1.0 GENERAL

1.1 SECTION INCLUDES:
   .1 Words, Terms and Communications.
   .2 Complementary Documents.
   .3 Specification grammar.
   .4 Applicable Codes
   .5 Cooperation & Coordination
   .6 Storage, Handling & Protection
   .7 Transportation
   .8 Owner Supplied Materials
   .9 Weather Conditions
   .10 Workers
   .11 Conduct of Personnel
   .12 Publicity
   .13 Accessibility for the Disabled
   .14 Utilities
   .15 Trademarks & Labels
   .16 Responsibility

1.2 RELATED MATERIALS
   .1 Section 01 11 00 Summary of Work
   .2 Section 10 14 00 Room Numbering
   .3 This section describes requirements applicable to all sections within Divisions 01 to 33.
   .4 Section 33 00 10.1 SFU MMCD Infrastructure Data Standards

1.3 WORDS, TERMS AND COMMUNICATIONS
   .1 In this document the following definitions/abbreviations appear in italics:
      SFU Facilities means the Building Operations department of Simon Fraser University
      SFU means Simon Fraser University, and unless noted otherwise, means Building Operations.
      Consultant means the person identified as such in the request for Tenders and Tender Form and as defined in CCDC2-2008.
      Project Manager means the person identified as such in the request for Tenders and Tender Form.
Owner means Simon Fraser University.

For definitions of commissioning terms, refer to Section 01 91 00 Commissioning.

.2 SFU PROJECT NUMBERS
.1 SFU assigns project numbers to all project work. Without exception SFU project numbers must appear on all correspondence and documents prepared for or sent to SFU.

.3 LINES OF COMMUNICATION
.1 All information from the University regarding the contract, such as specific instructions of the Owner, requirements and changes during construction will be issued through the SFU Facilities. The SFU Facilities shall be kept advised at all times of all informal contact and discussions between the Consultant and/or the Contractor with other staff of SFU. SFU will not be responsible for any circumstances which may arise from instructions, information and approvals having been obtained from SFU through channels other than the above.

.4 CORRESPONDENCE
.1 The Contractor shall submit correspondence to the Consultant unless otherwise instructed. Should the Contractor feel that the matter requires immediate action by SFU, then a copy of the correspondence may be sent directly to SFU Facilities.

1.4 COMPLEMENTARY DOCUMENTS
.1 Generally, drawings indicate graphically, the dimensions and location of components and equipment. Specifications indicate specific components, assemblies, and identify quality.
.2 Drawings, specifications, diagrams and schedules are complementary, each to the other, and what is required by one, to be binding as if required by all.
.3 Should any conflict or discrepancy appear between documents, which leaves doubt as to the intent or meaning, refer to the General Conditions in the contract documents.
.4 Examine all discipline drawings, specifications, schedules, diagrams and related Work to ensure that Work can be satisfactorily executed.
.5 All specification sections of the Project Manual and Drawings are affected by requirements of Division 01 sections.

1.5 APPLICABLE CODES, STANDARDS, REGULATIONS
.1 In the absence of other standards being required by the Contract Documents, all work is to conform to, or exceed the minimum standards of the B.C. Building Code, SFU Infrastructure Data Standards, City of Burnaby Engineering Design Criteria, the Canadian Standards Association, the Fire Safety Act, the Workers’ Compensation Board of British Columbia, National Fire Protection Association, Canadian Electric Code, B.C. Plumbing Code, Factory Mutual Engineering, Underwriter’s Laboratory of Canada, B.C. Fire Code Regulations, and the standards of manufacturers of material supplied for this project, whichever is/are applicable.
.2 Wherever standards are referred to in the specifications, the latest edition of the standard shall apply at time of Bid except where such editions have not been adopted by B.C. Building Code.

.3 The following regulations and plans are to be adhered to for all projects: University Act, Fisheries Act, BC Greenhouse Gas Reduction Target Act, and the City of Burnaby-Burnaby Mountain Conservation Area Community Plan.

.4 If required by the Consultant the manufacturer/supplier or Contractor shall furnish documentation indicating compliance with the requirements of the B.C. Building Code including where required, certification by an Engineer registered in the Province of British Columbia.

.5 SFU Policies and Regulations must be adhered to and include but are not restricted to the following (Complete listing of SFU Policies can be found at http://www.sfu.ca/policies.html):

- GP 16 No Smoking Policy
- GP 17 University Occupational Health and Safety
- GP 22 Fire Safety
- GP 25 Response to Violence and Threatening Behavior
- GP 38 Sustainability Policy
- GP 42 Risk Management
- GP 43 University Energy Utilization Policy
- GP 18 Human Rights Policy
- AD 1.03 Parking, Mobility and Vehicle Traffic
- AD 11.21 Ethical Procurement Policy
- SFU 2021 Sustainability Vision and Goals
- SFU 2021 Strategic Energy Management Plan

.6 Any work shown on the drawings or described in the specifications which is at variance with the applicable codes shall be brought to the attention of the Consultant.

.7 SFU Facilities requires SFU Infrastructure Data Standards (modified from MMCD Infrastructure Data Standards) for all the Utility design work & submission. All the documents & packages can be found at: https://vault.sfu.ca/index.php/s/GQO5n1r4dUvTwcW

Additional documentation and training videos can be found on https://apw.retrieve.com/#/ to create an account to access.

.8 In no instance shall the standards established by the drawings and specifications be reduced by any of the applicable codes.

1.6 COOPERATION AND COORDINATION

.1 Coordinate the work of sub-contractors with efficient and continuous supervision.

.2 Work orders are the formal method that project and projects managers communicate with SFU Facilities.

.3 Cooperate with SFU authorities and other Contractors engaged in simultaneous development of adjacent facilities. Coordinate access to the site, the location, removal or adjustment of temporary fences, sheds and utility services.

.4 Coordinate the work of each trade to ensure that such work is consistent with the requirements for the work of a following trade.
Before commencing any work, each trade must report any inconsistency between the work of a preceding trade and the requirements for their work. Any costs incurred by the Contractor or trades to rectify such inconsistencies shall be at no expense to the Owner.

The Contractor shall coordinate the work of all trades requiring suspension or fixing devices to be incorporated into the structure. Where required, such suspension or fixing devices are to be built into the structure and/or by of the type specified or detailed herein, the Contractor shall submit to the Consultant details of the device he proposes to use accompanied by such information as the Consultant may require to assess the capability of the proposed device.

1.7 STORAGE, HANDLING AND PROTECTION

1. Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.

2. Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.

3. Store products subject to damage from weather in weatherproof enclosures.

4. Store cementitious products clear of earth or concrete floors, and away from walls.

5. Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.

6. Store sheet materials and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.

7. Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.

8. Remove and replace damaged products at own expense and to satisfaction of Consultant.

9. Touch-up damaged factory finished surfaces to Consultant's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.8 TRANSPORTATION


2. Transportation cost of products supplied by Owner will be paid for by Owner. Unload, handle and store such products.

1.9 OWNER SUPPLIED MATERIALS

1. The Contractor is responsible for scheduling delivery of items supplied by the Owner as required to maintain the construction schedule.

2. The Contractor is also responsible to check materials as they are delivered and to notify the Project Manager immediately through the Consultant of any materials supplied by the Owner that do not meet specified standards or are received in damaged condition.
1.10 WEATHER CONDITIONS

.1 All sections of work shall include in their tender an allowance sufficient to cover full, continuous working operation through normal weather conditions, without interruptions or shutdowns.

1.11 WORKERS

.1 All work shall be performed by skilled mechanics, experienced in their trade; according to rules and customs of best trade practices for first class work and to the various standards recommended and specified.

.2 Construction Force: The Contractor shall provide and maintain, in full operation at all times during the performance of the contract, a sufficient crew of labourers, mechanics and foremen to execute the work.

1.12 CONDUCT OF PERSONNEL

.1 Sexual Harassment

.1 There is a great deal of sensitivity on the campus regarding sexual harassment. Sexist and/or racist comments or actions may be reported to the Campus Security and lawsuits or human rights complaints could be filed.

.2 Specific examples of actions that are considered offensive with zero tolerance by the University under the Policy would be:

.1 calls or audible comments directed at or about passersby, particularly regarding physical or sexual attributes,

.2 prolonged staring by individuals or groups,

.3 whistling or catcalls, or

.4 throwing items at or in front of passersby in order to gain their attention.

.3 Refer to the latest version of SFU’s Sexual Violence and Misconduct Prevention, Education and Support Policy for further details.

.2 Smoking: SFU has a NO SMOKING policy in all work areas except in specified rest areas which are specifically designated as smoking areas.

.3 Grooming: SFU retains the right to restrict and control the clothing worn by, and the grooming of, employees, Consultants or visitors to the campus where these may conflict with health and safety considerations and regulations.

1.13 PUBLICITY

.1 All publicity relating to the Project is subject to the approval of the Owner and no mention of the project in advertising or articles in any publication will be permitted unless approved in writing through the Owner. Publicity or advertising implying endorsement of a product, Contractor or Consultant will not be permitted.

.2 Barriers shall not be put in the way of disabled people in and around campus facilities (ie. unnecessary steps, narrow aisles etc.) Disabled refers to the visually impaired as well as the physically disabled.
1.14 UTILITIES

.1 Contractor shall be responsible for capping, plugging, disconnecting, relocating or divertive all utilities interfering with construction operation. If the Contractor discovers unidentified utilities, the Contractor shall:
   .1 Contact SFU Facilities.
   .2 Provide a drawing outlining proposed changes.
   .3 Obtain approval from SFU Facilities before commencement of work.

.2 SFU Infrastructure Standards details and links can be found in Part 1.5.7.

.3 All contractors and consultants shall contact SFU Facilities Services for all utility information before starting any work.

1.15 TRADEMARKS AND LABELS

.1 Trademarks and labels, including applied labels shall not be visible in the finished work. Such trademarks or labels shall be removed by grinding if necessary, or painted out where the particular materials are being painted. The exception of this requirement shall be those essential to obtain identification of mechanical and electrical equipment and where required by Code to ensure compliance.

1.16 RESPONSIBILITY

.1 The Contractor shall assume full responsibility for laying out the work and ensuring it does not conflict with the work of other trades, and for any damage caused to the Owner or other Sub-contractors by improper location or carrying out of the work.

.2 If more than one interpretation can be taken from the specification or drawings regarding labour, material, or equipment, notify the Consultant immediately for clarification. If clarification cannot be obtained, consider the most costly alternative to apply. No allowance will be made for a tender based on the lesser.

.3 The dimensions given on the drawings of the existing work are approximate and the Contractor must take actual measurements before ordering materials, equipment and the like. Failure to comply with the requirement will make the Contractor fully responsible for replacing such material or equipment at no extra cost to the contract.

.4 Prior to the submission of shop drawings and/or the installation of work to be performed, promptly advise the Consultant of any specified equipment, material, or installation which appears inadequate or unsuitable or in violation of applicable codes.

***END OF SECTION***