

## 01 00 00 Queen's Specific Requirements

### General Notes

- .1 All other edits in the Sections (including determination of the appropriate sub-sections) listed below are to be confirmed on a project specific basis with the Queen's Project Manager.
- .2 In all cases, the Prime Consultant is responsible for ensuring that Specifications are aligned with the form of Construction Contract and Queen's Supplemental General Conditions.
- .3 Sustainability related items indicated below are common requirements to all Queen's construction projects. Where a project is targeting LEED Certification, the Prime Consultant is responsible for ensuring the appropriate sections are incorporated and properly cross referenced in the Specifications.
- .4 Designated Substances Reports – Ensure that the report addresses all suspected designated substances, not only asbestos. Advise Queen's Project Manager if additional testing or investigations are required, prior to issuing for Tender.
- .5 Permit Requirements – The Consultant shall confirm with the Queen's Project Manager the assignment of responsibility for applying for, picking up and paying for any required permits.

### 01 11 00 Summary of Work

#### Contract Documents For Construction Purposes

- .1 Owner will supply contractor with complete set of Contract Documents in electronic format only.

#### Documents At The Site

- .1 A hard copy of the documents listed in this section shall be kept at the Place of Work.
- .2 Add Contractor's Health and Safety Plan (including and COVID-19 related protocols) to the list of documents

#### Contractor's Use Of Premises

- .1 Except as otherwise specified in section 00 14 00 Work Restrictions, and 01 35 00 Special Procedures, the Contractor has unrestricted use of the Place of Work from the time of Contract award until Ready for Takeover.
- .2 Add Owner direction to .2

### 01 14 00 Work Restrictions

## **Restrictions On Use Of Premises**

- .1 The Consultant to incorporate the following items in the contract documents (drawings and/or specifications):
  - A diagram of area of work, as well as any contractor-use areas. Include consideration of access for deliveries, lay-down, and facilities such as site office, washrooms, etc. (if the Contractor is not responsible to provide).
  - Confirm if any special provisions are to be made for the project with respect to parking. Cross reference to 01 52 00.

## **01 20 00 Price and Payment Procedures**

- .1 Prime Consultant to ensure that any requirements in this section are consistent with the form of Construction Contract and the Queen's Supplemental General Conditions.

## **01 26 00 Contract Modification Procedures**

- .1 Ensure this aligns with Queen's Supplemental Conditions with respect to changes

## **01 29 00 Payment Procedures**

- .1 Ensure this aligns with Queen's Supplemental Conditions with respect to changes

## **01 31 19 Project Meetings**

- .1 Project Meetings – Minutes to be accompanied with updated tracking tables for Request for Information (RFI), Site Instructions (SI), Contemplated Change Notices (CCN), Contemplated Change Order (CCO), and Change Order (CO). These are to be reviewed and updated at each site meeting.
- .2 If a project website or file sharing software is used, Queen's requires full access and downloading rights.
- .3 Submittals
  - Ensure sustainability reporting requirements are included
  - Timelines for submittals review are to be consistent with Construction Contract and the Queen's Supplemental General Conditions.

## **01 32 00 Construction Progress Documentation**

- .1 Project Schedule – Project schedule is to be updated no less than monthly, indicating baseline schedule and current schedule.
- .2 Submittals Schedule – Ensure this section is consistent with Queen's Supplemental General Conditions
- .3 Recording Actual Site Conditions on As-Built Drawings – Contractor to provide mark-ups of as-built conditions to the Consultant for inclusion in Record Drawings.
- .4 Progress Photographs – Contractor to provide digital progress photographs. Professional photographs are not required.
- .5 Progress Video – not required. If applicable, Queen's will make the necessary arrangements.

## 01 35 00 Special Procedures

- .1 Requests to work outside of normal hours should be submitted to Queen's Project Manager (PM) a minimum of 3 business days in advance of work commencing. PM to communicate hours of work, site supervisor name and contact to the Emergency Report Centre (ERC) by email to [campus.security@queensu.ca](mailto:campus.security@queensu.ca). This correspondence should identify whether or not Campus Security and Emergency Services is required to assist with site access. Such requests are also to be copied to [fixit@queensu.ca](mailto:fixit@queensu.ca) and include requests for keys or PPS trades support for the after-hours work. Should an emergency situation arise during the course of after-hours work that requires the intervention of PPS trades, site supervisor to contact ERC at 613-533-6080 to initiate a call-in. Any emergencies requiring the intervention of an ambulance, police or Kingston Fire and Rescue should be reported to 613-533-6111. Do not call 911 from a campus building.
- .2 Hot work protocol: Any hot work required must comply with the Queen's Standard Operating Procedure [Hot or Open Flame Work](#) (Please note: Queen's Project Manager to provide insurance provider's protocol for projects over \$5M)
- .3 Shut down: Shut down of any building services or systems must comply with the Queen's [Request for Shutdown Notice](#) procedures.
- .4 Code of Conduct requirements: The Contractor be required to fully comply with any policies or procedures of the Owner which are relevant to any activity of the Contractor to be performed under the Contract. The Contractor further agrees that it will use reasonable efforts to inquire from the Owner if such policies or procedures exist for any activity of the Contractor to be performed under the Contract. The Owner agrees that it will use reasonable efforts to communicate to the Contractor policies or procedures it may have relevant to such activities. These policies include:
  - Queen's Harassment and Discrimination Policy:
    - <https://www.queensu.ca/secretariat/harassment-and-discrimination-prevention-and-response-policy>
  - Queen's Health and Safety Policies:
    - <https://safety.queensu.ca/policies-and-standard-operating-procedures>
  - Health and Safety policies include:
    - [Health and Safety Management System](#)
    - [Policy Statement on Health & Safety](#)
    - [Policy Statement on Environmental Management](#)
    - [Policy Statement on Student Health and Wellness](#)
    - [Policy and Procedures for Reporting and Managing Infectious Diseases](#)
    - [Off-Campus Activity Safety Policy](#)
    - [Smoke-Free University Policy](#)
    - [Workplace Violence and Harassment](#)
- .5 Utility sources: Confirm what utilities will be provided by Queen's and where the connection points are.
- .6 Hours of Work for all projects must take into consideration quiet periods during examination times. Confirm these with the Queen's Project Manager.
- .7 Tagging requirements (cross reference to mechanical and electrical sections)

## 01 35 21 LEED Requirements

- .1 All new builds and major renovations are to target LEED Gold certification or higher. As part of certification, the following general principles are to be observed:
  - All enhanced commissioning credits are to be targeted.
  - Grey water systems shall not be installed on campus.
  - Water closets and urinals shall meet LEED prerequisites only, additional water reductions or points shall not be targeted for these fixtures.
  - Electrical metering shall not impact panel layouts. Electrical distribution shall be laid out to promote intuitive troubleshooting.
  - Energy metering shall include: electrical, natural gas, condensate (from steam), domestic water, heating water, and chilled water where applicable. Building tenants shall be metered separately.
  - Submit project Waste Management Plan highlighting recycling and salvage requirements.
- .2 In addition to the required LEED Gold Prerequisites, the following Credits shall be selected and implemented, with additional Credits to be selected as part of the design process to achieve Gold certification:

### SUSTAINABLE SITES

- Rainwater Management
- Heat Island Reduction

### WATER EFFICIENCY

- Outdoor Water Use Reduction
- Optimize Process Water Use (where applicable to building / cooling system type)

### ENERGY AND ATMOSPHERE

- Enhanced Commissioning
- Optimize Energy Performance
- Advanced Energy Metering
- Grid Harmonization (Demand Response)
- Enhanced Refrigerant Management

### MATERIALS AND RESOURCES (MR)

- Environmental Product Declarations
- Construction and Demolition Waste Management

### INDOOR ENVIRONMENTAL QUALITY (EQ)

- Enhanced Indoor Air Quality Strategies
- Low-Emitting Materials
- Construction IAQ Management Plan
- Indoor Air Quality Assessment

- Thermal Comfort
- Interior Lighting
- Acoustic performance – Refer to Queen's Acoustic Design Guidelines and any project specific requirements

#### **INNOVATION CREDIT**

- Target a total of 4 points in this category including options such as:
  - Green Building Education
  - Purchasing Lamps

### **01 40 00 Quality Requirements**

- .1 Testing and Inspection Agency Qualifications – (reference to preferred service suppliers for underground services)
- .2 Confirm with Queen's Project Manager any special requirements for working around buried communications infrastructure (eg hand dig within 1 m or locate).

### **01 52 00 Construction Facilities**

- .1 Coordinate requirements for temporary construction facilities (field office, first aid and sanitary facilities) with references in 01 11 00 Summary of Work.
- .2 Project signage – Any external project signage is required to comply with the City of Kingston by-law:  
(<https://www.cityofkingston.ca/documents/10180/16904/Sign%20Bylaw>)
  - Any proposed signage must also be reviewed by Queen's Integration Communication Team to ensure corporate branding and use of appropriate logo.
- .3 Contractor to provide their own phone and/or internet service.

### **01 56 00 Temporary Barriers and Enclosures**

- .1 Temporary Facilities: Ensure provision of adequate floor, wall, and ceiling protection during construction.

### **01 57 00 Temporary Controls**

- .1 Tree Protection – If there is a requirement for tree protection, reference should be made to the Queen's standard detail, in conjunction with any other regulatory requirements.

### **01 60 00 Product Requirements**

- .1 The Consultant must consult the Owner with respect to requirements for extra materials to be handed over to the Owner at the completion of the project. Generally, any specialized flooring and ceiling tiles would be required, but not paint. Quantities required to be verified by the Owner.



## **01 74 00 Cleaning and Waste Management**

- .1 The contractor must remove all material remnants and excess dirt. All areas of work are clear of excess dirt and debris. Ensure mechanical, electrical and IT rooms are clean, all garbage and debris has been removed.
- .2 Contractors are not to use or remove any Queen's existing stock in mechanical rooms without prior authorization from Queen's.
- .3 Cross reference to LEED specification section regarding Construction and Demolition Waste Management MRc5

## **01 77 00 Closeout Procedures**

## **01 78 00 Closeout Submittals**

## **01 70 00 Demonstration and Training**

## **01 91 00 General Commissioning Requirements**

- .1 Ready for Takeover – specified requisites as set out in General Conditions of the Contract.
- .2 Inspection for Ready for Takeover shall be conducted jointly between Queen's representatives, the Contractor and the Consultants.
- .3 Close out Submittals – Ensure requirements are consistent with the Construction Contract and the Queen's Supplemental General Conditions.
- .4 Ensure cross reference to LEED specification sections regarding commissioning and training.
- .5 Ensure all items in the following checklist have been accounted for:

## **Ready for Take-over and Close-Out Procedures Checklist** **(Administrative and Financial)**

**Project Number:**

**Project Title:**

**Project Manager:**

		Activity	Completed	Date
<b>1</b>	<b>Stage</b>	<b>Project Documentation received from Consultants</b>		
	RTO	• Occupancy Permit		
	RTO	• Regulatory Approvals confirmation (i.e. Ministry of Environment, etc.)		
	RTO	• Written confirmation of Ready for Takeover		
	CO	• Certification of Substantial Performance		
	CO	• Documentation for Release of Holdbacks (Lien and Deficiency)		
	CO	• Documentation for release of Securities (City, etc.)		
	CO	• Reviewed As-Built Drawings		
	CO	• Record Drawings		
	CO	• List of equipment and ID-numbers – labelling/lamacoides (per Queen's design requirement)		
	CO	• Certificate of Total Performance and confirmation all deficiencies have been addressed		
<b>2</b>		<b>Project Documentation received from Contractors</b>		
	RTO	• As-built drawings (to Consultants for review)		
	RTO	• O and M manuals (electronic version)		
	RTO	• Shop Drawings (electronic version)		
	RTO	• List of equipment and ID-numbers (per Queen's design requirement)		
	RTO	• Warranties		
	RTO	• Commissioning Reports and Training Record (as required) including videos/training material		
	RTO	• Signed transmittal for handover Items (keys, extra materials etc.)		