# General

## INSURANCES AND BONDS

### Promptly submit Bond and Insurance Certificates as required to the Project Manager. Progress draws will not be paid before these documents have been submitted. Insurance Certificates shall name UBC as additional insured.

### All other submittals required to be submitted within 15 days of award of contract.

## RELATED SECTIONS

### Section 01 11 00 Summary of Work – Work Sequence

### Section 01 31 00 Project Management and Coordination

### Section 01 32 16 Construction Progress Schedule

## CONSTRUCTION SCHEDULE

### Refer to Section 01 32 16.

## PROGRESS REPORTS/DAILY REPORTS

### Maintain a careful daily record of the progress of the Work from the date of commencement of the Work. This record shall be open to inspection by the Consultant or the Owner at all reasonable times and shall, if requested, be turned over to the Consultant at Substantial Performance of the Work. The record shall show all pertinent data such as:

#### the daily weather conditions,

#### commencement, progress and completion of various portions of the work,

#### dates of all meetings and their purpose,

#### dates of visits by government authorities, inspectors, utility companies and the like,

#### record of work force employed,

#### materials causing delay,

#### clarifications or questions, and

#### safety program records

## SHOP DRAWINGS, SAMPLES AND PRODUCT DATA

### Submit Shop Drawings and Samples to the Consultant (unless otherwise instructed) for review. After the Consultant has reviewed the Shop Drawings, the Consultant will submit one copy of the Reviewed Shop Drawings to the Project Manager, unless otherwise specified. Except for the Finish Hardware Schedule, UBC does not typically review Shop Drawings prior to the Consultant returning them to the Contractor.

### Unless specifically requested Samples need not be submitted to UBC. Product data is not normally required to be submitted to UBC. The exception to this is the Manufacturers Safety Data sheet (MSD) for all toxic or potentially toxic materials. Refer to Section 01 35 43.13 - Environmental Procedures for Hazardous Materials for more information.

### Clearly identify submittals including each document within single submittal with a relevant latest MasterFormat standard Division and Section number under which they are required. Refer to the joint publication from Construction Specifications Canada (CSC) and Construction Specifications Institute (CSI) for details about the latest MasterFormat standard Numbers and Titles.

## FINISH HARDWARE SCHEDULE

### Submit the Finish Hardware Supplier's Schedule in accordance with Section 08 71 00.

## INSPECTION & TEST REPORTS

### Forward copies of Electrical, Gas and Plumbing permits to the UBC Project Manager and also maintained in the site office for reference by interested parties.

### Submit Testing Reports to the Contractor with copies to the Consultant and the UBC Project Manager. Copies shall also be kept in the temporary construction office for reference by interested parties.

## REVIEWED SHOP DRAWINGS

### One complete set of reviewed Shop Drawings is to be kept on the construction site for reference by Consultants and Inspectors.

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