

Part 1 General

1.1 SECTION INCLUDES

- .1 Documents and certain applicable terminology.
- .2 Associated requirements.
- .3 Work expectations.
- .4 Work by other parties.
- .5 Words and terms.
- .6 Examination
- .7 Closeout submittals
- .8 Operation and maintenance manual format.
- .9 Contents each volume.
- .10 Recording actual site conditions.
- .11 Record documents.
- .12 Warranties and bonds.
- .13 Quality Assurance.
- .14 Demonstration and Training
- .15 Conditions for Demonstrations

1.2 RELATED SECTIONS

- .1 This section describes project specific requirements applicable to all Sections within project Divisions 21, 22 and 23.

1.3 COMPLEMENTARY DOCUMENTS

- .1 Drawings, Specifications and schedules, should any discrepancy appear between documents, direct enquiries to the Contract Administrator in accordance with B4
- .2 The drawings for mechanical work are performance drawings. They are generally diagrammatic and are not to scale unless detailed otherwise. They establish scope, material and installation quality and are not detailed installation instructions showing every offset, fitting, valve or every difficulty encountered during execution of work and will not be used as an excuse for deficiencies or omissions. Where required installations are not shown on plans or are only shown diagrammatically, install in such a way as to conserve headroom and interfere as little as possible with free use or space through which they pass, while adequate space is allowed for service, maintenance, repair, or replacement for all equipment.
- .3 Drawings indicate general location and route of conduit and wire/conductors. Install conduit or wiring/conductors and plumbing piping not shown or indicated by note, by graphic, or diagrammatically in schematic or riser diagrams to provide an operational assembly or system.
- .4 Install components to physically conserve headroom, to minimize furring spaces, to accommodate installed Work, or other obstructions.

- .5 Install ceiling mounted or exposed mechanical components such as diffusers, sprinkler heads and grilles in accordance with reflected ceiling drawings or floor plans.
- .6 Locate devices with primary regard for convenience of operation and usage.
- .7 Examine all discipline drawings, specifications, and schedules and related Work to ensure that Work can be satisfactorily executed. Conflicts or additional Work beyond Work described, to be brought to the attention of the Contract Administrator.
- .8 Should any discrepancy appear between the drawings and specifications, which leaves the Contractor in doubt as to the true intent and meaning of the plans, and specifications, the Contractor shall obtain a ruling in writing from the Contract Administrator in writing before submitting the bid. If this is not done it will be assumed that the most expensive alternative has been included in the bid price.
- .9 All specification sections of the Project Manual and Drawings are affected by requirements of Division 01 sections.

1.4 DESCRIPTION OF THE WORK

- .1 Division of the Work among other contractors, subcontractors, suppliers or vendors is solely the Contractor's responsibility. Neither the City of Winnipeg nor Contract Administrator assumes any responsibility to act as an arbiter to establish subcontract terms or disagreements between sectors or disciplines of the Work.

1.5 CONTRACT METHOD

- .1 Construct Work under the contract requirements in the applicable Division 00 sections.
- .2 Contract Documents were prepared by the Contract Administrator for the City of Winnipeg. Any use which a third party makes of the Contract Documents, or any reliance on or decisions to be made based on them, are the responsibility of such third parties. The Contract Administrator accepts no responsibility for any damages suffered by any third party as a result of decisions made or actions based on the Contract Documents.

1.6 PERMITS, INSPECTION AND TESTING

- .1 File all necessary notices and approved layouts, obtain and pay for all Local Authority and Fire Underwriters Inspections, approvals and permits applicable to each Mechanical Section. Make changes required to secure Local Authorities approval, without extra cost. Where conflicting requirements occur, comply with most stringent regulation. Note that requirements shown or specified may exceed minimum standards set by Local Authorities.
- .2 The Regulations of the A.S.M.E. Code and the Provincial Labour Department shall cover the design, manufacture, installation, welding and tests of piping and other equipment as specified hereafter.
- .3 Obtain Registration Certificates for all pressure vessels, with suitable metal-framed glass covers installed where directed. Furnish all certificates required by Local Authorities before acceptance of building by City of Winnipeg.
- .4 City of Winnipeg may request Mechanical Section to operate device or material installed for such time as Contract Administrator may require, as a thorough test, before final acceptance. Such tests shall not be construed as evidence of acceptance, and no claim for cost of such operation for test, or damage due to inadequacy or defect will be recognized.

- .5 Note that site reviews by the Contract Administrator are for the purpose of determining in general if the work is proceeding in accordance with the Contract Documents, and to endeavour to guard the City of Winnipeg against defects and deficiencies and not to superintend the execution of the work, which is the Mechanical Contractor's and their Subcontractors' responsibility.

1.7 WORDS AND TERMS

- .1 Conform to definitions and their defined meanings as in Division 01.
- .2 Refer to Division 01 for Specification Grammar.
- .3 Conform to the following definitions and their defined meanings in addition to those referenced in Division 01:
- .1 **Install:** To remove from site storage, move or transport to intended location, install in position, connect to utilities, repair site caused damage, and make ready for use.
 - .2 **Supply:** To acquire or purchase, ship or transport to the site, unload, remove packaging to permit inspection for damage, re-package, replace damaged items, and safely store on-site.
 - .3 **Provide:** Wherever the term "provide" is used in relationship to equipment, piping and other materials specified for the work, it means "supply, install and connect". Wherever the terms "provide" is used in connection with services such as testing, balancing, start-up, preparation of drawings for any part of the work, it means procure, prepare, supervise, take responsibility for, and pay for these services.
 - .4 **Typical:** A representative characteristic that is standard for all installations whether individually noted or not throughout the documents. "Typical" applies to each individual or combined installation except where specifically noted or otherwise indicated that the application is non-typical.
 - .5 **Exposed:** Any work not concealed in wall, shaft, or ceiling cavities or spaces. Work behind doors, in closets or cupboards or under counters is considered exposed.

1.8 EXAMINATION

- .1 Inspect existing conditions, including elements or adjacent Work subject to irregularities, damage, movement, including Work during cutting and patching.
- .2 After uncovering, inspect conditions affecting performance of the Work.
- .3 Examine all contract documents to ensure work can be performed without changes to the Work as shown on plans. No allowance will be made later for necessary changes, unless notification of interferences have been brought to Contract Administrator's attention in writing, prior to bid closing.
- .4 Verify that materials and equipment can be delivered to the place of the work and that sufficient space and access is available to permit installation as shown on the drawings.
- .5 Verify the locations and inverts of service lines leaving and entering building to ensure their proper function prior to commencing work.

1.9 CLOSEOUT SUBMITTALS

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.

- .2 Copy will be returned with Contract Administrator's comments.
- .3 Revise content of documents as required prior to final submittal.
- .4 Two (2) weeks prior to Substantial Performance of the Work, submit to the Contract Administrator, three (3) final copies of operating and maintenance manuals in Canadian English.
- .5 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .6 If requested, furnish evidence as to type, source and quality of products provided.
- .7 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .8 Pay costs of transportation.

1.10 OPERATION AND MAINTENANCE MANUAL FORMAT

- .1 Refer also to Division 01 for formats for manuals. Where there is a discrepancy with this section, follow the requirements.
- .2 Organize data in the form of an instructional manual.
- .3 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 8.5 x 11 inch (219 x 279 mm) with spine and face pockets.
- .4 When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
- .5 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .6 Arrange content by systems under Section numbers and sequence of Table of Contents.
- .7 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .8 Text: Manufacturer's printed data, or typewritten data.
- .9 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.11 CONTENTS - EACH VOLUME

- .1 Refer also to Division 01 for formats for contents. Where there is a discrepancy with this section, follow the requirements of Division 01.
- .2 Table of Contents: Provide:
 - .1 Title of project.
 - .2 Date of submission.
 - .3 Names, addresses, and telephone numbers of Contract Administrator and Contractor with name of responsible parties.
 - .4 Schedule of products and systems, indexed to content of volume.
- .3 For each product or system, list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.

- .4 Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00.
- .5 Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .6 Certificate of Acceptance: Relevant certificates issued by authorities having jurisdiction, including code compliance certificate, life safety systems performance certificate. pressure vessel acceptance.

1.12 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on a full-sized set of drawings, and within the Project Manual.
- .2 Annotate with coloured felt tip marking pens, maintaining separate colours for each major system, for recording changed information.
- .3 Record information concurrently with construction progress. Do not conceal Work of the Project until required information is accurately recorded.
- .4 Contract drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .2 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .3 Field changes of dimension and detail.
 - .4 Changes made by change orders.
 - .5 Details not on original Contract Drawings.
 - .6 References to related shop drawings and modifications.
- .5 Specifications: legibly mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: Maintain manufacturer's certifications, inspection certifications, field test records required by individual specifications sections.

1.13 RECORD DOCUMENTS

- .1 Prior to Substantial Performance of the Work, electronically transfer the marked up information from the as-built documents, as follows:
 - .1 Drawings: AutoCAD or Adobe Acrobat (PDF).
 - .2 Specifications: Adobe Acrobat (PDF).
- .2 Mark revised documents as "RECORD DOCUMENTS". Include all revisions..
- .3 Submit completed record documents to Contract Administrator on a CD, DVD, or by electronic transfer.

1.14 WARRANTIES AND BONDS

- .1 Refer also to Division 01 for Warranties and Bonds.

- .2 Provide written guarantee that complete installation including materials, work and operation of all equipment provide under Mechanical Sections are first class in every respect, subject only to improper usage by City of Winnipeg, and make good forthwith when reported all defects which develop within one year from date of acceptance of building by City of Winnipeg at no additional cost to the City of Winnipeg.
- .3 In addition, guarantee heating and cooling systems through one complete heating or cooling season, as applicable.
- .4 Deliver to the City of Winnipeg all equipment manufacturer's guarantees specified in excess of one year.

1.15 FABRICATION AND WORKMANSHIP

- .1 Employ skilled mechanics in their respective trades, under competent supervision, and where required by Provincial or Local regulations holder of acceptable qualification certificates.

1.1 QUALITY ASSURANCE

- .1 Provide testing organization services as specified in subsequent Sections.
- .2 Testing organization: Current member in good standing of their respective professional or industry organization and certified to perform specified services.
- .3 Comply with applicable procedures and standards of the certification sponsoring association.
- .4 Perform services under direction of supervisor qualified under certification requirements of sponsoring association.
- .5 Qualifications:
 - .1 Provide adequate workforce training through meetings and demonstrations.
 - .2 Provide a designated experienced person on site with de-construction experience throughout the project for consultation and supervision purposes.

1.2 DEMONSTRATION AND TRAINING

- .1 Refer also to Section 01 79 00 for Demonstration and Training. Where there is a discrepancy with this section, follow the requirements of 01 79 00.
- .2 Instruct City of Winnipeg's designated employees in proper care, operation, use and maintenance of all systems and equipment, and provide general explanatory literature required and start up supervision and instructions.
- .3 Provide two (2) weeks prior notice to the City of Winnipeg to schedule the training.
- .4 The City of Winnipeg will provide list of personnel to receive instructions, and will coordinate their attendance at agreed-upon times.
- .5 Upon completion of instructions, forward to Contract Administrator with a copy to the City of Winnipeg a letter indicating person instructed and dates that the instruction took place. If in Contract Administrator's opinion, this is not done satisfactorily, Contract Administrator may direct such instruction, and charge all costs involved to relevant section.

1.3 CONDITIONS FOR DEMONSTRATIONS

- .1 Equipment has been inspected and put into operation in accordance with related sections.

- .2 Testing, adjusting, and balancing have been performed and equipment and systems are fully operational.
- .3 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Shop drawings and product data.

1.2 RELATED SECTIONS

- .1 Other sections requesting submittals.
- .2 This section describes requirements applicable to all Sections.

1.3 ADMINISTRATIVE

- .1 Submit to Contract Administrator submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed until review is complete.
- .3 Present Shop Drawings, product data, samples and mock-ups in SI Metric and/or Imperial inch-pound units, to match the units used in the schedules.
- .4 Review submittals prior to submission to Contract Administrator. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
- .5 Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.
- .6 Notify Contract Administrator, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Contract Administrator's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Contract Administrator review.
- .10 Keep one (1) reviewed copy of each submission on site.

1.4 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "Shop Drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.

- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications. Indicate layouts, quantity, details of equipment, control wiring diagrams, sizes, capacities and roughing in and exact requirements for concrete pits, bases and other supporting members.
- .3 Each shop drawing must be certified by manufacturer and as such shall indicate that all product City of Winnipeg has been performed to ensure the product will meet the requirements of the intended installation.
- .4 Shop drawings for grilles, registers and diffusers shall be accompanied by an itemized list indicating the unit locations by room number and the unit size.
- .5 Allow ten (10) days for Contract Administrator's review of each submission.
- .6 Adjustments made on Shop Drawings by Contract Administrator are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Contract Administrator prior to proceeding with Work.
- .7 Make changes in Shop Drawings as Contract Administrator may require, consistent with Contract Documents. When resubmitting, notify Contract Administrator in writing of any revisions other than those requested.
- .8 Accompany submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .9 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.

- .3 Setting or erection details.
- .4 Capacities.
- .5 Performance characteristics.
- .6 Standards.
- .7 Operating weight.
- .8 Wiring diagrams.
- .9 Single line and schematic diagrams.
- .10 Relationship to other parts of the Work.
- .10 After Contract Administrator's review, distribute copies.
- .11 Submit one (1) copy of Shop Drawings by fax, as a pdf document by email attachment, or delivered as a hard copy for each requirement requested in specification Sections and as Contract Administrator may reasonably request. Any electronic copy of shop drawings shall bear all the required marks of certification and approval by the manufacturer and contractor(s) as indicated above. The Contract Administrator will review and mark up one copy of the shop drawing, and return to the contractor by fax or email attachment. The contractor shall then make copies as required for ordering and documentation purposes. Multiple copies of shop drawings will not be returned.
- .12 Submit one electronic copy of product data sheets or brochures for requirements requested in specification sections and as requested by Contract Administrator where Shop Drawings will not be prepared due to standardized manufacture of product. Submittals shall be by fax, as a pdf document by email attachment, or delivered as a hard copy. Any electronic copy of shop drawings shall bear all the required marks of certification and approval by the manufacturer and contractor(s) as indicated above.
- .13 Delete information not applicable to project.
- .14 Supplement standard information to provide details applicable to project.
- .15 If upon review by Contract Administrator, no errors or omissions are discovered or if only minor corrections are made, one electronic copy will be returned and fabrication and installation of Work may proceed. If Shop Drawings are rejected, noted copy will be returned and re-submission of corrected Shop Drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed. The contractor shall then make copies as required for ordering and documentation purposes. Multiple copies of shop drawings will not be returned.
- .16 Checking of shop drawings by the Contract Administrator does not constitute acceptance of responsibility. Such checking constitutes assistance only to the Mechanical Division in the proper execution of their work.

END OF SECTION

Part 1

Part 2

Part 3 General

3.1 SECTION INCLUDES

- .1 Product quality, availability, storage, handling, protection, and transportation.
- .2 Product substitution procedures.
- .3 Manufacturer's instructions.
- .4 Quality of Work, coordination and fastenings.
- .5 Coordination, work for other trades, electrical requirements, temporary use of equipment.

3.2 RELATED SECTIONS

- .1 This section describes requirements applicable to all Sections within Divisions 21 to 23.

3.3 TERMINOLOGY

- .1 New: Produced from new materials.
- .2 Renewed: Produced or rejuvenated from an existing material to like-new condition to serve a new or existing service.
- .3 Defective: A condition determined exclusively by the Contract Administrator.

3.4 PRODUCT QUALITY

- .1 Products, materials, equipment, parts or assemblies (referred to as Products) incorporated in Work: New, not damaged or defective, of best quality (compatible with specification requirements) for purpose intended. If requested, provide evidence as to type, source and quality of Products provided.
- .2 Defective Products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective Products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should any dispute arise as to quality or fitness of Products, decision rests strictly with Contract Administrator.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.

- .5 Permanent labels, trademarks and nameplates on Products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

3.5 AVAILABILITY

- .1 Immediately upon signing Contract, review Product delivery requirements and anticipate foreseeable supply delays for any items.
- .2 If delays in supply of Products are foreseeable, notify Contract Administrator of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .3 In event of failure to notify Contract Administrator at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Contract Administrator reserves right to substitute more readily available Products of similar character, at no increase in Contract Price or Contract Time.

3.6 STORAGE AND PROTECTION

- .1 Store and protect Products in accordance with manufacturers' written instructions.
- .2 Store with seals and labels intact and legible.
- .3 Store sensitive Products in weather tight, climate controlled, enclosures in an environment favourable to Product.
- .4 For exterior storage of fabricated Products, place on sloped supports above ground.
- .5 Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of Products.
- .6 Cover open ends of pipes, fixtures, ductwork, etc. to prevent entry of building rubbish.
- .7 Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- .8 Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- .9 Arrange storage of Products to permit access for inspection. Periodically inspect to verify Products are undamaged and are maintained in acceptable condition.

3.7 TRANSPORTATION AND HANDLING

- .1 Transport and handle Products in accordance with manufacturer's written instructions.
- .2 Promptly inspect shipments to ensure that Products comply with requirements, quantities are correct, and Products are undamaged.
- .3 Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

- .4 Protect all finished and unfinished work from soiling or damage, cover floors with tarpaulins or plywood as necessary, and repair any damage resulting from work of Mechanical Section.
- .5 Protect finished surfaces to remain exposed, by paper, polyethylene or other satisfactory removable protective covering using paste acceptable to fixture manufacturer to prevent possible damage to finishes, until all reason for construction damage has passed and until acceptance by City of Winnipeg, and make good any such damage.

3.8 SPECIAL CLEANING

- .1 Maintain tidiness within work of Mechanical Sections and at completion remove protective paper, labels, etc. and tools and waste materials. Leave clean and in perfect operating condition.
- .2 Remove dirt, rubbish, grease, and dust for which this section is responsible from all exposed surfaces and fixtures.
- .3 Operate, drain and flush out bearings and refill with new charge of lubricant, before final acceptance.
- .4 Thoroughly clean piping, ducts and equipment of dirt, cuttings and other foreign substances within the scope of work area. Disconnect, clean and reconnect whenever necessary for purpose of locating and removing obstructions. Repair work damaged in course of removing obstructions.
- .5 Clean exposed surfaces of mechanical equipment, ductwork, piping, etc., and polish plated work.
- .6 Protect bearings and shafts during installation. Grease shafts and sheaves to prevent corrosion. Supply and install extended nipples to outside of bearing enclosures for lubrication purposes.
- .7 Remove tools, surplus, and waste material from the building site upon completion of work. Clean grease, dirt, and excess material from walls, floors, ceilings, surfaces, and fixtures for which this Contractor was responsible, and leave the premises suitable for immediate use.
- .8 At the end of construction all systems shall be left ready for operation.
- .9 This Section shall be responsible for repair work as may be necessary to remove dents and touch-up of factory finishes.

3.9 PRODUCT CHANGES

- .1 Change in Product/Products: Submit request for substitution or alternative in accordance with this Section and Division 01.
- .1 Any substituted item submitted for consideration must not exceed the available space limitations, and all additional costs for mechanical, electrical, structural and Contract Administratoral revisions required to incorporate the substituted material shall be the responsibility of the Mechanical Division.

3.10 SUBSTITUTIONS

- .1 Instructions to Bidders specify time restrictions for submitting requests for Substitutions during the bidding period to requirements specified in this section.
- .2 Substitutions may be considered when a Product becomes unavailable through no fault of the Contractor.
- .3 Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- .4 A request constitutes a representation that the Bidder:
 - .1 Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
 - .2 Will provide the same warranty for the Substitution as for the specified Product.
 - .3 Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to City of Winnipeg.
 - .4 Waives claims for additional costs or time extension which may subsequently become apparent.
 - .5 Will reimburse City of Winnipeg and Contract Administrator for review or redesign services associated with re-approval by authorities.
- .5 Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- .6 Substitution Submittal Procedure:
 - .1 Submit three (3) copies of request for Substitution for consideration. Limit each request to one (1) proposed Substitution.
 - .2 Submit shop drawings, product data, and certified test results attesting to the proposed Product equivalence. Burden of proof is on proposer.
 - .3 The Contract Administrator will notify Contractor in writing of decision to accept or reject request.
- .2

3.11 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, pedestrian and vehicular traffic.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

3.12 MANUFACTURER'S WRITTEN INSTRUCTIONS

- .1 Unless otherwise indicated in the specifications, install or erect Products to manufacturer's written instructions. Do not rely on labels or enclosures provided with Products. Obtain written instructions directly from manufacturers.

- .2 Notify Contract Administrator in writing, of conflicts between specifications and manufacturer's instructions, so that Contract Administrator may establish course of action.
- .3 Improper installation or erection of Products, due to failure in complying with these requirements, authorizes Contract Administrator to require removal and re-installation at no increase in Contract Price or Contract Time.

3.13 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Contract Administrator if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Contract Administrator reserves right to require dismissal from site any workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Contract Administrator, whose decision is final.
- .4 Assume full responsibility for layout of own work and for any damage caused to property of others through improper location or poor workmanship.

3.14 COORDINATION

- .1 Ensure cooperation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.
- .3 Check levels shown before commencement to ensure adequate falls for sewers and pipes and report discrepancies immediately. Failure to so check and report does not relieve this section from responsibility for consequent extra expenditures.
- .4 Where space is indicated as reserve for future equipment, leave clear and install piping and other work so that connections can be made to future equipment.
- .5 Secure approval where necessary to cut holes in either finished or unfinished work, employ section whose work is involved, cut openings no larger than necessary and without damage to adjoining work and carefully repair all damage to match adjacent work. Note the Mechanical Division is responsible for all required cutting and patching relating to this Contract, except as specifically noted otherwise.
- .6 Provide and set bolts, templates, sleeves and fixing materials for fixing work under this section securely to work provided under other sections, in advance of other work, where required.
- .7 Locate all openings in walls, partitions, beams, etc. required for installation of ducts, pipes and equipment, etc. specified in this section of the specifications and frame all openings as required.

3.15 WORK FOR OTHER TRADES

- .1 The Mechanical Contractor shall rough-in for and/or connect up all equipment requiring mechanical services, as shown on drawings or mentioned elsewhere in the specifications.
- .2 Supply other trades with all necessary details, rough-in drawings, wiring diagrams, etc. as required.

3.16 ELECTRICAL REQUIREMENTS

- .1 Motors and electrical equipment supplied under Mechanical Division shall comply with Electrical Section and electrical characteristics scheduled or shown.
- .2 See "Installation and Wiring Controls" in Electrical Section for equipment supplied under Electrical Section.
- .3 The Electrical section shall provide starters for all motors and wire from starters to motors, unless otherwise indicated.
- .4 The Electrical section shall wire between starters and switching components such as relays, float switches, and pressure switches.
- .5 Supply to Electrical Section within four (4) weeks after contract award, fully detailed diagrams of power and control wiring required for equipment supplied by Division 23.
- .6 Motors shall be squirrel cage induction type 1800 RPM unless otherwise noted. Where dampness occurs, all motors and electrical apparatus such as float switches, etc. supplied integrally with any piece of apparatus, shall be totally enclosed.
- .7 All motors 1 hp and larger shall be high efficiency as defined in CSA C390.

3.17 CONCEALMENT

- .1 In finished areas, conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation, inform Contract Administrator if there is interference. Install as directed by Contract Administrator.

3.18 ACCESS PANELS

- .1 Provide in ample time for installation under relevant sections all necessary access panels in walls and ceilings to allow access to dampers, valves, etc., size 300 mm x 300 mm (12" x 12") min. or as noted on plans with steel panel and frame, similar to Acudor, type to suit application. Instruct relevant section for proper location of access panels. Final locations subject to Contract Administrator's approval. ULC approved access panels must be provided where access is through or into a fire partition or assembly.

3.19 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Coordinate adjacent affected Work as required.

- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

3.20 LOCATION OF FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Contract Administrator of conflicting installation. Install as directed.

3.21 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

3.22 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use Type 304 or 316 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

3.23 TEMPORARY USE OF EQUIPMENT

- .1 No portion of any mechanical system or equipment provided under Mechanical Sections may be used for temporary heating without Contract Administrator's written permission and observance of the following procedure:
 - .1 Oil and grease motor, fan and pump bearings, etc. check on a regular basis and maintain as recommended by manufacturer.
 - .2 Maintain and clean when necessary cleanable type filters and clean and oil just prior to take-over of building by City of Winnipeg. Replace throwaway type filters.

- .3 Ensure that mechanical air handling equipment is not operated during painting.
 - .4 Employ equipment manufacturers and subtrades to ensure and certify that all systems and equipment are in proper condition, and guarantee all work used prior to take-over as for new work, from date of acceptance of building by City of Winnipeg.
 - .5 If permission for temporary use of mechanical equipment is granted, use Canadian Plumbing and Mechanical Contractors Association standard form of agreement as basis of responsibilities. Guarantee on complete installation shall not start until acceptance of building by City of Winnipeg.
- .2 All return air grilles/openings shall be equipped with MERV 8 filters to keep return air system clean of dust and dirt if air handling equipment is being used before turnover to the City of Winnipeg.

3.24 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of any part of the Project.
- .2 Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated, without written approval of Contract Administrator.

END OF SECTION