NOTE OF CHANGES IN REV 01, JANUARY 2014

Amendments noted are to the General Standards – Division 1.

The revised General Requirements document, Rev 01 Jan. 2014, identifies amendments by an arrow (➡️) in the left margin.

Section 2 Work Restrictions
• Addition: Parking Availability
• Addition: Parking Permits
• Addition: Traversing Landscaped Area

Section 9 Construction Facilities
• Addition: Parking in Construction Compounds
General Requirements

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1. **Cross Reference: NMS Division 1**

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2. **Work Restrictions**

   **Disruption of Service**
   
   Provide Project Manager 48 hours’ notice of any disruption of service (i.e. water, electrical, heating).

   **Smoking Restriction**
   
   Dalhousie is a smoke free campus. Smoking is not permitted on any Dalhousie property. All smoking activity is to occur off campus.

   **Access to Work**
   
   Use of elevators for transporting construction materials [is or is not] permitted on this project:

   a. Protect walls of passenger elevators, to approval of Dalhousie Project Manager prior to use.
   
   b. Accept liability for damage, safety of equipment and overloading of existing equipment.

   **Washroom Facilities**
   
   Use of washroom facilities by construction personnel [is or is not] permitted on this project.

   **Parking Availability**
   
   a. Parking is only permitted in areas designated as “regular” parking areas, and parked vehicles must display an appropriate permit on the dashboard. “Regular” parking area is any parking spot except:
      
      - Reserved Spots
      - Metered Spots
      - Ride-share Spots
      - Accessible Spots
   
   b. There are no reserved spaces for Contractors on campus.
   
   c. Parking on grassed areas, fire lanes, no-parking zones and sidewalks are not permitted.
   
   d. Vehicles parked inappropriately will be ticketed, immobilized, and/or towed away at the vehicle owner’s expense.
   
   e. For detailed information, please visit: http://www.dal.ca/dept/facilities/services/security-services/parking-at-dal.html
Parking Permits

a. A maximum of (2) Free Parking Permits are allowed per General Contractor. Sub-contractors do not qualify for free permits.
   - Contractors / Subcontractors may purchase any quantity of daily, weekly or monthly permits at any time.
   - During the period from April 30th – August 31st, the contractor may purchase a “term” permit for this entire duration.

b. Possession of a permit does not guarantee a parking spot. All spots are first come first served basis.

Traversing Landscaped Areas

a. Operating vehicles across landscaped areas, including sidewalks is not permitted.

b. Exception may be granted to allow vehicles to traverse landscaped areas and sidewalks under the following circumstances:
   - The Project Manager and Security Services must provide approval at least three days in advance.
   - Contractor shall provide a written site-specific safety plan, including a traffic control plan, indicating safe work procedures to ensure the safety of pedestrians and the protection of Dalhousie property.
   - Contractor shall make every effort to minimize the impact of vehicular traffic on landscaped surfaces and sidewalks including:
     - Supplying and installing portable construction mats designed to accept the required vehicular loads.
     - Supplying and installing a weight distribution system on sidewalks and unit paving, such as heavy timber planking or heavy steel plating.
   - Contractor shall be responsible to repair and make good any damage to Dalhousie property, including cracked or damaged sidewalks, unitized pavers, or any other landscape elements.
   - Contractor shall not supply and install new sod or any plant material without prior permission from the Project Manager.

Project Specific

Contact Project Manager for project specific restrictions.
3. **Contract Modification Procedures**

Construct Work under a single CCDC-2 stipulated price contract with Dalhousie Supplemental Conditions, which stipulate Change Modification Procedures.

4. **Payment Procedures**

   a. All invoices shall clearly indicate the Dalhousie Purchase Order Number P90xxxxxx
   
   b. All invoices shall clearly indicate the vendor’s HST Registration number.
   
   c. All invoices to be addressed to:

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<tr>
<td>1459 Oxford Street</td>
<td>1236 Henry Street, 4th floor,</td>
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<tr>
<td>Halifax, N.S.</td>
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5. **Project Management and Coordination**

   **Start-Up Meeting**

   a. Within 5 working days after notification by Dalhousie Purchasing Department of intent to award a Contract, and before any work commences on Dalhousie property, Contractor is to request a meeting of parties to discuss and resolve administrative procedures and responsibilities.

   b. Dalhousie’s Project Manager, the Consultant, the Contractor, and major Subcontractors, are to be the parties in attendance.

   c. Dalhousie’s Project Manager to establish time and location of meeting.

   d. The Project Manager shall bring to the meeting the Contract, for execution.

   e. Agenda to include following:

   - Appointment of official representative of participants in the Work;
   - Establish project coordination meeting frequency and required attendees;
   - Schedule of Work, showing key milestones such as equipment/material delivery dates and substantial completion date;
   - Schedule of submission of shop drawings, samples, and finish samples. See Section 01 33 00 - Submittal Procedures, where applicable;
   - Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences and laydown areas. See Section 01 51 00 - Temporary Utilities, where applicable;
   - Dalhousie’s Project Hazard Assessment Worksheet and Dalhousie’s Contractor Safety Policy will be reviewed and signed by the Contractor;
• Security requirements will be reviewed. See Section 01 52 00 - Construction Facilities, where applicable;

• Discuss administrative process for proposed changes, change orders, mark-up percentages permitted, time extensions, overtime, and other administrative requirements;

• Owner-furnished Products;

• Hot Work Checklist review;

• Department of Labour site visit procedures;

• Insurance certificates and Building Permit;

• Hours of work and site supervision requirements.

6. Health and Safety for Construction

References


b. Occupational Safety General Regulations of Nova Scotia

c. Dalhousie’s Contractor Safety Policy

Submittals

a. Contractors shall submit to the Dalhousie University Project Manager a site specific safety plan, including a site specific hazard assessment.

b. Contractor shall keep on site all current Material Safety Data Sheets (MSDS), no older than three years, for all controlled products to be used on the project.

c. Contractor shall submit to the Dalhousie University Project Manager copies of all project safety meeting minutes.

d. Contractor shall submit to the Dalhousie Project Manager incident reports for each near miss occurrence and accident reports for injuries requiring medical attention.

e. As a project close out submission the Dalhousie Project Manager shall receive current MSDS’s for any controlled products that will remain on the site for ongoing operations and/or maintenance.

Execution

a. A Contractor will ensure that all work, including that performed by others under its supervision, undertaken for the University conforms to the requirements of all municipal,
provincial and federal by-laws, acts and regulations in matters of health, safety and environmental protection.

b. A contract start-up meeting will be held before beginning contracted work. Safety will be a topic on the agenda and the University Representative responsible for the purposes of this Policy will be identified.

c. The Contractor will perform a site hazard assessment and create a site specific safety plan. The purpose of the site hazard assessment is to identify potential risks of illness, injury or property damage associated with the contracted work. The safety plan describes the steps and precautions which must be taken by the Contractor, subcontractor and their respective employees to avoid identified risks in the hazard assessment. The safety plan will be reviewed and updated by the Contractor as necessary and, in particular when a person responsible for directing or performing the work identifies any deficiency in the existing safety plan. The safety plan will be made available to everyone working on the site. This safety plan will be in accordance with all relevant University guidelines, policies and programs. A copy of the safety plan will be provided to the University Representative.

d. Every Contractor will assign responsibility for the safety of work undertaken by the Contractor and its sub-contractors to an employee. The employee who is assigned safety responsibilities will provide the University Representative with copies of minutes of all safety meetings and safety inspections which deal with work carried out under the contract.

e. The Contractor will ensure that all equipment used to perform work for Dalhousie University is in safe working order, that all safety features are in good working order and that the equipment is maintained in this condition.

f. The Contractor will ensure a current material safety data sheet (MSDS) for all controlled substances to be used in the course of the contracted work, as defined in WHMIS legislation is kept at the worksite.

g. The Contractor will maintain the work-site in a neat and safe fashion. Upon the completion of the work, the Contractor will remove all equipment, supplies, debris, etc. from the property.

h. Where a hazard cannot be otherwise controlled, the Contractor will ensure that its employees, and those of its subcontractors, have the appropriate personal protective equipment and that the equipment is worn when needed. Additionally, the Contractor will ensure that appropriate safety precautions are in place to avoid injury or damage by the hazard to property, employees of the Contractor and its subcontractors, and members of the public.

i. The Contractor will provide a first aid attendant and supplies as appropriate to the nature of the work and the requirements of applicable legislative/regulatory requirements. In the event of an accident, the Contractor must contact Dalhousie Security at 494-4109.
j. The Contractor will promptly notify the University Representative of any accident which resulted or could have resulted in an injury or property damage. The Contractor will provide the University Representative with a report of the incident and assist the University in any resulting investigation.

k. In addition to this Policy, contractors, subcontractors and their respective employees are required to adhere to University guidelines, policies and programs which are applicable to the nature of their work under their Contract with the University. Contractors are responsible to review applicable guidelines, policies and programs and to educate their subcontractors and their respective employees prior to commencing work.

l. There shall be no smoking on property owned or leased by the University.

7. Regulatory Requirements

Contractor shall be responsible to obtain and maintain all required Permits, including all required inspections to the satisfaction of Authorities having Jurisdiction. This shall include all permits required by law for work, including but not limited to Building Permits, Electrical Permits, Plumbing Permits, Traffic Permits, Sidewalk Permits, and Fuel Safety Permits.

8. Temporary Utilities

Electrical

Use of Dalhousie electrical power is permitted and will not be charged to the contractor. If temporary connections are required, it is the responsibility of the contractor to provide necessary connections. No connections for temporary power will be made without authorization of the Project Manager. No electrical shutdowns shall occur without 48 [or determined by the Project Manager] hour notification to the Dalhousie Project Manager.

Water Utilities

Use of Dalhousie water supply is permitted and will not be charged to the contractor. If temporary connections are required, it is the responsibility of the contractor to provide necessary connections. No connections for temporary water use will be made without authorization of the Project Manager. No water shutdowns shall occur without 48 [or determined by the Project Manager] hour notification to the Dalhousie Project Manager.

Heating

Connection to Dalhousie heating equipment is prohibited. All temporary heat and related costs are the responsibility of the Contractor.
Communication Requirements

Temporary communication requirements: Contractor to make separate provision for telephone, fax, and computer hook-ups at its own cost. Use of Dalhousie communication infrastructure is not permitted.

Temporary Fire Protection

Should fire protection systems be disabled, minimum 48 hour [or as determined by the Project Manager] notification is required to be given to the Dalhousie Project Manager. No shutdown shall exceed six hours in a twenty-four hour day without authorization of the provincial Fire Marshall’s office. Fire station captain shall be notified if shutdown exceeds two hours.

Temporary Fire Alarm Annunciation

Should fire alarm enunciators been inaudible, contractor shall provide temporary hook-up to existing fire alarm system to provide audible annunciation in event of building fire alarm.

9. Construction Facilities

Security and After Hours Access

After hours access to a building may be granted by the Dalhousie Project Manager. Once approval is granted access is obtained through Dalhousie Security (parking level of the Marion McCain Building located at 6135 University Ave), without approval of the Project Manager no access will be granted.

Use of Premises for Offices & Storage

Dalhousie premises, outside the area of work, shall not be used for site office, storage or any other purpose.

Construction Area Signage

Dalhousie requires signage to be posted clearly identifying area of construction and required personal protective equipment within the construction area. This signage should be posted at all entrances to the area.

Damage to Dalhousie Property

Any damage to Dalhousie property shall be made good prior to completion of the work.
**Parking in Construction Compounds**

Vehicular parking may be permitted within an enclosed compound that forms part of the construction site under the following circumstances:

a. In general, Dalhousie will discourage compounds whenever possible, and especially during the fall and winter term.

b. Compound location, dimensions, and duration of operation must:
   - Be approved at least one week in advance by the Project Manager and Security Services.
   - No increase in dimension or movement of the enclosure shall be permitted without prior consent by the Project Manager and Security Services.

c. As a minimum, the compound enclosure shall be 6’-0” high modular interlocking fencing. Contractor shall ensure that the integrity of the enclosure is maintained at all times, including providing gates and locks when required.

d. Contractor shall provide a written site-specific safety plan, including a traffic control plan, indicating safe work procedures to ensure the safety of pedestrians and the protection of Dalhousie property.

e. Only Contractor vehicles shall be permitted to park within the enclosure. Parking shall be at the risk of the contractor. Dalhousie shall not be responsible for any damage to vehicles parked within the enclosure.

f. Contractor shall be responsible to repair and make-good the area of the compound after completion of the work to match the prior existing conditions. All work shall be executed as per the requirements of *Traversing Landscaped Areas, Section 2: Work Restrictions*.

**10. Temporary Barriers and Enclosures**

**Scaffolding**

All scaffolding shall be hoarded to a height of 8’ high with a material and in a manner that prevents climbing. If there are windows on the building façade, there should be a method of preventing unauthorized access to the scaffold through a building window. If the hoarding is wooden, it shall be new wood and if it will be in place for longer than one month, the wood shall be painted.
Fencing

On exterior projects that require fencing to restrict pedestrian access to the site the minimum standard is a modular metal fencing system to a minimum height of six feet. Snow fence is not permitted. In some cases chain link fence is required. Consultant to discuss with Project Manager.

11. Temporary Environmental Controls
   a. Fires are not permitted on campus for disposal of rubbish.
   b. Removal of trees, shrubs or any part of them is not permitted without prior consultation with the Project Manager.

12. Cleaning and Waste Management
   a. During final cleaning the contractor is not to strip and wax any floors. Dalhousie custodial staff will take responsibility for stripping and applying wax on waxable floors.
   b. Make good all existing interior and exterior surfaces and finishes and assemblies to match adjacent surfaces and finishes and assemblies.

13. Construction Waste Management and Disposal
   a. No construction related rubbish is to be placed in Dalhousie garbage bins. Contractors will be fined up to $1,000 for each instance where this can be proven.
   b. Contractor shall be responsible for all disassembly, removals, disposal and salvage of all demolition waste, including all equipment which must be removed to complete the scope of work, and which has not been designated for reuse by Dalhousie University.
   c. Dalhousie measures by weight every kilogram of waste before disposal occurs. All waste is to be measured and reported to the Project Manager at project closeout. There should be two numbers:
      • Weight in kilograms of waste sent to landfill;
      • Weight in kilograms of waste diverted from the landfill. This includes, but is not limited to, construction and demolition waste facilities, recycling facilities, hazardous material facilities and organics.
14. Closeout Submittals

a. Operations and Maintenance (O&M) information shall be submitted in electronic format. Submitting O&M information in paper format in binders is not permitted. File formats should be pdf. File naming conventions shall indicate what the file contains. (Example: file containing heat pump data shall be named “heat pump data.pdf” or file containing O&M for project should be named “O&M for Project ABC”).

b. Submission of Project Record Drawings, showing the built condition, shall be in dwg and pdf formats with file naming convention used in Dalhousie’s drawing Guidelines.

c. Warranties, bonds and other certificates shall be in the Owner’s name and delivered in original paper format, as well as electronic pdf format.

d. Waste disposal weight report for project (see Construction Waste Management and Disposal, above).

e. Current MSDS’s for any controlled products that will remain on the site for ongoing operations and/or maintenance.