1.0 **GENERAL**

1.1 **SECTION INCLUDES**

.1 Hours of Work
.2 General Restrictions
.3 Service Connections, including:
   .1 Connecting to existing services.
   .2 Service Shut-down of existing services.
   .3 Service Connection to Utility services.
.4 Special scheduling requirements.
.5 Markings
.6 Publicity / Advertising

1.2 **RELATED SECTIONS**

.1 [Section 01 35 29 Health, Safety, and Emergency Response Procedures](#)
.2 [Section 01 33 00 Submittal Procedures](#)
.3 [Section 01 35 43.13 Environmental Procedures for Hazardous Materials](#)
.4 [Section 01 51 00 Temporary Facilities & Controls](#)

1.3 **GENERAL RESTRICTIONS**

.1 No work of any kind can begin until the proper authorization and/or work permits have been obtained.

.2 Prior to the start of work all contractors and subcontractors must complete SFU Contractor Safety Orientation.

.3 Stop work around an area where existing previously unidentified hazardous material is discovered (refer [Section 01 35 43.13](#)), including materials suspected of containing asbestos, lead and immediately contact the SFU Project Manager for direction before continuing with the Work affected. Prior to the start of any project a Pre-demolition assessment on existing or potential hazardous building materials must be completed by a qualified person. Any hazardous building materials (asbestos, lead, silica, etc) must be removed in accordance to WorkSafe BC and SFU requirements.

.4 For staging and storage, contractors are restricted to the enclosed construction premises for all work and storage of materials, tools and equipment.

.5 **SFU** traffic and parking regulations apply throughout **SFU**, which includes in general:

   .1 All parking at and within the project site must first be registered with **SFU** Parking & Sustainable Mobility – 778.782.5534 and a permit purchased. There is NO FREE PARKING on Campus. No vehicle parking on grassed areas, boulevards, sidewalks, etc.

   .2 No vehicle may enter the “EMERGENCY ZONES” at any time without receiving clearance and a permit from the Parking & Sustainable Mobility.
.3 There are several loading bay areas on campus. Review with SFU Facilities the allocated contractors drop off areas. The time limit of 30 minutes is strictly enforced unless previously authorized by Campus Security.

.6 Construction Vehicle Access

.1 SFU Parking Services is responsible for monitoring traffic flow and parking on campus. There is a 3.7m height restriction for access through Rotunda/Transportation Centre tunnel. Construction vehicles are not allowed to go through the Rotunda. All projects must confirm access restrictions with SFU Project Manager/Representative and University Communications.

.1 Supplementary information is available at the following links:

.1 University Communications:  
http://www.sfu.ca/university-communications.html

.2 Traffic Notices:  

.3 Campus Map:  
http://www.sfu.ca/content/dam/sfu/fs/files/Campus%20maps/sfu_printable_campus_map__11x17.pdf

.7 Existing Building Elevators

.1 Should a particular item be of such size and configuration that it is physically impossible to use the designated route of freight elevators, alternative arrangements must be reviewed with SFU Facilities.

1.4 HOURS OF WORK

.1 Construction work time, normal hours:

.1 7:00 to 20:00 hrs. Monday to Friday and 09:00 to 20:00 hrs. Saturday, unless specifically authorized in writing by the SFU Project Manager and coordinated with the City of Burnaby on a project by project basis.

.2 Construction work time, additional restrictions:

.1 No construction, reconstruction, alteration, repair, landscaping or demolition work which generates noise or disturbs the peace within or in proximity of residential facilities or other facilities designated by SFU Project Manager may occur: Before 7:00am or after 8:00pm from Monday to Friday, before 9:00am or after 8:00pm on Saturday, any time on Sunday or any Statutory holidays.
Noise impacting adjacent University buildings and occupants must be controlled to below maximum WorkSafe BC exposure limits, City of Burnaby by-law, and relevant standards for indoor office environments. Continuous noise at any time shall not exceed 85 dBA when measured at least 15.2 meters from the source in a residential, multifamily, public or institutional district.

.2 Noisy operations such as jack hammering, cutting and coring performed Mondays to Fridays are generally to be carried out before 08:00 and after 16:30 hrs. unless specifically authorized in writing by the SFU Project Manager. The premium time shall be included in the tender amount. Similarly, work that generates fume, dust, and odors which impact nearby occupants are to be carried out before 08:00 and after 16:30 hrs unless authorized in writing by SFU Project Manager.

.3 No construction work may take place on Sundays or on days observed as a holiday, unless specifically authorized in writing by the SFU Project Manager.

.4 For work conducted near student residences, additional quiet hours should be respected where noisy construction work should avoid the hours of 11:00pm to 8:00am Sunday – Thursday, and 1:00am to 9:00 am Friday and Saturday.

.5 Exceptions to construction additional restrictions will be considered for special events (i.e. concerts, festivals, fairs).

.3 Construction work time, additional special restrictions:

.1 Limit construction activities, particularly those generating noise and other distractions, so as not to affect the following SFU operations within the following time periods:

.1 student examinations: (place, dates, times)
.2 conferences: (place, dates, times)
.3 convocation: (place, dates, times)
.4 (description: place, dates, times)
.5 other: issued by addendum if applicable.

.2 The Owner reserves the right to adjust the Contractor's activities relative to SFU's scheduled examinations.

.4 Complaints and work carried out contrary to Hours of Work restrictions will be assessed by the SFU Project Manager or designated representative, whose instructions are to be followed immediately.

1.5 EXISTING SERVICES

.1 Notify SFU Facilities of required Service Shutdown and intended interruption of services and obtain required permission.

.2 Where Work involves breaking into or connecting to existing services, give SFU Project Manager three working days’ notice for necessary interruption of mechanical or electrical service throughout course of work, and obtain approval to proceed. Minimize duration of interruptions. Carry out interruptions at times accepted by the SFU Project Manager and the written approvals issued.
1.6 SERVICE CONNECTION DEFINITIONS

.1 A Service Connection is defined as any new physical link made to an existing SFU service distribution system, including gas, water, electricity, sewer, steam, communications and fire suppression system.

.2 A Service Shut-down is defined as a total stoppage of the distributed service to a particular area, including coordination of shut off at isolation valves.

1.7 PROCEDURE - GENERAL

.1 The following procedure will apply whenever construction work is being connected to any of the Campus services or when a service shut-down is required:

.2 Service Shut-down requests should be directed to SFU Facilities. Adequate time should be provided for SFU Facilities to review the request and prepare resources for proposed shutdown. Shut-downs shall be kept to a minimum.

1.8 MARKINGS

.1 No organic markings such as felt pens or paint shall be used on any surface, whether exposed or to be concealed or covered by subsequent work, unless part of a specified identification system.

.2 No temporary markings shall remain visible in exposed areas after Project completion.

***END OF SECTION***