

Appendix A – Construction School Specific Information Sheet Sample

In addition to the terms and conditions of the Contract Documents, the Contractor shall follow the protocols of the Construction Site Specific Information Sheet, sample provided below.

A completed version of this document, with site specific content, will be provided to the Contractor at the pre-construction meeting.

HWDSB

Construction School Specific Information Sheet

1. School Information:

School Name: Insert School Name

Bell Times

Morning (School Entry): 0:00 AM

Afternoon (School Dismissal): 0:00 PM

Aftercare Program Dismissal: 6:00 PM

Caretaking Phone Number: 000-000-0000

***After-Hours Emergency Number:** 905-667-3079

****Caretaking Hours**

September to June 6:00 AM – 10:00 PM

December Holiday Break 6:00 AM – 2:00 PM

March Break 6:00 AM – 2:00 PM

July to August 6:00 AM – 2:00 PM

Saturday / Sunday CLOSED

Account Code: HP0000

Security Panel Code: 0000

*Please call the After-Hours Emergency Number noted above if issues arise outside of Caretaking Hours. These would include unanticipated interruption of services, issues with building or room access, fire alarm or security concerns, etc.

**Caretaker hours are not guaranteed. Please confirm with the HWDSB project supervisor prior to any work taking place, and then on a weekly basis throughout the duration of the project.

2. School Entry for afterhours, school holidays or closures:

Please follow these steps upon entry to the building outside of caretaker hours and on school holidays or closures:

1. Call PasWord Protection Services at 1-800-561-3099 and notify them in advance of the day(s) and time(s) that access to the building will be required. They will require the HP code noted above.
2. Disarm the security panel when arriving.
3. Arm the security panel when leaving.
4. Call PasWord Protection Services to verify that the building is armed and secure.

BE YOU. BE EXCELLENT.

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Failure to follow this procedure outside of caretaker hours and on school holidays or closures will result in an automatic dispatch of a security guard to the building to verify who has entered/exited the building. Security costs associated with the dispatch of a security guard for failing to follow the procedure will be expensed to the contractor responsible for the incident.

3. Protocol for Work Impacting Fire Alarm System or Devices

The contractor is to follow this procedure when the fire alarm system is impacted.

A. References and Definitions:

Fire Alarm Control and Testing Service Provider: Hamilton Fire Control

Fire Alarm and Security System Monitoring Service Provider: PasWord Protection Services

Fire Watch: An hourly patrol of areas that are not protected/monitored by the fire alarm system. These include but are not limited to, a disconnected device, a covered device, a bypassed device, or device in trouble. The general contractor is responsible for fire watch in all construction areas. Caretaking staff are responsible for fire watch in all other areas of the school. Fire watch is to be recorded in a Fire Watch Log.

Fire Watch Log: The general contractor is to document and maintain a written log confirming fire watch has been conducted hourly. This log is to remain on site for the duration of the project. This written log is maintained separate from the caretaking fire watch log. The caretaking log is digitally recorded within the Boards asset management system (eBase).

B. Mandatory Pre-Construction Site Meeting with Hamilton Fire Control

1. Contractor to request a meeting prior to mobilization with Michael Fleet from Hamilton Fire Control (HFC), the project supervisor from HWDSB, the facility operation supervisor from HWDSB and the head caretaker to review any work that will affect the fire alarm system. This can be coordinated by the project supervisor upon request.

Contact: Michael Fleet - Hamilton Fire Control

Phone: (905) 527-7042

Email: michael@hamiltonfirecontrol.ca

2. Contractor to minute the meeting and submit to the project supervisor and Michael Fleet from HFC for review within 48 hours of the site-walk-through.

C. Mandatory Construction Protocol if the Fire Alarm System is Impacted

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1. Contractor to follow procedures discussed and documented from the pre-construction site meeting with Hamilton Fire Control.
2. If devices are impacted during occupied hours:
 - Per the Fire Safety Plan, contractor to notify PasWord Protection Services that they'll be on Fire Watch (in the area of the impacted devices only). PasWord Protection Services will not take any action; the notification is for information purposes only.
 - Contractor to either take the device offline or protect/cover it. Fire watch (in the area of the impacted device only) is required in either of these scenarios. If the alarm goes off during work, all occupants, including contractors, are to evacuate the building and the fire department will be dispatched.

If hot work is taking place, prior to the above-noted steps:

- Contractors are required to advise HWDSB at least 24 hours before any hot work is scheduled to take place.
 - The contractor is required to provide a hot work permit to HWDSB at the same time.
3. If devices are impacted outside of occupied hours, and the contractor is the only party in the building:
 - The same protocol above is to be followed.
 4. If the system or specific devices will not be operational while the school is completely vacant (i.e. overnight or on a weekend when no Work is taking place):
 - No action required.

The system is not to be bypassed (device(s) or full system). The system is NOT to be put on test. The only time the system will be put on test and the school will be on Fire Watch is if the system is being tested.

In the event a fire alarm device is activated, all occupants of the school, including contractors, must evacuate the school. The fire department will be dispatched. The contractor will be responsible for all fire department costs resulting from construction.

4. Please follow these steps for planning any service (electrical, gas, water) shutdowns:

A. Internal Localized System/Service Shutdowns:

1. Localized shutdowns **require minimum 3 days' notice** to HWDSB project supervisor for coordination with the school facility and staff.
2. Shutdowns must be completed outside of school bell times/operational hours which vary by facility and must be scheduled for evenings after 6:00 PM, weekends or board holidays.
3. If a shutdown will impact the security system, the contractor shall contact PasWord Protection Services at 1-800-561-3099 and notify them in advance of the day(s) and time(s) of the shutdown.
4. If a shutdown impacts the fire alarm system, the contractor shall follow the Fire Alarm Bypass Protocol, section 4 above.
5. If required, the contractor is to coordinate with Board vendor/s to be on site to ensure boilers, roof top units, heat pumps, etc. are functioning properly after service disruption has concluded.
 - Chamberlain Building Services Inc - info@chbs.ca, 905-664-1914 or
 - Union Boiler Company Limited - info@unionboiler.com, 905-528-7977
6. Process will vary based on services shutdown and ability to localize shutdown.

B. Complete School System/Service Shutdowns:

1. Complete building shutdowns **require minimum 5 days' notice** to HWDSB project supervisor.
2. Shutdowns must be completed outside of school bell times/operational hours which vary by facility and must be scheduled for evenings after 6:00 PM, weekends or board holidays.
3. Contractor to contact PasWord Protection Services at 1-800-561-3099 and notify them in advance of the day(s) and time(s) of shutdown.
4. During the shutdown, the contractor is responsible for following Fire Alarm Bypass Protocol, section 4 above.
5. The contractor is to coordinate with Board vendor/s to be on site to ensure boilers, roof top units, heat pumps, etc. are functioning properly after service disruption has concluded.
 - Chamberlain Building Services Inc - info@chbs.ca, 905-664-1914 or
 - Union Boiler Company Limited - info@unionboiler.com, 905-528-7977
6. HWDSB project supervisor will coordinate with other HWDSB departments to ensure all systems (IIT, security, communications) are up and running after service disruption has concluded.
7. If required, HWDSB project supervisor will coordinate with City of Hamilton staff if site has shared facilities such as recreation centre, community centre, pool or library, etc.
8. Process will vary based on service shutdown.

C. Heating and Cooling System Shutdowns:

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1. Heating and cooling system shutdowns **require minimum 5 days' notice** to HWDSB project supervisor
2. Shutdowns must be completed outside of school bell times/operational hours which vary by facility and must be scheduled for evenings after 6:00 PM, weekends or board holidays.
3. The contractor is to coordinate with Board vendor/s to be on site to ensure boilers, roof top units, heat pumps, etc. are functioning properly after service disruption has concluded.
 - Chamberlain Building Services Inc - info@chbs.ca, 905-664-1914 or
 - Union Boiler Company Limited - info@unionboiler.com, 905-528-7977
4. If the boiler system is drained, the contractor upon refilling the system, is responsible for coordinating Board approved chemical treatment vendor to treat water.
 - Aquarian Chemicals Inc - info@aquarianchemicals.com, 905-825-3711
5. Process will vary based on services shutdown and ability to localize shutdown.

D. Asbestos Abatement and Designated Substance Related Work:

1. Designated substance related work **requires minimum 5 days' notice** to HWDSB project supervisor.
2. Designated substance related work in occupied areas must be completed outside of school bell times/operational hours which vary by facility and must be scheduled for evenings after 6:00 PM, weekends or board holidays.