# GENERAL

## Description

### This section specifies the requirements for the provision of and removal of field office for the exclusive use of the Consultant and Regional staff.

## Related Sections

### Section 01040 – Coordination

### Section 01060 – Regulatory Requirements

### Section 01505 – Mobilization and Demobilization

### Section 01741 – Site Maintenance

## References

### The following is a list of standards which may be referenced in this Section:

#### Occupational Health and Safety Act and Regulations for Construction Projects O. Reg. 213/91 and amendments

#### NFPA, National Fire Prevention Standard for Safeguarding Building Construction Operations (NFPA No. 241, 2013 edition). Occupational Health and Safety Act as amended.

#### Region of York’s “Health and Safety Contractor Program and Safety Guidelines”

#### Region of York’s “Sewer Use Bylaw”

## Measurement and Payment

### All costs associated with the work of this Section shall be included in the price for Item No. A1.08 in the Bid Form.

### Payment for the Consultant’s Field Office under Item No. A1.08 shall be made as follows:

#### 50% upon the supply and installation of the Field Office (must be functional/operational)

#### 10% upon removal of the Field Office and restoration of any disturbed areas

#### 40% pro-rated over the duration of the Contract

## Submittals

### Informational Submittals:

#### Copies of permits and approvals for construction as required by any applicable laws and regulations and governing agencies. Proof of compliance with relevant requirements under Section 01060 – Regulatory Requirements including all reports received from approving agencies.

#### Temporary Utility Submittals:

##### Electric power supply.

##### Water supply.

#### Temporary Construction Submittals:

##### Parking area plans.

##### Contractor’s field office layout, storage yard, lay-down areas and storage building plans, including gravel surfaced areas.

##### Fencing and protective barrier locations and details.

#### Temporary Control Submittals

##### Noise control plan

##### Dewatering well locations

##### Plan for the disposal of waste materials and intended haul routes

##### Plan for sediment control and storm water management

##### Odour Control Plan

##### Spills, spill response/contingency and reporting plan

##### Dust Control Plan

# PRODUCTS

## Consultant’s Field Offices

### Provide temporary office for the exclusive use of Consultant and Region staff.

### Site trailer space to be a minimum of 30 sq. m, complete with 4 - 50% opening windows and two lockable doors or as defined by Contract Drawings.

### Insulate building and provide cooling system to maintain 20 ˚C inside during summer months and heating system to maintain 22˚C inside temperature at -20˚C outside temperature.

### Finish inside walls and ceiling with plywood, hardboard or wallboard and paint in neutral colours. Finish floor with 19mm thick plywood.

### Install electrical lighting system to provide min 750 lx using surface mounted, shielded commercial fixtures with 10% upward light component.

### Site office to have washroom facility complete with running water and sewage disposal. Maintain supply of washroom supplies.

### Equip office with drawing laydown table, file cabinet, , telephone, phone line for internet.

### Maintain in clean condition.

### Furnish the equipment specified for the exclusive use of the Consultant, the Region, and their representatives.

### Ownership of equipment furnished under this Section will remain, unless otherwise specified, that of the Contractor.

### Equipment furnished shall be new or like new in appearance and function.

### Office Equipment General:

#### Meeting table and chairs comfortably sized for 12 individuals

#### One (1) 750mm x 1500mm metal desk with drawers

#### One (1) cushioned swivel tilt armchair with castors

#### One (1) drafting table

#### One (1) 2m x 1m table

#### Twelve (12) chairs

#### 6 m of shelving 300 mm wide

#### One (1) 4 drawer lockable filing cabinet

#### One (1) water cooler complete with water refills as required

#### One (1) plan rack

#### One (1) coat rack and shelf

#### At least two (2) wastepaper baskets

#### One (1) staff fridge

#### One (1) microwave

#### One (1) white board

### One (1) working fire extinguisher(s) mounted next to each entrance. One (1) working smoke alarm(s) and one (1) working carbon monoxide detector(s). Computer Hardware:

#### Supply one (1) LaserJet, All-in-one system complete with colour printing capabilities, fax, copying, and scanning functions, and 11” x 17” paper handling capability.

### One 24” LCD monitor complete with power and display port cables. Computer Software, Latest Versions:

#### Arrange and pay (including monthly rentals) for 4G LTE or better internet connection complete with required hardware and software for Consultant’s exclusive use.

#### Provide maintenance for all equipment, printers, photocopiers, fax machines for the duration of the Contract. Provide all required paper, ink (black and colour) cartridges, toner, etc. for all machines.

#### Use every reasonable precaution to protect the office against fire, theft, or other damage.

#### Indemnify the Region and its agents against loss by fire, theft or injury to the offices or their contents.

# EXECUTION

## Consultant’s Field Office

### Within the Contractor’s Site offices, the Contractor shall provide a field office for the exclusive use of the Region and the Consultant.

### Communication Services:

#### The Contractor shall provide a telephone line with high speed internet access for use by the Region and the Consultant.

### The Contractor shall maintain the Consultant’s field office in good repair and appearance, and provide daily cleaning service and replenishment, as required, of paper towels, paper cups, hand soap, hand sanitizer, toilet paper, first-aid kit supplies, and bottled water.

### First-Aid supplies to be readily accessible at all times to Contractor's employees and Consultant. Facilities and staffing to be in accordance with the Industrial First Aid Regulations of the Workplace Safety and Insurance Board and OSHA regulations.

### Replenish, as needed, printer paper, computer paper, printer toner, and computer DVDs.

### Provide a gravel parking area outside the office suitable for four vehicles for the exclusive use of the Region and the Consultant. Maintain the parking area during the Contract and arrange for the removal of snow during winter months in accordance with Section 01741 – Site Maintenance.

## Temporary Utilities

### Power:

#### No electric power is available at the Site. The Contractor shall make arrangements to obtain and pay for electrical power used until final payment and acceptance by the Region, unless otherwise recommended by the Consultant upon Substantial Performance of the Work.

#### Electric power will be available from the Local Distribution Company (LDC) Alectra Utilities. The Contractor shall determine the type and amount of electric power required and make arrangements for obtaining temporary electric power service, metering equipment, and pay all costs for the electric power used during the Contract period, except for those portions of the Work which may be designated in writing by the Consultant as substantially performed.

#### The Contractor shall provide and pay for temporary power during constructing for temporary lighting, heating, site construction trailers and operating of power tools in accordance with governing regulations and the Canadian Electrical Code, latest edition.

#### The Contractor shall arrange for connection with the LDC and pay all costs for installation, maintenance and removal of cables, distribution and branch panel boards, poles, lighting, heating and general power receptacles as applicable.

#### Electrical power and lighting systems installed under the project may be used for construction requirements only with prior approval of the Region provided that guarantees are not affected. Make good damage to electrical system caused by use under this contract. Replace lamps which have been used for more than 3 months.

#### Temporary power for electric cranes and other equipment requiring in excess of above is responsibility of Contractor.

#### The cost of electric power used in the performance and acceptance testing will be borne by the Region.

### Lighting:

#### The Contractor shall provide temporary lighting to meet all applicable safety requirements and to allow for the erection, application, or installation of materials and equipment, and for the observation or inspection of the Work.

#### The Contractor shall provide temporary lighting for field office parking areas.

### Heating, Cooling, and Ventilating:

#### The Contractor shall provide as required in order to maintain adequate environmental conditions to facilitate the progress of the Work, to meet the specified minimum conditions for the installation of materials, and to protect materials, equipment, and finishes from damage due to temperature or humidity. The costs for temporary heat shall be borne by the Contractor.

#### The Contractor shall provide adequate forced air ventilation of enclosed areas to cure installed materials, to dispense humidity, and to prevent hazardous accumulations of dust, fumes, vapours, or gases.

#### The Contractor shall pay all costs of installation, maintenance, operation, removal, and fuel consumed for heating, cooling and ventilation.

#### The Contractor shall provide portable unit heaters, complete with controls, oil or gas fired, and suitably vented to the outside as required for the protection of health, safety and property.

#### If permanent natural gas piping is used for temporary heating units, do not modify or reroute gas piping without the prior approval of the appropriate utility company. Provide separate gas metering as required by the utility company.

#### The Contractor shall pay for costs of temporary heat and cooling and ventilation used during construction, including costs of installation, fuel operation, maintenance and removal of equipment. Use of direct, fired heaters discharging waste products into work areas will not be permitted unless prior approval is given by the Consultant.

#### Construction heaters used inside buildings must be vented to outside or be non-flameless type. Solid fuel salamanders are not permitted.

#### The Contractor shall provide temporary heat and ventilation in enclosed areas as required to:

##### Facilitate progress of Work.

##### Protect Work and products against dampness and cold.

##### Prevent moisture condensation on surfaces.

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

##### Provide adequate ventilation and cooling if necessary to meet health regulations for safe working environment.

#### The Contractor shall maintain temperatures of minimum 10˚C and relative humidity less than 60% in areas where construction is in progress.

##### Maintain minimum temperature of 10˚C or higher where specified as soon as finished work is commenced. Maintain until acceptance of structure by Consultant.

#### Ventilation:

##### Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas (if applicable).

##### Dispose of exhaust materials in manner that will not result in harmful exposure to persons.

##### Ventilate storage spaces containing hazardous or volatile materials.

##### Ventilate temporary sanitary facilities.

##### Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.

#### Maintain strict supervision of operation of temporary heating and ventilating equipment to:

##### Conform with applicable codes and standards.

##### Enforce safe practices.

##### Prevent abuse of services.

##### Prevent damage to finishes.

##### Vent direct-fired combustion units to outside.

#### Be responsible for damage to Work due to failure in providing adequate heat, humidity and protection during construction.

#### Use of new or existing systems for temporary heating, ventilating or air conditioning will not be permitted.

#### The Contractor responsible for payment of all electrical energy charges associated with temporary power up to date of substantial completion.

### Water:

#### Contractor to supply water, either in individual bottles or in a water cooler.

### Sanitary and Personnel Facilities:

#### The Contractor shall provide and maintain sanitary facilities for the Contractor’s employees, Subcontractors, and all other workers at the Site. The Contractor shall service, clean, and maintain the facilities and enclosures on a weekly basis.

#### When permanent water and drain connections are completed, provide temporary water closets and urinals complete with temporary enclosures, inside building. Permanent facilities may be used on approval of the Region.

#### Contractor shall provide separate sanitary facilities for the exclusive use of the Consultant including at minimum a flush-type toilet, sink with both hot and cold running water, mirror and vent and shall include suitable heating for winter use, lighting, and an electric hot water heater and tank. Sanitary facilities shall be self-contained with no buried storage and shall not be connected to local sanitary. Sanitary waste shall be removed as required, with a maximum of two weeks between removals. Contractor shall provide power and is responsible for any voltage transformation. Contractor shall provide all sanitary supplies and disinfect facilities frequently, at minimum once per week.

### Fire Protection: Furnish and maintain at the Site, adequate firefighting equipment capable of extinguishing incipient fires. Comply with all applicable parts of the National Fire Prevention Standard for Safeguarding Building Construction Operations (NFPA No. 241, 2013 edition).

### Provide temporary utilities controls in order to execute work expeditiously.

### Remove from site all such work after use.

## Removal of Temporary Facilities

### Remove temporary facilities from site when directed by Consultant.

### When project is closed down at end of construction season keep temporary facilities operational until close down or removal is approved by Consultant.

#### Keep fire hydrants and water control valves free from obstruction and available for use at all times.

#### In areas where the Contractor’s operations are adjacent to or near a utility, such as gas, telephone, television, electric power, water, sewer, or irrigation system, and such operations may cause damage or inconvenience the utility, the Contractor shall suspend operations until arrangements necessary for the protection of the utility have been made by Contractor.

#### Notify property owners and any utility offices that may be affected by construction operations at least two Days in advance of the following:

##### Before exposing a utility, obtain the utility owner’s permission. Should service of the utility be interrupted due to the Contractor’s operation, notify the proper authority immediately. Cooperate with the utility owner in restoring service as quickly as possible and bear the costs incurred.

#### Do not impair the operation of the existing sewer system. Prevent construction material, pavement, concrete, earth, volatile and corrosive wastes, and other debris from entering sewers, pump stations, or other sewer structures in accordance with the Region’s Sewer Use Bylaw.

#### Maintain the original Site drainage wherever possible.

#### Prevent dust and dirt from entering buildings or areas where equipment is stored or is operating. Prevent dust, water or other deleterious substances from entering areas with electrical, heating, ventilating, pumping, and other equipment. Comply with Dust Control Plan. In the event a dust event occurs that impacts existing equipment or equipment under this Contract, the Contractor shall fully clean and bear the costs of cleaning such equipment prior to use.

#### Protect temporary water service connections from freezing.

## Snow Removal

### Perform snow removal from Parking lot, site access and staircases in accordance with Section 01741 – Site Maintenance.

**END OF SECTION**