEIGHTS**

- .8.1. All contractors and subcontractors must comply with fall protection requirements in accordance with Construction Projects - Ontario Regulation 213/91 (as amended) or the University of Toronto Working at Elevated Places Standard (<https://ehs.utoronto.ca/resources/policies-and-procedures/>), whichever is more stringent.

**9 SAFETY PROCEDURES FOR FUME HOOD MAINTENANCE**

- .9.1. All contractors and subcontractors must comply with the University of Toronto Safety Procedures for Fume Hood Maintenance (<https://ehs.utoronto.ca/maintenance-procedure-working-fume-hood-ducts-pd-updated/>))

**10 UNFORESEEN HAZARDS**

- .10.1. In case of unforeseen or unusual safety hazards, factors, or conditions during the execution of the Work, comply with procedures in place for Employee's Right to Refuse Work in accordance with laws and regulations applicable to the jurisdiction of the Place of the Work. Inform the Consultant and the Owner in writing of the situation.

**11 SPECIAL PROCEDURES – DESIGNATED SUBSTANCES**

- .11.1. Comply with O. Reg. 490/09 “Designated Substances” and the University of Toronto’s EHS policies. In the event of a conflict, apply the most stringent requirement.
- .11.2. In accordance with O. Reg. 490/09, the following chemical agents are prescribed as designated substances:
1. Acrylonitrile.
  2. Arsenic.
  3. Asbestos.
  4. Benzene.
  5. Coke oven emissions.
  6. Ethylene oxide.
  7. Isocyanates.
  8. Lead.
  9. Mercury.
  10. Silica.
  11. Vinyl chloride.
- .11.3. Designated substances are present in existing buildings: A Designated Substance and Other Hazardous Building Materials Survey on the presence of designated substances is on file for review and use, and bound under separate cover. Examine the report to become aware of locations where hazardous materials are present.
- .11.4. Implement the health and safety recommendations with respect to designated substances outlined in the Designated Substances Survey Report and applicable regulations provided by the Owner or authorities having jurisdiction.

**12 SPECIAL PROCEDURES – CRYSTALLINE SILICA**

- .12.1. All contractors and subcontractors must comply with Ministry of Labour guideline Silica on construction projects (<https://www.ontario.ca/document/silica-construction-projects>) and the University of Toronto Crystalline Silica Procedures (<https://ehs.utoronto.ca/resources/policies-and-procedures/>), whichever is more stringent.

### 13 SPECIAL PROCEDURES – LEAD

- .13.1. All contractors and subcontractors must comply with Ontario Ministry of Labour, Immigration, Training and Skills Development Guidelines for Lead on Construction Projects (<https://www.labour.gov.on.ca/english/hs/pubs/lead/>) and University of Toronto Lead Management Program/Standard Operating Procedures for the Control of Lead During Building Maintenance and Construction Activities (<https://ehs.utoronto.ca/resources/policies-and-procedures/>), whichever is more stringent.
- .13.2. The Contractors and Subcontractors must ensure that renovations and/or demolition operations that are likely to disturb mercury-containing materials or equipment shall be carried out in accordance with the procedures described in guidelines and regulations; Designated Substances Regulation, O. Reg. 490/09; Regulation for Construction Projects, O. Reg. 213/91; General – Waste Management Regulation, O. Reg. 347/90 and Scope of Work-Designated Substances Abatement.

### 14 SPECIAL PROCEDURES - ASBESTOS CONTAINING MATERIALS

- .14.1. Asbestos Awareness Training:
  - 1. The Contractor and Subcontractors must complete the Contractor's Workers Asbestos Awareness Training Program Form for all personnel performing Work. Submit copies to the Owner's Representative at least 48 hours before starting Work. Provide and pay for additional Asbestos Work Training required for the project.
  - 2. After reviewing the Owner's Asbestos Management Program, complete the Contractor's Acknowledgement of Asbestos Management Program Form. Submit copies at the construction start-up meeting.

### 15 ASBESTOS REMOVAL BY CONTRACTOR

- .15.1. The Work of this Contract requires the removal and legal disposal of materials containing asbestos and materials contaminated with asbestos to the extent that the material is accessible, as defined in the Designated Substance Survey Report.
- .15.2. Comply with Ontario Regulation 278/05 under the Occupational Health and Safety Act, regarding the management of asbestos in construction projects and building repair operations.
- .15.3. Conform to the University of Toronto Asbestos Management Program and follow the University's Standard Operating Procedures (SOPs) outlined in the Specifications.
- .15.4. Remove asbestos containing / contaminated materials as noted in the Scope of Work-Designated Substances Abatement and Other Hazardous Materials Removal in accordance with requirements of the abatement specifications (Division 02) and requirements of authorities having jurisdiction.
- .15.5. Obtain all necessary permits from relevant authorities for the transport and disposal of asbestos waste. Submit copies of these permits to the Consultant.
- .15.6. In cases where there is a conflict between Specifications, institutional policies, and requirements of authorities having jurisdiction, the most stringent requirements shall apply.

### 16 UNEXPECTED DISCOVERY OF ASBESTOS

- .16.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions as supplemented by requirements indicated in this Section.
- .16.2. Clauses below do not apply to hazardous substances and materials that have been clearly identified or can be inferred from Designated Substances Reports and whose removal must be included in the Contract Price.

- .16.3. If suspect asbestos-containing material is unexpectedly discovered, cease Work immediately and report to Owner. Await written authorization for remedial Work.
- .16.4. If disturbed materials are suspected of containing asbestos, immediately suspend Work in affected area and report event in writing to the Consultant and Owner.
- .16.5. If friable or other potentially hazardous materials are confirmed to be toxic or hazardous, removal of such materials or arrangements may become part of the Contract and may be authorized as a Contract modification. Refer to Section 01 26 00 for procedures related to changes to the Contract.
- .16.6. Ensure that removal actions comply with O. Reg. 278/05, "Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations."
- .16.7. The Owner's mandatory asbestos procedures and forms, which are available online at <https://www.fs.utoronto.ca/projects/design-standards-and-project-forms/> and <https://ehs.utoronto.ca/>, include, but are not limited to, the following
  - 1. University of Toronto - Acknowledgement of University of Toronto "Asbestos Management Program", Ontario Regulation 278/05, "Designated Substance-Asbestos on Construction Projects and in Building and Repair Operations" and Designated Substances Survey Report.
  - 2. "Contractor's / Sub-Contractor's Workers Asbestos and Designated Substances, Training & Work Experience" form.
  - 3. "Asbestos Management Program", University of Toronto.
  - 4. University of Toronto - ID R2.04 Standard Operating Procedures for the Control of Asbestos Fibres During Type 2 Operations, DRILLING OF HOLES IN PLASTER WALLS AND CEILINGS THAT CONTAIN ASBESTOS WITH HEPA FILTERED TOOL

## 17 SPECIAL PROCEDURES - MOULD

- .17.1. Reporting of Potential Mould Presence: Promptly report any potential fungi and mould conditions to the Owner, including but not limited to the following situations:
  - 1. Water Damage: Report all instances of new or old water damage. New water damage must be addressed within 24 to 48 hours of wetting. Identify the source of the water, especially if it contains high levels of bio-contaminants (e.g., sewage, river water).
  - 2. Strong Odours: Report any strong odours that are consistent with the presence of fungi or mould.
  - 3. Physical Symptoms: Report any physical symptoms related to fungi or mould, such as runny nose, eye irritation, skin rash, cough, congestion, fatigue, headache, and asthma aggravation. These symptoms are particularly prevalent among individuals with asthma, allergies, or weakened immune systems. Refer to the Ontario Ministry of Labour's Mould in Workplace Buildings Alert 20: ISSN 1195-5228, Hazard Summary.

## 18 UNEXPECTED DISCOVERY OF MOULD

- .18.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions as supplemented by requirements indicated in this Section.
- .18.2. Clauses below do not apply to hazardous substances and materials that have been clearly identified or can be inferred from Designated Substances Reports bound under separate cover and whose removal must be included in Contract Price.
- .18.3. In the event of the unexpected discovery of potential mould, stop Work immediately and do not disturb the potential mould material until it is determined if the material contains mould. Immediately report discovery in writing to the Owner.
- .18.4. If the presence of mould is confirmed, arrangements for removal may be authorized as a Contract modification. Refer to Section 01 26 00 for procedures related to changes to the Contract.

- .18.5. If mould is disturbed, suspend Work in the affected area. Immediately report the disturbance in writing to the nearest Construction Health and Safety Office, the Ministry of Labour, and the Owner.
- .18.6. Mould contamination must be assessed by a qualified Consultant. Clean up contamination in accordance with the requirements of the Construction Health and Safety Branch, Ministry of Labour, and the Owner's Mould Remediation Procedures.
- .18.7. The Contractor must submit a report to the Consultant showing that mould has been removed prior to the Owner using the Place of the Work for the intended purpose or obtaining a Certificate of Substantial Performance Of The Work, whichever date comes first.
- .18.8. If the Consultant or the Owner suspects that mould amplification was caused by the Contractor's behaviour or actions, the Owner reserves the right to retain a qualified and experienced bio-contamination investigator to determine the source and impact of potential mould amplification on site in accordance with General Conditions and Supplementary Conditions. The investigator will perform sampling, laboratory analysis, and other required assessment steps to determine the cause of the mould amplification and submit results to the Owner and Contractor.
- .18.9. Remediation Procedures:
  - 1. Conform to Owner's Level I, II, III, IVa, and IVb Procedures for Remediation of Fungi in Indoor Environments, prepared by the University's Office of Environmental Health and Safety.
  - 2. Obtain copies of procedures from the Owner.

**END OF SECTION 01 35 00**

PROJECT NO. P065-21-050

ISSUED FOR: TENDER

DATE: 2026-06-02

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**SECTION 01 35 16 - PROJECT ALTERATIONS AND REPAIRS**

**1 INTENTIONALLY DELETED.**

**PROJECT NO. P065-21-050**

**ISSUED FOR:** TENDER

**DATE:** 2026-06-02

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**END SECTION**

## SECTION 01 40 00 - QUALITY REQUIREMENTS

### 1 REGULATORY REQUIREMENTS

#### .1.1. Building Code Information:

1. The Project has been designed and must be constructed in accordance with the requirements of the Ontario Building Code (the Building Code or "OBC"), latest edition, including any amendments.

#### .1.2. Compliance with Laws: The Contract Documents, including Drawings, Specifications, and other information for the Work, are intended to comply with federal, provincial, and municipal laws, by-laws, regulations, and other requirements of authorities having jurisdiction. Perform the Work in accordance with such requirements.

1. Specific design and performance requirements listed in Specifications or indicated on Drawings may exceed the minimum requirements established by OBC; these requirements will govern over the minimum requirements listed in OBC.
2. Where OBC or Contract Documents do not cover a specific requirement, which is covered by the National Building Code of Canada ("NBC"), latest edition, conform to the requirements of NBC, including its related supplements.
3. Where Specifications do not provide sufficient details for a particular item of Work indicated on Drawings or Schedules, conform to minimum standards indicated in Building Code, and in the absence of more restrictive requirements comply with Specifications, installation methods, and standards of workmanship indicated in OBC, Part 9 "Housing and Small Buildings".

### 2 PERMITS, CERTIFICATES AND TRANSCRIPTS

#### .2.1. Required Documentation Prior to Commencement of the Work:

1. Immediately after receiving notification of award of Contract, submit the following:
  1. Workplace Safety & Insurance Certificate status.
  2. Transcripts and proof of insurance.
  3. Other certificates and transcripts required by the Contract Documents, Consultant, or authorities having jurisdiction.
2. Ensure permits, licenses and certificates included under specific Sections are provided as specified. Forward copies of permits to the Owner and the Consultant before commencing Work.

#### .2.2. Building Permit Acquisition and Display:

1. The Consultant has made a building permit application on behalf of the Owner. The Owner shall pay the application fee.
2. The Contractor must display the building permit and other relevant permits in a visible location at the Place of the Work.

#### .2.3. Contractor's Responsibilities for Other Permits:

1. Except as otherwise noted, the Contractor is responsible for applying for, obtaining, and covering fees for other necessary permits, licenses, certificates, inspections, and approvals mandated by authorities having jurisdiction or Contract Documents.



### 3 ABBREVIATIONS AND ACRONYMS

- .3.1. Commonly Assigned Meanings: Words and phrases in these Specifications or in other Contract Documents that are not expressly defined in the General Conditions or Supplementary Conditions of the Contract must be interpreted based on their common meanings within the specific context in which they are used. When interpreting these terms, take into account specialized usage within various trades and professions relevant to the terminology. Refer uncertainties to the Consultant.

### 4 REFERENCE STANDARDS

- .4.1. "Reference standards" means consensus standards, trade association standards, guides, and other publications expressly referenced in Contract Documents.
- .4.2. Where an edition or version date is not specified, referenced standards shall be deemed to be the latest edition or revision issued by the publisher at the time of bid closing. However, if a particular edition or revision date of a specified standard is referenced in an applicable code or another regulatory requirement, the regulatory-referenced edition or version shall apply.
- .4.3. Reference standards establish minimum requirements. If the Contract Documents call for requirements that differ from a referenced standard, the more stringent requirements shall govern.
- .4.4. If compliance with two or more reference standards is specified and the standards establish different or conflicting requirements, comply with the most stringent requirement. Refer uncertainties to the Consultant for clarification.
- .4.5. Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- .4.6. Copies of Standards: Each entity engaged in construction on the Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication sources.

### 5 MINIMUM QUALIFICATION REQUIREMENTS

- .5.1. Where Specifications use the term "experienced" in the context of qualifications, the following minimum criteria must be applied; individual Specification Sections may specify additional requirements.
- .5.2. Manufacturer Qualifications:
1. Experience: The manufacturer must have a minimum of 10 years' experience in producing systems similar to those specified for the Project.
  2. Capabilities: The manufacturer must demonstrate successful in-service performance and have adequate production capacity.
  3. Additional Requirements: Must meet qualification, warranty, and technical or factory-authorized service representative requirements.
- .5.3. Fabricator Qualifications:
1. Experience: The fabricator must have at least 10 years' experience in producing products similar to those indicated for the Project.
  2. Capabilities: The fabricator must have a record of successful in-service performance and sufficient production capacity.
- .5.4. Welder Qualifications:
1. Certification: Welders must be certified per CSA W47.1 and CSA W59-M, with a minimum certification level of "Division 1" or "Division 2".

2. Operators: Must be qualified per CSA W47.1 for Work specified in Contract Documents, with a minimum certification level of "Class O".
  3. Inspectors and Supervisors: Must meet CSA W178.1 and CSA W178.2 qualifications and be certified by the Canadian Welding Bureau for "Category (a), Buildings".
  4. Documentation: Submit copies of welding certificates to the Consultant prior to Work commencement.
- .5.5. Installer Qualifications:
1. Experience: Installer must have at least 5 years' experience in installing systems similar to those specified for the Project and, where applicable, be certified by the manufacturer.
- .5.6. Professional Engineer Qualifications:
1. Credentials: Must be licensed by and a member in good standing of the Professional Engineers Ontario (PEO) and legally qualified to practice in the Province of Ontario.
  2. Experience: Not less than 5 years' experience in providing engineering services of similar scope.
  3. Insurance: Must carry professional liability insurance of not less than \$2,000,000.00. No exceptions.
  4. Restrictions: Engineers opting for "Mandatory Disclosure" or "Suggested Disclosure" approaches as permitted by PEO are not eligible to Work on this Project.
- .5.7. Surveyor Qualifications:
1. Credentials: Must be a member in good standing of the Association of Ontario Land Surveyors and legally qualified to practice in the jurisdiction where the Project is located.
  2. Experience: Not less than 5 years' experience in providing professional land surveying services of similar scope.
- .5.8. Manufacturer's Technical Representative Qualifications:
1. Credentials: Must be an authorized, trained, and manufacturer-approved representative to observe and inspect the installation of products similar to those specified for the Project.
- .5.9. Testing and Inspecting Agency Qualifications:
1. Credentials: Must be an SCC-accredited laboratory or independent agency acceptable to the Owner and Consultant with experience and capability to conduct testing and inspection indicated, as documented according to ASTM E329, and with additional qualifications specified in individual sections. Where required by authorities having jurisdiction, the testing agency must be acceptable to such authorities.

## 6 QUALITY CONTROL

- .6.1. Contractor's Quality Control: Quality Control is the Contractor's responsibility. Use qualified personnel trained and experienced in managing and executing quality assurance and quality control procedures as required for the Project.
- .6.2. Contractor-Requested Testing: Testing and inspection requested by the Contractor but not required by the Contract Documents are the Contractor's responsibility.
- .6.3. Manufacturer's Field Services: Engage factory-authorized service representatives for inspection and observation as specified in the Contract Documents or required by the manufacturer. Responsibilities include participation in preinstallation meetings, examination of conditions, verification of materials, observation of installation activities, and submission of written reports.
- .6.4. Removal and Replacement of Rejected Work: Promptly remove and replace defective Work rejected by the Consultant. Promptly repair damage caused by removals or replacements.
- .6.5. Equipment and Systems: Refer to Divisions 21, 22, 23, and 26 for detailed requirements.

## **7 PERIODIC WORK OBSERVATIONS**

- .7.1. Daily Construction Reports: The Contractor must assign a supervisor or designated competent individual to compile daily logs or a diary. Report must cover:
1. Weather conditions, including temperature highs and lows.
  2. Workforce numbers, including Contractors, Subcontractors, Suppliers, and other personnel.
  3. Lists of Subcontractors, visitors and Other Contractors present.
  4. Summary of general Project activities and photographs.
  5. Equipment or system tests and startups.
  6. Services connected and disconnected.
  7. Documentation of extraordinary or emergency incidents and accidents.
  8. Unusual events.
  9. Stoppages, delays, shortages, and losses.
  10. Emergency procedures followed.
  11. Meetings and significant decisions.
  12. Change Orders received and implemented.
  13. Orders and requests of authorities having jurisdiction.
  14. Other elements, as necessary.
- .7.2. Manpower and Material Records: The Contractor is responsible for keeping detailed records of manpower and material usage for Project. Records must be maintained at the Place of the Work.
- .7.3. Availability of Records: Upon the Owner's or the Consultant's request, submit records created under this section for inspection and duplication purposes.

## **8 INDEPENDENT INSPECTION AND TESTING AGENCIES**

- .8.1. Appointment and Payment: Unless otherwise specified, costs for retaining and paying independent inspection and testing agencies shall be paid by the Owner.
1. Inspection and testing agencies will inspect, test, or perform quality control reviews of parts of the Work. The following are specifically excluded from the inspection and testing allowance and must be included in Contract Price:
    1. Inspection and testing mandated by laws, ordinances, Rules, regulations, or orders of public authorities.
    2. Inspection and testing conducted solely for the Contractor's convenience or own quality control.
    3. Testing, adjustment, and balancing of conveying systems, mechanical and electrical equipment, and systems.
    4. Mill tests and certificates of compliance.
    5. Inspections and tests specifically designated as Contractor's responsibility in Divisions 02 – 49 of the Specifications.
    6. Re-inspection and re-testing for failed or otherwise unacceptable results.
- .8.2. Contractor's Responsibility: The Owner's employment of inspection and testing agencies does not relieve the Contractor from responsibility for performing the Work in accordance with the Contract Documents.
- .8.3. Cooperation with Inspection and Testing Agencies:
1. Allow and arrange for inspection and testing agencies to have access to the Work, including access to off-site manufacturing and fabrication plants.

2. Submit test samples required for testing in accordance with the schedule of Submittals specified in Section 01 32 00 – Construction Progress Documentation.
3. Provide labour, Construction Equipment, and temporary facilities to obtain and handle test samples on site.
- .8.4. Notification for Required Inspection and Testing: For inspection and testing required by the Contract Documents or by authorities having jurisdiction, provide the Consultant and inspection and testing agencies with timely notification, and in no case less than 48 hours, in advance of required inspection and testing.
- .8.5. Reporting:
  1. Contractor's Reporting Obligation: For inspection and testing required by the Contract Documents or by regulatory requirements and performed by the Contractor retained inspection and testing agencies, submit copies of reports to the Consultant and the Owner. Submit within 3 Working Days after completion of inspection and testing.
  2. Owner's Reporting Requirements: For inspection and testing performed by the Owner retained inspection and testing agencies, copies of inspection and testing agency reports will be provided to the Contractor.
  3. Report data: Each report must include the following data as a minimum:
    1. Name of Inspection and testing company.
    2. Project name and Project number.
    3. Consultant's name.
    4. Contractor's name.
    5. Subcontractor's Name.
    6. Dates of inspections and reports.
    7. Weather conditions including air temperature, precipitation, and other pertinent criteria.
    8. General comments on application and workmanship.
    9. Any deviations from accepted procedures, Drawings and Specifications observed.
    10. Photographs, test results and conclusions/findings.

## 9 MOCK-UPS

- .9.1. General Requirements: Mock-up review activities are to be indicated in the Construction Schedule. Before starting Work specified in technical Specifications, prepare mock-ups for the Consultant's review. Obtain the Consultant's acceptance before proceeding with any corresponding Work.
- .9.2. Size and Location: If the mock-up location is not indicated on the Drawings or Specifications, locate where directed by the Consultant on site.
- .9.3. Notification: Inform the Consultant a minimum of 5 Working Days prior to mock-up construction.
- .9.4. Supervision: For mock-up construction, use supervisory personnel and workers who will perform similar tasks on the Project.
- .9.5. Aesthetic and Workmanship Range: Demonstrate intended aesthetic effects and quality.
- .9.6. Revisions and Review:
  1. Modify mock-up as required until the Consultant's acceptance is obtained. Address unsatisfactory conditions identified in the preliminary review and modify mock-ups, as necessary. Allow time in the Construction Schedule for multiple reviews.
  2. Accepted mock-ups establish an acceptable standard for the Work.

3. Acceptance of mock-ups does not imply acceptance of deviations from requirements of the Contract Documents unless such deviations are confirmed in writing by the Consultant.
  4. Unless otherwise specified in the technical Specifications, accepted mock-ups forming part of the Work may remain as part of the Work.
- .9.7. Protection and Removal:
1. Protect mock-ups from damage until the Work they represent is complete.
  2. Remove mock-ups only when the Work they represent is complete or when otherwise directed by the Consultant.

## **10 IN-SITU MOCK-UPS**

- .10.1. Refer to Technical Specifications (Division 02 – 49).

**END OF SECTION 01 40 00**

## SECTION 01 42 00 - DEFINITIONS AND REFERENCES

### 1 DEFINITIONS

- .1.1. Basic definitions for the Contract are outlined in the General Conditions and Supplementary Conditions of the Contract.
- .1.2. "As required": Refers to requirements imposed by authorities having jurisdiction, referenced standards, existing site conditions, accepted construction practices, or the Contract Documents. Where conflicts or ambiguities arise, the most stringent requirement must be followed.
- .1.3. "Directed": Any command or instruction issued by the Owner or Consultant. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- .1.4. "Experienced": When referring to an entity, this term indicates previous successful completion of projects similar to this Project; including familiarity with specific requirements and compliance with requirements of authorities having jurisdiction.
- .1.5. "Indicated": Refers to requirements presented graphically or in writing on the Drawings, Specifications, or other Contract Documents. Terms like "shown," "noted," "scheduled," and "specified" are synonymous with the term "indicated."
- .1.6. "Installer": Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations. Installers shall be experienced in the operation they are engaged to perform
- .1.7. "Building Code": means the Ontario Building Code.
- .1.8. "Cash Allowance Disbursement Authorization (CADA)": an authorization to the Contractor to expend monies from Cash Allowances included in the Contract Price.
- .1.9. "Commissioning Authority (CxA)": The individual or firm responsible for overseeing and managing the commissioning process.
- .1.10. "Contemplated Change Notice" / "Contemplated Change Order": A document issued to the Contractor indicating a potential change to the scope of Work that may result in a Change Order.
- .1.11. "Cutting": Removal of in-place construction necessary to permit installation or performance of other Work.
- .1.12. "Demolish": Completely remove and legally dispose of off-site.
- .1.13. "Division": A group of related sections based on their respective work results or construction disciplines.
- .1.14. "Existing to Remain": Existing functional items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.
- .1.15. "General Review of the Work": Means review visits to the Place of Work (and where applicable, at locations where building components are fabricated for use at the Project site) at intervals approval to the stage of construction that the Consultant in its professional discretion considers necessary to determine the progress and quality of the Work and to determine that the Work is in general conformity with the Contract Documents and to report, in writing, to the Owner, the Contractor, and authorities having jurisdiction at the Place of the Work. Without limiting the foregoing, General Review shall include, at a minimum, the attendance and participation at site meetings, until Substantial Performance of the Work or until all known construction deficiencies and design errors identified by the Owner, the Consultant or the Contractor at the time of Substantial Performance of the Work have been corrected, whichever is later.

- .1.16. "Make Good" or "Made Good": "Make Good" or "Made Good" means repairing, restoring, refurbishing, rehabilitating, or performing filling operation on any existing components disturbed due to work of the Contract, to at least the condition existing at the commencement of the Work, in terms of construction integrity, finishes, alignment with existing adjoining surfaces, compatibility of materials, sound attenuation criteria, exfiltration/infiltration requirements, air barriers, vapour barrier and thermal continuity.
- .1.17. "Operation and Maintenance Manual (O&M Manual)": A document containing instructions for operating and maintaining the building's systems and equipment.
- .1.18. "Patching": Fitting and repair work required to restore surfaces to original conditions after installation of other Work.
- .1.19. "Project Manual": Project Manual means the written volume of the Contract Documents which includes the bidding documents, Contract forms, General Conditions and Supplementary Conditions of the Contract and the Specifications.
- .1.20. "Proposed Change": See "Contemplated Change Notice" / "Contemplated Change Order".
- .1.21. "Record Drawings": means the Drawings prepared by the Consultant by revising the editable CAD or BIM documents to reflect changes made to them during construction based on the: (i) content of As-built Drawings, if any, prepared and supplied by the Contractor; and (ii) changes as a result of Supplemental Instructions, Change Orders, Change Directives and other written directions given by the Consultant.
- .1.22. "Recycle": Recovery of demolition waste for subsequent processing in preparation for reuse.
- .1.23. "Remove and Reinstall": Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- .1.24. "Remove and Salvage": Detach items from existing construction and deliver them to Owner ready for reuse.
- .1.25. "Remove": Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- .1.26. "Request for Interpretations (RFI)": A formal request made by the Contractor seeking clarification or further explanation of the Contract Documents. The terms Request for Interpretations and Request for Information shall be considered synonymous.
- .1.27. "Reviewed" or "Approved": Refers to the Owner's or Consultant's action on Submittals, applications, and requests by the Contractor. Such review or approval is limited to the applicable party's responsibilities outlined in the General Conditions and Supplementary Conditions of the Contract.
- .1.28. "Salvage": Carefully detach from existing construction, in a manner to prevent damage, and deliver to Owner ready for reuse. Include fasteners or brackets needed for reattachment elsewhere.
- .1.29. "Section": A portion of the Specifications that address "work results". Work results are permanent or temporary aspects of construction projects achieved in the production stage or by subsequent alteration, maintenance, or demolition processes, through the application of a particular skill or trade to construction resources.
- .1.30. "Substitution": "Substitution" means a Product, a manufacturer, or both, not initially specified in Contract Documents by proprietary name but proposed for use by the Contractor in place of a Product, a manufacturer, or both, specified by proprietary name.
- .1.31. "Substitutions for Cause": A Substitution that is proposed due to altered Project conditions like Product unavailability, regulatory changes, or warranty issues. Where the Contractor makes claims of Product unavailability, submit proof of such Product unavailability in the form of a letter from the manufacturer or Supplier of the Product or system and documentation showing that an order was placed in a timely manner.

- .1.32. "Substitutions for Convenience": Substitutions proposed due to perceived benefits that may not necessarily be required to fulfill Project requirements.
- .1.33. "Technical Specifications": Sections contained in Divisions 02 to 49 of the Project Manual.
- .1.34. "University": means the University of Toronto. The terms Owner, University and University of Toronto shall be considered synonymous.

## 2 ABBREVIATIONS AND ACRONYMS FOR STANDARDS, REGULATIONS, AND INDUSTRY ORGANIZATIONS

- .2.1. Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations and industry organizations in the following list.
- .2.2. AA: Aluminum Association (The) - [www.aluminum.org](http://www.aluminum.org)
- .2.3. AABC: Associated Air Balance Council - [www.aabchg.com](http://www.aabchg.com)
- .2.4. AAMA: American Architectural Manufacturers Association - [www.aamanet.org](http://www.aamanet.org)
- .2.5. AASHTO: American Association of Province Highway and Transportation Officials - [www.transportation.org](http://www.transportation.org)
- .2.6. AATCC: American Association of Textile Chemists and Colorists - [www.aatcc.org](http://www.aatcc.org)
- .2.7. ABAA: Air Barrier Association of America - [www.airbarrier.org](http://www.airbarrier.org)
- .2.8. ABMA: American Bearing Manufacturers Association - [www.abma-dc.org](http://www.abma-dc.org)
- .2.9. ACEC: Association of Consulting Engineers of Canada - [www.acec.ca](http://www.acec.ca)
- .2.10. ACI: American Concrete Institute - [www.concrete.org](http://www.concrete.org)
- .2.11. ACPA: American Concrete Pipe Association - [www.concrete-pipe.org](http://www.concrete-pipe.org)
- .2.12. AEIC: Association of Edison Illuminating Companies, Inc. - [www.aeic.org](http://www.aeic.org)
- .2.13. AF&PA: American Forest & Paper Association - [www.afandpa.org](http://www.afandpa.org)
- .2.14. AGA: American Gas Association - [www.aga.org](http://www.aga.org)
- .2.15. AHAM: Association of Home Appliance Manufacturers - [www.aham.org](http://www.aham.org)
- .2.16. AHRI: Air-Conditioning, Heating, and Refrigeration Institute - [www.ahrinet.org](http://www.ahrinet.org)
- .2.17. AI: Asphalt Institute - [www.asphaltinstitute.org](http://www.asphaltinstitute.org)
- .2.18. AIA: American Institute of Architects (The) - [www.aia.org](http://www.aia.org)
- .2.19. AISC: American Institute of Steel Construction - [www.aisc.org](http://www.aisc.org)
- .2.20. AISI: American Iron and Steel Institute - [www.steel.org](http://www.steel.org)
- .2.21. AITC: American Institute of Timber Construction - [www.aitc-glulam.org](http://www.aitc-glulam.org)
- .2.22. ALSC: American Lumber Standard Committee, Inc. - [www.alsc.org](http://www.alsc.org)
- .2.23. AMCA: Air Movement and Control Association International, Inc. - [www.amca.org](http://www.amca.org)
- .2.24. ANSI: American National Standards Institute - [www.ansi.org](http://www.ansi.org)
- .2.25. AOSA: Association of Official Seed Analysts, Inc. - [www.aosaseed.com](http://www.aosaseed.com)
- .2.26. APA: APA - The Engineered Wood Association - [www.apawood.org](http://www.apawood.org)
- .2.27. APA: Architectural Precast Association - [www.archprecast.org](http://www.archprecast.org)
- .2.28. API: American Petroleum Institute - [www.api.org](http://www.api.org)
- .2.29. ARI: Air-Conditioning & Refrigeration Institute - [www.ari.org](http://www.ari.org)
- .2.30. ARMA: Asphalt Roofing Manufacturers Association - [www.asphaltroofing.org](http://www.asphaltroofing.org)



- .2.31. ASCE: American Society of Civil Engineers - [www.asce.org](http://www.asce.org)
- .2.32. ASHRAE: American Society of Heating, Refrigerating and Air-Conditioning Engineers - [www.ashrae.org](http://www.ashrae.org)
- .2.33. ASME: ASME International (American Society of Mechanical Engineers International) - [www.asme.org](http://www.asme.org)
- .2.34. ASSE: American Society of Sanitary Engineering - [www.asse-plumbing.org](http://www.asse-plumbing.org)
- .2.35. ASTM: ASTM International (American Society for Testing and Materials International) - [www.astm.org](http://www.astm.org)
- .2.36. ATIS: Alliance for Telecommunications Industry Solutions - [www.atis.org](http://www.atis.org)
- .2.37. AWCI: Association of the Wall and Ceiling Industry - [www.awci.org](http://www.awci.org)
- .2.38. AWCMA: American Window Covering Manufacturers Association - (Now WCMA)
- .2.39. AWI: Architectural Woodwork Institute - [www.awinet.org](http://www.awinet.org)
- .2.40. AWMAC: Architectural Woodwork Manufacturers Association of Canada - [www.awmac.com](http://www.awmac.com)
- .2.41. AWPAA: American Wood Protection Association (Formerly: American Wood Preservers' Association) - [www.awpa.com](http://www.awpa.com)
- .2.42. AWS: American Welding Society - [www.aws.org](http://www.aws.org)
- .2.43. AWWA: American Water Works Association - [www.awwa.org](http://www.awwa.org)
- .2.44. CaGBC: Canada Green Building Council - [www.cagbc.org](http://www.cagbc.org)
- .2.45. CCA: Canadian Construction Association - [www.cca-acc.com](http://www.cca-acc.com)
- .2.46. CCDC: Canadian Construction Documents Committee - [www.CCDC.org](http://www.CCDC.org)
- .2.47. CCMC: Canadian Construction Materials Centre - <https://nrc.canada.ca/en/certifications-evaluations-standards/canadian-construction-materials-centre>
- .2.48. CCR: California Code of Regulations - <https://oal.ca.gov/publications/ccr/>
- .2.49. CDPH: California Department of Public Health - <https://www.cdph.ca.gov/>
- .2.50. CFFM: Canadian Forces Fire Marshal - [www.dnd.ca/admie/dgcps/CFFMe.htm](http://www.dnd.ca/admie/dgcps/CFFMe.htm)
- .2.51. CFR: Code of Federal Regulations - <https://www.ecfr.gov/>
- .2.52. CGA: Canadian Gas Association - [www.cga.ca](http://www.cga.ca)
- .2.53. CGSB: Canadian General Standards Board - <http://w3.pwgsc.gc.ca/cgsb>
- .2.54. CISC: Canadian Institute of Steel Construction - [www.cisc-icca.ca](http://www.cisc-icca.ca)
- .2.55. CLA: Canadian Lumbermen's Association - [www.cfa-international.org](http://www.cfa-international.org)
- .2.56. CNLA: Canadian Nursery Landscape Association - [www.canadanursery.com](http://www.canadanursery.com)
- .2.57. CRCA: Canadian Roofing Contractors Association - [www.roofingcanada.com](http://www.roofingcanada.com)
- .2.58. CRI: Carpet and Rug Institute - <https://carpet-rug.org/>
- .2.59. CSA: Canadian Standards Association International - [www.csa-international.org](http://www.csa-international.org)
- .2.60. CSC: Construction Specifications Canada - [www.csc-dcc.ca](http://www.csc-dcc.ca)
- .2.61. CSDMA: Canadian Steel Door Manufacturers Association - [www.csdma.org](http://www.csdma.org)
- .2.62. CSPI: Corrugated Steel Pipe Institute - [www.cspi.ca](http://www.cspi.ca)
- .2.63. CSSBI: Canadian Sheet Steel Building Institute - [www.cssbi.ca](http://www.cssbi.ca)
- .2.64. CWC: Canadian Wood Council - [www.cwc.ca](http://www.cwc.ca)
- .2.65. EC: Environment Canada - [www.ec.gc.ca](http://www.ec.gc.ca)
- .2.66. EPA: Environmental Protection Agency (USA) - <https://www.epa.gov/home>

- .2.67. ISO: International Organization for Standardization - <https://www.iso.org/home.html>
- .2.68. ITS: Intertek Testing Services - <https://www.intertek.com/testing/>
- .2.69. MPI: Master Painters Institute - [www.paintinfo.com](http://www.paintinfo.com)
- .2.70. NABA: National Air Barrier Association - [www.naba.ca](http://www.naba.ca)
- .2.71. NLGA: National Lumber Grades Authority - [www.nlga.org](http://www.nlga.org)
- .2.72. NRC: National Research Council - [www.nrc.gc.ca](http://www.nrc.gc.ca)
- .2.73. OAA: Ontario Association of Architects - [www.oaa.on.ca](http://www.oaa.on.ca)
- .2.74. QPL: Qualification Program List, c/o Canadian General Standards Board - [www.pwgsc.gc.ca/cgsb](http://www.pwgsc.gc.ca/cgsb)
- .2.75. RAIC: Royal Architectural Institute of Canada - [www.raic.org](http://www.raic.org)
- .2.76. SCC: Standards Council of Canada - [www.scc.ca](http://www.scc.ca)
- .2.77. TTMAC: Terrazzo, Tile and Marble Association of Canada - [www.ttmac.com](http://www.ttmac.com)
- .2.78. ULC: Underwriters' Laboratories of Canada - [www.ulc.ca](http://www.ulc.ca)
- .2.79. USGBC: U.S. Green Building Council - <https://www.usgbc.org/>

### 3 OTHER ABBREVIATIONS AND ACRONYMS

- .3.1. ABS: Acrylonitrile Butadiene Styrene
- .3.2. AODA: Accessibility for Ontarians with Disabilities Act
- .3.3. BECXA: Building Enclosure Commissioning Authority
- .3.4. BIM: Building Information Modeling
- .3.5. BMS: Building Management System
- .3.6. BOD: Basis of Design
- .3.7. CAD: Computer-Aided Design
- .3.8. CADA: Cash Allowance Disbursement Authorization
- .3.9. CASRN: Chemical Abstracts Service Registry Number
- .3.10. CO: Change Order
- .3.11. CO<sub>2</sub>: Carbon Dioxide
- .3.12. COC: Chain of Custody
- .3.13. CPVC: Chlorinated Polyvinyl Chloride
- .3.14. CSV: Comma Separated Values
- .3.15. CXA: Commissioning Authority
- .3.16. EHS: Environmental Health and Safety
- .3.17. EMRS: Enterprise Management and Reporting System
- .3.18. EPD: Environmental Product Declaration
- .3.19. EPR: Extended Producer Responsibility
- .3.20. FPLS: Fire Protection Life Safety
- .3.21. FPT: Functional Performance Testing
- .3.22. FSC: Forest Stewardship Council
- .3.23. GC: General Condition
- .3.24. GHS: Globally Harmonized System of Classification and Labeling of Chemicals

- .3.25. GPR: Ground Penetrating Radar
- .3.26. HEPA: High-Efficiency Particulate Air
- .3.27. HPD: Health Product Declaration
- .3.28. HST: Harmonized Sales Tax
- .3.29. HVAC: Heating, Ventilation, and Air Conditioning
- .3.30. IAQ: Indoor Air Quality
- .3.31. IFC: Issued for Construction
- .3.32. ISSN: International Standard Serial Number
- .3.33. IST: Information Systems Technology
- .3.34. IT: Information Technology
- .3.35. LEED: Leadership in Energy and Environmental Design
- .3.36. MDF: Medium Density Fiberboard
- .3.37. MSDS: Material Safety Data Sheet (now SDS)
- .3.38. SDS: Safety Data Sheet
- .3.39. NAF: No Added Formaldehyde
- .3.40. NBC: National Building Code (Canada)
- .3.41. NIC: Not in Contract
- .3.42. NMR: Nuclear Magnetic Resonance
- .3.43. OBC: Ontario Building Code
- .3.44. OGCA: Ontario General Contractors Association
- .3.45. OLS: Ontario Land Surveyor
- .3.46. OPR: Owner's Project Requirements
- .3.47. PDF: Portable Document Format
- .3.48. PEFC: Programme for the Endorsement of Forest Certification
- .3.49. PEO: Professional Engineers Ontario
- .3.50. PVC: Polyvinyl Chloride
- .3.51. RF: Radio Frequency
- .3.52. RFI: Request for Information
- .3.53. SC: Supplementary Condition
- .3.54. SCAQMD: South Coast Air Quality Management District
- .3.55. SI: International System of Units (Système International d'Unités)
- .3.56. STC: Sound Transmission Class
- .3.57. TAB: Testing, Adjusting, and Balancing
- .3.58. UFF: Urea Formaldehyde Free
- .3.59. ULC: Underwriters' Laboratories of Canada
- .3.60. UPS: Uninterruptible Power Supply
- .3.61. USB: Universal Serial Bus
- .3.62. UTM: University of Toronto Mississauga
- .3.63. UTSC: University of Toronto Scarborough

- .3.64. VCT: Vinyl Composition Tile
- .3.65. VOC: Volatile Organic Compounds
- .3.66. WHMIS: Workplace Hazardous Materials Information System
- .3.67. WSIB: Workplace Safety and Insurance Board (Ontario)

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**SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS****1 SUMMARY**

- .1.1. Purpose of Section: This Section specifies responsibilities for temporary facilities and controls for the Work.

**2 SUBMITTALS**

- .2.1. Site Utilization and Staging Drawings: Prepare a site plan indicating the proposed location and dimensions of the area to be enclosed and used by the Contractor, the number of trailers to be used, avenues of ingress/egress to the enclosed area, and details of enclosure installation. Indicate the use of a supplemental or other staging area.

**3 ENGINEERING DESIGN FOR TEMPORARY FACILITIES**

- .3.1. Engage and pay for registered professional engineers, must be licensed by and a member in good standing of the Professional Engineers Ontario (PEO) and legally qualified to practice in the Province of Ontario
- .3.2. Submit Shop Drawings bearing the seal and signature of a licensed professional engineer detailing temporary structural and other facilities and methods intended for the Work.

**4 TEMPORARY UTILITIES**

- .4.1. Provide temporary utilities as specified and as otherwise necessary to perform the Work expeditiously. Remove temporary utilities after use.

**5 TEMPORARY WATER**

- .5.1. Use of Owner's Facilities for Temporary Water Supply: The use of the Owner's existing water service facilities may be permitted, provided they are cleaned and maintained in a condition acceptable to the Owner. Provide connections and extensions of services as required for construction operations. Prior to Ready-for-Takeover, restore facilities to their original condition before initial use.

**6 TEMPORARY ELECTRICAL POWER**

- .6.1. Use of Owner's Facilities for Temporary Electrical Power: Use of the Owner's existing electric power service may be permitted during construction for temporary lighting and operating of power tools, to the extent available on site. The Contractor must make a request for electric power service to the Owner. With the Owner's approval, connect to and use the Owner's existing electrical supply for temporary use during construction in accordance with governing regulations, the Owner's Electrical Design Standard and CSA C22 Series, latest edition. Temporary power for equipment requiring more capacity than above is the responsibility of the Contractor.
  - 1. Use Charges: Pay electric power service use charges for electricity used by all entities for construction operations. Install a sub-meter complying with the Owner's Electrical Design Standard for this purpose. The cost of the submeter must be included in the Contract Price.]
- .6.2. Unless approved by the Owner in writing, do not use permanent building lighting systems during construction.

**7 TEMPORARY HEATING AND VENTILATION**

- .7.1. Arrange and pay for temporary heating and ventilation required during construction.
- .7.2. Duct carbon dioxide gas (CO<sub>2</sub>) or other noxious or harmful gases from heaters to the exterior of buildings

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- .7.3. Use a flameless type of construction heaters. Use of open flame is prohibited by the Owner.
- .7.4. Provide temporary heat for the Work as required to:
  - 1. Facilitate the progress of the Work.
  - 2. Protect the Work against dampness and cold.
  - 3. Prevent moisture condensation on surfaces, freezing, or other damage to finishes or stored Products.
  - 4. Maintain specified minimum ambient temperatures and humidity levels for storage, installation and curing of Products.
  - 5. Maintain the heated parts of the building(s) or temporary enclosures at a minimum of 10 degrees C (50 degrees F) or at such temperature specified in Technical Specifications for proper installation of various Products.
- .7.5. Provide temporary ventilation for Work as required to:
  - 1. Prevent accumulations of fumes, exhaust, vapours, gases and other hazardous, noxious, or volatile substances in enclosed spaces, as required to maintain a safe Work environment meeting applicable regulatory requirements.
  - 2. Ensure that hazardous, noxious, or volatile substances do not migrate to Owner-occupied spaces.
  - 3. Ventilate temporary sanitary facilities.
- .7.6. Unless approved by the Owner in writing, do not use permanent building heating and ventilation systems during construction.

## **8 CONSTRUCTION FACILITIES**

- .8.1. Generally: Provide temporary construction facilities as necessary for the Work to be performed and in compliance with applicable regulatory requirements.
  - 1. Maintain temporary construction facilities in good condition for the duration of the Work.
  - 2. Remove temporary construction facilities from the Place of the Work when no longer required.

## **9 CONSTRUCTION PARKING**

- .9.1. The Place of the Work has a severe shortage of parking spaces. Limited parking may be permitted at the Place of the Work at the Contractor's cost. A limited number of commercial permits on a weekly or monthly basis can be made available for the use of contractors who are involved in the Owner's construction projects and who must have access to vehicles in the normal course of their duties with the Owner. The Owner's Parking Manager has the sole authority to issue a commercial permit. Requests for commercial permits must be accompanied by an "Application for a Commercial Parking Permit" signed by the Owner's Project Manager.
- .9.2. Confine parking to spaces allotted by the Owner. All individuals are encouraged to use public transportation whenever possible.
- .9.3. If, due to the nature of the Work, equipment must be parked in a non-designated parking location, special permission is required from the Owner.

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**10 TRAFFIC CONTROL**

- .10.1. Do not park on roads, block roads or walkways or impede traffic during the Work unless otherwise permitted. If necessary to temporarily block traffic, provide and pay for trained personnel who are acceptable to authorities having jurisdiction to direct traffic as required.
- .10.2. Manage construction traffic by using designated roads and by providing trained flag persons to direct public traffic as appropriate.
- .10.3. When overhead Work is in progress, provide and maintain flag persons, temporary traffic signals, barricades, flares, lights and/or lanterns as required to perform the Work and protect the public as required by the authorities having jurisdiction
- .10.4. Make and pay for arrangements for temporary use of adjacent properties, including roads and walks, street occupancies and parking space closures.

**11 SITE OFFICES**

- .11.1. The Owner may make space available in the existing facility to accommodate site meetings.

**12 SANITARY FACILITIES**

- .12.1. Provide and maintain temporary sanitary facilities for workers' use in compliance with applicable health and safety legislation and the requirements of authorities having jurisdiction. Provide portable, weatherproof toilets, serviced at least weekly unless noted otherwise. Keep sanitary facilities clean and fully stocked with the necessary supplies.
- .12.2. Do not use newly installed or constructed permanent washroom facilities during construction.

**13 TEMPORARY FIRE PROTECTION**

- .13.1. Provide and maintain fire protection systems to the satisfaction of relevant authorities, the local fire department, the Consultant, the Owner, and insurance agents.
- .13.2. Access and Identification: Maintain clear access routes to exits, fire line valves, hoses, and portable fire extinguishers. Ensure devices are visibly marked.
- .13.3. Fire Extinguishers: Provide and maintain ULC-labeled fire extinguishers in prominent locations in accordance with the requirements of authorities having jurisdiction.
- .13.4. Tarpaulin Use: Only fire-resistant tarpaulins are permitted.
- .13.5. Hot Work: Comply with CSA W117.2 and the Owner's requirements indicated in Section 01 35 00.
- .13.6. Flammable Materials Storage and Handling:
  - 1. Prohibit bulk storage of flammable liquids on site.
  - 2. Store flammable liquids in approved containers and keep combustibles away from the building.
  - 3. Transport and dispose of flammable materials safely.
- .13.7. Fire Risk Mitigation:
  - 1. Familiarize workers with fire-fighting equipment locations and usage.
  - 2. Suspend Work if fire protection deficiencies are found.
  - 3. Wet areas before and after hot Work operations where feasible or use fire-retardant materials where wetting is impractical.
- .13.8. Fire Watch Requirements:
  - 1. The Owner's Fire Prevention department shall provide continuous fire watch, at the cost of the Contractor, for each of the following activities:

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1. Shutdown of fire detection system in occupied buildings.
  2. Shutdown of sprinkler system in occupied buildings.
  3. Any other situation that the Consultant may deem appropriate.
2. Unless otherwise required, provide 60 minutes of fire watch for all Open flame or hot work activities (e.g. soldering, welding and similar operations).
  3. Fire Reporting: Immediately report any fire to the fire department, the Owner's Project Manager, Fire Prevention department and the Consultant, regardless of whether it has been extinguished or not.

## **14 ELEVATORS**

- .14.1. Newly Installed Elevators: Do not use newly installed permanent elevators for construction purposes.
- .14.2. Use of Existing Elevators:
  1. The Owner may permit the Contractor to use 1 elevator near the Work area for transporting tools, persons and small materials that fit in a protected cab area during specified hours and days. Maintain and clean elevators in a condition acceptable to the Owner. Coordinate delivery times of small materials with restricted elevator use hours.
  2. Coordinate use with the Owner. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator cars and entrance doors and frames. Do not load elevators beyond their rated weight capacity.
  3. Ensure elevator cab and landing jamb protections are in place and secured at all times. Repair or replace any damages caused to elevators to the satisfaction of the Owner and the Consultant, and at no additional cost to the Owner.
  4. The Owner may restrict elevator use if use interferes with building operations. Arrange with the Owner for extended hours or alternate arrangements as necessary. Comply with such arrangements at no additional cost to the Owner.

## **15 HOISTING**

- .15.1. Provide, operate, and maintain hoists, cranes or other lifting devices required for moving of workers, materials, and equipment. Hoists, cranes, and other lifting devices must be operated by qualified operators. Submit proof of training upon request.

## **16 TEMPORARY SIGNAGE**

- .16.1. Temporary Safety Signs:
  1. Install directional signs as necessary to inform the public and individuals seeking entrance to the Project area. Provide safety signs in accordance with the requirements of authorities having jurisdiction. Conform to CAN/CSA-Z321.
  2. Provide temporary wayfinding, directional, informational, and warning signage and tapes as required for efficient and safe operation of buildings. This includes, but is not limited to, life safety protection and traffic direction for students, visitors, the public, and staff. Additional signage and tapes may be required as directed by the Owner.
  3. Temporary signage and tapes include but are not limited to:
    1. Floor/wall directional arrows: Colour-coded, pressure-sensitive, self-adhesive vinyl arrows and dots .
      1. Sizes: 121 mm (4-3/4 in) x 150 mm (6 in) for arrows, 75 mm (3 in) diameter for dots. Colours: selected by the Owner in consultation with the Consultant.



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2. Information directories: Colour-coded, pressure-sensitive, self-adhesive vinyl directories with department names, room numbers, and directional arrows .
  1. Colours: selected by the Owner in consultation with the Consultant.
3. Warning, caution, danger, emergency signage: Pressure-sensitive, self-adhesive vinyl signs , as required and acceptable to the Owner and the Consultant.
4. Safety aisle and warning tapes: Colour-coded, pressure-sensitive, self-adhesive vinyl tapes .
  1. Colours: selected by the Owner in consultation with the Consultant.
5. Coordinate temporary signage and tapes with construction phasing and dustproof screen requirements.
6. Upon completion of each phase, carefully remove, relocate, and provide new temporary signage and tapes as required and directed by the Owner and the Consultant.
7. After removing temporary signage and tapes, patch, repair, repaint, or replace existing finishes to the satisfaction of the Owner and the Consultant.

## 17 SITE STORAGE AND LOADING

- .17.1. The Owner will not make designated storage space available to the Contractor at the Place of the Work.
- .17.2. Do not load or permit any part of the Work to be loaded with weight or force that will endanger the Work.
- .17.3. Where offsite storage is required, the Contractor is to execute the Owner's offsite storage agreement prior to storing offsite.
- .17.4. Storage and Fabrication Sheds: If necessary, provide sheds that are sized, furnished, and equipped to accommodate materials and equipment for construction operations. Store combustible materials away from the building.

## 18 ACCESSIBILITY REQUIREMENTS

- .18.1. Use commercially reasonable efforts to avoid disrupting access to the Owner's facilities for persons with disabilities.
- .18.2. If disruption is unavoidable, promptly notify the Owner and ensure alternative access is available.
- .18.3. Provide public notice of the disruption by posting a sign in a conspicuous place prior to disruption, stating the duration and alternative access means, if any, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005, Regulation 429/07; sample sign is available at following link: [https://www.fs.utoronto.ca/wp-content/uploads/2021/06/11\\_AODA\\_Temporary\\_Disruption\\_Guideline.pdf](https://www.fs.utoronto.ca/wp-content/uploads/2021/06/11_AODA_Temporary_Disruption_Guideline.pdf)
- .18.4. Read, understand, and comply with the University of Toronto's AODA Training for Volunteers & Other Service Providers provided in the Procurement Documents.

## 19 TEMPORARY BARRIERS AND ENCLOSURES

- .19.1. Generally: Provide temporary barriers and enclosures necessary to protect the public and to secure the Place of the Work during the performance of the Work.
  1. Comply with applicable regulatory requirements.
  2. Maintain temporary barriers and enclosures in good condition for the duration of the Work.
  3. Remove temporary barriers and enclosures from the Place of the Work when no longer required.

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- .19.2. Site Hoarding: Erect temporary security and safety site hoarding of minimum type and height specified enclosing the entire site.
  - 1. Minimum height: Not less than 2.4 m (8 ft)
  - 2. Material Specifications: Minimum 13 mm (1/2in) thick, exterior-grade plywood framed with preservative-treated wood posts and rails.
  - 3. Paint the public side of the hoarding with one coat of primer and one coat of exterior paint. Maintain the public side of the hoarding clean and in good repair until removed. Maintain exterior hoarding enclosures in tidy and secure condition. Remove unauthorized signs and posters, graffiti etc. if applicable, weekly.
  - 4. Provide lockable access gates for Construction Equipment and lockable pedestrian doors as required to facilitate construction access.
  - 5. Erect and maintain pedestrian walkways, including roof and side covers, complete with pedestrian signage and electrical lighting.
- .19.3. Scaffolding: Comply with CAN/CSA-S269.2.

## **20 TEMPORARY TREE AND PLANT PROTECTION**

- .20.1. Erect sturdy, durable enclosures around existing trees and plants indicated to remain. Place enclosures at the perimeter of the branch drip line or a minimum of 1980 mm (6' - 6") from the trunk if the drip line is less than 1980 mm (6' - 6"). Do not anchor or fasten enclosures to trunks or branches. Comply with the requirements of authorities having jurisdiction.
- .20.2. Maintain enclosures throughout construction until final grading and planting have commenced in the protected area.
- .20.3. Do not use the area inside enclosures for storage or construction operations.

## **21 WEATHER ENCLOSURES**

- .21.1. Provide weather-tight enclosures for unfinished door and window openings, tops of shafts, and other openings on floors and roofs.
- .21.2. Provide weather enclosures to protect floor areas where walls are not finished and to enclose Work areas that require temporary heating.
- .21.3. Design weather enclosures to withstand wind pressure and snow loading requirements.

## **22 DUST-TIGHT SCREENS, PARTITIONS, AND VIBRATION MITIGATION REQUIREMENTS**

- .22.1. Provide full height dust-tight steel stud and gypsum board partitions to localize interior building areas from dust and noise-generating activities unless otherwise specified.
  - 1. Construct partitions using 92 mm (3-5/8 in) metal studs spaced at 400 mm (16 in) o.c. with 13 mm (1/2 in) gypsum board on both sides, unless indicated otherwise. Ensure joints are taped and painted.
  - 2. Extend partitions from floor to structure above; seal cutouts and penetrations to prevent dust infiltration.
- .22.2. Erect, maintain and relocate screens and partitions as required to facilitate construction operations and the Owner's operational requirements.
- .22.3. Keep spaces not affected by construction activities free of dust and prevent dust seepage into adjacent spaces with temporary packing at doors and elevator entrances not in use.
- .22.4. Upon completion, remove partitions and repair damage to adjoining Work to the satisfaction of the Owner and the Consultant.

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**23 PROTECTION OF BUILDING FINISHES**

- .23.1. Provide necessary temporary barriers and enclosures to protect existing and completed or partially completed finished surfaces from damage during the performance of the Work.

**24 TEMPORARY CONTROLS**

- .24.1. Generally: Provide temporary controls as necessary for the performance of the Work and ensure compliance with applicable regulatory requirements.

1. Maintain temporary controls in good condition for the duration of the Work.
2. Remove temporary controls and Construction Equipment used for temporary controls from the Place of the Work when no longer required.

- .24.2. Dust and Particulate Control:

1. Implement and maintain dust and particulate control measures in accordance with applicable regulatory requirements.
2. Execute the Work by methods that minimize dust from construction operations and spreading of dust on site or to adjacent properties.
3. Provide temporary enclosures to prevent extraneous materials resulting from sandblasting or similar operations from contaminating air beyond the immediate Work area.
4. Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
5. Use appropriate covers on trucks hauling fine, dusty, or loose materials.

- .24.3. Pollution Control:

1. Take measures to prevent contamination of soil, water, and atmosphere through uncontrolled discharge of noxious or toxic substances and other pollutants, potentially causing environmental damage. Refer to Contract and Supplementary Conditions.
2. Be prepared by maintaining appropriate materials and equipment, as well as having trained personnel on site to intercept, clean up, and dispose of spills or releases that may occur. Promptly report spills and releases that may occur to:
  1. the authority having jurisdiction,
  2. the person causing or having control of the pollution source if known, and
  3. the Owner and the Consultant.
4. Contact the manufacturer of the pollutant, if known and applicable, to obtain safety data sheets (SDS) and ascertain hazards involved and precautions and measures required in clean-up or mitigating actions.
5. Take immediate action to contain and mitigate the harmful effects of the spill or release.

- .24.4. Pest Control:

1. Implement necessary measures, restraints, procedures, and treatments to prevent and control infestation of insects, rodents, and other pests at the Place of the Work for the entire duration of the Contract.
2. Pest control measures must comply with the OBC, Municipal By-Laws and Regulations, and requirements of authorities having jurisdiction.

**25 SECURITY**

- .25.1. Provide and pay for responsible security personnel to guard the site and its contents. Security personnel must be present on site or implement remote monitoring measures after working hours and during holidays.

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**SECTION 01 61 00 - COMMON PRODUCT REQUIREMENTS****1 GENERAL**

- .1.1. Provide new Products that are not damaged or defective, and suitable for the purpose intended, subject to specified requirements. If requested by the Consultant, furnish evidence as to the type, source and quality of Products provided.
- .1.2. Permanent manufacturer's markings, labels, trademarks, and nameplates on Products are not acceptable in prominent locations except where required by regulatory requirements, for operating instructions, or when located in mechanical or electrical rooms.
- .1.3. When conflict occurs between the specified technical description and the manufacturer's standard model numbers, as well as the manufacturer's printed description of the given model number, the technical description specified in the Contract Documents shall govern. Have manufacturers make necessary modifications in their manufacturing methods to meet the requirements specified.
- .1.4. Where materials or components are not specified, the Contractor shall augment materials with those of its choice within applicable Code limitations while maintaining the integrity of design and architectural requirements.
- .1.5. Defective Products, whenever identified prior to completion of the Work, will be rejected, regardless of previous reviews and regardless of whether they were new Products. Remove and replace defective or damaged Products at own expense and be responsible for delays and expenses caused by rejection.
- .1.6. Ensure Products used for temporary facilities shall be sound in structural qualities.
- .1.7. Unless specified in the Contract Documents, ensure consistency in Product and manufacturer for similar items, materials, equipment, or assemblies. Generally, endeavour to procure primary Products and materials forming part of the same Section from one source and manufacturer.
- .1.8. Ensure new materials used to repair damage are compatible with adjacent and existing Work.

**2 PRODUCT OPTIONS**

- .2.1. Subject to the provisions of Section 01 25 00 – Substitution Procedures:
  - 1. Wherever a Product or manufacturer is specified by a single proprietary name, provide the named Product only.
  - 2. Wherever more than one Product or manufacturer is specified by proprietary name for a single application, provide any one of the named Products.
- .2.2. Wherever a Product is specified by reference to a standard only, provide any Product that meets or exceeds the specified standard. If requested by the Consultant, submit information verifying that the proposed Product meets or exceeds the specified standard.
- .2.3. Wherever a Product is specified by descriptive or performance requirements only, provide any Product that meets or exceeds the specified requirements. If requested by the Consultant, submit information verifying that the proposed Product meets or exceeds the specified requirements.

**3 PRODUCT AVAILABILITY AND DELIVERY TIMES**

- .3.1. Promptly upon Contract award and periodically during construction, review and confirm Product availability and delivery times. Long-lead Products procurement must be included in the Baseline Schedule and the Construction Schedule. Order Products in sufficient time to meet the construction progress schedule and the Contract Time.
- .3.2. If a specified Product is no longer available, promptly notify the Consultant. The Consultant will take action as required.

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- .3.3. If delivery delays are foreseeable for any reason, promptly notify the Consultant.
  - 1. If a delivery delay is beyond the Contractor's control, the Consultant will give direction.
  - 2. If a delivery delay is caused by something that was or is within the Contractor's control, the Contractor shall propose actions to recover and maintain the Construction Schedule for the Owner's and the Consultant's review and acceptance.

#### **4 PRODUCT INGREDIENT DISCLOSURE AND ENVIRONMENTAL TRANSPARENCY**

- .4.1. Environmental Product Declarations (EPD): When available, submit Product-specific Type III EPD or industry-wide (generic) EPD conforming to ISO 14025 or other recognized environmental Product declaration framework.
- .4.2. Material Ingredient Reporting: When available, submit documentation demonstrating chemical inventory of materials to at least 0.1% (1000ppm) and conform to one of the following:
  - 1. Health Product Declaration Open Standard,
  - 2. Cradle to Cradle v2 Basic level or Cradle to Cradle v3 Bronze level,
  - 3. International Living Future Institute Declare
  - 4. Other approved framework.
- .4.3. When multiple Products are specified, give preference to Products with compliant documentation.

#### **5 STORAGE, HANDLING, AND PROTECTION**

- .5.1. Store, handle, and protect Products during transportation to the Place of the Work and before, during, and after installation to prevent damage, adulteration, deterioration, and soiling.
- .5.2. Comply with the manufacturer's instructions for storage, handling, and protection.
- .5.3. Store packaged or bundled Products in an original and undamaged condition with manufacturer's seals and labels intact. Do not remove from packaging or bundling until required in Work.
- .5.4. Comply with the workplace hazardous materials information system (WHMIS) requirements regarding the use, handling, storage, and disposal of hazardous materials, including labelling requirements and safety data sheets (SDS).
- .5.5. Store Products subject to damage from weather in weatherproof enclosures.
- .5.6. Store sheet Products on flat, solid supports and keep them clear of ground. Slope to shed moisture.
- .5.7. Remove and replace damaged Products.
- .5.8. Where applicable, execute the Owner's offsite storage agreement for permitted offsite storage — no storage fees shall apply.

#### **6 MOULD CONTROL DURING PRODUCT STORAGE AND HANDLING**

- .6.1. Conform to General Conditions and Supplementary Conditions.
- .6.2. Products, materials, and substances employed in the Work must be free of mould amplification. Ensure construction workers are not exposed to amplified moulds. Take every reasonable precaution in the circumstances for the protection of workers. Be familiar with and implement recommendations outlined in "Mould Guidelines for the Canadian Construction Industry - CCA 82, latest edition" and the University of Toronto's Mould Program and Remediation SOPs: <https://ehs.utoronto.ca/resources/policies-and-procedures/>.
- .6.3. Exercise continuous quality control and enforce mould control requirements upon Subcontractors. Establish proper Product storage and delivery sequence to protect products from weather, moisture, and other exposures conducive to mould growth.

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- .6.4. Take special care while handling and storing materials, including, but not limited to, particleboard, plywood, cellulose-based materials, wallpaper, ceiling panels, gypsum board, and insulation.
- .6.5. Maintain humidity levels and provide mechanical ventilation as necessary to meet product requirements specified by supplier or manufacturer. Monitor and control moisture conditions in storage areas continuously.
- .6.6. Do not bring on-site or use materials damaged by exposure to moisture or showing signs of mould growth.
- .6.7. Products with visible or invisible signs of mould amplification, whether installed or not, will be considered defective and must be removed and replaced at the Contractor's expense.
- .6.8. Refer to Section 01 35 00 for additional requirements.

## **7 INDOOR AIR QUALITY**

- .7.1. Select Products for use in the Work that affect indoor air quality as little as possible. Provide adequate ventilation during the installation of finishing materials to avoid deleterious effects on indoor air quality. Specifically, select Products for installation within air-handling and distribution systems to minimize the introduction of pollutants into the building's fresh air supply.
- .7.2. Choose odourless Products wherever possible. Where odourless Products are not available, provide additional ventilation during the construction period to encourage off-gassing of materials to their minimum levels before building Occupancy. In existing facilities, coordinate the installation of products with strong odours with the Owner to minimize the impact on building occupants (e.g., increase ventilation overnight or on weekends for the period immediately after Product installation). Where possible, products must be unpacked and allowed to off-gas before being brought to the Owner's premises.
- .7.3. Products and materials incorporated in the Work must be as free of VOCs and emissions as possible. Products emitting benzene, mercury, lead, or other known toxic compounds are not permitted.
- .7.4. As far as practical, ensure adhesives, sealants, paints, and coatings applied on site and used in the building's interior are tested and determined compliant in accordance with California Department of Public Health (CDPH) Standard Method v1.2–2017, using the applicable exposure scenario.
- .7.5. In addition to the emissions criteria specified above, adhesives, sealants, paints, and coatings applied on site and used in the building's interior must meet VOC limits established by authorities having jurisdiction and following VOC content limits as follows:
  - 1. All paints and coatings wet-applied on site must meet applicable VOC limits of the California Air Resources Board (CARB) 2007, Suggested Control Measure (SCM) for Architectural Coatings, or the South Coast Air Quality Management District (SCAQMD) Rule 1113.
  - 2. All adhesives and sealants wet-applied on site must meet the applicable chemical content requirements of SCAQMD Rule 1168.
- .7.6. Prioritize emission control for Products known to be high chemical emitters, long-term emitters, or those expected to present emissions in high amounts, including office furniture, seating, built-in cabinetry, flooring, ceiling, thermal insulation, paints and coatings, wall coverings, ceiling systems, HVAC duct materials, fireproofing, structural adhesives and sealants, millwork, cove base moulding, wall systems, underlayments, and shelving.
- .7.7. Notify Suppliers of such materials' emission control requirements and ensure compliance is obtained from manufacturers. Use only materials that emit the lowest possible particles and chemical vapours as specified in this Section.

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- .7.8. Schedule sequence of installation of finishing materials to reduce harm to indoor air quality. Provide necessary ventilation during and after installation of 'wet' Products such as paints, sealants, adhesives, and 'packaged dry' Products.
- .7.9. Isolate substances that produce hazardous emissions from circulating air. Locate outside air intakes away from potential sources of contamination.
- .7.10. Install HVAC system filtration media in accordance with Mechanical Specifications and the University of Toronto's Mechanical Design Standard. Specifications
- .7.11. Take measures to prevent the entry of dust into the HVAC system throughout the construction phase.
- .7.12. Consider using electrically powered equipment on-site in lieu of gas or propane-powered equipment to reduce the possibility of carbon monoxide sickness and odours of gas or propane spreading throughout the building.
- .7.13. Where the Owner has determined air sampling is necessary, and in consultation with the Owner's Environmental Health & Safety (EHS) team, cooperate with the Consultant's monitoring and air sampling of various parts of the facility during construction and in the final months before opening. If necessary, provide additional ventilation in areas designated by the Consultant. During construction phases where materials with high VOCs or odours are used, monitor the air quality of the building periodically and implement increased local ventilation measures, such as temporary air handling units, if required.

## 8 PATENTS

- .8.1. Verify the existence or exclusivity of patent licenses for Products prior to installation.

**END OF SECTION 01 61 00**



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**SECTION 01 71 00 - EXAMINATION AND PREPARATION****1 EXISTING UTILITIES AND STRUCTURES**

- .1.1. Before commencing excavation, drilling or other earthwork, establish or confirm the location and extent of all existing underground utilities and structures in the work area. Consult with the Owner for any available information on existing underground utilities or works.
- .1.2. Promptly notify the Consultant if underground utilities, structures, or their locations differ from those indicated in the Contract Documents or in available project information.
- .1.3. Record locations of maintained, re-routed, and abandoned utility lines.

**2 SETTING OUT**

- .2.1. Before commencing the Work, verify the lines, levels and dimensions shown on the Drawings and report all discrepancies in levels or dimensions orally and in writing to the Owner and the Consultant. Be responsible for Work done prior to receipt of the Owner's decision regarding reported discrepancies.

**3 VERIFICATION OF EXISTING CONDITIONS**

- .3.1. Where Work specified in any Section is dependent on the Work of another Section or Sections having been properly completed, verify that Work is complete and, in a condition, suitable to receive the subsequent Work. Commencement of Work of a Section that is dependent on the Work of another Section or Sections having been properly completed means acceptance of the existing conditions.
- .3.2. Verify that ambient conditions are suitable before commencing the Work of any Section and will remain suitable for as long as required for proper setting, curing, or drying of Products used.
- .3.3. Ensure that substrate surfaces are clean, dimensionally stable, cured and free of contaminants.
- .3.4. Notify the Consultant in writing of unacceptable conditions.

**END OF SECTION 01 71 00**

## SECTION 01 73 00 - EXECUTION

### 1 SUMMARY

- .1.1. Except where otherwise specified in technical Specifications or otherwise indicated on Drawings, comply with the requirements of this Section.

### 2 MANUFACTURER'S INSTRUCTIONS

- .2.1. Install, erect, or apply Products in strict accordance with the manufacturer's instructions.
- .2.2. Notify the Consultant, in writing, of conflicts between the Contract Documents and the manufacturer's instructions where, in the Contractor's opinion, conformance with the Contract Documents instead of the manufacturer's instructions may be detrimental to the Work or may jeopardize the manufacturer's warranty.
- .2.3. Do not rely on labels or enclosures provided with Products. Obtain written instructions directly from manufacturers.
- .2.4. Provide manufacturer's representatives with access to the Work at all times. Render assistance and facilities for such access so that manufacturer's representatives may properly perform their responsibilities.

### 3 CONCEALMENT

- .3.1. Conceal pipes, ducts, and wiring in floors, walls and ceilings in finished areas:
  - 1. after review by the Consultant and the authority having jurisdiction and
  - 2. where locations differ from those shown on Drawings after recording actual locations on As-built Drawings.
- .3.2. Provide incidental furring or other enclosures as required.
- .3.3. Notify the Consultant in writing of interferences or coordination concerns before installation.

### 4 FASTENINGS - GENERAL

- .4.1. Provide metal fastenings and accessories in the same texture, colour and finish as adjacent materials.
- .4.2. Prevent electrolytic action and corrosion between dissimilar metals and materials by using suitable non-metallic strips, washers, sleeves, or other permanent separators to avoid direct contact.
- .4.3. Use non-corrosive fasteners and anchors to secure exterior Work in spaces where high humidity levels are anticipated.
- .4.4. Space anchors within individual load limit or shear capacity and ensure they provide positive, permanent anchorage.
- .4.5. Keep exposed fastenings to a minimum, space evenly and install neatly.
- .4.6. Do not use fastenings or fastening methods that may cause spalling or cracking of material to which anchorage is made.

### 5 FASTENINGS - EQUIPMENT

- .5.1. Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .5.2. Bolts shall not project more than one diameter beyond nuts.

**6 FIRE-RATED ASSEMBLIES**

- .6.1. When penetrating fire-rated walls, ceilings, or floor assemblies, completely seal voids with fire-stopping materials, smoke seals, or both at the entire thickness of the construction element as required to maintain the integrity of the fire-rated assembly.

**7 LOCATION OF FIXTURES, OUTLETS AND DEVICES**

- .7.1. Consider the approximate location of fixtures, outlets, and devices indicated in the Drawings.
- .7.2. Locate fixtures, outlets, and devices to provide minimum interference and maximum usable space and as required to meet safety, access, maintenance, acoustic, and regulatory requirements, including barrier-free.
- .7.3. Promptly notify the Consultant in writing of conflicting installation requirements for fixtures, outlets, and devices. Indicate proposed locations and obtain approval for actual locations.
- .7.4. Tag and mark valves and switches operated by the Contractor and Subcontractors with the following information:
  - 1. The Owner's Project name and number;
  - 2. The Contractor's name;
  - 3. The Subcontractor's name;
  - 4. The dates and times close or shut off; and
  - 5. The dates and times to be opened/turned back on.

**8 PROTECTION OF COMPLETED WORK AND WORK IN PROGRESS**

- .8.1. Adequately protect parts of the Work completed and in progress from any damage.
- .8.2. Promptly remove, replace, clean, or repair, as directed by the Consultant any Work that was damaged due to inadequate protection.
- .8.3. Do not load or permit any part of the Work to be loaded with a weight or force that will endanger the safety or integrity of the Work.

**9 REMEDIAL WORK**

- .9.1. Notify the Consultant of and perform remedial Work required to repair or replace defective or unacceptable Work. Consult with the Consultant before the commencement of remedial Work for any applicable execution requirements. Ensure that appropriately qualified workers perform remedial Work. Coordinate adjacent affected Work as required.

**END OF SECTION 01 73 00**

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**SECTION 01 74 00 - CLEANING AND WASTE MANAGEMENT****1 REGULATORY REQUIREMENTS**

- .1.1. Comply with applicable regulatory requirements when disposing of waste materials.
- .1.2. Obtain permits from authorities having jurisdiction and pay disposal fees where required for disposal of waste materials and recyclables.

**2 WASTE MANAGEMENT AUDIT**

- .2.1. Prepare and submit to the Owner and the Consultant a waste audit and reduction plan in compliance with the requirements of Ontario Regulation 102/94, Waste Audits and Waste Reduction Workplans, and Ontario Regulation 103/94, Industrial, Commercial and Institutional Source Separation Programs under the Environmental Protection Act of Ontario. For definitions, refer to Ontario Regulation 105/94, Definitions.

**3 GENERAL CLEANING REQUIREMENTS**

- .3.1. Provide adequate ventilation when using volatile or noxious substances. Do not rely on building ventilation systems for this purpose.
- .3.2. Use only cleaning materials recommended by the manufacturer of the surface to be cleaned and as recommended by the cleaning material manufacturer.
- .3.3. Prevent cross-contamination during the cleaning process.
- .3.4. Notify the Consultant and the Owner of the need for cleaning caused by the Owner or Other Contractors.

**4 SNOW REMOVAL**

- .4.1. Remove snow from the access road, parking areas, site circulation paths, temporary access ramps, pathways, and entryways controlled by the Contractor to maintain access and as required to permit access to Work, parking, and uninterrupted construction progress. Coordinate snow removal with the Owner's transportation, grounds, and Fire Prevention departments.

**5 PROGRESSIVE CLEANING AND WASTE MANAGEMENT**

- .5.1. Maintain the Work in a tidy and safe condition, free from accumulation of waste materials and construction debris.
- .5.2. Provide appropriate, clearly marked containers for collection of waste materials and recyclables.
- .5.3. Remove waste materials and recyclables from work areas, separate, and deposit in designated containers at the end of each Working Day. Collect packaging materials for recycling or reuse. Remove waste materials and recyclables from Place of the Work at least daily.
- .5.4. Clean interior building areas prior to start of finish work and maintain free of dust and other contaminants during finishing operations.
- .5.5. Schedule cleaning operations so that dust, debris, and other contaminants do not fall on wet, newly finished surfaces or contaminate building systems.

**6 WASTE CONTAINERS AND BINS**

- .6.1. Provide closed waste containers and bins for demolition and construction waste disposal specified in this Section.
- .6.2. Provide "closed box" type containers to prevent waste materials from being windblown and contaminating the Owner's property and adjacent private and public properties.

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- .6.3. Ensure container sizes fit designated locations, as accepted by the Owner's Representative and Consultant.
- .6.4. Place containers at locations acceptable to the Owner. The Owner may require containers to be relocated to suit facility operations. Make such arrangements at no additional cost to the Owner.
- .6.5. Do not use the Owner's or building's waste containers for demolition or construction waste.

## 7 FINAL CLEANING

- .7.1. Perform final cleaning and waste-removal operations in accordance with local laws and ordinances and federal, provincial, and local environmental regulations.
- .7.2. Cleaning Personnel: Use experienced workers or professional cleaners for final cleaning tasks.
- .7.3. Cleaning Standards: Each surface or unit must be cleaned to the condition expected in an average commercial building cleaning and maintenance program.
- .7.4. Manufacturer's Instructions: Comply with the manufacturer's written instructions for cleaning processes.
- .7.5. Notification: Notify the Owner when ready to proceed with final cleaning. Do not commence final cleaning until authorized by the Owner.
- .7.6. Meeting: Arrange a meeting at the Place of Work to establish acceptable cleaning standards. Ensure the Owner, Consultant, Contractor, and cleaning company attend.
- .7.7. Cleaning Instructions: Submit a complete list of cleaning and maintenance instructions for all components of the Work to the Consultant.
- .7.8. Professional Cleaners: Employ experienced professional cleaners. Use appropriate equipment and materials per manufacturer recommendations. Use heavy-duty industrial machines for vacuum cleaning.
- .7.9. Cleaning Agents:
  - 1. Exercise extreme care with abrasive and chemical cleaning agents. Verify compatibility with finishes and material to be cleaned.
  - 2. Use cleaning materials and agents recommended by manufacturer or fabricator of surface being cleaned. Do not use cleaning agents that are potentially hazardous to health, property, or that could damage finished surfaces.
  - 3. Toxicity: Products must be labeled as 'low-hazard' or 'safer' by an ISO 14024-compliant (Type 1) Ecolabel, or other recognized third-party certification.
  - 4. Compliance with Green Seal GS-37: Generally, use cleaning products that comply with Green Seal GS-37. If GS-37 is not applicable to specified cleaning products, select products that comply with the California Code of Regulations regarding maximum allowable VOC levels.
  - 5. Ingredient Disclosure and Safety: Products must have ingredients disclosed through a Safety Data Sheet (SDS). SDSs must be available on-site for the duration of the task or when stored on the Owner's Premises. No ingredients should be present at 100 ppm (0.01%) or above that are classified with GHS codes and hazard statements: H311, H312, H317, H334, H340, H350, H360, H372.
- .7.10. Access Restriction: Secure rooms or areas post-cleaning. Re-clean as necessary if areas are re-accessed before Owner occupancy.
- .7.11. General Cleaning:
  - 1. Conduct all final cleaning to leave the Work in a condition acceptable to the Owner.

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2. Final cleaning must include, but is not limited to, the cleaning of floors, partitions, walls, ceilings, doors, hardware, windows, glass, fixtures, equipment, and removal of debris. Complete interior and exterior building and site cleaning.
3. Thoroughly clean and polish applicable areas and surfaces of the completed Work immediately prior to the Contractor's application for Substantial Performance of the Work.
4. Clean new and existing components per manufacturers' recommendations. Remove stains, spots, marks, dust, smudges, and dirt from all finished surfaces, fixtures, and furniture.
5. Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, mechanical and electrical fixtures, and other finishes. Replace any broken, damaged, disfigured, or scratched glass and mirrors.
6. Vacuum, clean, and dust all exposed wall, floor, and ceiling surfaces. Clean behind grilles, louvers, and screens, and above suspended ceiling tiles. Vacuum ducts, fans, blowers, and coils if units were used without filters during construction. Vacuum clean and dust building interiors, including behind grilles, louvers, and screens.
7. Clean interior and exterior window glass and frames, walls, ceilings, window coverings, doors, hardware, mechanical and electrical fixtures, and metals.
8. Remove dirt and soil from interior surfaces of existing glazing in windows and screens. Clean and polish glass in existing windows and screens.
9. Remove stains, paint, grease, oil, temporary protection and covers, plaster, mortar droppings, labels, tape, caulking, sealant compounds, and dirt from surfaces. Repaint any damaged painted areas.
10. Refinish or replace scratched or damaged metal items. Replace broken and scratched glass and mirrors.
11. Flooring:
  1. Corners/Baseboards: Clean thoroughly, scrubbing or stripping as necessary to remove protective or existing coatings.
  2. Tile/Terrazzo/Vinyl/Stone Flooring:
    1. Sweep flooring free of debris, clean corners, and ensure baseboards are free of marks and dirt.
    2. Scrub new flooring with appropriate solutions to remove factory-installed protective coatings.
    3. Strip old flooring with appropriate chemical solutions to remove existing floor finish and base seal coatings.
    4. Apply two coats of acrylic base coat sealer to both new and old flooring, allowing drying between coats.
    5. Use prime quality products. Apply a minimum of two coats of floor finish, ensuring drying between coats. Do not apply finish to the baseboards.
  3. Carpet Flooring:
    1. Completely vacuum all carpet flooring using a power brush-equipped vacuum cleaner.
    2. Remove any stains caused by construction using approved stain removal methods.
    3. For carpet exposed to extensive dust, use a rotary pile lifting machine and clean the carpet using the extraction method recommended by the carpet manufacturer.
12. Snow and Ice Removal: Sweep and clean snow and ice from exterior sidewalks, steps, driveways, roads, and parking lots.
13. Paved Surfaces: Broom clean and wash interior and exterior walks, paved surfaces, concrete floors, and steps.

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14. Landscaped Surfaces: Use leaf blowers for cleaning. Clean roofs and clear roof drains.
  15. Light Fixtures: Remove dust from lighting reflectors, lenses, lamps, bulbs, and other lighting surfaces. Clean mechanical and electrical equipment, replacing filters if used during construction.
    1. Clean all light troughs to remove dust.
    2. Clean lenses, making them free of smudges, dirt, and debris.
  16. Concealed Spaces: Remove waste material and debris from crawlspaces and other accessible concealed spaces. Make Good any damage caused by the Work outside the Work area, including necessary cleaning.
  17. Furniture and Fixtures: Completely dust and damp-wipe all furniture and fixtures to remove dust, debris, fingerprints, marks, and smudges. Vacuum upholstered furniture and extract clean, if necessary, due to construction-related staining
- .7.12. Phased Construction Cleaning:
1. Perform final cleaning of partial areas to be occupied by the Owner due to phased construction.
  2. Ensure cleaning includes all surfaces, fixtures, fittings, and components, both new and existing.
- .7.13. Prevention of Contamination: Avoid contaminating surrounding surfaces with cleaning fluids. Install temporary protection if required and remove it immediately after the cleaning operation.
- .7.14. Removal and Disposal
1. Remove surplus Products, waste materials, recyclables, Temporary Work, and unneeded Construction Equipment from the Place of Work.
  2. Remove surplus Products, tools, construction machinery, and equipment not required for the remaining Work.
  3. Dispose of all rubbish and debris, leaving the Place of Work clean and tidy to the satisfaction of the Consultant and Owner.
  4. Remove waste products and debris, leaving the Work clean and suitable for occupancy by the Owner, unless specified otherwise in the Contract Documents.
  5. Ready-for-Takeover will not be granted until the Contractor has removed all surplus Products, tools, construction machinery, and equipment.

## 8 WASTE MANAGEMENT AND DISPOSAL

- .8.1. Dispose of waste materials and recyclables at appropriate municipal landfills and recycling facilities in accordance with applicable regulatory requirements.
- .8.2. Do not burn or bury waste materials at the Place of the Work.
- .8.3. Do not dispose of volatile and other liquid waste such as mineral spirits, oil, paints and other coating materials, paint thinners, cleaners, and similar materials together with dry waste materials or on the ground, in waterways, or storm or sanitary sewers. Collect such waste materials in appropriate covered containers, promptly remove from the Place of the Work, and dispose of at recycling facilities or as otherwise permitted by applicable regulatory requirements.
- .8.4. Cover or wet down dry waste materials to prevent blowing dust and debris.
- .8.5. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions as supplemented by the requirements indicated in this Section.

**END OF SECTION 01 74 00**

## SECTION 01 77 00 - CLOSEOUT PROCEDURES

### 1 GENERAL INSTRUCTIONS

- .1.1. Read in conjunction with: CCDC 2, Part 12, Owner Takeover, Supplementary Conditions, University of Toronto Building Commissioning Standard and University of Toronto Deliverable Standard.
- .1.2. Definitions: Refer to Section 01 42 00 for a list of definitions applicable to Division 01 of the Specifications.

### 2 SUMMARY

- .2.1. Purpose of Section: Section specifies administrative procedures for Contract closeout.

### 3 SUBSTANTIAL PERFORMANCE OF THE WORK

- .3.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions as supplemented by the requirements indicated below:
  - 1. The prerequisites to, and the procedures for, attaining Substantial Performance of the Work, or similar such Milestone as provided for in the lien legislation applicable to the Place of the Work, shall be:
    - 1. independent of those for attaining Ready-for-takeover of the Work, and
    - 2. in accordance with the lien legislation applicable to the Place of the Work.
  - 2. Procedures: Comply with the requirements of Supplementary Conditions, Construction Act and OAA/OGCA Document 100, latest edition.

### 4 READY-FOR-TAKEOVER

- .4.1. Comply with the requirements of the CCDC 2 Contract and Supplementary Conditions

### 5 INSPECTION AND REVIEW BEFORE READY-FOR-TAKEOVER

- .5.1. Contractor's Inspection: Before applying for the Consultant's review to establish Ready-for-takeover of the Work:
  - 1. Ensure that the specified prerequisites to Ready-for-Takeover of the Work are completed.
  - 2. Conduct an inspection of the Work to identify defective, deficient, or incomplete Work.
  - 3. Prepare a comprehensive and detailed punch list of items to be completed or corrected.
  - 4. Provide an anticipated schedule and costs for items to be completed or corrected.
- .5.2. Consultant's Review: Upon receipt of the Contractor's application for review, together with the Contractor's punch list of items to be completed or corrected, the Consultant will review the Work. The Consultant will advise the Contractor whether or not the Work is Ready-for-Takeover and will Provide the Contractor with a punch list of items, if any, to be added to the Contractor's punch list of items to be completed or corrected along with an assessment of the costs to complete submitted by the Contractor. Provide the Consultant with a copy of the Contractor's revised punch list.
- .5.3. Maintain the punch list of items to be completed or corrected and promptly correct or complete defective, deficient and incomplete Work. The Contractor's inspection and the Consultant's review procedures specified above shall be repeated until the Work is Ready-for-takeover and no items remain on the Contractor's punch list of items to be completed or corrected.
- .5.4. When the Consultant determines that the Work is Ready-for-Takeover, the Consultant will notify the Contractor and the Owner in writing to that effect.



## **6 FINAL CLEANING**

.6.1. Refer to Section 01 74 00.

**END OF SECTION 01 77 00**

## SECTION 01 78 00 - CLOSEOUT SUBMITTALS

### 1 OPERATION AND MAINTENANCE (O&M) MANUAL

- .1.1. Preparation: Prepare a comprehensive operation and maintenance manual, in the language(s) of the Contract, using personnel qualified and experienced for this task.
- .1.2. Submission Timing: Submit an initial draft of the operation and maintenance manual for the Consultant's review. If required by the Consultant's review comments, revise manual contents and resubmit for the Consultant's review. If required, repeat this process until the Consultant accepts the draft manual in writing.
- .1.3. Cooperation with CxA and Consultant: Cooperate with CxA and Consultant in preparation of O&M Manual. Refer to Section 01 91 00 for specific roles and responsibilities of Contractor regarding assistance with commissioning activities.
- .1.4. Operation And Maintenance Manual Format:
  - 1. Organize data in the form of an instructional manual.
  - 2. Hard Copies:
    - 1. Number of Copies: Submit one (1) copy of final version to the Owner.
    - 2. Binders: vinyl, hard covered, three D-rings, loose leaf, 216 x 279 mm, with spine and face pockets. When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
    - 3. Cover: Identify each binder with typed or printed title "Operation and Maintenance Manual for Dentistry Clinic 2 – P065-21-050" and subject matter of contents.
    - 4. Arrange content by systems or process flow, under Section numbers and sequence of the table of contents.
    - 5. Provide an Operation and Maintenance Manual in separate binders for each discipline, and generally as follows:
      - 1. Architectural.
      - 2. Elevators.
      - 3. HVAC Systems and Plumbing.
      - 4. Fire Protection Systems.
      - 5. Electrical, Communications and IT.
    - 6. Provide tabbed fly leaf for each separate Product or system, with typed description of the Product and major component parts of equipment.
    - 7. Text: Manufacturer's printed data, or typewritten data.
    - 8. Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
  - 3. Electronic Copies:
    - 1. Submission Media: Submit final version to the Owner on an electronic media acceptable to the Owner (i.e. USB media or using a secure cloud storage system).
    - 2. Format: Provide an electronic copy of the Operation and Maintenance Manual in PDF format.
      - 1. Use electronic files prepared by the manufacturer where available. If scanning of paper documents is necessary, configure the scanned file for minimum readable file size.
      - 2. Bookmarking: Individual documents must be bookmarked based on file names. Name document files to correspond to system, subsystem, and equipment names used on the table of contents.
      - 3. Group documents for each system and subsystem into bookmarked files.

3. File Verification: Prior to submission, verify that digital files are not corrupt, retrievable, and can be viewed and opened.
4. Shop Drawings: Provide an electronic copy of Shop Drawings in the manual as 1:1 scaled files in .dwg and PDF format.

.1.5. Operation And Maintenance Manual Contents:

1. General Contents:

1. Table of contents for each volume.
2. Introductory information including:
  1. Date of manual submission.
  2. Complete contact information for the Consultant, subconsultants, other consultants, and Contractor, with names of responsible parties.
  3. Schedule of Products and systems indexed to content of volume.
3. For each Product or system, include complete contact information for Subcontractors, Suppliers and manufacturers, including local sources for supplies and replacement parts.
4. Product Data: mark each sheet to clearly identify specific products, options, and component parts, and data applicable to installation. Delete or strike out inapplicable information. Supplement with additional information as required.
5. Reviewed Shop Drawings.
6. Permits, certificates, letters of assurance and other relevant documents issued by or required by authorities having jurisdiction.
7. Warranties.
8. Operating and maintenance procedures, incorporating manufacturer's operating and maintenance instructions, in a logical sequence.
9. Training materials as specified in Section 01 79 00 - Demonstration and Training.

2. Equipment And Systems:

1. Comply with ANSI/ASHRAE/IES Standard 202-2013, Section 14.2.3 - Buildings, System, and Assemblies Information for Commissioned Systems and Assemblies.
2. As a minimum, include the following:
  1. Copy of Building and Equipment Specifications
  2. Copy of approved Submittals, including Final Sequence of Operation
  3. Copy of Manufacturer's Operation and Maintenance data
  4. Copy of Warranties
  5. Contractor and Supplier Listing with Contact Information
3. Each Item of Equipment and Each System: include description of the unit or system and component parts. Give the function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
4. Panel Board Circuit Directories: provide electrical service characteristics, controls, and communications.
5. Include installed colour coded wiring diagrams.
6. Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

7. Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
8. Provide servicing and lubrication schedule, and list of lubricants required.
9. Include manufacturer's printed operation and maintenance instructions.
10. Include sequence of operation by controls manufacturer.
11. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
12. Provide installed control diagrams by controls manufacturer.
13. Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
14. Provide charts of valve tag numbers, with the location and function of each valve, keyed to flow and control diagrams.
15. Provide list of the original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
16. Include testing and balancing reports.
17. Include additional content as specified in the technical Specifications sections.
3. Products And Finishes:
  1. Include the Product data, with the catalogue number, options selected, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured Products.
  2. Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
  3. Include an outline of requirements for routine and special inspections and for regular maintenance to ensure that on-going performance of the building envelope will meet the initial building envelope criteria.
  4. Include additional content as specified in technical Specifications sections.
4. Warranties:
  1. Separate each warranty with index tab sheets keyed to the Table of Contents listing.
  2. List each warrantor with complete contact information.
  3. Verify that the documents are in proper form and contain full information. Ensure that warranties are for the correct duration and are in the Owner's name.
  4. Include maintenance bond(s), if any.

## 2 AS-BUILT DRAWINGS

- .2.1. Submit final As-Built Drawings as specified in Section 01 32 00 – Construction Progress Documentation to Consultant.
  1. Hard Copies: None required.
  2. Submission Media: Submit an electronic copy of As-Built Drawings in PDF and native AutoCAD (.dwg) and Revit (.rvt) format on an electronic media acceptable to Owner (i.e. USB media or using a secure cloud storage system).

**3 PROJECT RECORD DRAWINGS**

- .3.1. Record Drawings will be prepared by the Consultant. Cooperate with the Consultant in preparation of the record Drawings by providing clarifications on submitted as-built drawings in a timely manner.

**4 SPARE PARTS, MAINTENANCE MATERIALS, AND SPECIAL TOOLS**

- .4.1. Supply spare parts, maintenance materials, and special tools in quantities specified in the technical Specifications sections.
- .4.2. Ensure that spare parts and maintenance materials are new, not damaged nor defective, and of same quality, manufacturer, and batch or production run as installed the Products.
- .4.3. Provide tags for special tools identifying their function and associated Product.
- .4.4. Deliver to and store items at location directed by the Owner at Place of the Work. Store in the original packaging with the manufacturer's labels intact and in a manner to prevent damage or deterioration.
- .4.5. Catalogue all items and submit to the Consultant an inventory listing organized by Specifications section. Include the Consultant reviewed inventory listing in operation and maintenance manual.
- .4.6. Refer to Technical Specifications (Division 02-49) for specific requirements regarding maintenance materials and attic stock.

**END OF SECTION 01 78 00**

**SECTION 01 78 36 - WARRANTIES****1 SUMMARY**

- .1.1. Purpose of Section: This Section specifies administrative procedures related to warranties.
- .1.2. Provide a complete list of all warranties with durations and expiry dates for all warranties required by the project's specifications.

**2 EXTENDED WARRANTIES**

- .2.1. Provide extended warranties outlined in the Technical Specifications. Extended warranties must begin immediately after the expiry of the contractual one-year warranty and must be co-signed by manufacturers or suppliers. The contractor is responsible for submitting extended warranties.
- .2.2. If the validity of extended warranties is contingent upon proper maintenance and servicing of specified elements, provide the Owner with a comprehensive maintenance and servicing plan in the Operation and Maintenance Manuals specified in Section 01 78 00.
- .2.3. Extended Warranties are required for the following Products and systems as they apply to the Project. Refer to the Technical Specifications for additional details.

| Division | Name of Standard                   | Warranty Requirement  |
|----------|------------------------------------|---|
| 07       | Roofing Design Standard            | Warranty requirements, considerations, and coverage:<br>1) Two-year warranty covers the following (provided by roofing contractor): a. Labour b. Workmanship<br>2) Twenty-five-year material manufacturer warranty covers the following: a. Labour b. Workmanship c. Materials<br>3) Should new equipment or penetrations need to be installed on or through the roof system in the first two years of the warranty period, only the contractor that originally completed the roof installation can perform the work using materials approved by the manufacturer holding the 25-year warranty.<br>4) Once the two-year warranty period has expired, the manufacturer's warranty will govern who can complete work on the roof (work is relating to modifying the roof assembly, installing new mechanical equipment, vegetative roofing system, and any penetrations through the assembly). The manufacturer shall only contract certified roofing contractors to repair and execute roofing work and must use materials approved by the manufacturer. For any projects being completed on any roof area, the design team shall review existing warranties with the owner to prevent voiding any warranty which may be in place. |
| 08       | Door Hardware Design Standard      | All hardware shall have a manufacturer warranty of minimum one year.  |
| 09       | Carpets Design Standard            | All manufacturers must offer warranty that the supplied carpet is free of defects for not less than 2 years from installation date.   |
| 09       | Resilient Flooring Design Standard | All manufacturers shall offer a warranty that the supplied resilient flooring is free of defects for not less than 10 years from installation date.   |

| Division | Name of Standard           | Warranty Requirement   |
|----------|----------------------------|--|
| 14       | Elevators Design Standard  | <p>Provide a two (2) year, twenty-four (24) month warranty covering all equipment and products.</p> <p>Upon receiving notice of a defect or deficiency, the Contractor shall immediately correct, within an agreed upon time, at its expense, all work found deficient or defective or being incapable of or unable to meet the design requirements, performance expectations or other specific operating criteria as established within the Contract Documents.</p> <p>If the same component, device, or piece of equipment is found to fail or prove unreliable in two instances within the Warranty period, and the failure of said device cannot be attributed to faulty maintenance, misuse or unintended use, the elevator installer shall replace all such device components.</p> <p>Should the Contractor delay or fail to make good items of Work as confirmed by U of T as being deficient during the warranty period, and after being given reasonable time to correct such deficiencies, U of T may arrange to have such defective or deficient work complete by another quality company or by using its own in house resources, and then back charge to the Contractor for all costs incurred to rectify deficient work.</p>  |
| 22       | Mechanical Design Standard | <p>Filter Warranty Requirement: If a bank of filters within the AHU causes the Pa to exceed 250 (w.g. to exceed 1.0") at an airflow of 2.54 m/s (500 fpm), under normal operating conditions (as deemed by the Client's Operations staff) during the warranty period, a new set of filters of the same specification will be supplied to the Client at the Vendor's expense. These filters will be warranted for the balance of the original warranty period.</p> <p>PEX tubing should carry a minimum 25-year warranty after project substantial performance.</p> <p>Electric snow melting cable shall come with a warranty of minimum 20 years after project substantial performance.</p> <p>Filter shall be warranted by manufacturer to last at least 8760 hours @ 1970 cfm and 250 Pa (1.0" w.g.), without the requirement of a pre-filter, under normal operating conditions in the case of up to 305 mm (12") pocket depth; 13140 hours for a 330 - 560 mm (13"- 22") depth pocket; twenty- four 17520 hours for a 580-810 mm (23" - 32") depth. In all cases this warranty shall apply without the requirement of a pre-filter, and filter shall not exceed 250 Pa (1" w.g.) at an airflow of 2.54 m/s (500 fpm) at the end of these in-service periods. Filter shall further be warranted to maintain rated efficiency throughout its service life.</p> |

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| Division | Name of Standard                           | Warranty Requirement  |
|----------|--|---|
| 25       | Building Automation System Design Standard | <p>The contractor shall warrant all products, software, and labor for specified control system free from defects for a period of two years after the final acceptance by the University.</p> <p>The University reserves the right to make changes to the BAS during the warranty period. Such changes do not constitute a waiver of warranty. The contractor shall warrant parts and installation work regardless of any such changes made by the University unless the contractor provides clear and convincing evidence that a specific problem is the result of such changes to the BAS. Any disagreement between the University and the contractor on such matters shall be subject to resolution through the contract 'dispute' clause.</p> <p>At no cost to the University, during the warranty period, the Contractor shall provide maintenance services for software and hardware components as specified below:</p> <p>1. Maintenance services: shall be provided for all devices and hardware specified for the project. Service all equipment per the manufacture's recommendations. All devices shall be calibrated within the last month of the warranty period.</p> <p>2. Emergency service: any malfunction, failure, or defect in any hardware component or failure of any control programming that would result in property damage or loss of comfort control shall be corrected and repaired following notification by the University to the Contractor.</p> <p>A. Response by telephone to any request for service shall be provided within one hour of the University's initial telephone request for service.</p> <p>B. If the malfunction, failure, or defect is not corrected through the telephonic communication, at least one hardware and software technician, trained in the system to be serviced, shall be dispatched to the University's site within two hours of the University's initial telephone request for such services, as specified.</p> <p>Normal service: any malfunction, failure, or defect in any hardware component or failure of any control programming that would not result in property damage or loss of comfort control shall be corrected and repaired following telephonic notification by the University to the Contractor.</p> <p>A. Response by telephone to any request for service shall be provided within two working hours (contractor specified 40 hours per week normal working period) of the University's initial telephone request for service.</p> <p>B. If the malfunction, failure, or defect is not corrected through the telephonic communication, at least one hardware and software technician, trained in the system to be serviced, shall be dispatched to the University's site within three working days of the University's initial telephone request for such services, as specified.</p> <p>Request for service: the Contractor shall specify a maximum of three telephone numbers for the University to call in the event of a need for service. At least one of the lines shall be 24/7. Once contacted a technician shall respond to within 15 minutes.</p> |



| Division | Name of Standard   | Warranty Requirement   |
|----------|--|--|
|          |  | <p>Technical support: Contractor shall provide technical support to the University throughout the warranty period.</p> <p>Preventive maintenance: shall be provided throughout the warranty period in accordance with the hardware component manufacturer's requirements.</p> <p>All warranty work to be performed by original manufacturer's trained staff.</p> <p>Provide updates to controller firmware that resolve Contractor identified deficiencies at no charge during warranty period.</p> <p>Installation labor and materials shall be covered under warranty.</p> <p>Demonstrate operable condition of reused devices at time of Project Team's acceptance (see section 3.6 for more details).</p> <p>Factory mounted controllers shall be warranted by the manufacturer.</p> |
| 26       | Electrical Design Standard                                       | <p>All splices, regardless of construction, shall be warranted for a minimum of 5 years.</p> <p>The manufacturer shall provide a minimum of a 3-year warranty on all UPS components.</p>   |
| 28       | Security and Access Control System Specification Design Standard | <p>2 years is the standard warranty period for security system hardware.</p> <p>The CB 1-e shall be warranted against any defects in material and workmanship, under normal use, for a period of 2 years from date of installation. If system is found by manufacturer to be defective within the warranty period, manufacturer shall repair and/or replace any defective parts, provided the equipment is returned to manufacturer.</p>   |
| 32       | Landscaping Design Standard                                      | <p>The warranty of trees and shrubs shall be a minimum of 2 years.</p>   |

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END OF SECTION 01 78 36

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**SECTION 01 79 00 - DEMONSTRATION AND TRAINING****1 SUMMARY**

- .1.1. Demonstrate and provide training to the Owner's personnel on operation and maintenance of equipment and systems prior to scheduled date of Ready-for-Takeover.
- .1.2. The Owner will provide list of personnel to receive training and will coordinate their attendance at agreed upon times.
- .1.3. Coordinate and schedule demonstration and training provided by the Subcontractors and Suppliers.
- .1.4. Read in conjunction with: CCDC 2, Part 12, Owner Takeover, Supplementary Conditions, University of Toronto Building Commissioning Standard and University of Toronto Deliverable Standard.

**2 COORDINATION**

- .2.1. Coordinate instruction schedule with the Owner's operations. Adjust schedule as required to minimize disrupting the Owner's operations and to ensure availability of the Owner's personnel.
- .2.2. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content. Provide such information to the Owner and CxA in advance of the training.
- .2.3. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operating and maintenance data has been reviewed by the CxA, Consultant and the Owner.
- .2.4. Pre-instruction Meeting: Conduct meetings at the Project site to review methods and procedures related to demonstration and training including, but not limited to, the following:
  - 1. Inspect and discuss locations and other facilities required for instruction.
  - 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
  - 3. Review required content of instruction.
  - 4. For instruction that must occur outdoors, review forecasted weather conditions and procedures to follow if conditions are unfavorable.

**3 INSTRUCTION PROGRAM**

- .3.1. Develop an instruction program that includes individual training modules for each integrated system operations and for equipment not part of a system, as required by the Owner's training requirements and by individual Specification Sections.
- .3.2. Training Plan:
  - 1. Submit a written training plan, referred to as the Training Plan, to the Owner and CxA for review. Training Plan shall cover the following elements.
    - 1. Equipment and related systems included in training.
    - 2. Intended audience.
    - 3. Location of training.
    - 4. Objectives.
    - 5. Subjects covered and agenda per training module.
    - 6. Duration of training on each subject.
    - 7. Instructor for each subject.

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8. Methods (classroom lecture, video, Project site walk-through, actual operational demonstrations, written handouts, etc.).
9. Instructors and qualifications.
2. Coordinate, schedule, and complete the training related to all equipment specified in the Contract Documents.
3. The Owner must accept deviations from the Contract Document requirements prior to the Contractor developing the training plan.
4. Conduct classroom-style training session followed by field demonstrations of system operation. When equipment or a system requires both demonstration and training, the Contractor may combine the demonstration and training provided that Contractor obtains the Owner's acceptance.
5. Use Operating and Maintenance Manuals as basis for instructing the Owner's staff regarding system operation. Review the contents of the Operating and Maintenance Manuals and review equipment data and performance verification to the Owner as part of the Owner's training.
6. As a minimum, provide training on all systems including, but not limited to, the following (as applicable to the Project):
  1. Architectural Items.
  2. Heating, Ventilating, and Air Conditioning Airside and Waterside Systems.
  3. Building Automation System.
  4. Electrical Systems.
  5. Life Safety Systems (including Fire Alarm, Stairwell Pressurization, Fire Protection, and Smoke Containment, Control, and Response System).
  6. Elevators/Escalators.
  7. Refrigeration Systems.
  8. Lighting Fixtures and Control Systems.
  9. Fire Alarm System.
  10. Communications Systems (including Wired and Wireless Networks, Data, Nurse Call).
  11. Emergency Power and Uninterruptible Power Supply (UPS) Systems.
  12. Security System.
  13. Domestic and Process Water Systems.
  14. Laboratory Gas and Vacuum Systems.
  15. Other major system not identified above.
7. Training to include:
  1. Usage of the printed installation, operation and maintenance instruction material included in the Operating and Maintenance Manuals.
  2. Review of the written operating and maintenance instructions emphasizing safe and proper operating requirements, preventative maintenance, special tools needed and spare parts inventory suggestions. The training shall include start-up, operation in all modes possible, shutdown, seasonal changeover and any emergency procedures.
  3. Discussion of relevant health and safety issues and concerns.
  4. Discussion of warranties and guarantees.

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5. Common troubleshooting problems and solutions.
  6. Explanation of information included in the Operating and Maintenance manuals and the location of all plans and manuals in the facility.
  7. Discussion of any peculiarities of equipment installation or operation.
- .3.3. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that the participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
    1. System, subsystem, and equipment descriptions.
    2. Performance and design criteria if design responsibility is delegated to Contractor.
    3. Operating standards.
    4. Regulatory requirements.
    5. Equipment function.
    6. Operating characteristics.
    7. Limiting conditions.
    8. Performance curves.
  2. Documentation: Review the following items in detail:
    1. Emergency manuals.
    2. Operations manuals.
    3. Maintenance manuals.
    4. Project record documents.
    5. Identification systems.
    6. Warranties and bonds.
    7. Maintenance service agreements and similar continuing commitments.
  3. Emergencies: Include the following, as applicable:
    1. Instructions on meaning of warnings, trouble indications, and error messages.
    2. Instructions on stopping.
    3. Shutdown instructions for each type of emergency.
    4. Operating instructions for conditions outside of normal operating limits.
    5. Sequences for electric or electronic systems.
    6. Special operating instructions and procedures.
  4. Operations: Include the following, as applicable:
    1. Startup procedures.
    2. Equipment or system break-in procedures.
    3. Routine and normal operating instructions.
    4. Regulation and control procedures.
    5. Control sequences.
    6. Safety procedures.
    7. Instructions on stopping.

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8. Normal shutdown instructions.
9. Operating procedures for emergencies.
10. Operating procedures for system, subsystem, or equipment failure.
11. Seasonal and weekend operating instructions.
12. Required sequences for electric or electronic systems.
13. Special operating instructions and procedures.
5. Adjustments: Include the following:
  1. Alignments.
  2. Checking adjustments.
  3. Noise and vibration adjustments.
  4. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
  1. Diagnostic instructions.
  2. Test and inspection procedures.
7. Maintenance: Include the following:
  1. Inspection procedures.
  2. Types of cleaning agents to be used and methods of cleaning.
  3. List of cleaning agents and methods of cleaning detrimental to product.
  4. Procedures for routine cleaning
  5. Procedures for routine and preventive maintenance.
  6. Instruction on use of special tools.
8. Repairs: Include the following:
  1. Diagnosis instructions.
  2. Repair instructions.
  3. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  4. Instructions for identifying parts and components.
  5. Review of spare parts needed for operation and maintenance.
- .3.4. The CxA, Consultant and the Owner will review submittal and advise the Contractor of any necessary revisions.
- .3.5. Submit report(s) within 5 Working Days after completion of demonstration and training:
  1. identifying time and date of each demonstration and training session,
  2. summarizing the demonstration and training performed, and
  3. including a list of attendees.
- .3.6. Training video: Submit video record of demonstration and training together with the report.

#### **4 PREREQUISITES TO DEMONSTRATION AND TRAINING**

- .4.1. Testing, adjusting, and balancing has been performed in accordance with the Contract Documents.
- .4.2. Equipment and systems are fully operational as verified by CxA.

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- .4.3. Copy of the completed operation and maintenance manual is available for use in the demonstration and training.
- .4.4. Conditions for demonstration and training comply with the requirements specified in the technical Specifications.

**5 DEMONSTRATION AND TRAINING**

- .5.1. Demonstrate start-up, operation, control, adjustment, troubleshooting, servicing, and maintenance of each item of equipment and system.
- .5.2. Review the operation and maintenance manual in detail to explain all aspects of operation and maintenance.
- .5.3. Prepare and insert additional information into the operation and maintenance manual if required.

**6 ELEVATOR SYSTEM**

- .6.1. In accordance with the University of Toronto Elevator Design Standard.

**7 WATER TREATMENT SYSTEM**

- .7.1. In accordance with the University of Toronto Mechanical Design Standard.

**8 ELECTRICAL SYSTEM**

- .8.1. In accordance with the University of Toronto Electrical Design Standard.

**9 SECURITY AND ACCESS CONTROL SYSTEM**

- .9.1. In accordance with the University of Toronto Security and Access Control System Specification – Security and Access Control System Testing and Commissioning.

**10 ADDITIONAL TRAINING**

- .10.1. As specified in individual Technical Specifications (Division 02 – 49).

**END OF SECTION 01 79 00**

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**SECTION 01 91 00 - GENERAL COMMISSIONING REQUIREMENTS****1 SUMMARY**

- .1.1. Read in conjunction with: CCDC 2, Part 12, Owner Takeover, Supplementary Conditions, University of Toronto Building Commissioning Standard and University of Toronto Deliverable Standard.

**2 GENERAL COMMISSIONING PLAN TO BE PROVIDED AT A LATER DATE**

- .2.1. The Commissioning Plan (Cx Plan) for the Project will be provided by the Owner after Contract Award.

**3 UNIVERSITY OF TORONTO COMMISSIONING STANDARD**

- .3.1. Read and become familiar with the University of Toronto Commissioning Standard available at <https://www.fs.utoronto.ca/projects/design-standards-and-project-forms/>.
- .3.2. The University of Toronto University of Toronto Commissioning Standard shall have the same force as if fully included in the Contract Documents.
- .3.3. Note: The University of Toronto Standards are updated from time to time without notice by the Owner. The version of the Standard that is posted online as of the date of the closing date for the procurement of the Consultant applies.

**4 COMMISSIONING AGENT**

- .4.1. Owner will retain and pay for an independent commissioning agent (CxA) to provide commissioning services for the Project.
- .4.2. CxA will also be responsible for coordinating integrated life safety systems testing and act as the Integrated Testing Coordinator in accordance with CAN/ULC S1001. The Contractor shall cooperate with the CxA to permit the proper completion of integrated life safety systems testing.

**5 RESPONSIBILITIES OF PARTIES**

- .5.1. Refer to the University of Toronto Commissioning Standard for Owner, Contractor, Consultant and CxA responsibilities with respect to commissioning.
- .5.2. The Contractor shall cooperate with the CxA to permit the proper completion of commissioning activities.

**6 SCHEDULE OF EQUIPMENT AND SYSTEMS TO BE COMMISSIONED**

- .6.1. In general, the following equipment and systems will require commissioning:
  - 1. HVAC Systems.
  - 2. Building Automation Systems (BAS).
  - 3. Electrical Systems.
  - 4. Plumbing System.
  - 5. Life Safety Systems (fire alarm, sprinklers etc.).
  - 6. Integrated Systems Testing – CAN/ULC-S1001
  - 7. Elevator Systems.
  - 8. Dental Equipment.
- .6.2. A definitive list of equipment and systems to be commissioned will be provided in the Cx Plan.



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END OF SECTION 01 91 00

ENTER PROJECT NAME.- **DIVISION 01 - CCDC2**  
**PROJECT NO. P065-21-050**

**APPENDIX A**  
**CASH ALLOWANCE DISBURSEMENT**  
**AUTHORIZATION**

**ISSUED FOR:** TENDER  
**DATE:** 2026-06-02

**Owner's Project No:** 000000

**Date:** [YYYY-MM-DD]

**Consultant Project No:** 000000

**CA #:** [0000]

**Contractor:** [Name]

**CADA #:** [0000]

**Project Name:** [Project Name]

**CASH ALLOWANCE TITLE:** [Title]

**[Provide a brief description of the work covered under the allowance.]**

Drawings/Sketches attached:

**[List Accompanying Drawings or say none]**

The above requirements are to be supplied or completed in accordance with Section 01 21 00 of the Specifications. Contract Price and Contract Time remain unchanged.

**ALLOWANCE EXPENDITURES**

| <b>Item</b>                  | <b>Amount</b>      |
|------------------------------|--------------------|
| <b>Original Allowance</b>    | [\$[Enter Amount]] |
| <b>Previous Expenditures</b> | [\$[Enter Amount]] |
| <b>This Authorization</b>    | [\$[Enter Amount]] |
|                              |                    |
| <b>Remaining Balance</b>     | [\$[Enter Amount]] |
|                              |                    |

**ISSUED FOR:** TENDER  
**DATE:** 2026-06-02

APPROVALS

|                              |      |       |      |
|------------------------------|------|-------|------|
| Acknowledged by:             |      |       |      |
| <i>Contractor</i>            |      |       |      |
|                              | Name | Title | Date |
| Recommended by:              |      |       |      |
| <i>Consultant</i>            |      |       |      |
|                              | Name | Title | Date |
| Recommended by:              |      |       |      |
| <i>Project Manager, UPDC</i> |      |       |      |
|                              | Name | Title | Date |
| Approved by:                 |      |       |      |
| <i>Project Executive.</i>    |      |       |      |
| <i>UPDC</i>                  |      |       |      |
|                              | Name | Title | Date |

ENTER PROJECT NAME.- **DIVISION 01 - CCDC2**  
**PROJECT NO. P065-21-050**  
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**DATE:** 2026-06-02

**APPENDIX B**  
**SUBSTITUTION REQUEST FORM**

The Owner reserves the right to accept or reject any or all proposed substitutions and may request the use of materials specified in the Contract Documents.

**7 PROJECT INFORMATION**

.7.1. Project: \_\_\_\_\_

.7.2. From (Contractor): \_\_\_\_\_

.7.3. Date: \_\_\_\_\_

**8 SUBSTITUTION INFORMATION**

**.8.1. REFERENCE PRODUCT**

1. Specified Product: \_\_\_\_\_
2. Specification Section # : \_\_\_\_\_
3. Specification Title: \_\_\_\_\_
4. Drawing Reference (if applicable): \_\_\_\_\_

**.8.2. SUBSTITUTION**

1. Substitute Product Name: \_\_\_\_\_
2. Product Description: \_\_\_\_\_
3. Manufacturer's Name: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Telephone: \_\_\_\_\_
6. Website: \_\_\_\_\_
7. Name of Technical Representative: \_\_\_\_\_
8. Technical Phone: \_\_\_\_\_
9. Email: \_\_\_\_\_

**9 REASON(S) FOR PROPOSING THE SUBSTITUTION**

.9.1. Provide a detailed explanation of why the substitution is proposed.

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## **10 CONTRACT IMPACT STATEMENT**

.10.1. Impact on Contract Price:

☐ No Change

☐ Increase (Amount): \$ \_\_\_\_\_

☐ Decrease (Amount): \$ \_\_\_\_\_

.10.2. Impact on Contract Time:

☐ No Change

☐ Increase (Weeks): \_\_\_\_\_

☐ Decrease (Weeks): \_\_\_\_\_

## **11 PERFORMANCE AND WARRANTY**

.11.1. Warranty Specified in Contract Documents: \_\_\_\_\_

.11.2. Warranty Offered by this Product: \_\_\_\_\_

.11.3. Does this Product meet the specified warranty? ☐ No ☐ Yes

## **12 CONSEQUENTIAL CHANGES**

.12.1. Will the proposed substitution affect other parts of the Work? ☐ No ☐ Yes; explain below

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**13 MAINTENANCE SERVICES AND REPLACEMENT MATERIALS**

- .13.1. Describe below the availability of maintenance services and sources of replacement materials and parts for the Substitution, as applicable, including associated costs and time frames.

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**14 PREVIOUS APPLICATIONS****.14.1. Reference Project # 1**

1. Project Name: \_\_\_\_\_
2. Project Description: ☐ University ☐ Commercial ☐ Retail ☐ Other: \_\_\_\_\_
3. Date Installed: \_\_\_\_\_
4. Location: \_\_\_\_\_
5. Reference Contact (if known):
  1. Name: \_\_\_\_\_
  2. Phone: \_\_\_\_\_
  3. Email: \_\_\_\_\_

**.14.2. Reference Project # 2**

1. Project Name: \_\_\_\_\_
2. Project Description: ☐ University ☐ Commercial ☐ Retail ☐ Other: \_\_\_\_\_
3. Date Installed: \_\_\_\_\_
4. Location: \_\_\_\_\_
5. Reference Contact (if known):
  1. Name: \_\_\_\_\_
  2. Phone: \_\_\_\_\_
  3. Email: \_\_\_\_\_

**.14.3. Reference Project # 3**

1. Project Name: \_\_\_\_\_
2. Project Description: ☐ University ☐ Commercial ☐ Retail ☐ Other: \_\_\_\_\_
3. Date Installed: \_\_\_\_\_
4. Location: \_\_\_\_\_
5. Reference Contact (if known):
  1. Name: \_\_\_\_\_
  2. Phone: \_\_\_\_\_
  3. Email: \_\_\_\_\_

**15 ATTACHMENTS AND SUPPORTING DOCUMENTATION**

**.15.1. Comparative Analysis:**

1. We've attached a comparison chart detailing the physical properties and performance characteristics of the specified product and the proposed substitution. The chart includes the following information at a minimum: key attributes including but not limited to dimensions, aesthetics, and fire testing. **Note: Any substitution proposal submitted without this chart will be automatically rejected.**  
☐ Yes  
☐ No

**.15.2. Product Literature and Samples**

1. We've attached the following product literature as applicable:
  - ☐ Product Data Sheets
  - ☐ Performance and Test Reports
  - ☐ Compatibility Statements
  - ☐ Environmental Product Declarations
  - ☐ Health Product Declaration or similar material disclosure statement
  - ☐ VOC and Emissions Certificates
2. We've sent Product samples to the Consultant's address:
  1. ☐ Yes
  2. ☐ Not Applicable

## 16 DECLARATIONS

1. By submitting this Substitution Request, the undersigned assume full responsibility for ensuring all requirements are considered.
2. I/We hereby certify that:
  1. The proposed substitution has been fully investigated and is determined to be equal to or superior in all respects to the specified product.
  2. The same warranty will be provided for the proposed substitution as for the specified product.
  3. The same maintenance service and source of replacement parts, if applicable, are available.
  4. The proposed substitution will not adversely affect other trades or delay the progress schedule.
  5. The proposed substitution does not alter dimensions or functional clearances.
  6. All coordination, installation, and necessary changes for the accepted substitution will be complete in all respects.

SUBMITTED BY: \_\_\_\_\_

POSITION: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUBMITTED THIS: \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**FOR INTERNAL USE ONLY**

Y Substitution accepted (no impact to University of Toronto Design Standards) - Make submittals in accordance with Section 01 33 00.

Y Substitution provisionally accepted (impact to University of Toronto Design Standards expected) - Further review required by F&S. Consultant to fill [Building Design Standard Variance Request](#) (Deliverable Standard – Appendix D).

Comments:

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Y Substitution rejected - Use specified materials.

**END**

Contractor Name: \_\_\_\_\_

Project Name: \_\_\_\_\_ Application number: \_\_\_\_\_

Period covered from \_\_\_\_\_ to \_\_\_\_\_

|  |             |                                      |
|--|-------------|--------------------------------------|
| <b>Original Contract</b>                     | \$10,000.00 | <b>A</b>                             |
| <b>Authorized Changes</b>                    | \$2,000.00  | <b>B (Back-up Required)</b>          |
|  |             |                                      |
| <b>Revised Contract:</b>                     | \$12,000.00 | <b>A+B</b>                           |
|  |             |                                      |
| <b>Value of Work Completed to Date</b>       | \$5,000.00  | <b>D (Back-up Required)</b>          |
| <b>Holdback Deducted</b>                     | \$500.00    | <b>E [D*10%]</b>                     |
| <b>Less Holdback Released</b>                | \$0.00      | <b>F</b>                             |
| <b>Holdback Remaining</b>                    | \$500.00    | <b>G [E-F]</b>                       |
| <b>Subtotal</b>                              | \$4,500.00  | <b>H [D-G]</b>                       |
| <b>Less Previous Certificates of Payment</b> | \$0.00      | <b>I (H of previous Certificate)</b> |
| <b>Gross Amount Payable before HST</b>       | 4,500.00    | <b>[H-I]</b>                         |
| <b>HST</b>                                   | \$315.00    | <b>K [J*13%]</b>                     |
|  |             |                                      |
| <b>TOTAL</b>                                 | \$ 4,815.00 | <b>L [J+K]</b>                       |

**END**

ENTER PROJECT NAME.- **DIVISION 01 - CCDC2**  
**PROJECT NO. P065-21-050**  
**ISSUED FOR:** TENDER  
**DATE:** 2026-06-02

**APPENDIX D**  
**SAMPLE SCHEDULE OF VALUES AND WORK PERFORMED**

**SAMPLE SCHEDULE OF VALUES AND WORK PERFORMED**

Contractor Name: \_\_\_\_\_ Application number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Issued Date: \_\_\_\_\_

Period covered from \_\_\_\_\_ to \_\_\_\_\_

|                                |                          |            | Scheduled Value |                           | Performed to Date |                  |                       |                          |
|--------------------------------|--------------------------|------------|-----------------|---------------------------|-------------------|------------------|-----------------------|--------------------------|
| Description                    | Spec. No (if applicable) | Discipline | Item Value      | % of Total Contract Value | % this Draw       | Amount this Draw | Previous Amount Drawn | Balance to Complete (\$) |
| General Conditions             | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| Item                           | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| Item                           | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| <b>Architectural Subtotal:</b> |                          |            |                 |                           |                   |                  |                       |                          |
| Item                           | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| Item                           | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| <b>Mechanical Subtotal:</b>    |                          |            |                 |                           |                   |                  |                       |                          |
| Item                           | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| Item                           | 00 00 00                 |            |                 |                           |                   |                  |                       |                          |
| <b>Electrical Subtotal:</b>    |                          |            |                 |                           |                   |                  |                       |                          |

ENTER PROJECT NAME.- **DIVISION 01 - CCDC2**  
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**APPENDIX D**  
**SAMPLE SCHEDULE OF VALUES AND WORK PERFORMED**

**Cash Allowances**

|                          |                          |            | Scheduled Value |                           | Performed to Date |                  |                       |                          |
|--------------------------|--------------------------|------------|-----------------|---------------------------|-------------------|------------------|-----------------------|--------------------------|
| Description              | Spec. No (if applicable) | Discipline | Item Value      | % of Total Contract Value | % this Draw       | Amount this Draw | Previous Amount Drawn | Balance to Complete (\$) |
| Allowance #1:            |                          |            |                 |                           |                   |                  |                       |                          |
| Allowance #2:            |                          |            |                 |                           |                   |                  |                       |                          |
| Cash Allowance Subtotal: |                          |            |                 |                           |                   |                  |                       |                          |

**Assignable Contracts:**

|                               |                          |            | Scheduled Value |                           | Performed to Date |                  |                       |                          |
|-------------------------------|--------------------------|------------|-----------------|---------------------------|-------------------|------------------|-----------------------|--------------------------|
| Description                   | Spec. No (if applicable) | Discipline | Item Value      | % of Total Contract Value | % this Draw       | Amount this Draw | Previous Amount Drawn | Balance to Complete (\$) |
| Assignable Contract #1:       |                          |            |                 |                           |                   |                  |                       |                          |
| Assignable Contract #2:       |                          |            |                 |                           |                   |                  |                       |                          |
| Assignable Contract Subtotal: |                          |            |                 |                           |                   |                  |                       |                          |

**Issued Change Orders**

|                   |                          |            | Scheduled Value |                           | Performed to Date |                  |                       |                          |
|-------------------|--------------------------|------------|-----------------|---------------------------|-------------------|------------------|-----------------------|--------------------------|
| Description       | Spec. No (if applicable) | Discipline | Item Value      | % of Total Contract Value | % this Draw       | Amount this Draw | Previous Amount Drawn | Balance to Complete (\$) |
| CO #1: [CO Title] |                          |            |                 |                           |                   |                  |                       |                          |
| CO #2: [CO Title] |                          |            |                 |                           |                   |                  |                       |                          |

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**PROJECT NO. P065-21-050**  
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**DATE:** 2026-06-02

**APPENDIX D**  
**SAMPLE SCHEDULE OF VALUES AND WORK PERFORMED**

|                               |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|
| <b>Change Order Subtotal:</b> |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|

**Issued Change Directives**

|                                   |                          |            | Scheduled Value |                           | Performed to Date |                  |                       |                          |
|-----------------------------------|--------------------------|------------|-----------------|---------------------------|-------------------|------------------|-----------------------|--------------------------|
| Description                       | Spec. No (if applicable) | Discipline | Item Value      | % of Total Contract Value | % this Draw       | Amount this Draw | Previous Amount Drawn | Balance to Complete (\$) |
| CD #1: [CO Title]                 |                          |            |                 |                           |                   |                  |                       |                          |
| CD #2: [CO Title]                 |                          |            |                 |                           |                   |                  |                       |                          |
| <b>Change Directive Subtotal:</b> |                          |            |                 |                           |                   |                  |                       |                          |

**TOTAL**

|                          |                          |            | Scheduled Value |                           | Performed to Date |                  |                       |                          |
|--------------------------|--------------------------|------------|-----------------|---------------------------|-------------------|------------------|-----------------------|--------------------------|
| Description              | Spec. No (if applicable) | Discipline | Item Value      | % of Total Contract Value | % this Draw       | Amount this Draw | Previous Amount Drawn | Balance to Complete (\$) |
| <b>Contract Subtotal</b> |                          |            |                 |                           |                   |                  |                       |                          |
| <b>HST (13%)</b>         |                          |            |                 |                           |                   |                  |                       |                          |
| <b>Contract Total:</b>   |                          |            |                 |                           |                   |                  |                       |                          |

**END**