1.0 GENERAL

1.1 KEYS & ACCESS CONTROL

.1 The Contractor shall complete a Campus Security Card / Fob / Key Requisition form to obtain the appropriate access from Access Control Services, located in Room1300 of Discovery 1. An authorized signing authority is required to grant permission for the key request.

.2 From time of receipt of completed form, 2 business days are required to process the requisition at minimum.

.3 Identification and funds to cover the refundable deposit fee (and service charge if applicable) are required when proceeding to pick up keys/cards. The deposit will be refunded within ten (10) days of the Contractor returning the key to Access Control Services. Keys will not be issued to Subcontractors.

1.2 SECURITY

.1 SFU does not provide any security service for the Contractor. Should the Contractor wish to have his site attended, it will be his responsibility to provide this service at his own expense. The Contractor shall ensure that all openings to buildings are properly closed with secure barricades.

.2 The Contractor should provide SFU with names and phone numbers to contact at night, in case of an emergency. This list should be provided on the contractor’s letterhead and include the name of the project.

1.3 HOARDING

.1 Site Hoarding, barricades and barriers shall be constructed in accordance with good practice and all applicable regulations. Refer to Section 01 35 29 Health, Safety, and Emergency Response Procedures.

1.4 CONSTRUCTION ACCESS AND TRAFFIC MAINTENANCE

.1 Construction access procedures will adhere to SFU Policy AD1-3 Traffic and Parking Regulations.

.2 Construction access to the work areas within existing building for workers and delivery of materials shall be designated by the Project Manager. No other existing exits or entrances shall be used by workers for access or for delivery of materials.

.3 The Contractor shall conduct construction operations with minimum interference to adjacent roadways, sidewalks and access facilities in general and shall keep such areas free from materials, debris and equipment at all times. The Contractor shall not close or obstruct existing roadways, sidewalks, parking areas or delivery points and shall not place or store materials or park cars on same.
.4 The Contractor shall cooperate in all ways with the Owner in all matters concerning necessary interference with normal operation of the SFU Campus facilities. Minimizing disruption of normal campus operation and vehicular movements on Campus is an essential requirement of the Contract.

.5 The Contractor shall:

.1 Include project phasing strategies in the construction schedule to minimize traffic disruption on Campus.

.2 Provide one (1) week minimum notice to the Owner, previous to any disruption or alteration of access to the Campus. The Contractor shall provide all signs, pylons and flag persons necessary to direct vehicular traffic around work in progress.

.3 The Contractor shall maintain access to existing fire hydrants and Siamese connections and shall keep entrances and exits to existing and adjacent buildings clear at all times.

1.5 CONSTRUCTION PARKING CONTROL

.1 Construction parking procedures will adhere to SFU Policy AD1-3 Traffic and Parking Regulations.

.2 Any vehicle owner who requires parking outside of the construction site must make arrangements with SFU Parking Services to obtain the correct parking permit, and the vehicles must then be parked in the appropriately designated areas.

.3 No parking is allowed outside of the Contractor’s Hoarding unless the area has been designated on the drawings as being reserved for the Contractor. In most cases contractors working on renovations to existing SFU Buildings will not be provided with on-site parking and only time-limited loading permits will be issued.

.4 Vehicles to be parked on the Campus shall be governed by the SFU Parking Services.

1.6 SCAFFOLDING & HOISTING

.1 Elevators in Existing Buildings may be used, with prior permission, for access and moving of construction materials and equipment. The use of elevators in existing buildings must be coordinated with the Project Manager. In most cases the Contractor’s use of the elevator will be restricted to specified hours throughout the day.

.2 Each sub-contractor shall provide all scaffolding necessary for execution of his work, unless alternative arrangements are made with the Prime Contractor in writing prior to tender.

.3 The contractor is responsible for the safe use, certification, manpower and permitting for all scaffolding, elevator usage etc., ensuring to not damage SFU property.

1.7 LAYDOWN AREA

.1 A dedicated project laydown area shall be coordinated with SFU Project Manager.
1.8 STORAGE SPACE

.1 Site storage space may not be obtainable. There shall be no obligation on the part of the Owner to provide any storage space. If storage space provided, contractors are restricted to premises for storage of all materials, tools and equipment.

1.9 TEMPORARY UTILITIES

.1 Temporary Power.

.1 SFU provides construction power.

.2 The connection point and voltage for the construction power are the responsibility of SFU Facilities.

.3 The Contractor shall pay for all materials and installation of equipment for the provision of temporary construction power.

.4 Consumption costs are typically not billed. Only excessive consumption will be billed at cost.

.2 Temporary Water

.1 A temporary water service can be installed upon consulting with SFU Facilities.

.2 Installation must be inspected before activation of service.

.3 Consumption costs are not billed. Only excessive consumption will be billed at cost.

.3 Temporary Heating and Ventilation

.1 No charge will be made for the cost of fuel for temporary heating when drawn from SFU plant, unless consumption is excessive in which case it will be billed at cost. The Contractor shall provide at his own expense necessary piping, connections, valves, hoses, etc. and make same available to all trades throughout the project. The Contractor shall disconnect and remove temporary service when no longer required.

.2 Provide temporary heat and ventilation in enclosed areas as required to:

.1 Facilitate the progress of the Work.

.2 Protect the Work against dampness and cold.

.3 Prevent moisture condensation on all surfaces.

.4 Provide ambient temperatures and humidity levels for storage, installation, and curing of materials.

.5 Provide minimum temperature of 10°C in areas where construction is in progress.

.6 Provide adequate ventilation to meet health regulations for a safe work environment.

.3 Construction heaters used inside building must be vented to outside or be non-flameless type. Solid fuel salamanders are not permitted.
.4 Sanitary Facilities

.1 For work in existing buildings an existing washroom will be available for use by the Contractor and workers. The Project Manager will designate the washroom to be used. This facility must be kept clean at all times. The washing of paint brushes, mixing of grout etc. in the washroom is strictly prohibited.

.2 For work on new buildings the Contractor shall provide temporary sanitary facilities and maintain in a clean condition.

.5 Fire Protection.

.1 Provide and maintain temporary fire protection equipment during performance of the Work.

.2 Burning of rubbish and construction waste materials is not permitted on site.

***END OF SECTION***