SPEC NOTE: Use this section for all projects.

SPEC NOTE: This section was written for use with the CCDC 2 Agreement. If a CM contract is used, the Consultant may need to change the terms used for the Contractor/Construction Manager and trades/subcontractors. As well, double check with UBC on the Division 00 sections being written as well as to their contents.

# GENERAL

## SECTION INCLUDES:

### Words, Terms and Communications.

### Complementary Documents.

### Specification grammar.

### Applicable Codes

### Cooperation & Coordination

### Storage, Handling & Protection

### Transportation

### Owner Supplied Materials

### Weather Conditions

### Workers

### Conduct of Personnel

### Publicity

### Accessibility for the Disabled

### Utilities

### Trademarks & Labels

### Responsibility

## RELATED MATERIALS

### Refer to UBC Financial Operations or UBC Properties Trust for Division 00 documents.

### Section 00 01 10 Table of Contents

### Section 01 11 00 Summary of Work

### This section describes requirements applicable to all sections within Divisions 01 to 33.

## WORDS, TERMS AND COMMUNICATIONS

### Conform to Definitions and their defined meanings in the Definitions portion of Section 00700 and 00800 in the Request for Tender (RFT).

### In this document the following definitions/abbreviations appear in italics:

|  |  |
| --- | --- |
| Building Operations | means the Building Operations department of the University of British Columbia |
| UBC | means the University of British Columbia, and unless noted otherwise, means Building Operations. |
| Consultant | means the person identified as such in the request for Tenders and Tender Form and as defined in the Construction Contract. |
| Project Manager | means the person identified as such in the request for Tenders and Tender Form and may also be referred to the UBC Project Manager. |
| Owner | means the University of British Columbia. |
| Owner’s Representative | means the Managing Director of Infrastructure Development, or his/her delegated representative in UBC Properties Trust, or UBC Project Services |
| For definitions of commissioning terms, click on [this link](http://www.technicalguidelines.ubc.ca/Division_01/2020_Division_01_Word/019100-2020_Commissioning.docx) to Section 01 91 00 Commissioning, 1.4 Definitions. | |

### UBC Project Numbers

#### UBC assigns project numbers to all project work. Without exception UBC project numbers must appear on all correspondence and documents prepared for or sent to UBC.

### Lines of Communication

#### All information from the University regarding the contract, such as specific instructions of the Owner, requirements and changes during construction will be issued through the UBC Project Manager. The UBC Project Manager shall be kept advised at all times of all informal contact and discussions between the Consultant and/or the Contractor with other staff of UBC. UBC will not be responsible for any circumstances which may arise from instructions, information and approvals having been obtained from UBC through channels other than the above.

### Correspondence

SPEC NOTE; Edit, delete, or supplement the following text. Consultant to review and confirm.

#### All correspondence with UBC shall be directed to the designated representative at UBC Project Services or UBC Properties Trust:

|  |  |
| --- | --- |
| UBC Project Services  Room 1100 - 2329 West Mall  Vancouver, B.C.  V6T 1Z4 | UBC Properties Trust  Suite 200 - 3313 Shrum Lane  Vancouver, B.C. V6S 0C8 |

#### The Contractor shall submit correspondence to the Consultant unless otherwise instructed. Should the Contractor feel that the matter requires immediate action by UBC, then a copy of the correspondence may be sent directly to the UBC Project Manager.

## COMPLEMENTARY DOCUMENTS

SPEC NOTE; Edit, delete, or supplement the following text depending if the Agreement being used requires it.

### Generally, drawings indicate graphically, the dimensions and location of components and equipment. Specifications indicate specific components, assemblies, and identify quality.

### Drawings, specifications, diagrams and schedules are complementary, each to the other, and what is required by one, to be binding as if required by all.

### Should any conflict or discrepancy appear between documents, which leaves doubt as to the intent or meaning, refer to the General Conditions in the contract documents.

### Examine all discipline drawings, specifications, schedules, diagrams and related Work to ensure that Work can be satisfactorily executed.

### All specification sections of the Project Manual and Drawings are affected by requirements of Division 01 sections.

## SPECIFICATION GRAMMAR

### Specifications are written in the imperative (command) mode, in an abbreviated form.

SPEC NOTE; Edit, delete, or supplement the following text. Note that if CM Agreement is being used on the project (not just for pre-construction but for the construction contract), “Contractor” may need to be changed to Construction Manager if they are acting as Prime Contractor.

### Imperative language of the technical sections is always directed to the Contractor [Construction Manager] identified as a primary constructor, as sole executor of the Contract, unless specifically noted otherwise.

#### This form of imperative (command) mode statement requires the primary constructor to perform such action or Work.

#### Perform all requirements of the Contract Documents whether stated imperatively or otherwise.

#### Division of the Work among subcontractors, suppliers, or others is solely the prime constructor’s responsibility. Consultant assumes no responsibility to function or act as an arbiter to establish subcontract scope or limits between sections or divisions of Work.

## APPLICABLE CODES, STANDARDS AND MANUFACTURER'S LITERATURE

### In the absence of other standards being required by the Contract Documents, the Work is to conform to, or exceed the minimum standards of the B.C. Building Code, the Canadian Standards Association, the Workers' Compensation Board of British Columbia, National Fire Protection Association, Canadian Electric Code, B.C. Plumbing Code, Factory Mutual Engineering, Underwriter’s Laboratory of Canada, B.C. Fire Code Regulations, and the standards of manufacturers of material supplied for this project, whichever is/are applicable.

### Wherever standards are referred to in the specifications, the latest edition of the standard shall apply at time of Bid except where such editions have not been adopted by B.C. Building Code.

### If required by the Consultant the manufacturer/supplier or Contractor [Construction Manager] shall furnish documentation indicating compliance with the requirements of the B.C. Building Code including where required, certification by an Engineer registered in the Province of British Columbia.

### Work shown on the drawings or described in the specifications which is at variance with the applicable codes shall be brought to the attention of the Consultant.

### Standards established by the Drawings and Specifications shall not be reduced by any of the applicable codes.

## COOPERATION AND COORDINATION

### Coordinate the work of sub-contractors with efficient and continuous supervision.

### Cooperate with *UBC* authorities and other Contractors engaged in simultaneous development of adjacent facilities.  Coordinate access to the site, the location, removal or adjustment of temporary fences, sheds and utility services.

### Coordinate the work of each trade to ensure that such work is consistent with the requirements for the work of a following trade.

### Before commencing any work, each trade must report any inconsistency between the work of a preceding trade and the requirements for their work.  Any costs incurred by the Contractor or trades to rectify such inconsistencies shall be at no expense to the *Owner*.

#### Coordinate the Work of trades requiring suspension or fixing devices to be incorporated into the structure.  Where required by Contract Documents, submit to the Consultant for review any such suspension or fixing devices to be built into the structure or, if another type specified or detailed within, details proposed as well such information as the *Consultant* may require and lawsuits or human rights complaints could be filed.

#### Specific examples of actions that are considered offensive under the Policy would be:

##### calls or audible comments directed at or about passersby, particularly regarding physical or sexual attributes,

##### prolonged staring by individuals or groups,

##### whistling or catcalls, or

##### throwing items at or in front of passersby in order to gain their attention.

### Smoking: UBC has a NO SMOKING policy in all work areas except in specified rest areas which are specifically designated as smoking areas.

### Grooming: UBC retains the right to restrict and control the clothing worn by, and the grooming of, employees, Consultants or visitors to the campus where these may conflict with health and safety considerations and regulations.

## PUBLICITY

### All publicity relating to the Project is subject to the approval of the Owner and no mention of the project in advertising or articles in any publication will be permitted unless approved in writing through the Owner. Publicity or advertising implying endorsement of a product, Contractor or Consultant will not be permitted.

## ACCESSIBILITY FOR THE DISABLED

### Barriers shall not be put in the way of disabled people in and around campus facilities (i.e. unnecessary steps, narrow aisles etc.) Handicapped refers to the visually impaired as well as the physically disabled.

## UTILITIES

### Also refer to Section 015000 – Temporary Facilities and Controls.

### Contractor shall be responsible for capping, plugging, disconnecting, relocating or divertive all utilities interfering with construction operation. If the Contractor discovers unidentified utilities, the Contractor shall:

#### Contact UBC Energy and Water Services.

#### Provide a drawing outlining proposed changes.

#### Obtain approval from UBC Energy and Water Services before commencement of work.

## TRADEMARKS AND LABELS

### Trademarks and labels, including applied labels shall not be visible in the finished work. Such trademarks or labels shall be removed by grinding if necessary or painted out where the particular materials are being painted. Exceptions to this requirement are for those labels essential to obtain identification of mechanical and electrical equipment and where required by Code to ensure compliance.

## RESPONSIBILITY

### Assume full responsibility for laying out the work and ensuring it does not conflict with the work of other trades, and for any damage caused to the Owner or other Sub-contractors by improper location or carrying out of the Work.

### If more than one interpretation can be taken from the Specification or Drawings regarding labour, material, or equipment, notify the Consultant immediately for clarification.

### The dimensions given on the drawings of the existing work are approximate and the Contractor must take actual measurements before ordering materials, equipment and the like. Failure to comply with the requirement will make the Contractor fully responsible for replacing such material or equipment at no extra cost to the contract.

### Ideally prior to the submission of shop drawings, but in any case prior to the installation of work to be performed, promptly advise the Consultant of any specified equipment, material, or installation which appears inadequate or unsuitable or in violation of applicable codes.

\*\*\*END OF SECTION\*\*\*