



**Request for Quotation # RFQ-303-2016-A-022**  
**for**  
**Whitby ELCC Kitchen Replacement**

**Appendix B, B-1 and B-2**  
**The Deliverables and Material Disclosures**

**Document 3 of 3**

## **Appendix B, B-1 The Deliverables**

**Division 00 Procurement and Contracting Requirements**

Not Used

**Division 01 General Requirements**

|          |                                     |
|----------|-------------------------------------|
| 01 11 00 | Summary of Work                     |
| 01 14 00 | Work Restrictions                   |
| 01 26 00 | Contract Modification Procedures    |
| 01 31 00 | Project Management and Coordination |
| 01 31 19 | Project Meetings                    |
| 01 33 00 | Submittal Procedures                |
| 01 35 29 | Health and Safety Procedures        |
| 01 41 00 | Regulatory Requirements             |
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| 01 62 00 | Product Substitution Procedures     |
| 01 65 00 | Product Delivery Requirements       |
| 01 74 10 | Cleaning                            |
| 01 78 00 | Closeout Submittals                 |

**Division 02 Existing Conditions**

|          |                      |
|----------|----------------------|
| 02 41 19 | Selective Demolition |
|----------|----------------------|

**Division 03 to Division 05**

Not Used

**Division 06 Wood, Plastics and Composites**

|          |                            |
|----------|----------------------------|
| 06 20 00 | Finish Carpentry           |
| 06 41 11 | Architectural Cabinetwork  |
| 06 47 00 | Plastic Laminate Finishing |

**Division 7 to Division 48**

Not Used

**End of Table of Contents**

## **1 General**

### **1.1 Section includes**

- .1 Documents and terminology.
- .2 Associated requirements.
- .3 Work expectations.
- .4 Work by other parties.
- .5 Premises usage.

### **1.2 Related requirements**

- .1 Section 01 78 00 – Closeout submittals.

### **1.3 Words and terms**

- .1 Refer to and acknowledge other words, terms, and definitions in RFP 303-2016-A.

### **1.4 Complementary documents**

- .1 Drawings, specifications, and schedules are complementary each to the other and what is called for by one to be binding as if called for by all. Should any discrepancy appear between documents which leave doubt as to the intent or meaning, abide by Precedence of Documents article below or obtain direction from the Project Manager.
- .2 Drawings indicate general location and route of conduit and wire/conductors. Install conduit or wiring/conductors and plumbing piping not shown or indicated diagrammatically in schematic or riser diagrams to provide an operational assembly or system.
- .3 Install components to physically conserve headroom, to minimize furring spaces, or obstructions.
- .4 Locate devices with primary regard for convenience of operation and usage.
- .5 Examine all discipline drawings, specifications, and schedules and related Work to ensure that Work can be satisfactorily executed. Conflicts or additional work beyond work described to be brought to attention of the Project Manager.

## **1.5 Location**

- .1 The site of the Work is located at Whitby ELCC (Early Learning and Child Care).
- .2 The materials and/or services shall be delivered FOB Destination(s), Prepaid.

## **1.6 Description of the Work**

- .1 Work of this Contract comprises of the removal and disposal of existing kitchen millwork and the manufacturing and installation of new millwork, located at 501 Dunlop St E, Whitby; and identified as Kitchen Replacement.
- .2 Division of the Work among Subcontractors, suppliers and vendors is solely the Contractor's responsibility. Neither the Region nor Region's consultant assumes any responsibility to act as an arbiter to establish subcontract terms between sectors or disciplines of work.
- .3 Refer to the specifications and drawings for the required Work.
- .4 The Work also includes the examination of the site, submission of samples, scheduling and coordination, project meetings, protection of the existing facility, repair and preparation of surfaces, quality control, inspection reports, project cleanliness, maintenance of data, preparation of record drawings, final cleaning and warranty.

## **1.7 Contract method**

- .1 Construct Work under single, Lump Sum price contract.
- .2 Assume responsibility for assigned contracts as Subcontracts forming part of the Work.
- .3 Quotation Documents were prepared by the Region. Any use which a third party makes of the Contract Documents, or any reliance on or decisions to be made based on them, are the responsibility of such third parties. The Region accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions based on the Contract Documents.

**1.8 Documents provided**

- .1 The Region will not supply hard copies of contract documents to the contractor for construction purposes.

**1.9 Performance of the Work**

- .1 Commence the Work within 7 calendar days of receipt of the Order to Commence Work letter issued by the Project Manager and, subject to adjustment in Contract Time as provided for in the Contract Documents, and complete the Work in its entirety within eight (8) weeks after issuance by the Project Manager of an Order to Commence Work. No work is to be started until the Project Manager has issued an Order to Commence Work letter.

**2 Products – not used**

**3 Execution – not used**

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Contractor's use of site.
- .2 Site access.
- .3 Continuity of existing service.
- .4 Working hours.

### **1.2 Related requirements**

- .1 Section 01 33 00 – Submittal procedures.
- .2 This section describes requirements applicable to all Sections within Divisions 02 to 48.

### **1.3 Contractor's use of site**

- .1 Accept full responsibility of assigned work and storage areas from the time of Contract award until Completion.
- .2 Coordinate with Regional Department representative's and Project Manager's requirements regarding access and use of site.
- .3 Do not unreasonably encumber site with materials or equipment.
- .4 Use of site is limited to areas indicated on drawings.
- .5 Do not obstruct entrances or fire exits.
- .6 Maintain free access route for fire, ambulance and garbage trucks.
- .7 Parking will be allowed on site. The placement of refuse bin will be allowed in an area agreed by the Project Manager.
- .8 Repair all damage to paving, grass, walkways, curbs, trees, planting beds, and any other landscaping features caused due to the work of this Contract.

### **1.4 Site access by Contractor**

- .1 Unless stated otherwise, the Contractor will be permitted reasonable access to the site from start of construction until completion of the Contract.

- .2 After Completion of the Contract, obtain written authorization from the Project Manager prior to entering the facility and restrict activities to the work duly authorized by the Project Manager, including modifications and rectification of deficiencies. If additional work other than the authorized work is required, obtain further written approval from the Project Manager prior to proceeding with such additional work.
- .3 All workers working on site will be required to complete COVID screening using link provided by the Region. Ensure all workers have taken such screening.

### **1.5 Continuity of existing service**

- .1 In the event of a conflict, operation of the existing facility takes priority over Contractor operations. Arrange work so that services to the existing buildings will not be unduly interrupted at any time.
- .2 Obtain prior approval from the Project Manager for any proposed interruptions to facility operations and keep such interruptions to a minimum.
- .3 Provide minimum 7 days advanced notice for all required interruptions to utility, heating, cooling, mechanical, electrical and life safety systems.

### **1.6 Work required outside of normal working hours**

- .1 Perform non-disruptive work:
  - .1 From Monday to Friday from 18:30 to 06:00 hours.
  - .2 On Saturdays, Sundays, and statutory holidays to Owner approval.
- .2 Include all additional costs associated with this work being performed outside of normal working hours.

## **2 Products – not used**

## **3 Execution – not used**

**End of section**



## 1 General

### 1.1 Modifications to Contract

- .1 The Region may, without invalidating the Contract, direct the Contractor to make changes to the Work.
- .2 When a change in the Work causes an increase or decrease in the Work, the Contract Price shall be increased or decreased by the application of unit prices to the measure of such increase or decrease, or in the absence of applicable unit prices, by an amount to be agreed upon between the Project Manager and the Contractor. All such changes shall be in writing in the form of a Change Order.
- .3 **Supplemental Instructions** will be issued by the Project Manager and will be consistent with the intent of the Contract Documents and will not involve an adjustment in Contract Price or Contract Time.
- .4 **Proposed Changes** will be issued by the Project Manager and will notify the Contractor of an impending or proposed change to the Work and will require submission of a quotation from the Contractor. Work outlined in a Proposed Change must not proceed without the issuance of a Change Order signed by the Project Manager.
- .5 **Change Directives** will be issued by the Project Manager where an immediate response is required to an on-site condition. This form will authorize the Contractor to proceed with the change, with the stipulation that accurate accounts of billable costs be recorded.
- .6 **Change Orders** will be issued by the Project Manager upon review and approval of the quotation for a Proposed Change or a Change Directive, authorizes the Contractor to proceed with the changes proposed, and provide agreement of the change in the Contract Price or the Contract Time.
- .7 Rates for Change Orders shall be based on hourly rates in the Contractor's Standing Agreement for RFP 303-2016-A in the form of a Time and Materials estimate.

**2      Products – not used**

**3      Execution – not used**

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 This Section includes administrative provisions for coordinating construction operations including, but not limited to, the following:
  - .1 General project coordination procedures
  - .2 Coordination of Drawings
  - .3 Administrative and supervisory personnel
- .2 Each Subcontractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to specific Subcontractors by Contractor.

### **1.2 Related requirements**

- .1 Section 01 33 00 – Submittal procedures
- .2 Section 01 45 00 – Quality control
- .3 Section 01 78 00 – Closeout submittals

### **1.3 Administrative requirements**

- .1 General Coordination: Coordination that generally applies to all components of the Quotation Documents as follows:
  - .1 Subcontractor shall coordinate construction activities as required with Contractor's Schedule to ensure efficient and orderly installation of each part of Work.
  - .2 Subcontractors shall notify Contractor where the Subcontractor's installation of one part of Work is dependent on installation of other components.
  - .3 Schedule and coordinate construction activities of other Subcontractors in sequence required to obtain best results. Where availability of space is limited, Subcontractor shall coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - .4 Subcontractors shall make adequate provisions to accommodate items scheduled for later installation by other Subcontractors, under separate contract or by Contractor's own forces.

#### **1.4 Quality assurance**

- .1 Designate an on-site party responsible for instructing workers and overseeing the environmental goals for the project.
- .2 Review environmental procedures and status of Waste Management Plan and Environmental Protection Plan at each construction meeting.

#### **1.5 Existing site conditions**

- .1 Existing construction shown has been taken from available information. When specific details are unavailable, assumptions have been made regarding probable construction. Any variance from construction, as shown on the drawings shall be immediately brought to the attention of the Project Manager.
- .2 Make careful examination of the site and investigate and be satisfied as to all matters relating to the nature of the Work to be undertaken.
- .3 Check all site dimensions prior to fabrication of materials and construction.
- .4 Confirm the exact location of all outlets with the Project Manager prior to their installation.
- .5 Report any inconsistencies, discrepancies, omissions and errors between site conditions and Contract Documents to the Project Manager prior to the commencement of Work. Ensure that each Subcontractor performing work related to the site conditions has examined it so that all are fully informed on all particulars which affect the Work thereon in order that construction proceeds competently and expeditiously.

#### **1.6 Coordination**

- .1 The Contractor shall cooperate with the Project Manager and the building operator in order to minimize disruptions to the building operation and services.
- .2 Coordinate with the Project Manager and the building operator regarding access and use of site.
- .3 Coordinate performance and sequencing of the Work with the Project Manager.

## **1.7 Submittals**

- .1 Provide submittals in accordance with Section 01 33 00.

## **1.8 Dimensions**

- .1 Do not scale directly from Drawings. Obtain clarification from the Project Manager if there is ambiguity or lack of information.
- .2 Details and measurements of any Work which is to fit or to conform with Work installed shall be taken at the Place of the Work.
- .3 Verify dimensions at the Place of the Work before commencing Shop Drawings or other submittals. Before fabrication commences report discrepancies to the Project Manager in writing. Incorporate accepted variances on Shop Drawings and as-built records.
- .4 Verify that the Work is executed in accordance with dimensions and positions indicated which maintain levels and clearances to adjacent Work, as set out in accordance with the requirements of the Contract Documents and ensure that Work installed in error is rectified at Contractor's expense before construction continues.
- .5 The Region will accept no claims for extra expense on the part of the Contractor for non-compliance.

## **1.9 Supervision of Work**

- .1 Provide all superintendence, labour, equipment, and materials necessary to complete the project in an orderly, competent, and expeditious manner. While work is in progress, the Contractor must maintain site superintendence capable of acting competently on-site instructions given by the Project Manager.
- .2 Maintain good order and discipline among workers engaged on the project.

## **1.10 Maintenance of documents on site**

- .1 A copy of all specifications, drawings, written instructions, and changes in work shall be kept on site and shall be available as required.
- .2 Maintain at the job site, one copy of each of following:
  - .1 Contract Drawings

- .2 Specifications
- .3 Addenda
- .4 Change Orders and Change Directives
- .5 Shop Drawings and samples
- .6 Other modifications to the Contract
- .7 Site instructions
- .8 Copy of approved work schedule
- .9 Copy of manufacturer's installation instructions
- .10 SDS sheets
- .11 Contractor's Health and Safety Policy
- .12 Notice of Project through MOL (Form 1000)
- .13 Building Permit
- .3 Maintain documents in a clean, dry, legible condition and make documents available at all times for inspection by the Project Manager

#### **1.11 Security and protection of construction site and equipment**

- .1 Protect the construction site and equipment from damage. Repair any damage to the construction site or equipment to the satisfaction of the Project Manager.
- .2 Take precautions to protect the site and equipment until Completion.
- .3 The Region will not be responsible for damaged, lost or stolen materials and equipment. The Contractor is responsible for all materials and equipment left on site until the work is complete. The Contractor must provide for proper security or storage of any material or equipment left on site.
- .4 Ensure that the work area is secured during off hours and that all tools and materials are locked up.

#### **1.12 Existing utilities**

- .1 Protection of all utilities at the Place of the Work for the duration of the work.

- .2 Maintain all existing services including power and data to the entire building and occupied areas of the suites used by the Region. Any and all shutdowns or disruptions in service are to be approved by the Project Manager and the building operator.

### **1.13 Contact for after hours or emergency services**

- .1 When after-hours work is permitted by the Region, provide an after-hours phone or pager number to respond to emergencies or requirements that arise when offices are closed.

### **1.14 Identification and signs**

- .1 Construction personnel shall wear a legible numbered identification photo tag on their person at all times on which the name of the employer company is clearly identified.
- .2 Display no signs or advertisements without the Project Manager's approval. When signs are permitted, maintain signs in good condition during the Work and remove signs as directed by the Project Manager upon completion of the Work.

## **2 Products – not used**

## **3 Execution**

### **3.1 Coordination**

- .1 Coordinate all construction operations to verify efficient and orderly installation of each part of Work.
- .2 Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation with Subcontractors as follows:
  - .1 Scheduling construction operations in sequence required to obtain best results where installation of one part of Work depends on installation of other components, before or after its own installation.

- .2 Coordinating installation of different components with Subcontractors to verify maximum accessibility for required maintenance, service, and repair.
- .3 Making adequate provisions to accommodate items scheduled for later installation.
- .3 Ensure all Subcontractors coordinate scheduling and timing of required administrative procedures with other construction activities, and activities of other contractors and Subcontractors, if any, to avoid conflicts and to verify orderly progress of Work.

### **3.2 General installation provisions**

- .1 Ensure that installer of each major component inspects both substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
- .2 Comply with manufacturer's installation instructions and recommendations, to extent that those instructions and recommendations are more explicit or stringent than requirements contained in Quotation Documents.
- .3 Inspect Materials immediately upon delivery and again prior to installation. Reject damaged and defective items and arrange for replacement.
- .4 Provide attachment and connection devices and methods necessary for securing Work. Secure Work true to line and level. Allow for expansion and building movement.
- .5 Supervise all Subcontractor work.
- .6 Install individual components at standard mounting heights recognized within the industry for particular applications indicated where mounting heights are not indicated. Refer questionable mounting height decisions to Contractor for final decision.
- .7 Coordinate construction activities to ensure that no part of Work, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.



### **3.3 Layout of Work**

- .1 Be responsible for laying out the work in compliance with the Contract Drawings, shop drawings and schedules.
- .2 Rectify any and all errors resulting from failure to follow or verify products, drawings or the proper layout of any element of the installation.

### **3.4 Removal, replacement and relocation of existing items**

- .1 Remove loose furniture and reinstall unless directed otherwise by the Project Manager.

### **3.5 Building and property access**

- .1 Ensure adequate access to areas not occupied for the Work.

### **3.6 Protection of existing facility and personnel**

- .1 Do not endanger in any way the personnel, equipment, offices and existing structures of the Region and any building occupants. Exercise caution to keep the existing facilities free from damage due to the Contractor's work. If the measures observed by the Contractor are not considered sufficient, the Project Manager may order additional precautions to be taken.
- .2 Take all necessary precautions to adequately protect the building and property from damage. Make good all damage at no extra cost.
- .3 Adequately protect the Work at all stages and maintain the protection until the Work is completed. Remove and replace any work and materials damaged that cannot be satisfactorily repaired at no extra cost.
- .4 Secure construction area by erecting dust proof barriers, hoarding and any other reasonable measures deemed necessary to the approval of the Project Manager and the building operator.
- .5 Arrange dust proof partitions in such manner as not to eliminate fire exit-egress ways and provide safety directional signage to the approval of the Project Manager and any authorities having jurisdiction.

- .6 Protect existing ventilation systems and ductwork interiors from dust contamination from construction area by placing filter media over all duct openings, grilles, diffusers and replacing filters in air handling units upon completion of the work.
- .7 Motorized equipment shall be powered electrically or by battery only. Internal combustion powered equipment shall not be permitted within construction areas unless approved in writing by the Project Manager.
- .8 All materials shall have a low V.O.C. rating.

### **3.7 Cleaning**

- .1 Leave work areas in a tidy, safe and secure condition at the end of each workday.
- .2 Review the site and debris that requires disposal. When it is not feasible to remove debris with service vehicle, a temporary disposal bin shall be used. When a temporary storage bin is used it shall be stored in an area directed by the Project Manager. The Contractor shall be responsible for all associated costs and permits. Do not locate bins on a structural slab. Remove and replace disposal bins promptly when full and upon completion of the work.
- .3 Collect all debris as work proceeds and at the completion of the work each day and store in proper disposal bins.
- .4 Storage of debris outside of the disposal bin will not be allowed overnight.
- .5 Make every reasonable effort to recycle or otherwise salvage the materials removed from the site. Submit a disposal plan to the Project Manager and do not commence work prior to the Project Manager's approval of the disposal plan. Include all disposal costs in bid price.
- .6 Separate and recycle waste materials and dispose of them in accordance with local municipal requirements and policies.
- .7 Dispose of unused paint material at official hazardous material collections site approved by Project Manager.
- .8 Do not dispose of unused paint material into sewer system, into streams, lakes, on the ground or in other locations where it will pose health or environmental hazard.

- .9 Cleaning of the area of the work shall include, but not be limited to:
  - .1 The removal of rubbish and other unsightly material and/or debris from the building interior, face of the building, adjacent ground areas and from the roof surfaces.
  - .2 The removal of dust and other debris from ducts, pipes, window frames, sills and other areas by brushing and/or other suitable methods.
  - .3 As work proceeds remove surplus materials and equipment from the site.
  - .4 Upon completion of the work, leave areas affected in a condition as close to or better than the original.
  - .5 Power wash any surfaces that may have been contaminated as a result of construction activities.
  - .6 In preparation for Substantial Performance of the Work, conduct final inspection of the Work and all affected areas. Remove all debris, clean-up shall be to the complete satisfaction of the Project Manager.
  - .7 Place materials defined as hazardous or toxic waste in designated containers. Ensure emptied containers are sealed and stored safely for disposal away from children.
  - .8 The work areas and other areas affected by the work shall be swept, vacuumed with a HEPA filter and appropriately dusted or cleaned on a daily basis to the satisfaction of the Project Manager.

### **3.8 Restoration of disturbed areas**

- .1 Patch and make good all existing floor, wall and ceiling materials and finishes disturbed by construction work.

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Pre-construction meeting.

### **1.2 Pre-construction meeting**

- .1 Pre-Construction Meeting will be arranged by the Project Manager. The Region's project team and a representative from the facility user department will participate in the meeting.
- .2 Co-ordinate and organize attendance at the Pre-Construction Meeting by representatives of major Subcontractors and other parties in contract with the Contractor.
- .3 Project Manager will arrange attendance of other interested parties not responsible to the Contractor.
- .4 Agenda will include, but not be limited to, the following topics as are pertinent to the Contract:
  - .1 Introduction of key personnel participating in the project
  - .2 Project communications procedures
  - .3 Restrictions on working hours, access, and movements on site.
  - .4 Reviewing the approved Work Schedule
  - .5 Contract administration requirements including submittals, payment procedures, and Change Order procedures
  - .6 Identify any product availability problems and substitution requests and procedures
  - .7 Review Project Manager's inspection requirements
  - .8 Schedule for project meetings
  - .9 Temporary services to be provided by the Contractor
  - .10 Emergency contact numbers
  - .11 Site-specific safety training
  - .12 Site security requirements

**2      Products – not used**

**3      Execution – not used**

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Shop drawings and product data.
- .2 Samples.
- .3 Certificates and transcripts.

### **1.2 Related requirements**

- .1 Section 01 78 00 – Closeout submittals.
- .2 This section describes requirements applicable to all Sections within Divisions 02 to 06.

### **1.3 Administrative requirements**

- .1 Submit to Project Manager submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in IP (imperial inch-pound) units.
- .4 Where items or information is not manufactured or produced in SI metric units, converted values within the metric measurement tolerances are acceptable.
- .5 Review submittals prior to submission to Project Manager. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents.
- .6 Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.

- .7 Notify Project Manager, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Verify field measurements and affected adjacent Work are coordinated.
- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Project Manager's review of submittals.
- .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Project Manager review.
- .11 Keep one reviewed copy of each submission on site.

#### **1.4 Shop drawings, product data and engineered submission**

- .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .2 Shop drawings shall carefully consider architectural intent and shall be coordinated to ensure items to be exposed in finished work are located to provide best aesthetics as directed or required by the Project Manager. Show orientation and relationships between materials where deemed necessary by the Project Manager.
- .3 Allow 10 business days for Project Manager's review of each submission.
- .4 Adjustments made on shop drawings by the Project Manager are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Project Manager prior, and obtain Project Manager's approval prior to proceeding with Work.
- .5 Make changes in shop drawings as the Project Manager may require, consistent with Contract Documents. When resubmitting, notify the Project Manager in writing of any revisions other than those requested.

- .6 Accompany submissions with transmittal letter, containing:
  - .1 Date
  - .2 Make
  - .3 Company
  - .4 Region's project title and Quotation number.
  - .5 Contractor's name and address.
  - .6 Identification and quantity of each shop drawing, product data and sample.
  - .7 Other pertinent data
- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and Quotation number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
- .8 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- .9 Details of appropriate portions of Work as applicable:
  - .1 Fabrication.
  - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
  - .3 Setting or erection details.
  - .4 Capacities.
  - .5 Performance characteristics.
  - .6 Standards.
  - .7 Operating weight.
  - .8 Wiring diagrams.
  - .9 Single line and schematic diagrams.
  - .10 Relationship to adjacent work.



- .10 After Project Manager's review, distribute copies.
- .11 Submit electronic copies of shop drawings for each requirement requested in specification Sections and as Project Manager may reasonably request.
- .12 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Project Manager where shop drawings will not be prepared due to standardized manufacture of product.
- .13 Delete information not applicable to project.
- .14 Supplement standard information to provide details applicable to project.
- .15 If upon review by the Project Manager, no errors or omissions are discovered or if only minor corrections are made, 2 copies will be stamped "reviewed" or "reviewed as modified" and returned and fabrication and installation of Work may proceed. If shop drawings are returned stamped "not reviewed", noted copy will be returned and re-submission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .16 The review of shop drawings by the Project Manager is for sole purpose of ascertaining conformance with general design concept. This review shall not mean that the Project Manager approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of his responsibility for meeting all requirements of the Contract Documents. The Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.
- .17 Whenever there's a requirement for the contractor to submit stamped engineered drawings, such submissions shall be with the timelines of the project.

## **1.5 Samples**

- .1 When requested by the Project Manager, provide samples for Project Manager's approval, within 7 business days of a request.
- .2 Submit for review samples as requested in respective specification Sections. Label samples with origin and intended use.
- .3 Deliver samples prepaid to the Project Manager's business address.
- .4 Notify the Project Manager in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .5 Where colour, pattern or texture is criterion, submit full range of samples.
- .6 Adjustments made on samples by the Project Manager are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Project Manager, and obtain the Project Manager's approval prior to proceeding with Work.
- .7 Make changes in samples which Project Manager may require, consistent with Contract Documents.
- .8 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

## **2 Products – not used**

## **3 Execution**

### **3.1 Submissions**

- .1 Submit the following to the Project Manager:
  - .1 Upon notification of award, prior to Commencing Work
    - .1 Workmen Trade Certificates (on request)
    - .2 Construction Schedule and Shop Drawing schedule
    - .3 Notice of Project
  - .2 During Construction
    - .1 Update of any Insurance Certificates about to expire
    - .2 Shop Drawings, Product Data and Samples

- .3 Change Orders and Change Directives
- .4 Requests for Information (RFI)
- .5 Updated construction drawings
- .6 Updated construction schedule
- .3 At Completion
  - .1 Statutory Declaration
  - .2 Substantial Performance Release of Claims Letter
  - .3 Update of any Insurance Certificates about to expire
  - .4 Current Valid WSIB Clearance Certificate
  - .5 Extended Warranties, if applicable
  - .6 Closeout Submittals in accordance with Section 01 78 00.
  - .7 Update of any Insurance Certificates about to expire
  - .8 Current Valid WSIB Clearance Certificates
  - .9 Completion Release of Claims Letter
  - .10 Region of Durham Standard Form for Property Owner's Release of and used by the Contractor

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Health and safety administrative requirements for contractors performing work for the Region of Durham.

### **1.2 References**

- .1 Province of Ontario website
  - .1 Construction site health and safety during COVID-19
    - .1 <https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19>
  - .2 Resources to prevent COVID-19 in the workplace
    - .1 <https://www.ontario.ca/page/resources-prevent-covid-19-workplace#construction>
- .2 Canadian Construction Association
  - .1 [COVID-19 - Standardized Protocols for All Canadian Construction Sites](#)

### **1.3 Health and safety policy**

- .1 Obtain copies of all Subcontractors' Health and Safety Policies and Programs prior to such Subcontractor commencing work on the site if and when requested.
- .2 Provide a copy of Contractor's current Health and Safety Policies and Program, to implement that policy prior to the commencement of construction.
- .3 Comply with all Federal and Provincial Health and Safety Acts, Regulations and Lower Tier Municipality By-Laws and with all applicable industry safety standards.
- .4 Comply with 213/91 (Construction Projects) made under the Occupational Health and Safety Act (OHSA) and all amendments thereto. Copies of the Regulations may be obtained from the Ministry of Labour at their Scarborough office, Publications Ontario at 880 Bay Street, Toronto, Ontario M7A 1N8 (Tel. 416-326-5300).

- .5 Provide any and all personal protective equipment for Contractor's own workers where prescribed.

#### **1.4 Health and safety legislation and requirements**

- .1 Comply with all applicable industry safety standards.
- .2 Comply with legislative requirements for work performed including, but not limited to, qualifications of workers, training, supervision and use of onsite equipment.
- .3 Provide any and all personal protective equipment for Contractor's own workers where prescribed by legislation.

#### **1.5 COVID-19 Health and Safety**

- .1 Ensure that all workers comply with the Government of Ontario's guidelines for [Construction Site Health and Safety During COVID-19](#) including but not limited to:
  - .1 washing hands often with soap and water or alcohol-based hand sanitizer
  - .2 sneeze and cough into sleeve
  - .3 avoid touching eyes, nose or mouth
  - .4 avoid contact with people who are sick
  - .5 stay home if you are sick
  - .6 avoid close contact with other people. Close contact includes being within two (2) metres of another person.
- .2 The Contractor shall monitor the latest recommendations from public health officials related to protecting workers from COVID-19 and adjust work procedures and provide personal protective equipment as per those recommendations.
- .3 **All workers attending the Place of the Work shall complete an online COVID-19 pre-screening checklist each day prior to arriving on site. The online pre-screening checklist can be accessed using the following link: this URL:**  
[Region of Durham Wellness Screening](#)

- .4 The Contractor is encouraged to follow the latest edition of the Canadian Construction Association's document "[COVID-19 - Standardized Protocols for All Canadian Construction Sites](#)."

#### 1.6 Safety data sheets (SDS)

- .1 Provide to the Project Manager a list of designated substances that will be brought to the site prior to commencing work. A Safety Data Sheet (SDS) and the hazardous material inventory for each substance listed must be kept on the site.
- .2 Maintain copies of current SDS on site at a location accessible to all workers, the Project Manager and the building operator.

#### 1.7 List of designated substances at the site

- .1 In accordance with the requirements of Section 30(1) of the Occupational Health and Safety Act, the Bidder is hereby advised that the designated substances as listed hereunder are or may be present on the site and within the limits of this Contract:

| Designated Substance | Identified on this Site? | Location                                                                                                          |
|----------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|
| Acrylonitrile        | No                       |                                                                                                                   |
| Arsenic              | No                       |                                                                                                                   |
| Asbestos             | Yes                      | Exterior roof materials, exterior wall caulking, interior drywall joint compound in walls and ceilings in kitchen |
| Benzene              | No                       |                                                                                                                   |
| Coke Oven Emissions  | No                       |                                                                                                                   |
| Ethylene Oxide       | No                       |                                                                                                                   |
| Isocyanate           | No                       |                                                                                                                   |
| Lead                 | No                       |                                                                                                                   |
| Mercury              | No                       |                                                                                                                   |

| Designated Substance | Identified on this Site? | Location |
|----------------------|--------------------------|----------|
| Silica               | No                       |          |
| Vinyl Chloride       | No                       |          |

- .2 Should a designated substance not herein identified be encountered the Contractor shall immediately notify the Project Manager and the building operator of their findings. Management of such substance shall be treated as Extra Work.
- .3 An Asbestos-Containing Material Condition Review Form is attached to the Quotation Documents. Review this report for specific designated substances and locations.

#### **1.8 Health and safety warnings**

- .1 The Project Manager shall have the right to document the Contractor and their Subcontractors for all health and safety warnings and/or to stop any Contractor's work if the Contractor fails to comply with any requirements under this Section.
- .2 Similarly, the Project Manager shall have the right to issue warnings and/or to stop work for any Contractor violations of the contract including Regional health and safety policy and programs and/or if the Contractor creates a health or safety hazard.
- .3 Written warnings and/or stop work orders shall be given to the Contractor using the Region's Contractor Health and Safety Warning / Stop Work Order Form.
- .4 If the Contractor fails to adequately respond to the Project Manager's order to correct a hazard, the Region reserves the right to have the hazard corrected by a third party at the Contractor's expense. The Project Manager's decision as to the urgency for such correction shall be final.

## **1.9 Notice of Project**

- .1 Notify all regulatory bodies required for construction activities, (e.g. Ministry of Labour Notice of Project, employer notification). Notifications shall include, but not be limited to, the notification requirements laid out in OHSA Sec 51-53 and the requirements of Ontario Regulation 213/91 for Construction Projects, Sections 5, 6 and 7. For the purpose of this Contract, the Contractor shall be deemed the "Constructor".

## **1.10 Fire safety requirements**

- .1 Protect persons and properties.
- .2 Maintain operable fire protection equipment.
- .3 Maintain fire fighters' access.
- .4 Provide temporary fire extinguishing equipment.
- .5 Maintain existing and temporary fire exit.
- .6 Where the work requires the Contractor to shut down fire and life safety systems, provide a fire watch for the duration of the shutdown.
- .7 In occupied buildings, schedule the use of flame, such as torches and volatile substances well in advance with the approval of the Project Manager.
- .8 Maintain a fire watch after all welding operations for a period of not less than 7 hours.

## **2 Products – not used**

## **3 Execution – not used**

**End of section**



## **1 General**

### **1.1 Section includes**

- .1 Laws, notices, permits and fees.
- .2 Discovery of hazardous materials.
- .3 Codes and standards.
- .4 Regulations.

### **1.2 Related requirements**

- .1 This section describes requirements applicable to all Sections within Divisions 02 to 06.

### **1.3 Laws, notices and fees**

- .1 The laws of the Place of the Work shall govern the Work.
- .2 The Contractor shall be responsible for obtaining all permits, licenses and certificates necessary for the performance of the Work which were in force at the date of executing the Agreement.
- .3 Provide the required notices and comply with the laws, ordinances, rules, regulations or codes which are or become in force during the performance of the Work and which relate to the Work, to the preservation of the public health and to construction safety.
- .4 If the Contractor knowingly performs or allows work to be performed that is contrary to any laws, ordinances, rules, regulations or codes, the Contractor shall be responsible for and shall correct the violations thereof; and shall bear the costs, expenses and damages attributable to the failure to comply with the provisions of such laws, ordinances, rules, regulations or codes.
- .5 Determine detailed requirements of authorities having jurisdiction.
- .6 Pay all fees associated with applications, permits and inspections required by authorities having jurisdiction.
- .7 Pay construction damage deposits levied by municipality in connection with the issuance of a building permit.
- .8 Keep a copy of all permits on site.

#### **1.4 Hazardous material discovery**

- .1 Asbestos: If material resembling asbestos is encountered which has not been identified in the Contract Documents, immediately stop work and notify the Owner.

#### **1.5 Codes and standards**

- .1 Perform work in accordance with the requirements contained in the latest editions of the following statutes and codes as amended from time to time:
  - .1 Ontario Building Code
  - .2 Municipal Building and Fire Codes and By-Laws
  - .3 National Building Code
  - .4 Ontario Construction Safety Act
  - .5 WHIMS
- .2 Ensure that all work performed is in strict accordance with all applicable building codes and government mandated standards, and authorities having jurisdiction. See RFP-303-2016- A for further details.
- .3 Review Quotation Documents for any conflicts with the above regulations and where there are apparent discrepancies, notify the Project Manager in writing and obtain clarification before proceeding with the Work.

#### **1.6 Precedence of standards**

- .1 Where applicable, ensure that all Products conform to the applicable Standards listed.
- .2 Canadian standards take precedence over American standards in the case of duplication or conflict.

#### **1.7 Statutory regulations**

- .1 Construction of the Work and the operations connected therewith are subject to the approval, inspection, by-laws, and regulations of municipal, provincial and federal authorities and organizations concerned with roads, streets, railways, telephones, electrical supplies, gas supplies and other public services having jurisdiction in respect to any matter in this contract.

## **2 Products**

### **2.1 Equipment**

- .1 Provide electronically powered equipment, components, and supplies that are CSA and ULC approved.

## **3 Execution – not used**

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Inspection and testing, administrative and enforcement requirements.

### **1.2 Related requirements**

- .1 This section describes requirements applicable to all Sections within Divisions 02 to 06.

### **1.3 Standards references**

- .1 ISO/IEC 17025-2005 - General Requirements for the Competence of Testing and Calibration Laboratories.
- .2 SCC (Standards Council of Canada).

### **1.4 Review by Project Manager**

- .1 Project Manager may order any part of the Work to be reviewed or inspected if Work is suspected to be not in accordance with Contract Documents.
- .2 If, upon review such work is found not in accordance with Contract Documents, correct such Work and pay cost of additional review and correction.
- .3 If such Work is found in accordance with Quotation Documents, the Region will pay cost of review and replacement.

### **1.5 Quality of products and materials**

- .1 All materials, fixtures, fittings, appliances and apparatus supplied and installed by the Contractor shall be new, the best of their kind for the application and free from any defects.

## **1.6 Quality control inspection and testing**

- .1 At reasonable times and giving reasonable notice of at least twenty-four (24) hours, the Project Manager may inspect the work site and/or those areas of the Contractor's place of business that are related to the performance of a contract. If the Project Manager requires an inspection, the Contractor must provide reasonable assistance and arrangements for the inspection to take place.
- .2 Where required by the Project Manager, the Contractor shall supply certified copies of all tests upon, all materials to be used in the construction of the works, indicating that materials comply with the Specifications. Such tests shall be made by a testing company which has been approved by the Project Manager and shall be at the Contractor's expense.
- .3 Any and all materials or manufactured products, including pipe, may be tested by the Region. The Contractor shall, at his own expense, supply samples for Quality Assurance (QA) testing as directed of any and all materials or manufactured products which he is using or proposes to use in the work, and he shall not be entitled to any extra remuneration nor any extension of the time allowed to complete the work, as a result of any delays which may be caused or occasioned as a result of compliance with these Specifications
- .4 Materials whose test specimens fail to meet specified requirements and those materials which are rejected upon inspection shall not be permitted to remain on the site of the work and shall be immediately removed there from by the Contractor at his own expense.

## **1.7 Receipt and acceptance of materials**

- .1 During the process of unloading any Products, inspect, in the presence of the Project Manager, Products for loss or damage in transit. Notify the agent of the carrier of any loss or damage to the shipment.
- .2 All materials supplied by the Contractor and found faulty or defective upon delivery will be rejected by the Project Manager.
- .3 Replace all rejected materials at no cost to the Region.

- .4 Failure of the Project Manager to discover faulty or defective materials shall not relieve the Contractor of responsibility for removing all such materials and replacing same with good materials at Contractor's cost and expense.
- .5 Unload all equipment carefully in an approved manner to avoid damage.
- .6 Provide ample facilities for handling materials and equipment.

### **1.8 Quality assurance testing by the Region**

- .1 The Project Manager may request any required samples at any reasonable time.
- .2 The Region will perform Quality Assurance testing using its own forces which are CSA certified. Alternatively, the Region may appoint a CSA-certified agency to conduct QA testing on its behalf. Quality Assurance testing will be at a frequency determined by the Project Manager.
- .3 The costs of all Quality Assurance testing, except as noted otherwise, shall be borne by the Region.
- .4 The Contractor may request that the Region's, or their agent's, Quality Assurance equipment be tested for CSA compliance. All costs for such tests shall be at the Contractor's expense where such equipment is found to be in compliance.
- .5 Provide clear access to work areas to be inspected and assist as required by providing safety equipment, ladders, materials, and other reasonable equipment requested by the Project Manager to facilitate these inspections, including but not necessarily limited to, welding x-ray inspections, concrete testing, painting inspections and compaction tests.
- .6 Additional testing required to prove the adequacy of construction shall be at the Contractor's expense, where the routine test shows the construction to be inadequate, or where the Contractor's materials and procedures have not been as specified, or when work has proceeded without approval or inspection.

- .7 Where the Region's Quality Assurance testing differs from the Contractor's Quality Control results, the Region's results shall govern and all additional Quality Assurance testing shall be billed to the Contractor at a rate of not less than \$250 per re-test except where such re-tests are carried out by the Region's agency in which case such re-tests shall be billed at a rate of 110% of the invoiced amount.

**2 Products – not used**

**3 Execution – not used**

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Procedures for substitutions submitted after award of the Quotation.

### **1.2 Substitution procedures**

- .1 Use and install all proprietary Products in strict accordance with the manufacturer's printed instructions. Provide to the Project Manager a copy of all manufacturers' printed instructions and supplementary directions prior to use or installation.
- .2 Whenever more than one Product is specified for one use, the Contractor may select to use any of the Products specified unless the specifications or Quotation Drawings indicate otherwise.
- .3 Assume all responsibility for liabilities and additional costs that may arise as a result of choice to use one of the named Products.
- .4 The Contractor may apply to the Project Manager to substitute as an "approved equivalent", another Product or group of Products. Such application shall be in writing and shall indicate reasons why the Contractor has proposed the substitution (e.g. significant delay in delivery, strikes, unavailability, improved quality or field service, amount of contract cost reduction). The Contractor's application for a substitution shall be accompanied by sufficient descriptive and technical information, specifications, references and samples for the Project Manager to thoroughly compare the proposed substitute Product or group of Products with that specified.
- .5 The Project Manager's assessment of proposed substitutions shall include, but not be limited to, criteria such as quality and durability, performance, ease of operation, safety features, technical support, service and parts, availability and estimated cost of warranty and adherence to minimum specifications. Failure to comply with this requirement to the Project Manager's satisfaction may result in rejection of the proposed substitution due to insufficient information or time to evaluate the proposal.  
**All applications and submissions related to the proposed substitution shall only be made by the Contractor and not by any Subcontractors or Suppliers.**



- .6 The approval or rejection of a proposed substitution shall be at the discretion of the Project Manager whose decision shall be final.
- .7 Acceptance by the Project Manager of an “approved equivalent” shall apply to this project only.
- .8 Assume all responsibility for liabilities and additional costs that may subsequently arise as a result of Contractor’s proposed substitution being accepted by the Project Manager.
- .9 Any design or construction changes necessitated by the use of substituted Products shall be at the expense of the Contractor.
- .10 Be responsible for assuring the proper fit and matching of all substituted Products to the surrounding pipe, equipment or materials.
- .11 Failure to comply with any of the above requirements may result in rejection and non-consideration of the proposed equivalent.
- .12 Assume full responsibility and costs when accepted substitutions affect other work on project.
- .13 Amount of credits arising from approval of substitutions will be determined by the Project Manager and the Contract Price will be reduced accordingly. No substitutions will be permitted without prior written approval from the Project Manager.

**2 Products – not used**

**3 Execution – not used**

**End of section**

## **1 General**

### **1.1 Delivery requirements**

- .1 Fully indemnify the Region of Durham for all damages to persons or property resulting from the services and operations performed by employees of the Contractor and all Subcontractors and suppliers, and all contracted agents or carriers, including the delivery and unloading of goods or equipment at (and transfer and unloading of bulk chemicals or fuels to) Regional facilities.
- .2 Employ delivery vehicles that are suitably licensed, insured, operated and maintained in accordance with the Contract requirements, the Contractor's (and its agent's or carrier's) applicable policies and procedures, and all applicable federal, provincial and municipal legislation, statutes and by-laws.
- .3 Ensure that the Contractor's forces receive and sign off on all deliveries and shipments required for the Work. The Region of Durham will not be responsible for the sign off on any deliveries for the Contractor.
- .4 Equip all delivery vehicles with any other material handling equipment required for the delivery person to safely unload the shipment at the receiving location(s) at the Place of the Work and move the Products to the designated receiving area(s) identified in the Contract.
- .5 Equip delivery vehicles, where required, with a hydraulic tailgate for unloading heavy equipment, packages, drums, pallets, and other large or heavy Products at receiving locations which are not equipped with a truck loading dock.

## **2 Products – not used**

## **3 Execution– not used**

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Progressive cleaning.
- .2 Cleaning prior to acceptance.
- .3 Final product cleaning.

## **2 Products**

### **2.1 Cleaning materials**

- .1 Cleaning Agents and Materials: Low VOC content.

## **3 Execution**

### **3.1 Progressive cleaning**

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
- .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by Project Manager. Do not burn waste materials on site.
- .3 Containers:
  - .1 Provide on-site containers for collection of waste materials and debris.
- .4 Remove waste material and debris from site and deposit in waste container at end of each working day.
- .5 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finish work and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of enclosure ventilation systems is not permitted for this purpose.

- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

### **3.2 Cleaning prior to acceptance**

- .1 Prior to applying for Substantial Performance of the Work, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .3 Remove waste products and debris including that caused by Owner or other Contractors.
- .4 Remove waste materials from site at regularly scheduled times or dispose of as directed by Project Manager. Do not burn waste materials on site.
- .5 Clean and polish glass, solid surface, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .6 Remove stains, spots, marks and dirt from electrical and mechanical fixtures, furniture fittings, walls, floors.
- .7 Clean lighting reflectors, lenses, and other lighting surfaces.
- .8 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .9 Clean and polish surface finishes, as recommended by manufacturer.
- .10 Inspect finishes, fittings and equipment and ensure specified workmanship and operation.

### **3.3 Final product cleaning**

- .1 Execute final cleaning prior to final project assessment.
- .2 Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.

- .3 Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- .4 Remove waste and surplus materials and rubbish from the site.

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Inspections and declarations.
- .2 Recording actual site conditions.
- .3 As-built documents and samples.
- .4 Final inspection.

### **1.2 Related requirements**

- .1 Section 01 31 00 – Project management and coordination
- .2 Section 01 33 00 – Submittal procedures.
- .3 Section 01 45 00 – Quality control.
- .4 This section describes requirements applicable to all Sections within Divisions 02 to 06.

### **1.3 Inspection and declaration of Substantial Performance**

- .1 The Project Manager will decide whether a Certificate of Substantial Performance will be issued or if only a Certificate of Completion will be issued. Such decision shall be based on the value of the Work and the time lag between Substantial Performance and Completion. Where the Project Manager decides to issue only a Certificate of Completion, references to Substantial Performance throughout this Section specification shall be deemed to mean Completion.
- .2 **Contractor's Inspection:** The Contractor and all Subcontractors shall conduct an inspection of the Work, identify deficiencies and defects, issue list of deficiencies and repair as required to conform to the Contract Documents.
- .3 Notify the Project Manager in writing of satisfactory completion of the Contractor's Inspection and that corrections have been made.
- .4 Request the Project Manager's Inspection.

- .5 **Project Manager's Inspection:** The Project Manager and the Contractor will perform an inspection to identify obvious defects or deficiencies and generate a list of deficiencies and the Contractor will correct the Work accordingly.
- .6 Project Manager will identify in inspection report all items deemed to affect issuance of Substantial Performance.
- .7 **Substantial Performance:** Submit a written certificate that the following has 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 All required documentation has been submitted.
  - .4 Work is complete and ready for Substantial Performance Inspection.
- .8 **Substantial Performance Inspection:** When items noted in paragraph 1.3.7 are completed, request a Substantial Performance Inspection of the Work by the Project Manager. If Work is deemed incomplete by Project Manager, complete outstanding items and request re-inspection.
- .9 **Declaration of Substantial Performance:** When the Project Manager considers deficiencies and defects have been corrected and it appears requirements of the Construction Act with respect to Substantial Performance, as amended by the Contract Terms and Conditions, have been met, make application for Substantial Performance of the Work.
- .10 **Commencement of Warranty Period:** The date of Substantial Performance of the Work, as certified by the Region shall be the date for commencement of the warranty period.
- .11 **Release of Statutory Holdback:** After issuance of the Certificate of Substantial Performance of the Work, submit an application for payment of Statutory Holdback amount.
- .12 **Payment of Finishing Holdback:** After issuance of Certificate of Completion, submit an application for payment of Finishing Holdback amount.

**.13 Final Inspection**

- .1 Organize a final inspection to take place two weeks prior to the expiration of the warranty period.
  - .1 The Project Manager shall attend.
  - .2 The Project Manager shall generate a list of all defects and deficiencies identified during inspection.
  - .3 All defects and deficiencies must be rectified by Contractor prior to release of the Warranty Security Holdback, where such holdback is retained by the Region.
- .14 **Final Payment:** When the Project Manager considers final deficiencies and defects have been corrected and it appears all Contractor obligations under the Contract have been fulfilled, the Region will issue a Final Acceptance Certificate and issue final payment.

**1.4 Closeout submittals**

- .1 Copy will be returned after final inspection with Project Manager's comments.
- .2 Revise content of documents as required prior to final submittal.
- .3 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .4 Pay costs of transportation.

**1.5 As-Built Drawings**

- .1 In addition to requirements in Section 01 31 00, maintain at the site one record copy of:
  - .1 Reviewed shop drawings, product data, and samples.
- .2 Store as-built documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label as-built documents and file in accordance with section number listings in List of Contents of the Quotation Documents. Label each document AS-BUILT DOCUMENTS in neat, large, printed letters.
- .4 Maintain as-built documents in clean, dry and legible condition. Do not use as-built documents for construction purposes.



- .5 Keep as-built documents and samples available for inspection by Project Manager.
- .6 Prior to Substantial Performance of the Work, provide final draft As-Built Drawings to the Consultant with as-built dimensions and spatial arrangements.
- .7 Revise the As-Built Drawings taking the comments from the Project Manager into account.
- .8 Submit final As-Built Drawings to the Project Manager prior to requesting Substantial Performance.
- .9 Substantial Performance will not be granted until final, acceptable As-Built Drawings have been submitted.**

## **2 Products – not used**

## **3 Execution**

### **3.1 Storage, handling and protection**

- .1 Remove and replace damaged products at own expense and to satisfaction of Project Manager.

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Alteration project procedures.
- .2 Removal of designated construction.
- .3 Refer to items scheduled at end of section.

### **1.2 Alteration project procedures**

- .1 Where new Work abuts or aligns with existing, provide a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- .2 When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and submit recommendation to Project Manager for review.
- .3 Where a change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition; to Project Manager for review.
- .4 Patch or replace portions of existing surfaces which are damaged, lifted, discoloured, or showing other imperfections.
- .5 Finish surfaces as specified in individual Product sections.

### **1.3 Site conditions**

- .1 Conduct demolition to minimize interference with adjacent and occupied building areas.

## **2 Products**

### **2.1 Description**

- .1 Regulatory Requirements:
  - .1 Conform to applicable code for demolition work, dust control, products requiring electrical reconnection.
  - .2 Obtain required permits from authorities.

- .3 Do not close or obstruct egress width to any building or site exit.
- .4 Do not disable or disrupt building fire or life safety systems without three (3) days prior written notice to Owner.
- .5 Conform to applicable regulatory procedures when discovering hazardous or contaminated materials.

### **3 Execution**

#### **3.1 Preparation**

- .1 Erect and maintain temporary partitions to prevent spread of dust, odours, and noise to permit continued Owner occupancy.
- .2 Protect existing materials which are not to be demolished.
- .3 Notify affected utility companies before starting work and comply with their requirements.
- .4 Mark location and termination of utilities.

#### **3.2 Demolition**

- .1 Demolish in an orderly and careful manner. Protect existing supporting structural members.
- .2 Remove demolished materials from site except where specifically noted otherwise. Do not burn or bury materials on site.
- .3 Remove materials as Work progresses. Upon completion of Work, leave areas in clean condition.

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Adhesives and fasteners.

### **1.2 Related requirements**

- .1 Section 06 41 11 - Architectural cabinetwork.
- .2 Section 06 47 00 – Plastic Laminate Finishing

### **1.3 Reference standards**

- .1 ANSI A135.4-2012 - Basic Hardboard Standard.
- .2 BHMA A156.9-2010 - Cabinet Hardware.
- .3 CAN/ULC-S102-10 - Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies.
- .4 CSA-O121-08 (R2013) - Douglas Fir Plywood.
- .5 CSA-O141-05 (R2014) - Softwood Lumber.
- .6 CSA-O151-09 (R2014) - Canadian Softwood Plywood.
- .7 CSA-O153-13 - Poplar Plywood.
- .8 NPA A208.1-2009 - Particleboard.
- .9 NPA A208.2-2009 - Medium Density Fibreboard (MDF) for Interior Applications.
- .10 NEMA LD 3-2005 - High Pressure Decorative Laminates (HPDL).
- .11 NHLA (National Hardwood Lumber Association).
- .12 NLGA (National Lumber Grades Authority) - Standard Grading Rules for Canadian Lumber, 2014 Edition.

### **1.4 Administrative requirements**

- .1 Section 01 31 00 - Project management and coordination.
- .2 Coordination:

- .1 Coordinate with other work having a direct bearing on work of this section.

## **1.5 Submittals**

- .1 Section 01 33 00 – Submittal procedures.
- .2 Shop Drawings:
  - .1 Indicate materials, component profiles, fastening methods, jointing details, accessories to a minimum scale of 1-1/2 inch = 1 ft.

## **1.6 Closeout submittals**

- .1 Section 01 78 00 - Submission procedures.

## **1.7 Delivery, storage, and handling**

- .1 Deliver materials only when area of operation enclosed, and adjacent work is dry and broom clean.
- .2 Maintain indoor temperature and humidity within range recommended for location of the project.
- .3 Protect work from moisture damage.

## **2 Products**

### **2.1 Lumber materials**

- .1 Softwood Lumber: Softwood Lumber: CSA-O141; Graded to AWMAC Custom installation; Ponderosa Pine species, maximum moisture content of 19%.
- .2 Hardwood Lumber: to NHLA requirements; Graded to AWMAC, Custom installation; White Birch species, maximum moisture content of 9%.

### **2.2 Sheet materials**

- .1 Softwood Plywood: CSA-O121 (R2013); good two sides select tight face select sheathing; high density overload medium density overlaid.

- .2 Hardwood Plywood: O115-M1982 (R2014); to thickness indicated, rotary cut face White Birch species veneer, 0.9 mm thick, good two sides for work with two sides exposed to view, good one side for work with one side exposed to view. Use composite veneer core. Select veneers to provide random match.
- .3 Industrial Particleboard: NPA A208.1, cellulosic composite panel bonded together with a synthetic resin, grade to suit application; sanded faces.
- .4 Medium Density Fibreboard (MDF): NPA A208.2-2009; composed of wood particles reduced to fibres, made with high waterproof resin binders; of grade to suit application; sanded faces.
- .5 Melamine Panel Board: melamine overlay, heat and pressure laminated with phenolic resin to thickness indicated on drawings on particleboard core. Edge finish all exposed boards, overlay bonded to exposed face with plain (buff) balancing sheet on other side.

### **2.3 Plastic laminate materials**

- .1 Plastic Laminate: NEMA LD3, General Purpose type, HGS; colour, pattern, and surface texture as indicated on drawings and Section 06 47 00 Plastic Laminate Finishing.

### **2.4 Adhesive**

- .1 Adhesive: Type recommended by laminate manufacturer to suit application.

### **2.5 Fasteners**

- .1 Fasteners: Nails, screws, and anchoring devices, galvanized steel, of size and type to suit application.

### **2.6 Accessories**

- .1 Lumber for Shimming: Softwood lumber.

### **2.7 Fabrication**

- .1 Apply plastic laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners.

### **3 Execution**

#### **3.1 Examination**

- .1 Verify existing conditions before starting work.
- .2 Verify adequacy of backing and support framing.
- .3 Verify mechanical, electrical, and building items affecting work of this section are placed and ready to receive this work.

#### **3.2 Installation**

- .1 Install work in accordance with manufacturer's instructions, where provided.
- .2 Install materials and components in place, plumb and level, with tight hairline joints and aligned with adjacent materials; provide concealed shims where necessary for proper alignment.
- .3 Carefully scribe work abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim to conceal larger gaps.
- .4 Countersink fasteners, fill indentations with wood filler or plugs, flush with surface, and sand smooth.
- .5 Apply plastic laminate finishes where indicated; apply laminate backing sheet on reverse side of plastic laminate finished surfaces.
- .6 Before installation, prime paint surfaces of items or assemblies to be in contact with cementitious materials.

#### **3.3 Cleaning**

- .1 Section 01 74 10 - Cleaning installed work.
- .2 Wipe surfaces clean with soft, clean cloth; remove dirt and dust from corners.
- .3 Remove excess adhesive by method acceptable to adhesive manufacturer.

#### **3.4 Protection**

- .1 Protect adjacent surfaces from damage during installation of finish carpentry items.

- .2 Protect installed finish carpentry items from damage during remainder of construction period.

**End of section**



## **1 General**

### **1.1 Section includes**

- .1 Custom shop fabricated cabinet units.
- .2 Cabinet hardware.

### **1.2 Related sections**

- .1 Section 06 20 00 - Finish Carpentry
- .2 Section 06 47 00 - Plastic Laminate Finishing

### **1.3 Reference standards**

- .1 BHMA A156.9-2010 - Cabinet Hardware.
- .2 CAN/CGSB 11.3-M87 - Hardboard.
- .3 NPA A208.1-2009 - Particleboard.
- .4 NPA A208.2-2009 - Medium Density Fibreboard (MDF) for Interior Applications.
- .5 AWMAC - Architectural Woodwork Standards (AWS) – Edition 2, 2014.
- .6 NEMA LD3-2005 - High Pressure Decorative Laminates (HPDL).

### **1.4 Submittals for review**

- .1 Section 01 33 00 - Submittal procedures.
- .2 Shop Drawings: Indicate materials, component profiles and elevations, assembly methods, joint details, fastening methods, accessory listings, hardware location and schedule of finishes.

### **1.5 Quality assurance**

- .1 Perform work to AWMAC, Custom quality.
- .2 Perform cabinet construction to AWMAC, Custom quality.
- .3 Fabricator Qualifications: Company specializing in fabricating Products specified in this section with minimum three (3) years' experience.

- .4 Installer Qualifications: Company specializing in performing the work of this section with minimum three (3) years' experience.

## **1.6 Delivery, storage, and protection**

- .1 Protect units from moisture damage.

## **2 Products**

### **2.1 Lumber materials**

- .1 Lumber: To the requirements of AWMAC.
- .2 Hardwood Lumber: White Birch species, maximum moisture content of 9%.
- .3 Softwood Lumber: Ponderosa Pine species, maximum moisture content of 19%.

### **2.2 Sheet materials**

- .1 Sheet Materials: To the requirements of AWMAC.
- .2 Hardwood Plywood: Veneer core; White Birch face species, rotary cut.
- .3 Softwood Plywood: of quality suitable for opaque finish.
- .4 Particleboard: NPA A208.1; composed of wood chips, medium density; of grade to suit application; sanded faces.
- .5 Medium Density Fibreboard (MDF): NPA A208.2; composed of wood fibres, medium density; of grade to suit application; sanded faces.

### **2.3 Laminate materials**

- .1 High Pressure Laminate: NEMA LD3, high pressure laminate, Grade HGS; colour range as indicated on drawings, with finish as indicated on drawings.
- .2 Laminate Backing Sheet: NEMA LD3, BKH not less than 0.75 mm thick, undecorated.

## **2.4 Accessories**

- .1 Adhesive: Type recommended by laminate manufacturer to suit application.
- .2 Fasteners: Hot dip galvanized to ASTM A153/A153M, size and type to suit application.
- .3 Bolts, Nuts, Washers, Lags, Pins, and Screws: Size and type to suit application.
- .4 Concealed Joint Fasteners: Threaded steel.
- .5 Grommets: Plastic material for cut-outs.
- .6 Tape: Aluminum foil, insulating and heat dissipating tape.

## **2.5 Hardware**

- .1 Drawer and Door Pulls: Extruded aluminum pull, U-shaped full width of drawer, satin finish.
- .2 Cabinet Locks: Keyed cylinder, two (2) keys per lock, master keyed.
- .3 Drawer Slides: Galvanized steel construction, ball bearings separating tracks, full extension type.
- .4 Hinges: Butt type, steel with chrome finish.

## **2.6 Plastic laminate casework**

- .1 Cabinet Construction: Flush overlay, adjustable shelving MDF core.
- .2 Exposed Surfaces:
  - .1 Drawers and Drawer Fronts: High pressure laminate.
  - .2 Edges: High pressure laminate.
- .3 Semi-exposed Surfaces:
  - .1 Surfaces (other than drawer bodies): High pressure laminate.
  - .2 Shelves: Thermofused melamine.
  - .3 Edges: Thermofused melamine.
  - .4 Drawer Sides and Backs: Thermofused Melamine.
  - .5 Drawer Bottoms: Thermofused Melamine.

## **2.7 Fabrication**

- .1 Shop prepare and identify components for matching during site assembly.
- .2 Shop assemble casework for delivery to site in units easily handled and to permit passage through building openings.
- .3 When necessary to cut and fit on site, provide materials with ample allowance for site cutting and scribing.
- .4 Apply plastic laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners.
- .5 Apply laminate backing sheet to reverse side of plastic laminate finished surfaces.
- .6 Mechanically fasten back splash to countertops with steel brackets at 16 inches on centre.

## **2.8 Site finishing**

- .1 Sand work smooth and set exposed nails and/or screws.
- .2 Apply wood filler in exposed nail and/or screw indentations.

## **3 Execution**

### **3.1 Examination**

- .1 Verify adequacy of backing and support framing.
- .2 Verify location and sizes of utility rough-in associated with work of this section.

### **3.2 Installation**

- .1 Install Work to AWMAC, Custom Grade.
- .2 Set and secure casework in place; rigid, plumb, and level.
- .3 Use fixture attachments in concealed locations for wall mounted components.
- .4 Use concealed joint fasteners to align and secure adjoining cabinet units and counter tops.

- .5 Carefully scribe casework abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim for this purpose.
- .6 Secure cabinets to floor using appropriate angles and anchorages.
- .7 Countersink anchorage devices at exposed locations. Conceal with solid wood plugs of species to match surrounding wood; finish flush with surrounding surfaces.

### **3.3 Adjusting**

- .1 Test installed work for rigidity and ability to support loads.
- .2 Adjust moving or operating parts to function smoothly and correctly.

### **3.4 Cleaning**

- .1 Clean casework, counters, shelves, hardware, fittings, and fixtures.

**End of section**

## **1 General**

### **1.1 Section includes**

- .1 Standard Decorative Laminates.
- .2 Decorative Edges and Edgeband.
- .3 Accessory Materials.

### **1.2 Related sections**

- .1 Section 06 20 00 – Finish carpentry.

### **1.3 Reference standards**

- .1 ASTM E 84: Standard Test Method for Surface Burning Characteristics of Building Materials.
- .2 ASTM E 162: Standard Test Method for Surface Flammability of Materials Using a Radiant Heat Energy Source.
- .3 ASTM E 662: Standard Test Method for Specific Optical Density of Smoke Generated by Solid Materials.
- .4 AWI: Architectural Woodwork Institute.
- .5 AWS: Architectural Woodwork Standards.
- .6 FSC: Forest Stewardship Council.
- .7 ISO: International Organization for Standardization.
- .8 ISO 9001: Quality Management Systems.
- .9 ISO 14001: Environmental Management Systems.
- .10 NEMA LD-3: High Pressure Decorative Laminates.
- .11 NFPA 101: Life Safety Code.
- .12 UL 723: Test for Surface Burning Characteristics of Building Materials.
- .13 UL 2818: GREENGUARD Certification Program for Chemical Emissions for Building Materials, Finishes and Furnishings.

#### **1.4 Submittals**

- .1 Product Data: Submit the following:
  - .1 Product data for each specified product. Include manufacturer's technical data sheets and published instruction instructions.
  - .2 Safety Data Sheets (SDS).
- .2 Shop Drawings: Fully dimensioned shop drawings showing layouts and components, including edge conditions, joinery, terminating conditions, substrate construction, and cutouts and holes. Include elevations, section details, and large scale details. Indicate color, pattern, and finish selections.
- .3 Samples: Selection and verification samples for each color, pattern, and finish required.
- .4 Quality Assurance Submittals:
  - .1 Test Reports: Certified test reports showing compliance with specified performance characteristics and physical properties, if required.
- .5 Maintenance Data: Manufacturer's published maintenance manual with closeout submittals.

#### **1.5 Regulatory requirements**

- .1 Adhesives, Sealants, and Sealant Primers:
  - .1 Ozone Transport Commission (OTC) model Rule for Adhesives and Sealants.

#### **1.6 Quality assurance**

- .1 Qualifications:
  - .1 Manufacturer Qualifications: Manufacturer producing products in an ISO 9001, ISO 14001, and OHSAS 18001 certified facility.
  - .2 Fabricator Qualifications: Minimum of three years documented experience in fabricating decorative plastic laminates similar in scope and complexity of this Project.

- .3 Installer Qualifications: Minimum of three years documented installation experience for projects similar in scope and complexity to this Project.

## **1.7 Delivery, storage, and handling**

- .1 Storage and Protection: Store plastic laminate materials protected from exposure to harmful weather conditions, at temperature and humidity conditions recommended by manufacturer. Store sheet materials flat on pallets or similar rack-type storage to preclude damage.

## **1.8 Project conditions**

- .1 Environmental Requirements: Ensure appropriate acclimatization between plastic laminate and substrate prior to fabrication. Condition plastic laminate and substrate surfaces in the same environment for 48 hours prior to fabrication. Condition at approximately 75 deg F (24 deg C) and 45 percent to 55 percent relative humidity.
  - .1 Adhesive: For best results, apply adhesives at temperatures at or above 65 deg F (18 deg F).
- .2 Field Measurements: Verify actual measurements and openings by field measurements before fabrication; show recorded measurements on shop drawings. Coordinate field measurements and fabrication schedule with construction progress to avoid construction delays.

## **2 Products**

### **2.1 Manufacturer**

- .1 Arborite
- .2 Or reviewed equal.

### **2.2 Laminate properties**

- .1 Laminate Composition: Decorative surface papers impregnated with melamine resins and pressed over kraft paper core sheets impregnated with phenolic resin. Sheets then bonded together under pressures greater than 1,000 lbs. per sq. in. and high temperatures approaching 300 deg F



(149 deg C). Finished sheets trimmed and backs sanded to facilitate bonding to substrate.

.2 Sustainable Design Conformance Standards:

- .1 UL 2818 GREENGUARD Gold Certified.
- .2 SCS Certified Indoor Air Quality Advantage™ Gold Certified.
- .3 SCS Chain of Custody Certified for FSC® Mix, FSC Controlled Wood.
- .4 SCS Recycled Content Certified.

.3 Surface Burning Characteristics:

- .1 Test Standards: ASTM E 84, ASTM E 162, ASTM E 662, IMO FTP Code Part 2 and Part 5, and UL 723.
- .2 Interior Finish Classification, Fire-Rated Laminate: Class A according to NFPA 101. Flame spread less than 25 and Smoke Developed less than 450.

## **2.3 Standard decorative laminates**

- .1 Product: Arborite® Laminate
- .2 General Purpose Laminate Product: Type A5
  - .1 Sheet Thickness: 0.048 inch nominal.
  - .2 Laminate Conformance Standard: NEMA LD 3, Grade HGS.
  - .3 Color, Pattern, and Finish:
    - .1 Vertical Surface
      - .1 1539-EV, Architectural Maple, Evergrain texture.
    - .2 Counter surface
      - .1 P345-LM, Inukshuk Taupe, Luminous texture

## **2.4 Decorative edges and edgebands**

- .1 Edgeband Products:
  - .1 Richelieu
    - .1 CL30301824
  - .2 Collins Supply

.1 1539

## **2.5 Accessory materials**

.1 Contact Adhesive:

.1 Description: High solids, low VOC contact adhesive for non-postforming applications.

## **3 Execution**

### **3.1 Examination**

- .1 Examine surfaces for conditions that could adversely affect the performance of the decorative plastic laminate installation, including edge performance.
- .2 Surfaces to be adhesively bonded shall be clean, dry and free of any dust, loose paint, wax, moisture, dirt, grease, oil, rust, or other contaminants.
- .3 Commencement of work will constitute acceptance of existing conditions and surfaces to receive the work.

### **3.2 Installation, general**

- .1 Install materials according to referenced Specification Sections and the following conformance standards as applicable:
  - .1 AWI AWS.
  - .2 KCMA A161.1.
- .2 To avoid stress cracking, do not use square-cut inside corners. All inside corners to have a minimum 1/8 inch radius and all edges routed smooth.
- .3 Drill oversized holes for screws, bolts, and similar fasteners. Slightly countersink fasteners into face side of laminate-clad substrate.
- .4 Use carbide-tipped saw and router blades for cutting, with high tool speed and low feed speed. Keep cutting blades sharp. Use appropriate hold-downs to prevent vibration.

### **3.3 Adhesive spray applications**

- .1 Comply with adhesive manufacturer's printed installation instructions.

- .2 Apply contact adhesive uniformly to both surfaces and with a minimum 80 percent coverage for each surface. Apply PVA adhesive to one side with a minimum 80 percent coverage.
- .3 Apply two coats of adhesive to porous surfaces. Provide 100 percent coverage for edges.
- .4 Apply uniform downward pressure (30 to 40 psi minimum) across the entire bonded surface.

### **3.4 Adhesive brush applications**

- .1 Comply with adhesive manufacturer's printed installation instructions.
- .2 Apply contact adhesive uniformly to both surfaces with a brush or solvent-resistant medium nap roller; cover each surface 100 percent. Apply PVA adhesive to one side, for 100 percent coverage.
- .3 Provide two coats of adhesive on porous surfaces. Double coat edges.
- .4 Apply uniform downward pressure (30 to 40 psi minimum) across the entire bonded surface.

### **3.5 Cleaning and protection**

- .1 Clean decorative plastic laminate according to manufacturer's printed care and maintenance instructions.
- .2 Protect installed products and finish surfaces from damage during remainder of construction period.

**End of section**

## **Appendix B, B-2 Material Disclosures**

### **1. Asbestos**

Contractors are advised that asbestos, which has been contained, is on the job site. Please review the attached report (**See Appendix C – Whitby ELCC - 2019 ACM Condition Review Form**) for detailed information. Refer also to Appendix B-1, Section 01 35 29 for more information.

### **2. Drawings**

As issued with Tender and listed below:

| <b>Drawing number</b> | <b>Description</b>          |
|-----------------------|-----------------------------|
| A-101                 | Key Plan and Legend & Notes |
| A-102                 | Kitchen and Phasing Plans   |
| A-103                 | South Kitchen Elevation     |
| A-104                 | West Kitchen Elevation      |
| A-105                 | North Kitchen Elevation     |
| A-106                 | East Kitchen Elevation      |
| A-107                 | Kitchen Island Elevations   |
| A-108                 | Upper Cabinet Sections      |
| A-109                 | Lower Cabinet Sections      |