1.0 **GENERAL**

1.1. **INSURANCES AND BONDS**

.1 Promptly submit Bond and Insurance Certificates as required to the *Project Manager*. Progress draws will not be paid before these documents have been submitted. Insurance Certificates shall name *SFU* as additional insured.

.2 All other submittals required to be submitted within 15 days of award of contract.

1.2. **RELATED SECTIONS**

.1 *Section 01 11 00 Summary of Work*

.2 *Section 01 31 00 Project Management and Coordination*

.3 *Section 01 32 16 Construction Progress Schedule*

1.3. **CONSTRUCTION SCHEDULE**

.1 Promptly submit a construction schedule covering the full scope of the contract to the *Project Manager*. The construction schedule will include any special schedule requirements established by the Consultant and incorporated in the Instructions to Tenderers and the Tender Form. The Contractor shall prepare the schedule as follows:

.1 After award of contract and before commencement of the Work, a first project meeting will be held with the *Project Manager*, EHRS, *Consultant*, Contractor, and Subcontractors in attendance. The Contractor shall prepare a preliminary and proposed sequence of construction and construction schedule, for presentation at this meeting. Timing of service interruptions, phases and sequence of the Work, etc., and any clarifications with respect to scheduling will be brought forward and discussed at this time.

.2 Following this meeting the Contractor shall submit their construction schedule, to include required staging and sequencing of the Work and also detailed scheduling for mechanical, plumbing and electrical work, etc., to the *Project Manager* for final acceptance. The construction schedule shall include any instructions resulting from the first project meeting.

.3 In order to improve the work schedule or eliminate unforeseen problems, modifications to the construction schedule may be suggested by the *Project Manager*, *Consultant* or the Contractor during the contract and such modifications may be implemented by mutual agreement. Schedules must be updated and reissued monthly to reflect the agreed changes.

.4 The contractor shall submit monthly project schedule updates, both in hard copy and electronic form. Electronic format to be Microsoft Project 98 or later. The schedule shall detail task start, duration, and completion dates, and percent complete of each task. It shall highlight critical tasks, task linkages, and order/delivery dates for major equipment components. An up-to-date construction schedule, submitted both in print and electronically, is required with all progress claims.
1.4. PROGRESS REPORTS/DAILY REPORTS

.1 The Contractor shall, from the date of commencement of the Work, maintain a careful daily record of the progress of the Work. This record shall be open to inspection by the Consultant or the Owner at all reasonable times and shall, if requested, be turned over to the Consultant at Substantial Performance of the Work. The record shall show all pertinent data such as:

.1 if applicable, the daily weather conditions,
.2 commencement, progress and completion of various portions of the work,
.3 dates of all meetings and their purpose,
.4 dates of visits by government authorities, inspectors, utility companies and the like,
.5 record of work force employed,
.6 materials causing delay,
.7 clarifications or questions, and
.8 safety program records (inspections, corrective actions, incidents, near misses, modified work program, WorkSafe BC inspection reports/orders, etc.)

1.5. SUBMITTALS, SAMPLES AND PRODUCT DATA

.1 All Submittals are to be submitted to the Consultant (unless otherwise instructed) for review. After the Consultant has reviewed the Submittals, the Consultant shall submit one copy of the Reviewed Submittals to the Project Manager, unless otherwise specified. Except for the Finish Hardware Schedule, SFU does not review Submittals prior to the Consultant returning them to the Contractor unless specifically requested by Project Manager or SFU Facilities.

.2 Unless specifically requested Samples need not be submitted to SFU. Product data is not normally required to be submitted to SFU. The exception to this is the Safety Data Sheet (SDS) for all hazardous materials. SDS are to be submitted to the Project Manager and Environmental Health and Research Safety (EHRS) department. Additional product information may be requested by EHRS on a case by case basis.

.3 All submittals and each document within single submittal shall be clearly identified with a relevant MasterFormat 2014, Division and Section number under which they are required. Refer to the Construction Specifications Institute (CSI) for details about MasterFormat 2014 Numbers and Titles.

.4 Project specific equipment identification matching SFU naming convention shall be included on submittal e.g.41-01-002 (South Sciences Building Fan Unit 002). Full detail on equipment naming can be found in the latest SFU Identification and Labeling Standard document.

.5 Submittal format is to be in PDF only. Distribution is to be via FTP or similar file sharing site for organizing and tracking submittals logically.
.6 Critical submittals such as those for Substations, fire alarms, life safety and controls should be updated to as-built/record drawings for eventual inclusion in O&M’s.

1.6. FINISH HARDWARE SCHEDULE

.1 The Finish Hardware Supplier's Schedule shall be submitted in accordance with Section 08 71 00.

1.7. INSPECTION & TEST REPORTS

.1 Copies of Electrical, Gas and Plumbing permits shall be forwarded to the Project Manager and also maintained in the site office for reference by interested parties.

.2 Testing Reports shall be submitted to the Contractor with copies to the Consultant and the Project Representative. Copies shall also be kept in the temporary construction office for reference by interested parties.

1.8. REVIEWED SHOP DRAWINGS

.1 One complete set of reviewed Shop Drawings is to be kept on the construction site for reference by Consultants and Inspectors.

***END OF SECTION***