

- 1 Obtain and pay for permits and inspections required by applicable authorities having jurisdiction, and cost for publication of the Certificate of Substantial Performance as required by the Construction Lien Act.
- 2 The following policies are in effect on the Owner's premises and Contractors performing work on these premises are required to observe their provisions:
 - .01 Smoking on University Premises;
 - .02 Harassment and Discrimination Policy and Procedures;
 - .03 Lakehead University Traffic & Parking Regulations (current issue);
 - .04 Contractors/Visitors Sign-In Procedure.Copies of these policies may be reviewed online: www.lakeheadu.ca.
- 3 Submit the following documentation:
 - .01 Together with the quotation: certification of insurance coverage, the Contractor's health and safety policy, and a subsistent Workplace Safety and Insurance Board Clearance Certificate;
 - .02 Shop drawings for review. If applicable;
 - .03 Certificates of Inspection issued by the authorities having jurisdiction for electrical and plumbing installations, if applicable.
- 4 Perform the Work in accordance with Ontario Building Code and other applicable codes and regulations, and in conformity to City of Thunder Bay Municipal Code and Zoning By-law. Maintain rating of fire separations in conformity to CAN4-S115M, *Standard Method of Fire Tests of Firestop Systems*.
- 5 Locations of equipment, fixtures and outlets indicated or specified shall be considered approximate only. **Do not scale drawings**. Verify dimensions on site. Provide regulatory clearances around equipment.
- 6 **Interruption of building services during occupied periods is not permitted** except with Owner's express consent. Provide 24-hour advance notice of requirements for interruptions to building services for making connections thereto. At least one week prior to intended time of interruption, arrange to review locations and condition of service shutoff equipment with Owner's maintenance staff to ensure that it is functional and will effectively isolate the point at which connections must be made. Perform work in accordance with Owner's *Lockout / Tagout* procedure. Prior to performing work in machine rooms or other spaces containing elevator equipment, consult with the firm contracted by Owner to provide elevator maintenance service.
- 7 **Quality Assurance**
 - .01 Products, materials, equipment and articles ("products") incorporated in the Work shall be new, not damaged or defective, and of the best quality (compatible with specifications) for the purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
 - .02 Handle and store products in a manner preventing damage, adulteration, deterioration and soiling, and in accordance with manufacturer's instructions when applicable. Store packaged or bundled products in original and undamaged condition with manufacturer's seals and labels intact. Store products subject to damage from weather in weatherproof enclosures.
 - .03 Remove waste materials and debris from site at regularly scheduled times and dispose of in accordance with applicable regulatory requirements or as directed by Owner. Remove stains, spots, marks and dirt from decorative furnishings, electrical and mechanical fixtures, walls, etc.
- 8 Subsequent to completion of the Work, remove tools, equipment, surplus products and incidentals related to the construction effort, and leave the premises in a state of cleanliness satisfactory to the Owner.