SECTION – summary of work

1. GENERAL
   1. THE CONTRACT DOCUMENTS
      1. Division 1 General Requirements, of the Specification generally specify work and coordination of the work that is the direct responsibility of the Contractor but shall not be interpreted to define absolutely the limits of responsibility that must be established between the Contractor and his Subcontractors by their separate agreements.
      2. Ensure that Subcontractors understand that the General Conditions of the Contract, and Division 1 General Requirements, apply to Sections of the Specification governing their work.
      3. Ensure that the work includes all labour, equipment and products required, necessary or normally recognized as necessary for the proper and complete execution of the work of each trade.
      4. Work in this Specification is divided into descriptive Sections which are not intended to identify absolute contractual limits between Subcontractor, nor between the General Contractor and his Subcontractors. The Contractor shall organize division of labour and supply of materials essential to complete the Project in all its parts and provide a total enclosure and protection from weather of interior spaces, as established in the General Conditions of the Contract.
      5. As a result, the Consultant shall not be required to decide on questions arising with regard to agreements or contracts between the Contractor and Subcontractors or Suppliers, nor to the extent of the parts of the Work assigned thereto.
      6. Further, no extra will be allowed as a result of the failure to coordinate and allocate the Work such that the Work is Provided in accordance with the Contract Documents.
      7. Wherever the word "building" occurs in the Contract Documents it shall be taken to mean all the buildings included in the Contract.
      8. Wherever in the Contract Documents the words "approval", "approved", "direction", "directed", "selection", "selected", "request", "requested", "report", and similar words are used, such approvals, directions, selections, requests, and reports shall be given by the Consultant in writing unless specifically stated otherwise.
      9. Wherever in the Contract Documents the word "supply" is used in any form, it shall mean that the work specified to be supplied includes delivery to site and unloading at location directed.
      10. Wherever in the Contract Documents the word "installed" issued in any form, it shall mean that the work specified for installation includes uncrating, unpacking, etc.; moving from stored location to place of installation; and installing to meet specified requirements.
      11. Wherever in this Specification it is specified that work is to proceed or to meet approval, direction, selection, or request of authorities having jurisdiction or others, such approval, direction, selection, or request shall be in writing.
      12. Wherever in this Specification or as directed by the Consultant it is specified that work shall be repaired, made good or replaced, it shall be performed without any additional cost to the Owner.
      13. Whenever in the Specifications the term "and/or" is used, the Consultant shall decide which of the possible meanings, to be derived at from the sentence where this term occurs shall govern.
   2. DIVISION 01. GENERAL REQUIREMENTS
      1. The provisions of all Sections of Division 01 shall apply to each Section of this Specification.
   3. STANDARDS AND CODES
      1. Contract forms, codes, specifications, standards, manuals and installation, application and maintenance instructions referred to in these specifications, unless otherwise specified, amended or date suffixed, shall be latest published editions at Contract date.
   4. LAWS, NOTICES, PERMITS AND FEES
      1. Comply with codes, by-laws, and regulations of authorities having jurisdiction over the Place of the Work. Codes and regulations form an integral part of the Contract Documents.
      2. Permits:
         1. The Contractor shall obtain and pay for all permits, licenses, deposits, and certificates of inspection as part of the Work, including permits for road closures.
      3. Arrange for inspection, testing and acceptance of the Work required by the authorities having jurisdiction. Be responsible for necessary preparations, provisions and pay costs.
      4. It is the responsibility of the Contractor to schedule notifications and inspections required by authorities having jurisdiction such that notifications can be properly received and that inspections can be properly undertaken without causing a delay in the Work. The Contractor, at no additional cost to the Owner, shall be solely responsible for any delay in the Work caused by failure to properly schedule required notifications and inspections.
   5. DISCREPANCIES AND CLARIFICATIONS
      1. Advise Consultant of discrepancies discovered in requirements of the Contract Documents and request clarification from Consultant in written form.
      2. Advise Consultant when clarifications are required pertaining to meaning or intent of requirements of Contract Documents and request clarification from Consultant in written form.
      3. Do not proceed with related work until written clarification is provided by Consultant.
      4. Failure to notify Consultant shall result in Contractor incurring responsibility for resulting deficiencies and expense at no additional cost to the Owner.
      5. Written instructions issued by Consultant for the purpose of clarification, implicitly supersede applicable and relevant aspects of the Contract Documents irrespective of whether or not these documents are explicitly or specifically cited in clarification requests or clarification instructions.
   6. WORK PERFORMED UNDER SEPARATE CONTRACTS
      1. Work not to be included in the Contract, as noted "NIC" on the Drawings.
   7. WORK BY OWNER
      1. Permit the Owner and/or their contractors to inspect the work at any reasonable time, and to perform such work and install such equipment as the Owner may require.
   8. CONSTRUCTION PROGRESS SCHEDULE
      1. Meet with Owner and Consultant within five (5) working days of Contract award, to discuss proposed approach for undertaking the Work, inclusive of methodology, sequencing, Construction Equipment, and labour resources to be utilized.
      2. Submit a preliminary as-planned schedule as indicated in Section 01 32 16 – Construction Progress Schedule, within fifteen (15) working days after Contract award.
      3. Once preliminary as-planned schedule is approved and the final as-planned schedule is created, record "progress to date" on a copy of schedule to be available at the Site. Inspect Work with the Owner and the Consultant at least bi-weekly to establish progress on each current activity.
      4. The Contractor’s schedule is to be updated and resubmitted to the Consultant as a progress schedule at least once per month, on a date to be mutually agreed by the Contractor and the Consultant.
   9. SITE PROGRESS RECORDS
      1. Maintain at site a permanent written record of progress of work. Make the record available at all times with copies provided when requested. Include in record each day:
         1. Commencement and completion dates of the work of each trade in each area of Project.
         2. Erection and removal dates of formwork in each area of Project.
         3. Dates, quantities, and particulars of each concrete pour.
         4. Dates, quantities, and particulars of waterproofing installation.
         5. Dates, quantities, and particulars of roofing installation.
         6. Attendance of Contractor's and Subcontractor's work forces at Project and a record of the work they perform.
         7. Dates, status, and particulars of submissions, i.e. shop drawings, samples, mock-ups, and the like.
         8. Dates, status, and particulars of deliveries, i.e. manufacturing dates, delivery, and installation dates.
         9. Visits to site by Owner, Consultant, authorities having jurisdiction, testing companies, Contractor, Subcontractors, and suppliers.
      2. Maintain a progress chart in approved format. Show on chart proposed work schedule and progress of work by Contractor and Subcontractor. The status of delivery items, i.e. shop drawings status, manufacture dates - delivery and installation dates.
   10. DOCUMENTS AT THE PLACE OF THE WORK
       1. Maintain at the Place of the Work, one copy of each of following:
          1. Contract Documents including drawings, specifications, addenda, and other modifications to the Contract, including copies of standards and codes referenced in the Contract Documents.
          2. 'Reviewed' or 'Reviewed as Modified' shop drawings. Refer to Section 01 33 00 – Submittal Procedures, for details of schedules required.
          3. Construction, inspection and testing, and submittal schedules.
          4. Supplemental Instructions, proposed Change Orders, Change Orders, and Change Directives.
          5. Field Test Reports.
          6. Consultant’s field review reports and deficiency reports.
          7. Reports by authorities having jurisdiction.
          8. Building and other applicable permits, and related permit documents.
          9. Daily log of the Work.
          10. As-built drawings recording as-built conditions, instructions, changes, and the like, as called for in Section 01 33 00 – Submittal Procedures, prior to being concealed.
       2. Make above material available to Consultant upon request.
   11. TRADEMARK AND LABELS
       1. Trademarks and labels, including applied labels, shall not be visible in finished work in finished areas, unless otherwise accepted or indicated by Consultant.
   12. EXAMINATION
       1. Examine site and ensure that each Section performing work related to site conditions has examined it, so that all are fully informed on all particulars which affect the Project Work (thereon and at the place of the building, and in order that construction proceeds competently and expeditiously).
       2. Ensure by examination that all physical features at the work, and working restrictions and limitations which exist are known, so that the Owner is not restricted in his use of the premises for his needs.
       3. Previously Completed Work:
          1. Where dimensions are required for proper fabrication, verify dimensions of completed work in place before fabrication and installation of work to be incorporated with it.
          2. Verify that previously executed work and surfaces are satisfactory for installation or application, or both, and that performance of subsequent work will not be adversely affected.
          3. Ensure that work installed in an unsatisfactory manner is rectified by those responsible for its installation before further work proceeds.
          4. Commencement of work will constitute acceptance of site conditions and previously executed work as satisfactory.
          5. Defective work resulting from application to, or installation on, or incorporation with, unsatisfactory previous work will be considered the responsibility of those performing the later work.
       4. Construction Measurements:
          1. Take site dimensions of completed work before installation of work to be incorporated commences.
          2. Before commencing installation of work, verify that its layout is accurately in accordance with intent of Drawings, and that positions, levels, and clearances to adjacent work are maintained.
          3. Before commencing work, verify that all clearances required by authorities having jurisdiction can be maintained.
          4. If work is installed in wrong location, rectify it before construction continues.
          5. Where dimensions are not available before fabrication commences, the dimensions required shall be agreed upon between the trades concerned.
          6. All measurements shall be Imperial.
   13. PROTECTION OF WORK, PROPERTY AND PERSONS
       1. Include in work necessary methods, materials, and construction to ensure that no damage or harm to work, materials, property and persons results from the work of this Contract. Temporary facilities relating to protection are specified in Section 01 50 00 – Temporary Facilities and Controls.
       2. Comply with all instructions and/or orders issued by authorities having jurisdiction.
       3. Ensure that compulsory wearing of hard hats and safety boots is observed by all persons employed on the work. Provide spare hard hats for visitors, refuse admission to the premises to those refusing to wear same.
       4. Protect adjacent private and public property from damage and, if damaged, make good immediately. Make good private property to match in all details its original condition in material and finishes as approved, and public property in accordance with requirements specified and/or instructed by its Owner or as directed by the Consultant.
       5. Keep surfaces, on which finish materials will be applied, free from grease, oil, and other contamination which would be detrimental in any way to the application of finish materials.
       6. Do not apply visible markings to surfaces exposed to view in finished state or that receive transparent finishes.
       7. Protect surfaces of completed work exposed to view from staining, disfigurement, and all other damage by restriction of access or by use of physical means suitable to the material and surface location. Establish with each Subcontractor the suitability of such protection in each case.
       8. Brace and shore masonry walls until their designed lateral support is incorporated at both top and bottom, in accordance with safe construction practices.
       9. Enforce fire prevention methods at site for new work maintain existing in accordance with local authorities having jurisdiction. Do not permit bonfires, open flame heating devices or accumulation of debris. Use flammable materials only if proper safety precautions are taken, both in use and storage.
       10. Do not store flammable materials in the building. Take necessary measures to prevent spontaneous combustion. Place cloths and other disposable materials that are a fire hazard in closed metal containers and remove them from the building every night.
       11. Where flammable materials are being applied, ensure that adequate ventilation is provided, spark-proof equipment is used, and smoking and open flames are prohibited.
       12. Ensure that volatile fluid wastes are not disposed of in storm or sanitary sewers or in open drain courses.
       13. Public Utilities and Services:
           1. Verify location of and limitations imposed by, existing mechanical, electrical, telephone and similar services, and protect them from damage. If necessary, relocate active services to ensure that they function continuously wherever possible in safety and without risk of damage or down time to the existing buildings.
           2. Cap off and remove unused utility services encountered during work after approval is given by the utilities concerned or authorities having jurisdiction, which ever may apply. Relocation, removal, protection and capping of existing utility services shall be performed only by the applicable utility, and of other services by licensed mechanics.
           3. Make arrangements and pay for connection charges for services required for the Work.
       14. Ensure that precautions are taken to prevent leakage and spillage from plumbing and mechanical work that may damage surfaces and materials finished or unfinished.
       15. Give constant close supervision to roofing/waterproofing membranes following their installation, during the time they are temporarily protected or exposed, to ensure that no damage occurs to them before completion of building.
       16. Prevent spread of dust beyond the construction site by wetting, or by other approved means, as required or as directed by the Consultant and/or authorities having jurisdiction.
       17. Make good roads, soft landscaping, walkways, curbs, sidewalks, possessions, and property, soiled or damaged due to the Work, to requirements of authorities having jurisdiction and requirements of and Making Good, as applicable.
   14. WORK ON PUBLIC PROPERTY
       1. Include curb cuts and making good of existing property to Provide fully paved and finished approaches to requirements of authorities having jurisdiction.
       2. Include making good of existing curbs, walks, paving and soft landscaping on adjacent property.
   15. INSERTS, ANCHORS AND FASTENINGS
       1. Include in the work of each Section necessary fastenings, anchors, inserts, attachment accessories, and adhesives. Where installation of devices is in work of other Sections, deliver devices in ample time for installation, locate devices for other Sections and co-operate with other Sections as they require.
       2. Do not install wood plugs or blocking for fastenings in masonry, concrete, or metal construction, unless specified or indicated on the drawings.
       3. Do not use fastenings which cause spalling or cracking of materials in which they are installed. Do not use powder actuated fastening devices unless specified or prior written approval is given by the Consultant for each specific use.
       4. Use only approved driven fasteners.
       5. Install metal-to-metal fastenings fabricated of the same metal or of a metal which will not set up electrolytic action causing damage to fastenings or components, or both. Use non-corrosive or galvanized steel fastenings for exterior work, and where attached to, or contained within, exterior walls and slabs. Leave steel anchors bare where cast in concrete.
       6. Install work with fastenings or adhesives in sufficient quantity to ensure permanent secure anchorage of materials, components, and equipment. Space anchors within limits of load bearing or shear capacity.
       7. Space exposed fastenings evenly and in an organized pattern. Keep number to a minimum. Provide exposed metal fastenings of same material, texture, colour, and finish as metal on which they occur.
       8. At fastenings that penetrate metal roof deck, ensure that penetrations are sealed airtight with approved sealant.
       9. Galvanize steel anchors in masonry and at exterior of building, unless otherwise specified elsewhere. Leave steel anchors bare where cast in concrete.
   16. SMOG ALERT PROTOCOLS
       1. The Contractor shall develop and implement a set of smog alert protocols for use in the Work.
       2. The Contractor’s smog alert protocols shall complement the smog alert response plan already in place for City of Toronto operations.
   17. CLEANING
       1. Ensure that spatters, droppings, soil, labels, and debris are removed from surfaces to receive finishes before they set up. Leave work and adjacent finished work in new condition.
       2. Use only cleaning materials which are recommended for the intended purpose by both the manufacturer of the surface to be cleaned and by the cleaning material supplier.
       3. Maintain areas "broom clean" at all times during the work. Vacuum clean interior areas immediately before finish painting commences.
       4. Do not burn or bury waste material at site. Remove as often as required to avoid accumulation.
       5. Do not allow waste material and debris to accumulate in an unsightly or hazardous manner. Sprinkle dusty accumulations with water or other approved materials during removal of same.
       6. Control lowering of materials. Use as few handlings as possible. Do not drop or throw materials from storeys above grade.
       7. Ensure that cleaning operations are scheduled to avoid deposit of dust or other foreign matter or surfaces during finishing work and until wet or tacky surfaces are cured.
       8. Each Section shall supply the Contractor with instructions for final cleaning of his work, and for inclusion in Project Data Book as specified in each trade Section and in Section 01 33 00 – Submittal Procedures.
       9. Contractor shall perform final cleaning one (1) week prior to opening the project to the public and shall include cleaning of all work as required by each trade. Co-ordinate final cleaning with Owner's maintenance staff.
   18. ADJUSTING
       1. Ensure that all parts of work fit snugly, accurately and in true planes, and that moving parts operate positively and freely, without binding and scraping.
       2. Verify that work functions properly and adjust it accordingly to ensure satisfactory operation.
       3. Lubricate products as recommended by the supplier.
   19. SALVAGE
       1. Unless otherwise specified, surplus material resulting from construction, and construction debris shall become the property of Contractor, who shall dispose of it away from site.
       2. Treasure, such as coins, bills, papers of value, and articles of antiquity, discovered during digging, demolition and cutting at the site shall remain property of Owner, and shall be delivered immediately into his custody.
   20. SIGNAGE
       1. All site signage prior to fabrication or installation shall have written approval by the Owner.
       2. The Contractor shall submit to the owner a layout of all required signage, show types, sizes, and locations.
   21. GENSLER PRODUCTS SUSTAINABILITY STANDARDS (GPS)
       1. General: Refer to the Sections of these Specifications for the inclusion of Gensler Product Sustainability (GPS) Standards v1.1 requirements as described below.
       2. As the Consultant for this Project, Gensler, has made a commitment to reducing carbon emissions in our projects by 2030. A critical step in that process is setting sustainability standards for the products that we specify.
       3. The Gensler Product Sustainability (GPS) v1.1 standards establish sustainability performance criteria for the top 12 most commonly used, high-impact product categories selected for our architecture and interior projects. These product categories include:
          1. Acoustic Ceiling Panels, Tiles, and Suspension Grids.
          2. Batt Insulation.
          3. Board Insulation.
          4. Carpet Tile.
          5. Decorative Glass.
          6. Glass Demountable Partitions.
          7. Gypsum Board.
          8. Interior Latex Paint.
          9. Non-Structural Metal Framing.
          10. Resilient Flooring and Base.
          11. Systems Furniture Workstations.
          12. Task Chairs.
       4. The intent of the Gensler Product Sustainability (GPS) Standards v1.1 is to provide clear and concise standards for our design teams; and material and product manufacturers built on industry norms.
       5. The criteria were developed in alignment with initiatives by industry organizations, regulatory standards, and third-party certifications. In particular, we are collaborating with mindful MATERIALS to align with the ongoing development of the Common Material Framework to ensure consistency across the industry for a unified ask for sustainability disclosures. The GPS Standards included herein align with goals and criteria identified by the Carbon Leadership Forum, REACH, ISO, BIFMA, LEED, BREEAM, Living Building Challenge, and the American Institute of Architects (AIA) Materials Pledge among others.
       6. The inclusion of the Gensler Product Sustainability (GPS) Standards changes the way in which the Consultant will select materials for inclusion as “Basis of Design” or Listed Products meeting the specified criteria. It will also adjust the requirements for material and product Submittals as described in the Division 01 General Requirement sections that follow.
2. Products

Not Used

1. Execution

Not Used

end of section