



**TMU CED MULTI-MEDIA LAB  
RENOVATION  
PROJECT MANUAL**

Location: **297 VICTORIA STREET  
TORONTO, ON  
M5B 1W1**

Prepared for: **TMU FACILITIES MANAGEMENT  
297 Victoria Street, TORONTO, ON.  
M5B 1W1**

Date: **Issued for Tender  
October 17<sup>th</sup>, 2024**

## **PART I - PROJECT TEAM**

### **I.1 ARCHITECTURAL CONSULTANT**

- I. Lynch + Comisso Inc.  
570 Annette St  
Toronto, ON M6S 2C2  
Contact:  
Architect: Mary Ellen Lynch  
Tel: 416-762-2778  
Email: mel@lynchcomisso.com  
Project Manager: Jennifer Anderson  
Tel: 416-762-2778  
Email: ja@lynchcomisso.com

### **I.2 MECHANICAL CONSULTANT**

- I. Galang Consulting Services.  
2275 lake Shore Blvd West Suite 315  
Toronto, ON M8V 2Y2  
Contact:  
Gil Galang P.Eng  
Tel: 647 909 9899  
Email: gil.galang@gcsengineering.ca  
Ian Simpson  
Tel: 647 391 1819  
Email: ian.simpson@gcsengineering.ca

### **I.3 ELECTRICAL CONSULTANT**

- I. E-lumen International Inc.  
595 Cityview Blvd. Suite 204/205  
Vaughan, ON L4H 3M7  
Contact:  
Jerry Mobilio P.Eng  
Tel: 905 417 6881  
Email: jmobilio@e-lumen.ca  
Benny Valario  
Tel: 905 417 6881 ext. 225  
Email: benny@e-lumen.ca

END OF SECTION

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**Drawing List**

ARCHITECTURAL – Refer to Architectural Drawing Set

ELECTRICAL – Refer to Electrical Drawing Set

MECHANICAL – Refer to Mechanical Drawing Set

*\* - Documents provided by the Owner have been prefixed by an asterisk and are not included under, nor governed by Lynch + Comisso: Architecture + Light's seal.*

**END OF SECTION**

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## **PART I GENERAL**

### **I.1 RELATED WORK**

- .1 Section 01 00 00, General Requirements, to apply to all other sections of the Specifications.
- .2 For the purpose of this contract:
  - .1 The designation "**Owner**" shall mean **Toronto Metropolitan University**.
  - .2 The designation "**Owner's Representative**" shall mean the Owner's representative delegated to represent the Owner, **Danny Baltazar, Project Manager**.
  - .3 The designation "**Consultant**" shall mean the Owner's representative delegated to administer this contract, **Lynch + Comisso Inc.**, Architect, and Sub-Consultants.

### **I.2 SCOPE OF WORK**

- .1 This Contract is for the supply of all labour and materials required to complete the specified Work at TMU CED Rooms 303/304/306 at 350 Victoria Street, Toronto, ON M5B 2K3. Refer to Scope of Work section 01 11 00 for more information.

### **I.3 SPECIALITY PRODUCT CONTRACTOR**

- .1 Where required by the Manufacturer of specialty products, only Contractors approved by the Manufacturer as applicators shall be utilized.

### **I.4 EXAMINATION AND SITE CONDITIONS**

- .1 The Contractor shall review with the Consultant the specific locations requiring restoration on site prior to commencing work.
- .2 Drawings are in part diagrammatic and are intended to convey the scope of work and indicate general and approximate locations and arrangement of work.
- .3 Prior to bidding, the Contractor shall attend the Mandatory Pre-Tender Site meeting with date and time as determined by the Tender Call. Any Contractor who does not attend will not be qualified to submit a bid. Contractor shall visit the site to obtain more accurate information about locations, arrangements, and sizes from study and co-ordination of the drawings, documents, and site conditions and become familiar with each and every condition affecting these matters.
- .4 Availability and ease of hook-up, as well as use of utilities, access, construction restrictions, hindrances, and difficulty factors shall be taken into account at this site visit.
- .5 It shall be understood and agreed that a bid submission made by the Tenderer is in full knowledge of all of the site conditions, drawings, and documents pertaining to the Contract.
- .6 No allowances shall be made for any difficulties encountered or expenses incurred resulting from any condition known or visible at the time of the tender.

## **I.5 SUPERVISION**

- .1 The supervisor or foreman specified shall physically be at the site while any or all work is being undertaken during the entire contract.

## **I.6 SAFETY CODES AND STANDARDS**

- .1 All work shall be in accordance with the latest edition of the Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
- .2 Perform all work in accordance with the latest edition of the Ontario Building Code (OBC) unless otherwise specified.
- .3 Work to meet or exceed the requirements of specified standards, codes, and referenced documents including but not limited to the Ontario Electrical Safety Code, C.S.A and all other Codes or governing authorities of competent jurisdiction.
- .4 All "Contractor Safety Programmes" and related requested documents must be received prior to Contractor mobilizing to site.

## **I.7 PERMITS, INSPECTIONS AND APPROVAL CERTIFICATES**

- .1 Be responsible for all permits, fees, deposits, tests, and certificates, except for the building permit, as required by the local municipality. Pay all costs.
- .2 Be responsible for filing and posting a "Notice of Project" as required by the Occupational Health and Safety Act and Regulations for Construction Projects.
- .3 Copies of inspection / approval certificates must accompany any invoices and shall be sent to the Owner.

## **I.8 SITE SIGNS**

- .1 No signs or advertisements of any description, other than those regarding safety, caution, and instructions shall be permitted without the authorization of the Owner.

## **I.9 CONTRACTOR'S SITE OFFICE**

- .1 No office space, storage space, or telephone shall be provided by the Owner.
- .2 No telephones within the building will be available for the Contractors use.

## **I.10 CONTRACTOR'S USE OF SITE**

- .1 Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings and as indicated by requirements of this Section. Limit areas of work and storage on site as directed by the Project Manager.
- .2 Do not encumber the site with materials or equipment. Obtain and pay for all additional storage or work areas needed for operations.
- .3 Do not obstruct entrances, stairs, or fire exits of the Building.
- .4 Maintain free, access routes for ambulances, fire emergency vehicles, garbage trucks, etc.

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- .5 Make good any area of the site damaged during construction at no cost to the Owner.
  - .6 Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
  - .7 Parking is not provided. Contractor is responsible for use of parking in the surrounding area at their own cost.

### **I.11 CONTRACTOR'S PARKING**

- .1 Contractor is responsible for obtaining any required permits.

### **I.12 EXISTING SERVICES**

- 1. Notify Owner and utility companies of intended interruption of services and obtain required permission. Refer to TMU Contractor Manual.
- 2. Where Work involves breaking into or connecting to existing services, give Owner 72 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian, and vehicular traffic.
- 3. Submit schedule for approval by Consultant for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- 4. Provide temporary services to maintain critical building and tenant services.
- 5. Where unknown services are encountered, immediately advise Consultant and confirm findings in writing.
- 6. Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- 7. Record locations of maintained, re-routed and abandoned service lines.
- 8. In working areas, maintain existing lines which must remain operational. Make good all damages to existing utility lines resulting from the work at no additional cost to the Owner.
- 9. Make arrangements with the Owner for connection to utility services. Costs for connection to existing utility services are the responsibility of the Contractor.

### **I.13 CONTRACTOR'S SANITARY FACILITIES**

- .1 Contractor is permitted to use the facilities during construction. Facilities must be maintained in current clean condition when used by the contractor.

### **I.14 CONTRACTOR'S ELECTRICAL POWER**

- .1 The existing 120 volt receptacles may be used as necessary for tools. Interior 120 volt receptacles may be used as co-ordinated with staff or Project Manager.
- .2 Where capacity is insufficient, provide temporary service at Contractors expense.
- .3 The cost of the power supply for the existing service only shall be paid for by the Owner.

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- .4 Make all arrangements, pay connection fees, and maintain temporary electrical power supply in accordance with governing regulations and ordinances.
  - .5 Provide and maintain adequate temporary lighting to the work area at all times.
  - .6 Extension cords shall be supplied by the Contractor.

#### **I.15 CONTRACTOR'S WATER SUPPLY**

- .1 Water supply is available on site for nominal construction work, cleaning, and mixing.
- .2 Should the Contractor require excessive volumes of water for his operations or the operation of his equipment, he shall make all arrangements for and pay for such water usage.
- .3 The Contractor shall supply his own hoses and pails.
- .4 Any new connections made to the existing building distribution system shall be made with the approval of the Owner. Reinstatement of the system, at the close of operations, shall be to the full satisfaction of the Owner.

#### **I.16 WORK SCHEDULE**

- .1 Contractor shall provide a schedule of work within 5 days of being awarded the *Contract*. Refer to Specification Section 01 35 00 Special Procedures for more information on Owners use of site.

#### **I.17 PROGRESS MEETINGS:**

- .1 Contract Start up Meeting
  - .1 Within 5 days after award of *Contract*, request a meeting of parties to resolve administrative procedures and responsibilities prior to the commencement of the Work. The *Owner*, the *Consultant*, the *Contractor* and site superintendent(s) will be in attendance.
  - .2 TMU PM will schedule and lead the kickoff meeting, as well as issue minutes. All future construction meetings are to be led and minuted by GC.
- .2 Weekly Progress Meetings
  - .1 The Contractor shall schedule weekly progress meetings. Such scheduling shall be in consultation both with the Owner and with the Consultant.
  - .2 Contractor shall chair and record minutes of meetings.
  - .3 Contractor shall prepare agendas for meetings. Contractor distribute written notice of each meeting complete with agenda, schedules, shop drawing logs, request for interpretation logs, submittals and budget 4 days in advance of next progress meeting date.

#### **I.18 ACCESS TO SITE**

- .1 Provide and maintain adequate access to the project site at all times.
- .2

### **I.19 OCCUPATION AND PROTECTION OF PREMISES**

- .1 The Contractor is solely responsible for the safety and security of the construction site.
- .2 From the time of commencement to the completion of the total contract, the Contractor shall protect the premises and all persons from hazards that are likely to occur as a result of his operations. The Contractor is solely responsible for any damages or such claim for damages as a direct or indirect result of his operations.
- .3 Execute work to cause minimum interference to occupants, personal affects and the daily operations of the site. Contractor may be restricted to carry out the construction work after business or weekend as per the request of the owner. All noisy and disruptive work **MUST** be completed prior to 9am and after 5pm.
- .4 Supply, erect, maintain, and remove protective barriers to the complete satisfaction of the Owner and in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects.
- .5 Provide, maintain, and remove temporary shoring, protection barriers, temporary lighting, and warning signs, and protect the work areas from blast, blow through, flying debris, water, and any and all such hazards likely to cause damage or destruction to persons, personal belongings, or elements of the structure.
- .6 Do not permit public access to the construction area or to areas immediately below or adjacent to work areas.
- .7 Control dust from construction operations to the complete satisfaction of the Owner as well as to municipal and provincial regulations.
- .8 Take reasonable precautions to control noise, dust and odour. Works that produce such adverse effects shall be restricted to be performed after business hours. Refer to Section 01 35 00 Special provisions for further information on Owners use of the site. The Owner may permit an extension to the working hour restrictions provided written application is made by the Contractor and the extended operations do not result in excessive noise. Complaints from tenants, management, neighbours, or municipal or provincial authorities regarding noise, traffic, etc., will be sufficient cause for the Owner to prohibit the continuance of the extended working hours.
- .9 Damage to the building or elements thereof, due to the Contractor's operations, shall be repaired by the Contractor to the full satisfaction of the Owner.
- .10 All shoring, protection barriers, pedestrian and vehicular control measures, signage, temporary lighting, dust control, noise control, etc., shall be inclusive to the contract and no further or separate payment shall be made.
- .11 The Contractor shall protect adjacent property and buildings against damage which may occur as a result of the repairs.



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- .12 The Contractor shall conduct the repair operation in such a manner as to minimize interference with roadways, sidewalks, alleys or passageways.
  - .13 The Contractor shall submit, a minimum of two (2) weeks prior to commencement of work, an engineered scaffolding, and safety tie-back system shop drawings. Scaffolding and safety tie-back system shall be installed as per approved engineering drawings and complies with all required codes and Ministry of Labour guidelines and requirements. Where scaffolding comes in contact with masonry surfaces, mechanical fasteners or penetrating fasteners are **not** permitted.

#### **I.20 BARRIERS AND HOARDING**

- .1 Provide board fences, gates and locks, hoardings, guard rails, interior and exterior barriers as required and indicated for protection of public and of public and private property and as required by law and by authorities.
- .2 Alter, remove and relocate or replace hoardings, barriers and entrances therein as required by authorities having jurisdiction and by the Work. Hazards requiring such protection shall be eliminated as soon as possible and protection devices removed.
- .3 Provide lockable gate at entrance to work site.
- .4 Maintain perimeter hoardings, fences, gates and covered ways clean and painted. Keep free from unauthorized signs.
- .5 Provide temporary interior dust barriers consisting of polyethylene sheet sealed at all edges to floor, walls and underside of structure to prevent the passage of dust into the existing building.

#### **I.21 JOB CONDITIONS**

- .1 Report in writing to the Owner, prior to commencing work, any conditions or defects encountered on site and which may adversely affect the performance of the work.
- .2 Do not commence work until such conditions or defects have been investigated and corrected.
- .3 Commencement of work implies acceptance of surfaces and conditions. No claim for damages or resulting extra work will be accepted except where such conditions cannot be determined prior to construction.

#### **I.22 LINES, LEVELS AND DIMENSIONS**

- .1 Verify lines, levels, and dimensions and report errors or inconsistencies in the drawings to the Owner.
- .2 Maintain existing lines and levels except where otherwise indicated. Maintain slopes to drain. When dimensions and levels are not shown on the drawings, determine site dimensions such that all new work is installed to precisely correct sizes.
- .3 Be responsible for all survey and layout work.

### **I.23 REASONABLE CHANGES**

- .1 When job conditions require reasonable changes in indicated locations and arrangement, obtain the Owner's approval, through the Contract Administrator, prior to making such changes, and make such changes at no additional cost to the Owner.

### **I.24 EXTRA WORK**

- .1 No extra work, in excess of the estimated quantities listed in the documents, is to be carried out without the written authority of the Owner.
- .2 Any work which is carried out without such written authority shall be entirely at the Contractor's own risk and expense.
- .3 A detailed submission of the work and total costs associated therewith is mandatory prior to the issue of such written authority by the Owner.
- .4 Claims for work done, without such prior written authority, will not be accepted.

### **I.25 RECORDS OF WORK PERFORMED**

- .1 Keep accurate and up to date daily detailed records of all work performed and number of trade & workman.
- .2 Keep copies of records at the site for inspection at the request of the Owner's authorized representatives.

### **I.26 DOCUMENTS REQUIRED ON SITE**

- I. Maintain at job site, one copy of each document as follows:
  1. Contract Drawings.
  2. Specifications.
  3. Addenda.
  4. Reviewed Shop Drawings.
  5. List of Outstanding Shop Drawings.
  6. Change Orders.
  7. Other Modifications to Contract.
  8. Field Test Reports.
  9. Copy of Approved Work Schedule.
  10. Health and Safety Plan and Other Safety Related Documents.
  11. Other documents as specified.

### **I.27 RECORD DRAWINGS**

- .1 The Contractor shall maintain, at the site, one separate set of white print of drawings maintaining record of "as-built" deviations from the contract plans.

- .2 This record shall be updated daily by the Contractor and shall be available for inspection at all times.
- .3 These record drawings shall be formally transmitted to the Owner at the close of the project.
- .4 The contractor is responsible for providing 'as-built' drawings. All deviations from the contract drawings shall be recorded in the 'as-built' drawings including all changes resulting from Addenda, Site Instructions and Change Orders.

#### **I.28 RESPONSIBILITY FOR TEMPORARY STRUCTURES**

- .1 Take precautions to prevent the overloading of form work, scaffolding, and other temporary structures. Make good, at own expense, any damage resulting from such overloading.

#### **I.29 INSPECTION**

- .1 Give timely notice when any phase of the work is ready for inspection and notice in writing when the work is complete and ready for final inspection. A minimum of thirty-two (32) hours notice is required.
- .2 All materials are subject to inspection by the Owner on arrival on the site. Any materials not meeting the specifications will be rejected and must be removed from the site immediately.

#### **I.30 CLEANLINESS AND REMOVAL OF RUBBISH**

- .1 Keep the building site and work areas free from accumulation of dirt, debris, and excess materials.
- .2 At the end of each working day, the work areas shall be made clean. Remove waste from premises at the close of each day or more often, if required.
- .3 Provide and maintain until the work is complete, main refuse containers on the site. The Contractor shall be responsible for his Subcontractors' cleaning up. The refuse containers shall be emptied at frequent intervals to avoid spillage or overloading. Container locations shall be approved by the Owner and Consultant.
- .4 When placed on roof or structural slabs or any portions thereof, the refuse container weight shall be distributed to avoid overloading such elements. Install shoring, as required, under points of load concentration, and so as to protect the structural integrity. Any damage, due to capacity or concentration of the refuse container, shall be made good and to the satisfaction of the Owner.

#### **I.31 MAINTENANCE**

- .1 Maintain all parts of the work from the time of installation until final acceptance.
- .2 Report immediately, in writing to the Owner, all incidents of damage to the installations by vandals or others prior to acceptance.

### **I.32 RESTORATION**

- .1 Make good existing surfaces including but not limited to drywall finishes where existing light fixtures were moved and or replaced. Match exiting paint where required.
- .2 Repair all areas having been damaged in the process of execution of the work and replace all items being damaged beyond repair, to the complete satisfaction of the Owner.
- .3 Repair all areas having been damaged on adjacent properties in the process of execution of the work and replace all items damaged beyond repair, to the complete satisfaction of the Owner and the adjacent property Owner. In all cases, blend with existing conditions.

### **I.33 FINAL FINISH AND CLEAN UP**

- .1 Upon completion of the work, and immediately prior to final inspection by the Owner, the work shall be thoroughly cleaned and made ready for immediate occupancy. Clean all windows, masonry, concrete, pipes, panels, light boxes, utilities, fans, louvres, etc., from dust, spills or drippings caused by materials used and/or the Contractor's operations.
- .2 Use appropriate apparatus and cleaning materials. Clean in strict accordance with manufacturer's and supplier's directions.

### **I.34 GUARANTEE - WARRANTY**

- .1 The Contractor and his subcontractors shall guarantee all workmanship and materials for a period of one (1) year from the date of completion except as modified by the specifications.
- .2 Furnish the Guarantee-Warranty in writing, on a form satisfactory to Owner, signed by the Sub-contractor and countersigned by the Contractor. Guarantee to be carried by the General Contractor.

## **PART 2 - PRODUCTS**

### **2.1 NOT USED**

- I. Not used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

- I. Not used.

**END OF SECTION**

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## **PART 1 - GENERAL**

- I.1 Where any particular brand; trade name; manufacturer is specified it is to be regarded as standard.
- I.2 Another brand or make of similar quality in the opinion of the Consultant may be accepted; but must first be submitted to them for approval in all cases and such approval shall be in writing.
- I.3 Formulate the Base Bid on the specified materials only.
- I.4 Alternative bids based on material substitutions will be considered only when Approval of Alternate Materials/Products procedures have been completed and accepted.
- I.5 Alternate Materials/Products submitted on Shop Drawings without following the requirements as per Specification Section 01 02 50 shall cause the Shop Drawings to be rejected.

## **PART 2 - DEFINITION**

- 2.1 There is no obligation on the part of the Owner and/or the Consultant to accept alternate Materials/Products.
- 2.2 Acceptance of alternate Materials/Products by the Owner and/or the Consultant does not relieve the Contractor's responsibility under the Contract.
- 2.3 Should the alternate Materials/Products be accepted, either in part or in whole, the successful Contractor will bear full responsibility and costs if such alternate Material/Products affects other work on the project. Such costs incurred will be presented to and paid for by the Contractor prior to the award of a contract.
- 2.4 The successful Contractor shall be responsible for the additional cost for design and/or contract document changes required as a result of the acceptance of the alternate Material/Products. Such costs incurred will be presented to and paid for by the Contractor prior to the award of a contract.
- 2.5 Materials installed without such written approval by the Owner and/or the Consultant will designate the contractor to be the designer of record. Proof of Professional Liability Insurance coverage may be requested from the contractor at the sole discretion of the Owner.
- 2.6 Tender submissions which include alternate product, material, manufacturer, method or procedure without such written approval by the Owner and/or the Consultant will designate the contractor submitting the Tender to be the designer of record. Proof of Professional Liability Insurance coverage may be requested from the contractor at the sole discretion of the Owner.

## **PART 3 - APPROVAL OF ALTERNATE MATERIALS/PRODUCTS**

- 3.1 Should a Contractor choose to submit a request for the acceptance of alternate material and/or manufacturer, the following procedure must be complied with:
  - .1 The alternate list will name products, material and/or manufacturers required for the successful completion of the project.
  - .2 Bidders may submit other products, materials and manufacturers for consideration as alternates where the specification and drawing permit.

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- .3 Submittal of proposed alternates must:
    - a. be in writing;
    - b. received by the Owner and/or the Consultant a minimum of five (5) days prior to the closing of the tender process; and
    - c. made in good faith with products/materials that are genuinely similar or superior to the specified items.
    - d. Alternates will NOT be accepted during tender. Only the successful proponent will be allowed to review alternates after award.
  - .4 Submittals must include the following:
    - a. complete name and description;
    - b. dimensions (if applicable); and
    - c. performance characteristics.
  - .5 If submittals include new products/materials to the market, data must be submitted on laboratory tests, standards or other relevant information.
  - .6 If submittals include a new fabricator, data is required on capabilities and history.
  - .7 Submit all warranties and/or guarantees relevant to alternate products/materials.
  - .8 If the bidder's submissions are approved, copies will be delivered to all other bidders so that all bids may reflect the same options.
- 3.2 Should a Manufacturer choose to submit a request for the acceptance of alternate material and/or manufacturer, the following procedure must be complied with:
- .1 The alternate list will name products, material and/or manufacturers required for the successful completion of the project.
  - .2 Bidders may submit other products, materials and manufacturers for consideration as alternates where the specification and drawing permit.
  - .3 Submittal of proposed alternates must:
    - a. be in writing;
    - b. received by the Owner and/or the Consultant a minimum of five (5) days prior to the closing of the tender process; and
    - c. made in good faith with products/materials that are genuinely similar or superior to the specified items.
  - .4 Submittals must include the following:
    - a. complete name and description;
    - b. dimensions (if applicable); and
    - c. performance characteristics.
  - .5 If submittals include new products/materials to the market, data must be submitted on laboratory tests, standards or other relevant information.
  - .6 If submittals include a new fabricator, data is required on capabilities and history.
  - .7 Submit all warranties and/or guarantees relevant to alternate products/materials.
  - .8 If the bidder's submissions are approved, copies will be delivered to all other bidders so that all bids may reflect the same options.

**END OF SECTION**

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**PART I - GENERAL**

**I.1 RELATED SECTIONS**

- .1 Section 01 00 00, General Requirements,
- .2 Section 01 35 00 Special Provisions

**I.2 GENERAL SCOPE OF WORK**

- .1 The Toronto Metropolitan University (TMU) Continuing Education building (CED) is to have selective interior renovation to the third floor to create a multi-media lab, green room and video editing room as noted on the bid documents.
- .2 The following is a general description of the scope of work to be performed. For a detailed description of the technical aspects of the work, refer to the Bid Documents.
- .3 Contractor to make good walls, ceilings and existing finishes as required. Make good = all repair work required by the contractor due to the work performed shall be to match the original condition, adjacent materials/finish or better. Where new work connects with existing & where existing work is altered, all necessary cutting & fitting required to make satisfactory connections with the existing work shall be performed by the contractor.
- .4 Contractor shall protect from damage all existing structures, equipment, finishes & furnishings including but not limited to rooms and corridors adjacent the areas of work. All disturbed areas, damaged properties and/or structures shall be 'made good' /restored to original condition at the expense of the contractor & to the satisfaction of the architect and owner.
- .5 Contractor is responsible for the removal & reinstallation of any items that impede in the demolition, installation and/or construction of the work.
- .6 Owner has confirmed there is no asbestos in the building.

**I.3 PARTIAL INTERIOR RENOVATION:**

- .1 Multi-Media Lab room CED 303:
  - .1 Contractor to remove flooring, ceiling below 4<sup>th</sup> floor overhang and section of high level dropped ceiling. Refer to demolition drawings
  - .2 New ceiling is to be installed tight to the underside of the 4<sup>th</sup> floor, providing sufficient spacing for a concealed sprinkler line. Headroom height to be maximized for installation of new pipe grid see below. Cut existing acoustic panels on wall above to accommodate the raised ceiling height.
  - .3 New partition wall are to be insulated and installed to have STC -50 rating.
  - .4 East wall at kitchenette is to have existing finish removed and wall to be insulated to underside of structure.
  - .5 Walls to be made good at high level where dropped ceiling was removed. Existing and new walls to be painted. Existing acoustic panels to remain and to be altered / relocated as indicated.

- .6 Contractor to install new cork floor and new rubber base board to match floor colour. Base colour to be provided by architect.
- .7 New large pipe grid is to be suspended from the underside of the 5<sup>th</sup> floor structure to 14' above finished floor. A new small pipe grid is to be installed below the 4<sup>th</sup> floor over-hang. See equipment schedule for details.
- .8 Acoustic panels are to be suspended from the high ceiling above the pipe grid and installation to be coordinated with the pipe grid install. This work is part of Alternate Price AP-1. See Bid form.
- .9 Contractor to install power to the pipe grid as per the electrical drawings and install the Owner supplied Manfrotto skytrack. Contractor to supply and install the ETC echo touch panel controls as part of the base bid. Alternate Price AP-3 Deletes the ETC echo touch panel control and in lieu provides 8 wall switches for control of the client provided studio lighting.
- .10 Contractor to install new lighting on the underside of the fourth-floor overhang, new suspended lighting above the pipe grid and retrofit existing lighting in section of the high-level ceiling to remain. See electrical drawings.
- .11 Contractor to install new curtain tracks tight to underside of 4<sup>th</sup> floor overhang to allow for green screen to move independently in front of black curtain. Curtains and tracks are to be supplied and installed as per the equipment schedule.
- .12 Contractor to install sound blocking curtains on existing windows where shown, as part of Alternate Price AP-2. See Bid form.
- .13 Mechanical ductwork is to be revised to allow ceiling to be raised under 4<sup>th</sup> floor overhang. Mechanical to be insulated and modified to achieve NC 25.
- .14 Additional controls to the existing baseboard heaters are to be installed to allow for temporary timed shut off. See mechanical.
- .15 Sprinklers to be revised where the existing ceiling was removed.
- .2 Green Room CED 304:
  1. Contractor to remove existing door and widen recess to install a new barrier free door complete with sound insulation and seals. Contractor to make good existing niche on corridor side. Contractor to use salvaged carpet for flooring in niche on corridor side.
  2. Contractor to remove South wall, West wall finish, existing lighting and existing door to media lab. Contractor to salvage carpet for reuse. Existing sprinklers to be maintained. Refer to demolition drawings.
  3. Contractor to install new partition wall to underside of structure on south and west side. Partition walls to be insulated and installed to achieve a minimum sound rating of STC -50.
  4. Contractor to install new cork floor and new rubber base board to match trim colour. Base colour to be reviewed by architect.



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5. Contractor to install a new insulated door to the Multi-Media lab that has an insulated frame, and sound seals as specified in the hardware schedule.
  6. Contractor to install new lighting as shown on electrical drawings.
- .3 Video Editing and Storage Room CED 306:
- .1 South wall finishes to be removed up to the line of the existing reveal (+/- 10'-0"). Wall to be insulated to that height and new gypsum wall board to be installed and wall made good. Paint wall to level of reveal and existing wall above to remain as is.
  - .2 Walls in room to be painted white (PT-2) with exception of sections existing walls above the reveals / 10'-0" aff.. Trim to be painted to match existing as required.
  - .3 Contactor to install window coverings as indicated.
  - .4 Contactor to dispose of existing furniture as indicated and relocate, protect and maintain existing furniture as directed.

#### I.4 SCHEDULING WORK

- .1 Construct Work in stages to accommodate Owner's continued use of building during construction. Access and egress to the building is to be maintained at all times. Refer to section 01 35 00 special provisions.

**END OF SECTION**

## **PART I - GENERAL**

### **I.1 SHOP DRAWINGS**

- .1 The Contractor shall submit fully detailed and dimensioned shop drawings wherever requested in these specifications. Shop drawings shall show clearly: construction, layout, anchorage, designation of materials, finishes and all other relevant information.
- .2 The shop drawing submittal and re-submittal shall be completely identified by showing the following.
  - .1 Project Name.
  - .2 Project Number / Job Number / Tender Number.
  - .3 Name and address of supplier and / or manufacturer.
  - .4 Name of Contractor.
  - .5 Drawing Number and specification section to which the submittal applies.

.3 Shop drawings that do not comply with these requirements shall be marked **"REVISE AND RE-SUBMIT"**.

.4 The Contractor shall stamp and sign the shop drawings indicating that he has checked and reviewed the shop drawings prior to submission to the Consultant.

.5 Mark provisions in schedule for at least 10 *Working Days* for Consultant's review of submittals. When submittals have to be reviewed by one or more of Consultant's sub-consultants, add 5 more *Working Days* for a total 15 *Working Day* review period.

If the Consultant requires resubmission of submittals, allow for an additional 10 *Working Days* review for each submission.

Schedule submissions of submittals well in advance of scheduled dates for installation, to provide lead time for reviews and possible resubmissions and for placing orders and securing delivery so as to avoid delays in the *Work*.

Revise and re-submit drawings as required. The review of the shop drawing by the Consultant is for the sole purpose of determining compliance with the general design concept. The review process shall not relieve the Contractor of his / her responsibility for errors and / or omissions in the shop drawings. The review and any subsequent re-submittals **will not be** a cause for any extension to the Contract's completion date.

.6 New information cannot be added to shop drawings previously submitted. New information shall be submitted on new shop drawings.

.7 Each of the returned shop drawings will be submitted as follows:

REVIEWED	[ ]
REVIEWED AS NOTED	[ ]
REVISE AND RESUBMIT	[ ]

.1 If the **"REVIEWED"** is checked-off, the shop drawing is satisfactory. Shop drawings do not have to be re-submitted.

.2 If the **"REVIEWED AS NOTED"** is checked-off, the shop drawing is satisfactory subject to requirements of remarks put on the shop drawings. Shop drawings do not have to be re-submitted.

- .3 If the "**REVISE AND RE-SUBMIT**" is checked-off, the drawing is entirely unsatisfactory and must be revised in accordance with comments written on the shop drawings. Shop drawings are to be revised and re-submitted for review. No work is to proceed until the "**REVIEWED**" stamp is checked off.
- .8 Shop drawings are not contract documents. The purpose of their submittal is to review the conformity to the general design concept expressed in the contract documents. Review of shop drawings does not relieve the Contractor of the responsibility to comply with every aspect of the original contract documents. Any deviation from the original contract documents must be documented.
- .9 The Owner will not accept photocopies of contract drawings as shop drawings, lists, schedules or sketches.

## **I.2 PRODUCT DATA**

- .1 Submit product data and manufacturer's instructions when requested in the specifications, or by the Consultant, for the assembly and installation of specific materials or equipment. Obtain the review of the data by the Consultant before commencing such work.

## **I.3 SAMPLES**

- .1 The Contractor shall submit samples of whole or part of the material or equipment to be installed, whenever requested by the Owner and / or Consultant, and when requested in this specification.
- .2 Samples shall be of the same quality, finish, texture and colour identical to the ones to be installed, unless otherwise requested in this specification.
- .3 All colours, materials and designs must be reviewed by the Consultant.
- .4 Submit a minimum of two (2) of each item and identify each sample with the Project and Job Number, type of material, name of Contractor, Subcontractors, and manufacturers and suppliers.

## **I.4 TESTING**

- .1 Submit test reports from an independent laboratory wherever requested in this specification.

**END OF SECTION**

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## **PART I GENERAL**

### **I.1 RELATED WORK**

- .1 Section 01 00 00, General Requirements
- .2 Section 01 11 00 Scope of Work.

### **I.2 OWNER OCCUPANCY**

1. Owner will occupy premises (TMU CED building) with the exception of the three rooms in renovation (CED 303, CED304 and CED 306) during the entire construction period for execution of normal operations. Washrooms and corridors to remain in use during construction by public and all work in these areas to occur when no public access is required. Contractor to schedule with Owner.
2. Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Owner to facilitate work as stated.
3. Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.
4. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
5. Where security has been reduced by Work of Contract, provide temporary means to maintain security.
6. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

### **I.3 WORK RESTRICTIONS**

1. Comply with restrictions on construction operations. Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic, security regulations and covid regulations.
2. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
3. On-Site Work Hours: Limit work on site to normal business hours, unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
  1. "Normal business hours" are defined as Monday to Saturday from 07:00 am to 07:00 pm as per City bylaw (unless indicated otherwise)"
  2. Noise should be minimized during the following times: 9am to 5pm

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- .4 Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:
    1. Notify Owner not less than 72 hours in advance of proposed utility interruptions.
    2. Obtain Owner's written permission before proceeding with utility interruptions.
  5. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
    1. Notify Owner not less than 72hours in advance of proposed disruptive operations.
    2. Obtain Owner's written permission before proceeding with disruptive operations.
  6. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Project site is not permitted.
  7. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

**PART 2 - PRODUCTS**

**2.1 NOT USED**

- I. Not used.

**PART 3 - EXECUTION**

**3.1 NOT USED**

- I. Not used.

**END OF SECTION**

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## **PART I - GENERAL**

### **I.1 CONTRACTOR'S QUALITY CONTROL**

1. Use qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.

### **I.2 QUALITY CONTROL**

1. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
2. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
3. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
4. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

### **I.3 MANUFACTURER'S FIELD SERVICES**

1. Where indicated in Contract Documents, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01 33 00 - Submittal Procedures.

### **I.4 MANUFACTURER'S TECHNICAL SERVICES**

1. Where indicated in Contract Documents, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in pre-installation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.

## **I.5 REJECTED WORK**

1. Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Consultant as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
2. Make good adjacent work damaged by such removals or replacements promptly.
3. If in opinion of Consultant it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Consultant.

## **I.6 TESTS AND MIX DESIGNS**

1. Furnish test results and mix designs as requested.
2. Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Consultant and may be authorized as recoverable.

## **I.7 MILL TESTS**

1. Submit mill test certificates as required by specification Sections.

## **I.8 EQUIPMENT AND SYSTEMS**

1. Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.
2. Refer to Divisions 21, 22, 23 and 26 for definitive requirements.

## **PART 2 - PRODUCTS**

### **2.1 NOT USED**

1. Not Used.

## **PART 3 - EXECUTION**

### **3.1 NOT USED**

1. Not Used.

## **END OF SECTION**

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## **PART I - GENERAL**

### **I.1 General and Related Work**

- .1 Closeout submittals may include but not limited to the following:
  - .1 As-built drawings, samples, and specifications;
  - .2 Equipment and systems manuals;
  - .3 Product data, materials and finishes, and related information;
  - .4 Warranties, guarantees

### **I.2 Submission**

- .1 Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- .2 Copy will be returned after final inspection.
- .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 Consultant copies of Operating and Maintenance Manuals in English
- .5 If requested, furnish evidence as to type, source and quality of products provided.
- .6 Defective products will be rejected, regardless of previous inspections. Defective products will be replaced at Contractor's own expense.

### **I.3 Format**

- .1 Digital closeouts ONLY.
- .2 Cover Page: Identify with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .3 Arrange content by systems under Section numbers and sequence of Table of Contents.
- .4 Separate each product and system, with typed description of product and major component parts of equipment.
- .5 Text: Manufacturer's printed data, or typewritten data.
- .6 Drawings: included digital copy of as-built drawing. Reference and include all change orders.

### **I.4 Contents – Each Volume**

- .1 Table of Contents:
  - .1 Provide title of project;
  - .2 Date of submission;



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- .3 Names, addresses, and telephone numbers of Sub-Consultant and Sub-Contractors;
  - .2 For each product or system:
    - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
  - .3 Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information.
  - .4 Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
  - .5 Typewritten Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

### **I.5 As-Built Drawings, Samples and Specifications**

- .1 In addition to requirements in General Conditions, maintain at the site for Consultant one (1) record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Consultant.

### **I.6 Recording Actual Site Conditions**

- .1 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.

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- .2 Record site condition information concurrently with construction progress. Do not conceal Work until required information is recorded.
  - .3 Contract Drawings and shop drawings: Legibly mark each item to record actual construction, including:
    - .1 Field changes of dimension and detail.
    - .2 Changes made by Change Orders.
    - .3 Details not on original Contract Drawings.
    - .4 References to related shop drawings and modifications.
  - .4 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.
  - .5 Other Documents: Maintain manufacturer's certifications, inspection certifications, and field test records, required by individual specifications sections.

#### **I.7 Materials and Finishes**

- .1 Building products, applied materials, and finishes: Include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods: Precautions against detrimental agents and methods and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and weather-exposed products: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: As specified in individual specifications sections.

#### **I.8 Maintenance Materials**

- .1 Provide maintenance and extra materials, in limited quantities.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site, place and store.
- .4 Receive and catalogue all items. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

#### **I.9 Inspection and Declaration**

- .1 Contractor's Inspection: Contractor and all Sub-Contractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.

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- .1 Notify Consultant in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2 Request Consultant's Inspection.
  - .2 Consultant's Inspection: Consultant and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
  - .3 Completion: Submit written certificate that following have been performed:
    - .1 Work has been completed and inspected for compliance with Contract Documents.
    - .2 Defects have been corrected and deficiencies have been completed.
    - .3 Work is complete and ready for Final Inspection.
  - .4 Final Inspection: When items noted above are completed, request final inspection of Work by Owner / Consultant and Contractor. If Work is deemed incomplete, complete outstanding items and request re-inspection.
  - .5 Declaration of Substantial Performance: When Consultant considers deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for certificate of Substantial Performance.
  - .6 Commencement of Lien and Warranty Periods: Date of Owner's acceptance of submitted declaration of Substantial Performance shall be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
  - .7 Final Payment: When Consultant considers final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed, make application for final payment. If Work is deemed incomplete by Engineer, complete outstanding items and request re-inspection.
  - .8 Payment of Holdback: After issuance of Certificate of Substantial Performance of Work, submit an application for payment of holdback amount.

#### **I.10 Warranties, Guarantees and Bonds**

- .1 Separate each warranty, guarantee or bond with index tab sheets keyed to Table of Contents listing.
- .2 List sub-contractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- .3 Obtain warranties, guarantees and bonds, executed in duplicate by sub-contractors, suppliers, and manufacturers, within ten (10) days after completion of the applicable item of work.

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- .4 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
  - .5 Verify that documents are in proper form, contain full information, and are notarized.
  - .6 Co-execute submittals when required.
  - .7 Retain warranties and guarantees until time specified for submittal.

**END OF SECTION**