

**Part 1 General**

**1.1 SECTION INCLUDES**

- .1 Construction aids.
- .2 Office and sheds.
- .3 Parking.
- .4 Project identification.

**1.2 REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
  - .1 CCDC 2-2008, Stipulated Price Contract.
- .2 Canadian General Standards Board (CGSB)
  - .1 CGSB 1-GP-189M-84, Primer, Alkyd, Wood, Exterior.
  - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .3 Canadian Standards Association (CSA International)
  - .1 CAN3-A23.1-/A23.2-04, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete.
  - .2 CSA-0121-M1978, Douglas Fir Plywood.
  - .3 CAN/CSA-Z321-96, Signs and Symbols for the Occupational Environment.

**1.3 MOBILIZATION**

- .1 Mobilization shall include, but not be limited to, the following items:
  - .1 Obtaining required permits.
  - .2 Moving in the Contractor and Contract Administrator's field offices and equipment required within the first month after issuance of the Commence Work Order.
  - .3 Providing temporary construction fencing to prevent unauthorized access to the work area before starting construction on site.
  - .4 Providing temporary construction roads and signage if required.

- .5 Providing temporary construction power, wiring, and lighting facilities.
- .6 Providing onsite communication facilities, including telephones and internet services.
- .7 Providing onsite sanitary facilities and potable water facilities as specified and as required by Laws and Regulations, and governing agencies.
- .8 Arranging for and erection of Contractor's work and storage yard including temporary fencing.
- .9 Posting required notices and establishing safety programs and procedures.
- .10 Coordinate safety programs and procedures with the Owner.
- .11 Having Contractor's superintendent at site full time.
- .12 Removing debris and trash, etc as needed for Contractor to gain access to do his Work.
- .2 Contractor shall provide a plan showing the proposed staging areas and construction facilities to be reviewed by the Contract Administrator 2 weeks before mobilization.

**1.4 INSTALLATION AND REMOVAL**

- .1 Provide construction facilities in order to execute work expeditiously at Contractor' cost.
- .2 Remove from site all such work after use.

**1.5 SCAFFOLDING**

- .1 Provide and maintain scaffolding, ramps, ladders, platforms and temporary stairs.

**1.6 HOISTING**

- .1 Provide, operate and maintain hoists required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for use thereof.
- .2 Hoists shall be operated by qualified operator.

**1.7 STAGING AREA**

- .1 The staging area (the Contractor's laydown area) for the Construction Work shall be reviewed and agreed upon with the Contract Administrator prior to its use.

**1.8 SITE STORAGE/LOADING**

- .1 Refer to CCDC-2-2008, GC 3.7.

- .2 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .3 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.
- .4 Provide adequate weather tight sheds with raised floors, for storage of materials, tools and equipment, which are subject to damage by weather.

#### 1.9 CONSTRUCTION PARKING

- .1 Parking will be permitted on site provided it does not disrupt performance of Work.
- .2 Contractor's staff shall park their vehicles in the area designated by the Owner and Contract Administrator.
- .3 Minimum four (4) parking spaces with at least 50mm thick gravel surface shall be provided and administered by the Contractor under the direction of the Contract Administrator adjacent to field office.
- .4 Provide and maintain adequate access to project site.
- .5 Build and maintain temporary roads where indicated and provide snow removal during period of Work.
- .6 If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractors' use of roads.

#### 1.10 SECURITY

- .1 The Contractor shall be responsible for the security of the contents at the construction sites after the working hours and during the holidays.

#### 1.11 OFFICE

- .1 Contract Administrator's Field Office:
  - .1 **The CA and Contractor may share a field office**, with a minimum floor area of 35m<sup>2</sup> in accordance with City of Ottawa Standard Specification F-1001 - Field Office For Contract Administrator and as amended herein.
  - .2 The Contract Administrator's field office shall have a heated, ventilated and air conditioned meeting room suitable for a meeting with 12 people, furnished with meeting table(s), chairs and a large drawing table. At one end of the Contract Administrator's office trailer, the Contract Administrator shall also have an office heated/cooled to 22°C, lighted 750 lx and ventilated to sufficient size. **If the field office is shared with the CA, the CA must have a lockable office door.**

- .3 Provide a lockable door to the outside.
- .4 Provide power, heating, air conditioning and lighting suitably sized for the trailer and to comply with code requirements and industry standards for office trailers.
- .5 All office equipment and furniture shall be new or like new in appearance and function. Any equipment or furniture not meeting this requirement shall be removed at the Contract Administrator's instruction and replaced with items that are satisfactory at no additional cost to the Owner. Maintain trailers, equipment and furniture to the satisfaction of the Contract Administrator.
- .6 The Contract Administrator's office trailer, equipment and furniture shall be available for use by the Contract Administrator within the first month after the issuance of Order to Commence Work and remain maintained and available until minimum thirty (30) days after Substantial Performance of the work or until all deficiencies are corrected, whichever is later.
- .7 Include the following equipment in the Contract Administrator's Field Office:

Office Equipment	Description
Bottled Drinking Water Service	One, with cooler capable of producing both and cold water, fill up the bottle when it's empty.
Paper Cup Dispenser with Cups	One
Paper Towel Dispenser with paper	One
First Aid Kit	One
Wastepaper Basket	One
Portable Fire Extinguisher	One
Internet Service	Minimum Bandwith: minimum 150Mbps download, 15Mbps upload, unlimited usage (including high speed router) paid for by the contractor
Desk	One, minimum 1.8m long
Computer Chair	One
Filing Cabinet	Two lockable standard 3-drawer legal size steel filing cabinets
Meeting Tables and Chairs	Sturdy tables and chairs, size and quantity to be suitable for 12 people

Office Equipment	Description
Printer/Scanner/Copier	One, multifunction, all-in-one Printer/Scanner/Copier, suitable for 11x17 inch paper, Windows 11 compatible software Contractor to supply all consumables as needed including ink and paper in all sizes for the duration of the contract
Large Drawing Table	One, Suitable for full size drawing (594x841mm)

- .8 Janitorial services for the Contract Administrator's field office shall be provided on a weekly basis to clean floors, table and chair tops and other `general cleaning needs.

#### 1.12 EQUIPMENT, TOOL AND MATERIALS STORAGE AND PROTECTION

- .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 At the end of each working day, the Contractor shall clean up the working area of tools, equipment and debris.
- .3 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.
- .4 Protect materials and equipment after unloading from weather, dust, dirt and moisture both before and after erection and placing. Observe manufacturer's written instructions for temporary storage and maintenance.
- .5 Contractor to provide dry heated 15°C minimum temperature temporary housing for pumps, motors, valves and other equipment or materials which may be injured by weather, dust, dirt or moisture.
- .6 Maintain shafts and bearings in good condition by rotating weekly.
- .7 Provide manufacturer's written instructions for the storing of equipment during the construction period well in advance of equipment delivery.
- .8 Store specialty items to ensure protection from damage to materials or finish.
- .9 Store materials subject to water absorption off the ground. Protect materials from other damage due to environmental conditions under waterproof covers.
- .10 Promptly as work proceeds and upon completion, clean up and remove from site surplus materials resulting from foregoing work.

**1.13 SANITARY FACILITIES**

- .1 Use of washroom facilities inside the PS is not permitted.
- .2 Provide lockable sanitary facilities for work force, Contract Administrator and Owner in accordance with governing regulations and ordinances. Provide cleaning services for the facilities on a minimum twice weekly basis or as requested by the Contract Administrator.
- .3 Water container and soap for hand washing.
- .4 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

**1.14 REMOVAL OF CONSTRUCTION FACILITIES**

- .1 Remove temporary construction facilities from site at the contractor's expense when directed by the Contract Administrator. All temporary site construction facilities will be the property of Contractor when the Contract is complete.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not used

**END OF SECTION**