SECTION  – special procedures for work in occupied buildings

1. General
   1. RELATED DOCUMENTS
      1. Drawings and general provisions of the Contract including General Conditions, Supplementary Conditions and Project Supplementary Conditions in their entirety apply to this Section.
   2. GENERAL PROCEDURES
      1. Notwithstanding that the Contract Documents are complementary and what is required by anyone shall be as binding as if required by all, this section shall be read in conjunction with the following sections in particular and each shall supplement the others as applicable:
         1. Section 01 11 00 - Summary of Work.
         2. Section 01 14 00 – Work Restrictions.
      2. For the purposes of this section:
         1. The words "worker" or "workers" shall mean the Contractor, Contractor's staff or employees, Subcontractors, Subcontractor's staff or employees, Suppliers, Supplier's staff or employees, or anyone engaged for the Work, directly or indirectly, by the Contractor, unless otherwise indicated.
         2. The words "make good" or "making good" shall mean that, when a finish or material has been altered, the material or finish shall be repaired or replaced, and refinished to match existing quality and appearance to acceptance of Consultant, and that repaired or replaced and refinished Work shall not be discernible from existing materials or finishes when judged by the Consultant from a viewing distance of 1830 mm (6'), and that such work is included in the Contract Price
      3. All work specified in this section, including work by Owner's vendors or Facility Manager’s security personnel or operations staff, is included in the Contract Price.
      4. Operational limitations:
         1. The existing building will remain in full use and occupancy throughout the Work.
            1. Refer to Facility Manager’s Rules, Section 01 11 00 – Summary of Work, and Section 01 14 00 – Work Restrictions for additional requirements.
         2. Contractor's use of the Place of the Work:
            1. Refer to Section 01 14 00 – Work Restrictions for requirements on Contractor use of premises.
         3. Use of existing stairs and elevators:
            1. Refer to Section 01 14 00 – Work Restrictions for requirements on Contractor use of premises.
         4. Noise generating activities:
            1. Refer to Section 01 14 00 – Work Restrictions for requirements on Contractor use of premises.
      5. Dust tight enclosure at passenger and elevators and exit doors to the Place of the Work must remain closed.
      6. Areas of the existing building adjacent to the Place of the Work or areas affected by the Work, including circulation, access routes and exit stairwells shall be maintained in a clean state equivalent to the level of cleanliness maintained in the existing building, and as follows:
         1. Clean and vacuum the Place of the Work and areas surrounding the Place of the Work daily or more frequently as required.
         2. Wet mop floor areas in vicinity of access doors to the Place of the Work daily, or more frequently as required.
         3. Vacuum carpeted areas daily or more frequently as required.
         4. Final cleaning shall be in accordance with Section 01 74 19 – Construction Waste Management and Disposal.
      7. Waste protection and removal:
         1. Waste management and disposal shall be in accordance with Section 01 74 19 – Construction Waste management and Disposal as supplemented herein.
         2. Transport waste in containers with tightly fitting lids or cover waste with a wet sheet.
         3. Remove waste as it is created. Debris shall be contained and covered if it cannot be removed immediately.
         4. Do not transport waste through occupied areas of existing building.
         5. Remove waste at the end of each Working Day through construction access routes.
         6. Waste shall be removed using the freight elevator only.
         7. Coordinate with the Facility Manager's policies as outlined in the Facility Manager's Rules.
         8. Refer to Section 01 11 00 – Summary of Work for information on Facility Manager’s Rules.
         9. Document condition of the existing building in areas immediately adjacent to the Place of the Work by means of construction photographs.
   3. Security
      1. The Contractor shall be solely responsible for securing the Place of the Work and the Work, and for securing areas used for the storage of Products or construction machinery and equipment. Neither the Owner nor the Facility Manager shall have any responsibility in this regard.
         1. Provide and maintain security lighting.
         2. Provide and maintain temporary locks. Premises to be locked after working hours.
         3. Supply temporary keys for access by building security in the event of emergency.
      2. Refer to the Supplementary Conditions on the requirements for Security Screening for all the workers working within the Place of the Work.
      3. The Place of the Work has two different levels of security as defined by unoccupied construction areas and occupied construction area. The Contractor is required to follow all requirements as listed within the Contract Documents and the Supplementary Conditions.
         1. Security personnel required on Construction Levels:
         2. The current security requirements on Construction Level as follows:
         3. Refer to Section 01 11 00 – Summary of Work for coordination and responsibility of third-party Vendors on Project site requirements.
         4. All Contractor staff is required to report to the Security Control Centre to check in and obtain the required identification badges to allow access to the site. At the end of each work period the identification badges are to be returned to the Security Control Centre.
         5. All workers will provide proper identification to Security Control Centre staff, sign the contractor's register, and display their issued card which will be worn visibly while working in site of project.
         6. Provide the Owner with a bi-weekly project forecast to ensure the Facility Manager is aware of activities that are planned.
         7. Provide security for the Place of the Work by methods compatible with the security system for the existing building.
         8. Coordinate the Work carefully with the Consultant in the presence of the Facility Manager in order to ensure no disruption to the existing building's security system.
         9. Where existing building's security system is breached due to Contractor's negligence, be responsible for any damage or theft of property, regardless of if area where damage or theft occurred is under Contractor's control or not.
   4. use of existing facilities
      1. Restrict access, material deliveries, execution of work, operations, and procedures to designated locations and times and do not deviate from designated procedures without prior acceptance by the Consultant in the presence of the Facility Manager.
         1. Refer to Section 01 11 00 – Summary of Work, for additional details and requirements for Contractor use of premises.
      2. As part of bi-weekly progress meetings, review proposed construction operations with the Consultant in the presence of the Facility Manager and cooperate as required to ensure that Facility Manager's interests and requirements are not unduly compromised with regard to the normal operation and function.
      3. Traffic through occupied areas in the place of the work (other than the areas defined in the Contract Documents Levels) is not permitted.
      4. Noise, dust and debris, and odours shall be minimized to ensure building occupants in adjacent areas are disturbed as little as possible. Corrective action to cease or limit disagreeable annoyances to building occupants shall be implemented immediately upon notification by the Consultant or the Owner or the Facility Manager.
      5. Use of existing building containers and garbage bins shall not be permitted.
      6. Coordinate with Facility Manager for temporary waste containers and garbage bins at designated areas. Location and rules governing use of this area will be provided by the Consultant and Facility Manager at the Contract start-up meeting.
      7. Waste containers are only allowed in designated areas within Shipping and Receiving during 6:00pm to 7:00am Monday to Friday and all-day Saturday, Sunday, and holidays.
   5. existing fire protection equipment
      1. Existing fire protection equipment shall only be used in an emergency situation.
      2. Do not remove existing fire protection equipment.
      3. If any existing fire protection equipment is used or interfered with in any way, the Facility Manager's fire equipment inspector shall be retained to inspect, test, recharge, and otherwise repair such equipment at no additional cost to the Owner.
   6. sanitary facilities
      1. Access only floor levels designated as sanitary facilities for its staff. Schedule and coordinate the scope of work as listed in the contract documents to allow the workers to have continual access to sanitary facilities and be able to build and renovate the existing facilities; at no time shall sanitary facilities on this level be inaccessible at the same time.
         1. Submit a schedule to be approved by the Owner and Facility Manager in regard to the use and coordination of the sanitary facilities.
         2. Use of existing washrooms or washroom facilities for cleaning tools or equipment is not permitted.
         3. At Substantial Performance of the Work, turn over clean washroom facilities, in same condition facilities were prior to commencement of the Work. Arrange and pay for repairs, making good and replacement, if necessary, as directed by Consultant and Facility Manager.
         4. Provision of such access to existing washrooms does not relieve the Contractor of the responsibility to provide and maintain, in compliance with applicable regulations, codes and by-laws, sufficient sanitary temporary water closets and washbasins for use of workers as required by applicable regulations, codes and by-laws. Additional sanitary temporary water closets and washbasins for use of workers, as required, shall be provided at no additional cost to the Owner.
         5. Refill paper dispensers and soap dispensers at no increase in the Contract Price.
   7. parking
      1. Parking for workers shall not be made available by the Owner or the Facility Manager. It is the responsibility of the Contractor and its Sub Trades to arrange for parking on site or adjacent parking areas.
      2. Throughout the Work, ensure that there is no interference with the operation of the existing premises, and that the existing parking areas and road system remain free and clear of obstructions.
      3. Illegally parked vehicles will be ticketed and/or towed at vehicle owner's expense, and at no additional cost to the Owner.
      4. All cost for contractor and staff parking are to be included as part of the Contractor's total fixed fee.
   8. existing services interruptions
      1. Connection or disconnection of services that will interfere with the operation of existing facilities, including work that will affect building staff during regular building hours, that requires access to occupied floors or that requires connection/disconnection to existing HVAC, plumbing, electrical, fire alarm, security, and telecommunications on other occupied floor levels, shall not be done without the prior written acceptance of the Consultant in the presence of the Facility Manager and during the times designated by the Facility Manager.
      2. Premium charges associated with such work shall be included in the Contract Price. Contractor shall carry all administration costs in the Contract Price.
         1. Refer to Sections 01 11 00 – Summary of Work and 01 50 00 – Temporary Facilities and Controls, for additional details and requirements regarding existing services.
      3. Provide prior written notice to the Consultant and the Facility Manager and the Owner of requirement or intention to interrupt services and obtain written permission of the Consultant in the presence of the Facility Manager prior to commencing such interruption.
         1. Provide a minimum of 10 Working Days' written notice to the Facility Manager prior to any interruptions.
      4. In no instance shall interruptions affect the entire existing building.
      5. As far as possible, coordinate interruptions with the Facility Manager's regular maintenance of building services and systems.
      6. Should existing services be interrupted in breach of the above, make good immediately and provide protection against further such disruptions. Costs resulting from such interruptions and for making good shall be the responsibility of the Contractor at no additional cost to the Owner.
   9. protection of the existing building
      1. Protection requirements shall be in accordance with Section 01 50 00 – Temporary Facilities and Controls, as supplemented herein.
      2. Provide protection at elevators as follows:
         1. Freight elevator to be enclosed by temporary plywood or gypsum board vestibule with swinging doors for dust control.
      3. Keep Place of the Work safe and secure, denying access to unauthorized personnel.
      4. Protect existing work and building from damage. Make Good any damage caused. The onus is on the Contractor to substantiate that damage existed prior to commencement of the Work.
      5. Do not overload the existing structure due to the Work.
      6. Take special measures to protect existing work from damage when moving heavy loads or equipment. Protect areas used as passageways or through which materials are moved. Use resilient tired conveyances only when moving materials and equipment inside building. Provide coverings as required to protect existing work from damage.
      7. Provide guards, barricades, and other temporary protection to prevent injury to persons.
      8. Provide temporary fire-resistant closures at existing areas openings exposed to construction areas for the Work to maintain fire and life safety of existing building.
      9. Protection of existing occupied areas:
         1. Existing exterior walls with windows of plain glazing, when exposed to the Work, shall be protected with 16 mm (5/8") gypsum board for interior surfaces:
         2. Plywood: in accordance with Section 06 10 00 – Rough Carpentry.
         3. Metal framing: in accordance with Section 09 22 16 – Non-structural Metal Framing.
         4. Gypsum board: in accordance with Section 09 29 00 – Gypsum Board.
         5. Maintain such protection throughout the Work.
         6. Other openings in the existing exterior walls, such as doors and louvres, shall be similarly protected or replaced with doors of solid core wood or hollow steel construction.
   10. emergency and fire protection
       1. Coordinate with Facility Manager's fire protection system vendor for tie and shutdowns of the fire protection system.
          1. Refer to Facility Manager Rules for additional requirements.
       2. Provide and maintain ready access to fire protection equipment, in accordance with Section 01 50 00 – Temporary Facilities and Controls.
       3. Provide temporary fire-resistant closures at existing building openings exposed to construction areas.
       4. Contractor shall coordinate the work carefully with the Facility Manager in order to ensure no disruption to the existing fire detection, speaker, fire phone and annunciation systems. Failure to provide such coordination shall result in the Contractor incurring the responsibilities and expenses associated with disruption to the existing fire detection and annunciation systems at no additional cost to the Owner.
          1. All changes to fire alarm system must be submitted and approved by the Fire and Life Safety Department.
          2. Requests for de-activation of smoke detection system the Contractor must fill out "Application for Fire Protection System Work Permit" and submit to Building Control Centre. This must be completed 72 hours in advance of the work being scheduled.
          3. Contractor is responsible to notify the Building Control Centre each day, both upon start up and completion of work to by-pass and restore the zones required.
          4. Contractor is responsible to notify the Building Control Centre to ensure zones are problem free. If issues arise on the Facility Manager Fire Panel the Contractor is responsible to clear issues immediately.
       5. Contractor shall coordinate the work carefully with the Consultant in the presence of the Facility Manager in order to prevent unapproved disruptions to the existing sprinkler system, standpipe system, or other fire protection systems.
          1. All changes to fire alarm system must be submitted and approved by the Fire and Life Safety Department.
          2. Requests for drain down and fill up of sprinkler system the Contractor must fill out "Application for Fire Protection System Work Permit" and submit to Building Control Centre. This must be completed 72 hours in advance of the work being scheduled.
          3. All drain downs and fill-ups can only be scheduled between 6:00 pm and 6:00 am.
          4. Fire Watch is required in all areas where the drain down is being performed. Contractor is responsible to have their own 10-pound ABC fire extinguisher.
          5. Contractor is required to provide Hydrostatic test (As per NFPA 13) before any fill up of the system and provide documentation to Consultant.
       6. Contractor shall coordinate the work carefully with the Facility Manager in order to ensure no disruption to the existing pull stations. Failure to provide such coordination shall result in the Contractor incurring the responsibilities and expenses associated with disruption to the existing fire detection and annunciation systems at no additional cost to the Owner.
          1. All changes to fire alarm system must be submitted and approved by the Fire and Life Safety Department.
          2. Requests for de-activation of pull stations the Contractor must fill out "Application for Fire Protection System Work Permit" and submit to Building Control Centre. This must be completed 72 hours in advance of the work being scheduled.
          3. Contractor is responsible to notify the Building Control Centre each day, both upon start up and completion of work to by-pass and restore the zones required.
          4. All pull station work can only be scheduled between 6:00 pm and 6:00 am.
          5. Coordinate with Facility Manager’s fire and life safety system electrical contractor for installations of pull stations. It is the responsibility of the Contractor to coordinate verification and all costs.
          6. Fire Watch is required in all areas where the drain down is being performed. Contractor is responsible to have their own 10-pound ABC fire extinguisher. This Contractor staff assigned for fire watch must be approved by Facility Manager. Cost for fire watch is the responsibility of the Contractor to include as part of the total fixed fee.
       7. Fire department access:
          1. Do not obstruct access route designated for fire department equipment.
          2. If it is necessary that existing access routes be obstructed or deleted, alternative access routes acceptable to the fire department and in accordance with the requirements of the Contract Documents and authorities having jurisdiction shall be provided prior to commencement of work that will obstruct or delete existing access.
       8. Combustible materials:
          1. Stockpiling of combustible materials adjacent to or inside the existing building is not permitted.
       9. Temporary protection of openings in fire separations:
          1. Openings in existing floor assemblies and vertical fire rated assemblies required by the Work, shall be temporarily protected with materials as required to maintain continuity of the required fire resistance rating for existing fire rated assembly.
2. Products

Not Used

1. Execution

Not Used

end of section