Cambridge Municipal Heritage Advisory Committee
No. 06 – 21

AGENDA
Thursday, June 17, 2021
7:00 p.m. via Zoom

Meeting Called to Order

Election of Vice-Chairperson

Disclosure of Interest

Presentations
Robyn Huether, Architect - Galt Riverbank Buildings – Heritage Renovations

Delegations:

Approval of May 20, 2021 Municipal Heritage Advisory Committee Minutes

THAT the Minutes of the May 20, 2021 meeting of the Municipal Heritage Advisory Committee be considered for errors and omissions and be adopted.

Agenda Items:

1. Request to Alter a Part IV Designated Property – 200 Water Street North (Galt Collegiate Institute)

THAT Report 21-017 (MHAC) – Request to Alter a Part IV Designated Property – 200 Water Street North (Galt Collegiate Institute) – be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) recommend Council approve the replacement of two sets of wooden doors and frames on the east elevation

Should you wish to delegate regarding an item on this agenda, please register via email at planning@cambridge.ca by 12 noon of the day prior to the meeting. Be advised that only one person can delegate at a time and additional people cannot be invited to join due to technical limitations. Thank you.
of Galt Collegiate Institute at 200 Water Street North as outlined in Report 21-017 (MHAC);

AND FURTHER THAT the Municipal Heritage Advisory Committee (MHAC) recommend Council approve the replacement of existing transom windows and decorative moulding on the east elevation of Galt Collegiate Institute at 200 Water Street North for the reasons outlined in Report 21-017 (MHAC).

AND FURTHER THAT the MHAC recommend Council require detailed shop drawings of the replacement doors and windows be provided to the satisfaction of the Senior Planner—Heritage prior to the manufacturing of the replacement windows.

Correspondence

Information Items

General Heritage Matters – Updates from MHAC Members

Other Business

   a) Chair’s Comments
   b) Council Report/Comments
   c) Staff/Senior Planner - Heritage Comments

Next Meeting:

Date & Time: July 15, 2021, at 7 p.m.
Via Zoom

Close of Meeting

THAT the MHAC meeting does now adjourn at ______p.m.

Distribution:

SPECIFICATIONS

GALT RIVERBANK BUILDINGS | HERITAGE RENOVATION

ISSUED FOR TENDER
MAY 2021

TENDER No.: T21-53
PROJECT No. 202102

Prepared for:
City of Cambridge
DIVISION 01 – GENERAL REQUIREMENTS

00 72 00  General Conditions
01 11 00  Summary of Work
01 14 00  Work Restrictions
01 14 25  Designated Substances Report
01 21 00  Allowances
01 29 00  Payment Procedures
01 30 00  Project Requirements
01 33 00  Submittal Procedure
01 35 29  Health & Safety Requirements
01 41 00  Regulatory Requirements
01 45 00  Quality Control
01 52 00  Construction Facilities
01 56 00  Temporary Barriers & Enclosures
01 78 00  Closeout Submittals

DIVISION 02 – EXISTING CONDITIONS

02 41 00  Dismantling and Preparatory Work

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

07 92 00  Joint Sealants

DIVISION 08 – OPENINGS

08 52 00  Heritage Windows & Doors

DIVISION 09 – FINISHES

09 91 00  Painting

APPENDIX

Pre-Renovation DSS, 37 Grand Avenue S, Cambridge, April 2021

Pre-Renovation DSS, 60 Water Street N, Cambridge, April 2021

Pre-Renovation DSS, 84 Water Street S, Cambridge, April 2021

END OF SECTION
1 General

1.1 WORK TO A HISTORIC PROPERTY

.1 The buildings to be worked on are historic property and Work should be undertaken with care. The properties are designated under Part IV of the Ontario Heritage Act. And all work is to be completed with the appropriate methods and standards applied to heritage properties.

.2 As specified in individual specification sections, trades are to have heritage project experience.

.3 Where replacement is specified to match original elements, the elements are to be fabricated as close as possible to the original in all respects.

1.2 GENERAL REQUIREMENTS

.1 Commence work as specified in the Contract documents after written authorization is issued by the Owner and proceed to ensure Work is completed fully in the specified time according to the Contract.

.2 Perform all work in accordance with the provisions of all applicable by-laws, ordinances, codes regulations, authorities, and standards.

.3 Limit access by work people to those areas of the site required for work of the Contract. Agree means of access to areas of work with Owner before starting work.

.4 Notify Owner and Consultant if any work is proposed to be carried out outside normal working hours, Monday to Friday, 7am-5pm. Unless otherwise agreed, all work is to be performed within the noise By-laws of the region work is being conducted.

.5 Request instructions, clarification, or explanation from the Consultant of any discrepancies, errors or omissions in the Contract Documents, or any doubts as to the meaning or intent of any part.

1.3 INSURANCES

.1 Refer to City of Cambridge requirements for insurance.

.2 Provide evidence of insurance and a current certificate of clearance from the Workers’ Compensation Board, at the start of work.

.3 Submit copies of insurance policies for Owner’s review before contract is signed.

.4 With all applications for payment provide statutory declaration and current certificate of clearance from the Workers’ Compensation Board.

1.4 LIABILITY INSURANCE

.1 Refer to City of Cambridge requirements for insurance.

END OF SECTION
1. General

1.1 WORK COVERED BY CONTRACT DOCUMENTS

1 Work of this Contract comprises the restoration of three riverbank properties – Landreth Cottage, Lutz House, and Ferguson Cottage – located (respectively) at 84 Water Street S, 60 Water Street N, and 37 Grand Avenue S, Cambridge Ontario. They have all been identified as heritage designated sites.

2 Landreth Cottage – Installation of interior storm windows and paint and wood restoration of the entry door. Drawings A400 to A401.


4 Ferguson Cottage – Installation of exterior storm window on the entry door transom and retrofit of the existing window with IGU. Drawings A403.

1.2 CONTRACT METHOD

1 Construct Work under single stipulated price contract. CCDC-2 2008 and all amendments to CCDC 2 2008.

1.3 SUBMITTALS

1 Submit in accordance with Section 01 33 00 - Submittals.

2 Submit Project construction progress schedule in accordance with Section 01 30 00 – Project Requirements.

3 Submit site-specific and Work Plan Health and Safety Planning accordance with Section 01 35 29 - Health and Safety Requirements.

1.4 WORK SEQUENCE

1 Construct Work in stages, if required to provide for continuous usage. If main access is required to be cut off, prior to completing the work coordinate with the Consultant and Owner for alternative access.

2 Maintain fire access/control.

3 Protect workers and public safety.

1.9 DOCUMENTS REQUIRED

1 Refer to Specification section Project Requirements 01 30 00.

2 Products

2.1 NOT USED

1 Not used.

3 Execution
3.1 NOT USED

.1 Not used.

END OF SECTION
1. General

1.1 ACCESS AND EGRESS

.1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.

1.2 USE OF SITE AND FACILITIES

.1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Owner and Consultant to facilitate work as stated.

.2 Maintain existing services to building and provide for personnel and vehicle access.

.3 Where security is reduced by work provide temporary means to maintain security.

.4 Limit use of stairs in building for moving workers and material.
   .1 Where using interior spaces protection is required, to approval of Owner and Consultant prior to use.
   .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

.5 Closures: protect work temporarily until permanent enclosures are completed.

1.3 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

.1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Owner and Consultant to facilitate execution of work.

1.4 EXISTING SERVICES

.1 Notify Owner, Consultant, and utility companies of intended interruption of services and obtain required permission.

.2 Where Work involves breaking into or connecting to existing services, give Owner and Consultant 48 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.

.3 Provide for pedestrian and vehicular traffic.

.4 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.5 SPECIAL REQUIREMENTS

.1 Carry out noise generating Work according to local By-law regulations.

.3 Submit schedule in accordance with Section 01 30 00 – Project Requirements.

.4 Ensure Contractor’s personnel employed on site become familiar with and obey regulations including safety, fire, traffic, and security regulations.
.5 Keep within limits of work and avenues of ingress and egress.

1.6 SECURITY

.1 Where security has been reduced by Work of Contract, provide temporary means to maintain security.

1.7 BUILDING SMOKING ENVIRONMENT

.1 Comply with smoking restrictions. Smoking is not permitted.

2. Products

2.1 NOT USED

.1 Not Used.

3. Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION
1. **General**

1.1 **SECTION INCLUDES**

.1 This Section clarifies Contractor’s responsibilities and obligations to review the information provided in the "Designated Substances Survey (DSS)", pertaining to the Sites located at 84 Water Street S, 60 Water Street N, and 37 Grand Avenue S, Cambridge Ontario, prepared by Lex Scientific Inc dated April 2021.

.2 This Section is to be read in conjunction with the Site specific DSS dated April 7, 2021.

.1 A copy of the Site specific DSS April 2021 is attached under a separate cover forming part of tender documents as Appendix A.

1.2 **REFERENCE STANDARDS**

.1 Refer to laws, by laws, ordinances, rules, regulations and orders of authority having jurisdictions, and other legally enforceable requirements applicable to Work at that area; or become in force during Work performance.

.2 Comply with specified standards and regulations to ensure safe operations at site containing hazardous or toxic materials.

.1 Canadian Environmental Protection Act, 1999 (CEPA 1999)

.2 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations


1.3 **DEFINITIONS**

.1 Designated Substances: Are those substances designated as hazardous by the Ministry of Labour under the Occupational Health and Safety Act. The following substances have been identified as designated substances:

.1 Lead

.2 Hazardous Materials: dangerous substances, dangerous goods, hazardous commodities, and hazardous products, including but not limited to: corrosive agents, flammable substances, ammunition, explosives, radioactive substances, or other material which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

.3 Polychlorinated Biphenyls (PCBs): includes chlorobiphenyls referred to in Column I of item 1 of the List of Toxic Substances in Schedule I of Canadian Environmental Protection Act (CEPA).

.4 Toxic: substance is considered toxic if it is listed on Toxic Substances List found in Schedule 1 of CEPA.

.5 List of Toxic Substances: found in Schedule 1 of CEPA, lists substances that have been assessed as toxic. Federal Government can make regulations with respect to a substance specified on List of Toxic Substances. Column II of this list identifies type of regulation applicable to each substance.

1.4 **RELATED REQUIREMENTS**

.1 Refer to Specification section 09 91 00 Painting, Window Restoration, Wood Restoration

1.5 **ADMINISTRATIVE REQUIREMENTS**
Before start of Work arrange for Site visit with Consultant to examine existing Site conditions.

Owner will ensure that Contractor has received a copy of the Site specific DSS April 2021 before binding on supplying Work for this project.

1.6 RESPONSIBILITY

Contractor shall be responsible for reading and evaluating the information provided in DSS April 2021 for the Site.

Contractor shall incorporate any recommendations in the Site DSS April 2021 as they pertain to the health and safety of workers on Site, in accordance with Section 01 35 29.06 - Health and Safety Requirements, and in compliance with authority having jurisdictions for that area.

Contractor shall ask Consultant should they have any questions related to the Site specific DSS April 2021.

Contractor shall exercise every reasonable precaution for the protection of each worker on Site.

Contractor shall furnish the Site specific DSS April 2021 to all subcontractors who will be performing work on Site.

1.7 REGULATORY REQUIREMENTS

Do Work in accordance with Section 01 41 00 - Regulatory Requirements.

1.8 ACTION AND INFORMATIONAL SUBMITTALS

Submit in accordance with Section 01 33 00 - Submittals.

Submit Site-specific Health and Safety Plan, within 7 days after date of Notice to proceed and before mobilization to Site. List relevant hazardous or contaminated materials or substances required by the authority having jurisdiction which need to be included in the Contractor’s Health and Safety Plan.

2 PRODUCTS

2.01 NOT USED

NOT USED

3 EXECUTION

3.01 NOT USED

NOT USED

END OF SECTION
Galt Riverbank Buildings
ALLOWSANCES
Heritage Renovation
Section 01 21 00
Project No. 202102
ISSUED FOR TENDER – MAY 2021

1. General

1.1 CASH ALLOWANCE

.1 Refer to CCDC 2 – 2008, GC 4.1 and all amendments to CCDC 2 2008

.2 No cash allowances.

.3 Material and installation contingency allowance shall include and provide payment for:
   i. Net cost of material
   ii. Applicable duties and taxes
   iii. Delivery to site
   iv. Handling site, including unloading, uncanting, storage and hoisting.
   v. Protection from damage by elements or otherwise.
   vi. Labour installation and finishing.
   vii. Other expenses required to complete installation.

.3 Expend each allowance as directed by the Consultant.

.4 Cash allowance to be included in base Bid Price.

.5 Each cash allowance will be adjusted to actual cost as defined hereunder and contract price will be amended accordingly by written order.

.6 Progress payments for work and material authorized under cash allowances will be made in accordance with contract terms of payment.

.7 The Contractor Price, and not the cash allowances, includes contractor’s overhead and profit in connection with such cash allowance.

.8 Where costs under a cash allowance exceed amount of allowance, Contractor will be compensated for excess incurred and substantiated plus allowance for overhead and profit as set out in Contract Documents. Where the actual cost of the Work under the cash allowance is less than the amount of the allowance, the Owner shall be credited for the unexpected portion of the cash allowance, but not for the Contractor’s overhead and profit on such amount. Multiple cash allowances shall be combined for the purpose of the calculating the foregoing.

.9 Prepare schedule jointly with Consultant and Contractor to show when items called for under cash allowances must be authorized by Consultant for ordering purposes so that progress of Work to avoid delaying the progress of Work.

1.2 CONTINGENCY ALLOWANCE

.1 Refer to CCDC 2 – 2008, GC 4.2 and all amendments to CCDC 2 2008

.2 The Contract Price includes the contingency allowance, if any, stated in the Contract Documents.

.3 The contingency allowance includes the Contractor’s overhead and profit in connection with such contingency allowance.

.4 Expenditures under the contingency allowance authorized by the Owner. (GC 6.1., GC 6.2, GC 6.3 – CCDC 2008)

.5 Where costs under a contingency allowance exceed amount of allowance, Contractor will be compensated for excess incurred and substantiated plus allowance for overhead and profit as set out in Contract Documents.
Each contingency allowance will be adjusted to actual cost as defined hereunder and contract price will be amended accordingly by written order.

There will not be extension in time for work under Construction Contingency.

2 PRODUCTS

2.1 NOT USED

.1 Not Used.

3 EXECUTION

3.1 NOT USED

.1 Not Used.

END OF SECTION
1. General

1.1 REFERENCE STANDARDS

.1 Canadian Construction Documents Committee (CCDC)
   .1 CCDC 23-[2005], A Guide to Calling Bids and Awarding Contracts.

1.2 REQUIREMENTS

.1 Referenced specification Sections stipulate pertinent requirements for products and methods to achieve Work stipulated under each Alternative.

.2 Co-ordinate affected related Work and modify surrounding Work to integrate Work under each Alternative.

1.3 AWARD/SELECTION OF ALTERNATIVES

1. Any alternatives included in the bid are to be submitted in writing. Indicate variation of Bid Price for Alternatives. Note that this requests a 'difference' in Bid Price by adding to or deducting from base Bid price.

1.4 ALTERNATIVES

1. Will be accepted if the Consultant provides written approval.

2. Alternatives to be equivalent and equal to the specified products.

3. Bids will be evaluated on 'Base Bid' price. After determination of preferred Bidder, consideration will be given to Alternatives and Bid Price adjustments.

2. Products

.1 NOT USED

   .1 Not Used.

3. Execution

.1 NOT USED

   .1 Not Used.

END OF SECTION
1.1 REFERENCE STANDARDS

.1 Owner Agreement

.2 Read all of CCDC 2 2008 Contract forms and all amendments to CCDC 2 2008.

1.2 PAYMENT

.1 Pay and include in the cost of Work all government sales taxes, custom duties, and excise taxes payable on materials required for Work.

.2 Pay and include in the cost of Work all HST payable on materials and services required for execution of Work.

.3 Prices included in the Contract shall be complete for the applicable Work, and shall include the following costs for each price:

.1 Expenditures for wages and for salaries of workers, engineers, superintendents, draftspersons, superintendents, time-keepers, accountants, expediters, clerks, guards and such other personnel as may be approved, employed directly under the Contractor and while engaged on the applicable Work at the site and expenditures for traveling and board allowances of such employees when required by location of the applicable Work or when covered by trade agreements and when approved; provided however, that nothing shall be included for wages or salary of the Contractor if an individual, or of any member of the Contractor’s firm if the Contractor is a corporation, unless otherwise agreed to in writing.

.2 Expenditures for material used in or required in connection with the construction of the applicable work, including material tests and mix designs required by the laws or ordinances of any authority having jurisdiction.

.3 Expenditures for preparation, inspection, delivery, installation and removal of materials plant, tools and supplies.

.4 Temporary facilities as required for the applicable work.

.5 Traveling expenses properly incurred by the Contractor in connection with the inspection and supervision of the applicable work or in connection with the inspection of materials prepared or in course of preparation for the applicable work and in expediting their delivery.

.6 Rentals of all equipment, whether rented from the Contractor or others, in accordance with approved applicable insurance premiums thereon and expenditures for transportation to and from the site of such equipment, costs of loading and unloading, cost of installation, dismantling and removal thereof and repairs or replacements during its use on the applicable Work, exclusive of any repairs which may be necessary because of defects in the equipment when brought to the Work or appearing within Thirty (30) days thereafter.

.7 The cost of all expendable materials, supplies, light, power, heat, water, and tools (other than tools customarily provided by workers) less the salvage value at the completion of the applicable Work.

.8 Assessments under the Worker’s Compensation Act, the Unemployment Insurance Act, Canada Pension Act, statutes providing for government hospitalization, vacations with pay or any similar statutes; or payments on account of usual vacations made by the Contractor to his employees.
engaged on the applicable Work at the site, to the extent to which such assessments or payments for vacations with pay relate to the Work covered by the specified price; and all sales taxes or other taxes where applicable.

.9 The amounts of all subcontracts related to the specified price.

.10 Premiums on all insurance policies and bonds called for under this Contract as related to the specified price.

.11 Royalties for the use of any patented invention on the applicable work.

.12 Fees for licenses and permits in connection with the applicable work.

.13 Duties and taxes imposed on the applicable work.

.14 Duties and taxes imposed on such other expenditures in connection with the applicable work as may be approved.

.15 Provided always that except with the consent of the Owner, the above items of cost shall be at rates comparable with those prevailing in the locality of the work.

.16 The Contractor and all subcontractors shall include any and all overtime costs that may be incurred in the execution of the Work. The Owner will not be responsible for any costs due to overtime work initiated by the Contractor and his sub-trades.

.17 Should it be necessary, due to special work conditions including requirements of the Owner, or in order to complete the contract within the time specified, to carry on overtime work, the Contractor shall furnish and pay for all necessary overtime and other requirements for same at no additional cost to the Owner. Such work shall be carried out in strict conformity with all applicable municipal regulations and the requirements of all authorities having jurisdiction.

1.3 PRICING OF CHANGES TO WORK

.1 Submit, with quotations for changes to work, detailed estimate sheets showing labour, materials, and equipment separately.

.2 Payment for use of small tools, travelling, preparations of price change submittals will be considered a part of overhead.

1.4 APPLICATIONS FOR PROGRESS PAYMENT

.1 Refer to CCDC 2 2008 GC5.2 and all amendments to CCDC 2 2008.

.2 Applications for Payment to the Consultant must be accompanied by:

.1 The Contractor’s Statement of Payment Progress Draw showing a schedule of values of various trades and for various parts of the work in a format acceptable to the Consultant.

.2 At the start of the project a draft Progress Draw to be submitted for review and approval by the Client and Consultant.

.3 From the second application onwards, a Statutory Declaration stating that all subcontractors and their sub-contractors and suppliers have been paid to date and that there are no construction liens outstanding or filed.
1.5 **PREPARING SCHEDULE OF UNIT PRICE TABLE ITEMS**

.1 Submit separate schedule of unit price items of Work requested in Bid form.

.2 Make form of submittal parallel to Schedule of Values, with each line item identified same as line item in Schedule of Values. Include in unit prices only:

- .1 Cost of material.
- .2 Delivery and unloading at site.
- .3 Sales taxes.
- .4 Installation, overhead and profit.
- .5 Ensure unit prices multiplied by quantities given equal material cost of that item in Schedule of Values.

1.6 **PROGRESS PAYMENT**

.1 In accordance with the requirements of The Construction Act updated 2019 and amendments.

1.7 **PUBLICATION OF NOTICE OF SUBSTANTIAL PERFORMANCE**

.1 Refer to CCDC 2 2008 GC5.4 and all amendments to CCDC 2 2008.

.2 In accordance with the requirements of The Construction Act updated 2019, and amendments, the Contractor shall be responsible for publication of a Notice of Substantial Performance in the Daily Commercial News and/or other periodicals deemed to meet the requirements of the Act.

.3 The Contractor shall be responsible for paying the cost of publishing the notice and shall provide to the Consultant a copy of the issue of the publication in which the notice appeared as soon as it is available.

1.8 **HOLDBACK**

.1 Invoices paid under the contract will be subject to a 10% holdback in accordance with The Construction Act updated 2019.

.2 Provide the Consultant with letters from all subcontractors/suppliers stating that they have paid in full and have no further claims against the Owner under the Contract.

.3 Holdback will be released after required holding period and once the Consultant receives the letters identified in item 1.6.2. Refer to CCDC 2 2008 GC5.5 and 5.6 and all amendments to CCDC 2 2008.

1.9 **FINAL PAYMENT**

.1 Refer to CCDC 2 2008 GC57, all amendments to CCDC 2 2008, and Construction Act.
2.1 NOT USED

.1 Not used

3 Execution

3.1 NOT USED

.1 Not used

END OF SECTION
1. General

1.1 ADMINISTRATION OF CONTRACT:

.1 Provide administrative requirements for the proper coordination and completion of work, including supervisory personnel, preconstruction conference and project meetings.

1.2 CO-ORDINATION AND CO-OPERATION

.1 The Contractor shall be responsible for the proper co-ordination of all subcontractors.

.2 Each subcontractor shall familiarize themselves with work of all other contractors to properly prepare their work and make provisions to facilitate the work of others.

.3 Do not proceed with any work without consulting the drawings and specifications of all trades involved in the work.

1.3 HEALTH AND SAFETY

.1 Refer to Specification section Health and Safety Requirements 01 35 29.

.2 Provide Health and Safety plan for the work site, which includes procedures related to COVID-19.

.3 The Contractor will be required to review and sign off the Client’s Health and Safety COVID-19 acknowledgement form and Pre-construction Meeting Health and Safety checklist.

1.4 PRE-CONSTRUCTION MEETING

.1 Arrange a preconstruction meeting to discuss and resolve administrative and site management issues within 10 working days after award of Contract.

.2 Attendance to include Owner, Consultant and subcontractors.

.3 Provide 5 working days notice before meeting. Location and time to be coordinated in advance with the Owner and Consultant.

.5 Agenda to include as required:

.1 Appointment of official representative of participants in the Work.

.2 Schedule of Work: in accordance with Section 01 32 16.19 - Construction Progress Schedule - Bar (GANTT) Chart.

.3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittals.

.6 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

.7 Monthly progress claims, administrative procedures, photographs, hold backs.

.8 Appointment of inspection and testing agencies or firms.

.9 Insurances, transcript of policies.

1.5 PROGRESS MEETINGS

.1 Are to be conducted bi-weekly, on a regular schedule.

.2 Contractor responsible for preparing, in consultation with the Consultant, and distributing agenda two working days prior to the scheduled meeting to the Owner, Consultant and subcontractor/suppliers whose work is covered by agenda items.

.3 Contractor responsible for preparing and distributing minutes to all meeting participants and affected parties. Minutes to be distributed three working days prior to the next site meeting. Attendance and action items are to be clearly identified in minutes.

.4 Once a month an updated work schedule is to be included with minutes.
Agenda to include as required:

.1 Review, approval of minutes of previous meeting.
.2 Review of Work progress since previous meeting.
.3 Field observations, problems, conflicts.
.4 Problems which impede construction schedule.
.5 Review of off-site fabrication delivery schedules.
.6 Corrective measures and procedures to regain projected schedule.
.7 Revision to construction schedule.
.8 Progress schedule, during succeeding work period.
.9 Review submittal schedules: expedite as required.
.10 Maintenance of quality standards.
.11 Review proposed changes for effect on construction schedule and on completion date.
.12 Other business.

1.6 SCHEDULES

.1 As required following schedules are to be prepared and distributed at the start-up of the project and updated on a monthly basis.
   .1 Project Schedule
   .2 Submittal Schedule
   .3 Schedule of Values

.2 Update Project Schedule on bi-weekly basis reflecting activity changes and completion, as well as activities progress.

1.7 PROJECT RECORD DOCUMENTS

.1 Maintain on site, one copy of the following record documents; record actual revisions to the Work:
   2. Specifications
   3. Addenda.
   4. Change Orders and other modifications to the Contract.
   5. Reviewed shop drawings, product data, and samples.
   7. Field Test Reports.
   8. Copy of Approved Work Schedule.
   10. Other documents as specified.

2. Record information concurrent with construction progress

3. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including, but not limited to:
   1. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
   2. Field changes of dimension and detail.
   3. Details not on original Contract Drawings

1.8 CONTACTS

.1 Submit and post list of project contacts.
.2 Submit and post list of emergency telephone numbers and emails for individuals to be contacted in case of emergency.

2 Products

2.1 NOT USED

.1 Not Used.

3 Execution

3.1 NOT USED

.1 Not Used.
1. General

1.1 ADMINISTRATIVE

.1 This section specifies general requirements and procedures for contractor’s submissions of shop drawings, product data, samples and mock-ups to Owner’s Representative for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.

.2 Do not proceed with work until relevant submissions are reviewed by Owner’s Representative.

.3 Review submittals prior to submission to Owner’s Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.

.4 Notify Owner’s Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

.5 Verify field measurements and affected adjacent Work are coordinated.

.6 Contractor’s responsibility for errors and omissions in submission is not relieved by Owner’s Representative’s review of submittals.

.7 Contractor’s responsibility for deviations in submission from requirements of Contract Documents is not relieved by Owner’s Representative review of submission unless Owner’s Representative gives written acceptance of specific deviations.

.8 Make any changes in submissions which Owner’s Representative may require consistent with Contract Documents and resubmit as directed by Owner’s Representative. When resubmitting, notify Owner’s Representative in writing of revisions other than those requested.

.9 Notify Owner’s Representative, in writing, when resubmitting, of any revisions other than those requested by Owner’s Representative.

.10 Keep one reviewed copy of each submission on site.

1.2 SUBMITTALS

.1 Submit all shop drawings, samples and other items in accordance to this Section to the Consultant for distribution.

.2 Submit to the Consultant shop drawings, samples and other items in accordance to this Section.

.3 All submittals to the Consultant’s office to include prepaid carrying and all other charges.

.4 Submittals are to be clearly labelled with the Project Name, Date, and Identification of submittal (material, supplier, etc.), Name of Contractor and whether it is first submittal or resubmittal.

.5 Allow five (5) working days for Consultant review of each submission.

.6 Submit electronic copy in PDF format of product data sheets or brochures for requirements requested in Specification Sections and as requested by Owner’s Representative where shop drawings will not be prepared due to standardized manufacture of product.

.7 Submit in good time to avoid delay. Allow for multiple Consultant reviews. And factor timing for resubmittals.

1.3 SHOP DRAWINGS AND PRODUCT DATA
.1 Refer to CCDC 2008 GC 3.11 and all amendments of CCDC 2008.

.2 The term shop drawing includes drawings, diagrams, illustrations, schedules, performance charts, product data, brochures and other data to be provided to illustrate portions of the Work.

.3 Shop drawings are to be submitted for Consultant review with reasonable promptness and in a sequence not to cause delay in the Work.

.4 Allow enough time for submittal review and factor timing for resubmittals.

.5 Shop drawings shall be submitted legible. If drawings are deemed illegible they will be rejected.

.6 Submit one (1) electronic copy in PDF format of shop drawings for each requirement requested in specification Sections and as Owner’s Representative may reasonably request.

.7 Submit drawings stamped and signed by professional engineer registered or licensed in Ontario, Canada.

.8 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

.9 Shop drawings shall show materials, methods of construction and attachment or anchorage, erection diagrams, connections and other details necessary to complete the work.

.10 The Consultant review is for the sole purpose of determining conformance with general design concept. The review shall not mean that the Consultant approves the detail design inherent in the shop drawings; responsibility shall remain with the Contractor. Review will not relieve the Contractor of their responsibility for errors or omissions in the shop drawings or responsibility for meeting all requirements of contract documents. The Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for coordination of Work.

.11 Changes to the shop drawings made by the Consultant are not intended to change the Contract Price. If Contractor deems the change impacts the value of work, it is to be stated in writing prior to fabrication and installation of work.

.12 Make changes in shop drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of revisions other than those requested.

.13 Accompany submissions with transmittal letter containing:
   .1 Date.
   .2 Project title and number.
   .3 Contractor’s name and address.
   .4 Identification and quantity of each shop drawing, product data and sample.
   .5 Other pertinent data.

.14 Submissions include:
   .1 Date and revision dates.
   .2 Project title and number.
   .3 Name and address of:
      .1 Subcontractor.
      .2 Supplier.
      .3 Manufacturer.

.15 Contractor’s stamp, signed by Contractor’s authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.

.16 Details of appropriate portions of Work as applicable:
1. Fabrication.
2. Layout, showing dimensions, including identified field dimensions, and clearances.
3. Setting or erection details.
5. Performance characteristics.
7. Operating weight.
8. Wiring diagrams.
10. Relationship to adjacent work.

.14 After Consultant's review, distribute copies.
.15 Submit electronic copy of product data sheets or brochures for requirements requested in specification Sections and as requested by Consultant where shop drawings will not be prepared due to standardized manufacture of product.
.16 Submit electronic copies of manufacturer's instructions for requirements requested in specification Sections and as requested by Consultant.

1.4 SAMPLES
.1 Provide material samples specified in trade sections on site for Consultant review.
.2 Submit for review samples in triplicate as requested in respective specification Sections. Label samples with origin and intended use.
.2 Deliver samples prepaid to Consultant's business address.
.3 Notify Consultant in writing, at time of submission of deviations in samples from requirements of Contract Documents.
.4 Where colour, pattern or texture is criterion, submit full range of samples.
.5 Adjustments made on samples by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
.6 Make changes in samples which Consultant may require, consistent with Contract Documents.
.7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.5 PHOTOGRAPH DOCUMENTATION
.1 Contractor is responsible for taking photographs of the existing condition, during work and completion of work.
.2 All photographs are to be supplied to the Owner and Consultant at the end of the project in digital format. Photographs during the project are to be available for review by the Owner at any time upon request. Progress photographs are to be included with the monthly invoice submissions.
.3 Photographs to be dated and location noted on the electronic file or back of printed copy. Final submission is to be provided on a thumb drive or DVD. The submission is to be clearly labelled with the Project Name and date.

1.6 MOCK-UPS
.1 Erect mock-ups accordance with 01 45 00 Quality Control.
The following is a list of mock-ups required prior to work commencing for each item. This is not an exhaustive list, refer to specific sections. Mock-ups may be requested by the Consultant on site during construction that is not listed here.

1. Storm Window
   1. Corner section of window frame

2. Alternative Price Mock-Ups
   1. Original Window Restoration
      1. Sash removal for restoration off-site
      2. Paint removal
      3. Putty removal
      4. Putty installation
      5. Painting application including prep, (both primer and top coat)

Products

1. NOT USED
   1. Not Used.

Execution

1. NOT USED
   1. Not Used.

END OF SECTION
1. General

1.1 REFERENCE STANDARDS

.1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations

.1 Province of Ontario


1.2 ACTION AND INFORMATIONAL SUBMITTALS

.1 Submit in accordance with Section 01 33 00 - Submittals.

.2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:

.1 Results of site-specific safety hazard assessment.

.2 Results of safety and health risk or hazard analysis for site tasks and operation.

.3 COVID-19 Health and Safety Plan.

.3 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.

.4 Submit copies of incident and accident reports.

.5 Submit WHMIS Safety Data Sheets (SDS) in accordance with Section 02 81 00 - Hazardous Materials.

.6 Consultant will review Contractor’s site-specific Health and Safety Plan and provide comments to Contractor within 5 days after receipt of plan. Revise plan as appropriate and resubmit plan to Consultant within 5 days after receipt of comments from Consultant.

.7 Consultant’s review of Contractor’s final Health and Safety plan should not be construed as approval and does not reduce the Contractor’s overall responsibility for construction Health and Safety.

1.3 FILING OF NOTICE

.1 File Notice of Project with Provincial authorities prior to beginning of Work.

.4 Contractor shall agree to install proper site separation and identification in order to maintain time and space at all times throughout life of project. Refer to Specification section Temporary Barriers and Enclosures 01 56 00.

1.4 PROJECT/SITE CONDITIONS

.1 Work at site will involve contact with, if alternative scope of window restoration proceeds:

.1 Lead-containing paint.

.2 Lead based paint.

.3 Chrysotile.
1.5 GENERAL REQUIREMENTS

.1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.

.2 Consultant may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.6 RESPONSIBILITY

.1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.

.2 Contractor will be responsible and assume the role Constructor as described in the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.

1.7 COMPLIANCE REQUIREMENTS


1.8 UNFORSEEN HAZARDS

.1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Owner and Consultant verbally and in writing.

1.9 POSTING OF DOCUMENTS

.1 Ensure applicable items, articles, notices, and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Consultant.

1.10 CORRECTION OF NON-COMPLIANCE

.1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Owner or Consultant.

.2 Provide Owner and Consultant with written report of action taken to correct non-compliance of health and safety issues identified.

.3 Owner or Consultant may stop Work if non-compliance of health and safety regulations is not corrected.

1.11 WORK STOPPAGE

.1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

2. PRODUCTS

2.1 NOT USED
3. EXECUTION

3.1 **NOT USED**

.1 Not used.

END OF SECTION
1. General

1.1 SUMMARY

.1 This Section references to laws, by laws, ordinances, rules, regulations, codes, orders of Authority Having Jurisdiction, and other legally enforceable requirements applicable to Work and that are; or become, in force during performance of Work.

1.2 GENERAL

.1 Read all of CCDC 2 – 2008 and all amendments to CCDC 2 2008.

.2 Perform Work in accordance with the provisions of all applicable by-laws, ordinances, codes, regulations, authorities and standards, including, but not limited to, the following:

.1 Ontario Ministry of the Environment, Hazardous Contaminants Branch;
.2 Construction Safety Act;
.3 Occupational Health and Safety Act;
.4 Workman’s Safety Insurance Act;
.5 Ontario Building Code;
.6 Other applicable codes and regulations.

.3 Reference to by-laws, ordinances, codes, regulations, authorities and standards, as well as contract forms, manuals and instructions, shall be to the latest published editions at date of submission of Bid.

.4 Abide by the regulations of all authorities having jurisdiction.

.5 The "Contractor" referred to in the Contract Documents shall be considered as the "Constructor" named in the Occupational Health and Safety Act.

.6 Meet or exceed requirements of specified standards, codes and referenced documents.

.7 Do not undertake Work, which is conditional on permits or approvals until certain that all conditions necessary to obtain these are met. No time extension will be allowed for delay in obtaining necessary permits.

END OF SECTION
1. General

1.1 GENERAL

.1 Read all of CCDC 2 2008 and all amendments to CCDC 2 2008. For this section refer specifically to the following:

.2 GC 2.3 Review and Inspection of Work

.3 GC 2.4 Defective Work.

1.2 INSPECTION AND TESTING (3RD PARTY)

.1 Allow Owner’s Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.

.2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Owner’s Representative instructions.

.3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.

.4 Provide samples for testing as and when requested by the Consultant.

.5 Employment of testing agencies does not relax the Contractor’s responsibility to perform work in accordance with the Contract Documents.

.6 If defects are revealed by testing, the laboratory may request additional testing to ascertain full extent of defect. Correct defects as advised by the Consultant at no cost to the Owner. Pay costs for re-inspection and re-testing.

1.3 FIELD SAMPLES AND MOCK-UPS

.1 As required by other Sections or as requested, mock-ups of the work showing all materials, finishes as a completed assembly.

.2 Locations, area and size to be reviewed prior to commencing mock-ups with the Consultant.

.3 Prepare mock-ups in a timely manner for Consultant review to not delay Work. Provide 48 hours notice to Consultant for review of finished mock-ups.

.4 Approved mock-up to be used as the minimum standard for quality of work for similar work. Approved mock-up may be used as part of the completed Work.

.5 Failure to prepare mock-ups in ample time is not considered sufficient reason for Contract time extension. No claim for time extension with such reason will be allowed.

1.4 TOLERANCES

.1 Unless tolerances are otherwise specified in the Contract documents, they are considered to be the following:

.1 "Plumb and level" means plumb and level within 1/8" in 10'-0".

.2 "Square" means not in excess of 10 seconds lesser or greater than 90 degrees.

.3 "Straight" means within 1/8" under a 10'-0" long straight edge.

.4 Existing historic building fabric may not meet these tolerances. Do not attempt to make plumb and level, square or straight any original heritage building fabric without approval by the Consultant.

1.5 REJECTED/DEFECTIVE WORK

.1 Refer to CCDC 2008, GC 2.4 and all amendments to CCDC 2008.
2. Defective work discovered before expiration of the warranty period specified in the Contract or if extended by this Specification, will be made good by the Contractor, whether or not it has been previously noted or scheduled during the Consultant’s inspection, at no cost to the Owner.

3. Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Consultant as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.

4. Make good other Contractor’s work damaged by such removals or replacements promptly.

5. If in opinion of Consultant it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Consultant.

1.6 REPORTS

1. Submit 4 hard copies or 1 digital copy of inspection and test reports to Consultants.

2. Provide copies to all relevant parties.

2. Products

2.1 NOT USED

1. Not Used.

3. Execution

3.1 NOT USED

1. Not Used.

END OF SECTION
1 GENERAL

1.0 PRODUCT HANDLING

.1 Protection: maintain temporary facilities in proper and safe condition throughout work progress.

.2 Replacements: in the event of loss or damage, make all repairs and replacements necessary to the approval of the Consultant and Owner at no additional cost to the Owner.

1.1 WATER SUPPLY

.1 Owner will provide an adequate pure water supply for scope of work to be carried out.

.2 Water supply will be coordinated upon award of the Contract.

1.2 ELECTRICAL SUPPLY

.1 Owner will provide an adequate electrical supply for scope of work to be carried out.

.2 Further coordination upon award of the Contract.

.3 Provide temporary lighting required to carry out the work.

1.3 TEMPORARY HEATING AND VENTILATION

.1 Provide temporary heating as required during construction period, including attendance, maintenance and fuel.

.2 Provide temporary heat and ventilation in enclosed areas as required to:

.1 Facilitate progress of Work.

.2 Protect Work and products against dampness and cold.

.3 Prevent moisture condensation on surfaces.

.4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.

.5 Provide adequate ventilation to meet health regulations for safe working environment.

.4 Maintain temperatures of minimum 10 degrees Celsius in areas where construction is in progress.

.5 Ventilating:

.1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.

.2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.

.3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.

.4 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.

1.4 SANITARY FACILITIES

.1 The Contractor is permitted to use the sanitary facilities located in the building of Work.

.2 The Contractor is responsible for keeping the facilities clean, and in good working order.

1.5 PROTECTION DEVICES
Erect fencing, barricades, covered ways, tarpaulins, steps, and protection of all kinds for the protection of the workmen working on the project, for protection of the surrounding property and the public in accordance with local regulations.

**1.6 PORTABLE FIRE EXTINGUISHERS**

.1 Provide and maintain temporary fire protection equipment during performance of Work required by governing codes, regulations and bylaws.

.2 Provide portable fire extinguishers throughout the work areas; conform with fire authority for locations.

.3 Maintain extinguishers to requirements of Canadian Fire Underwriters’ Association.

.4 Burning rubbish and construction waste materials is not permitted on Site.

**1.7 FIRST-AID FACILITIES**

.1 Contractor to provide first aid facilities in accordance with Workmen’s Compensation Act.

**1.8 STORAGE AREA**

.1 Refer to CCDC 2, GC 3.12

.2 Location for storage will be determined upon site review with the Owner, Consultant and Contractor for best location for properly completing the Work.

**1.9 SITE OFFICE**

.1 To be coordinated with the Owner at award of Contract.

**1.10 PARKING**

.1 Parking permits will be coordinated and provided by the Owner for a parking lot near the work site. Number of permits will be confirmed upon award of the Contract.

**1.11 CLEANING**

.1 Keep the work area broom and debris clear at all times and remove debris on a daily basis.

.2 Remove construction debris, waste materials, packaging material from work site daily.

.3 Clean dirt or mud tracked onto paved or surfaced roadways.

.4 Store materials resulting from demolition activities that are salvageable.

.5 Stack stored new or salvaged material not in construction facilities.

**2 Products**

**2.1 NOT USED**

.1 Not Used.

**3 Execution**

**3.1 NOT USED**

.1 Not Used.

END OF SECTION
1 General

1.1 RELATED REQUIREMENTS

.1 Section 01 52 00 Construction Facilities.

1.2 INSTALLATION AND REMOVAL

.1 Provide temporary controls in order to execute Work expeditiously.

.2 Remove from site all such work after use.

1.3 WEATHER ENCLOSURES

.1 Provide weather tight closures to unfinished door and window openings.

.2 Design enclosures to withstand wind pressure and snow loading.

1.4 DUST TIGHT SCREENS

.1 Provide dust tight screens to localize dust generating activities, and for protection of workers, finished areas of Work and public.

.2 Maintain and relocate protection until such work is complete.

1.5 PUBLIC TRAFFIC FLOW

.1 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

1.6 FIRE ROUTES

.1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.7 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

.1 Protect surrounding private and public property from damage during performance of Work.

.2 Be responsible for damage incurred.

1.8 PROTECTION OF BUILDING FINISHES

.1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.

.2 Provide necessary screens, covers, and hoardings.

.3 Confirm with Consultant locations and installation schedule 3 days prior to installation.

.4 Be responsible for damage incurred due to lack of or improper protection.

1.9 WASTE MANAGEMENT AND DISPOSAL
.1 Separate waste materials for reuse and recycling and dispose of materials appropriately and according to Authorities having Jurisdiction regulations.

2. Products

2.1 NOT USED

.1 Not Used.

3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION
1. General

1.1 ADMINISTRATIVE REQUIREMENTS

.1 Pre-warranty Meeting:
   .1 Convene meeting one week prior to contract completion with contractor’s representative, Owner and Consultant, in accordance with Section Project Requirements 01 30 00 to:
      .1 Verify Project requirements.
      .2 Review manufacturer’s installation instructions and warranty requirements.
   .2 Consultant to establish communication procedures for:
      .1 Notifying construction warranty defects.
      .2 Determine priorities for type of defects.
      .3 Determine reasonable response time.
   .3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for construction warranty work action.
   .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

.1 Provide submittals in accordance with Section 01 33 00 - Submittals.

.2 Two weeks prior to Substantial Performance of the Work, submit to the Consultant, electronic final copies of maintenance manuals in English.

.3 Provide maintenance materials of same quality and manufacture as products provided in Work.

.4 Provide evidence, if requested, for type, source and quality of products supplied.

1.3 FORMAT

.1 Organize data as instructional manual.

.2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf [219 x 279] mm with spine and face pockets.

.3 When multiple binders are used correlate data into related consistent groupings.
   .1 Identify contents of each binder on spine.

.4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.

.5 Arrange content by process flow, under Section numbers and sequence of Table of Contents.

.6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.

.7 Text: manufacturer’s printed data, or typewritten data.

.8 Drawings: provide with reinforced punched binder tab.
   .1 Bind in with text; fold larger drawings to size of text pages.
Project binders may be provided in digital format if approved by the Consultant and Owner prior to project starting. It is the responsibility of the Contractor to request the digital submission prior to work commencing.

Digital copies are to be set-up in similar format to hard copy binders.

1.4 CONTENTS - PROJECT RECORD DOCUMENTS

- Table of Contents for Each Volume: provide title of project; Date of submission; names.
- Addresses, and telephone numbers of Consultant and [Contractor][Design-Builder] with name of responsible parties.
- Schedule of products and systems, indexed to content of volume.

For each product:
- List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies.

Product Data: mark each sheet to identify specific products, and data applicable to installation; delete inapplicable information.

Typewritten Text: as required to supplement product data.

Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.

1.5 AS-BUILT DOCUMENTS AND SAMPLES

- Maintain, in addition to requirements in General Conditions, at site for Consultant and Owner one record copy of:
  - Contract Drawings.
  - Specifications.
  - Addenda.
  - Change Orders and other modifications to Contract.
  - Reviewed shop drawings, product data, and samples.
  - Field test records.
  - Inspection certificates.
  - Manufacturer's certificates.

- Store record documents and samples in field office apart from documents used for construction.

- Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
  - Label each document "PROJECT RECORD" in neat, large, printed letters.

- Maintain record documents in clean, dry and legible condition.
  - Do not use record documents for construction purposes.

- Keep record documents and samples available for inspection by Consultant.

1.6 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- Record information concurrently with construction progress.
.1 Do not conceal Work until required information is recorded.

.2 Contract Drawings and shop drawings: mark each item to record actual construction, including:
  .1 Field changes of dimension and detail.
  .2 Changes made by change orders.
  .3 Details not on original Contract Drawings.
  .4 Referenced Standards to related shop drawings and modifications.

.4 Specifications: mark each item to record actual construction, including:
  .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
  .2 Changes made by Addenda and change orders.

.5 Other Documents: maintain certifications, field test records, as required by individual specifications sections.

.7 Provide digital photos, if requested, for site records.

1.7 MATERIALS AND FINISHES

.1 Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations.

.2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

.3 Moisture-protection and weather-exposed products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

.4 Additional requirements: as specified in individual specifications sections.

1.8 MAINTENANCE MATERIALS

.2 Extra Stock Materials:
  .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
  .2 Provide items of same manufacture and quality as items in Work.
  .3 Deliver to site; place and store.
  .4 Receive and catalogue items.
    .1 Submit inventory listing to Consultant.
    .2 Include approved listings in Maintenance Manual.

.5 Obtain receipt for delivered products and submit prior to final payment.

1.9 DELIVERY, STORAGE AND HANDLING

.1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.

.2 Store in original and undamaged condition with manufacturer’s seal and labels intact.

.3 Store components subject to damage from weather in weatherproof enclosures.
.4 Store paints and freezable materials in a heated and ventilated room.

.5 Remove and replace damaged products at own expense and for review by Consultant.

1.10 WARRANTIES AND BONDS

.1 Develop warranty management plan to contain information relevant to Warranties.

.2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Consultant approval.

.3 Warranty management plan to include required actions and documents to assure that Consultant receives warranties to which it is entitled.

.4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.

.5 Submit, warranty information made available during construction phase, to Consultant for approval prior to each monthly pay estimate.

.6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
  .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within [ten] days after completion of applicable item of work.
  .4 Verify that documents are in proper form, contain full information, and are notarized.
  .5 Co-execute submittals when required.
  .6 Retain warranties and bonds until time specified for submittal.

.7 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.

.8 Conduct joint 12 month warranty inspection, measured from time of acceptance, by Consultant.

.10 Respond in timely manner to oral or written notification of required construction warranty repair work.

.11 Written verification to follow oral instructions.
  .1 Failure to respond will be cause for the Consultant to proceed with action against Contractor.

2 Products

2.1 NOT USED
  .1 Not Used.

3 Execution

3.1 NOT USED
  .1 Not Used.
END OF SECTION
1.1 GENERAL REQUIREMENTS

.1 Comply with requirements of Division 01.

1.2 PRE-START HEALTH AND SAFETY REVIEW

.1 Provide a Pre-Start Health and Safety Review in accordance with the Occupational Health and Safety Act (Ontario), Regulation 851, as amended.

1.3 WORK INCLUDED

.1 Work under this section covers the requirements for demolition and preparatory Work including dismantling, salvaging, relocating, and removing wholly or in part various items designated on drawings or required to be removed or partially removed for the Work of this Contract; demolition and preparatory Work include but not limited to:

.1 Removal of rubbish, debris, and items resulting from Work of this Section,

.2 Dust control during the operations of the Work of this Section.

1.4 EXISTING CONDITIONS

.1 Visit and examine Site, review Site conditions, drawings, and specification to ascertain the extent and nature of Work of this Section. Note all characteristics and irregularities affecting the Work of this Section.

.2 Arrange examination of existing building and property with the Owner and Consultant.

.3 Beginning of cutting or patching means acceptance of existing conditions.

1.5 QUALITY ASSURANCE

.1 Comply with pertinent codes, regulations and insurance carriers providing coverage for the Work of this Section.

.2 Execute Work of this Section in accordance with Occupational Health and Safety Act, Ontario Regulation 213/91, Construction Projects. Keep copy of Act at the Place of the Work at all times.

.3 Execute demolition Work in accordance with CAN-CSA S350.

.4 A review will be made after completion of Work of this section by Owner and Consultant to assess any outstanding or remaining Work of this Section.

1.6 PROTECTION

.1 Use all means necessary to protect existing building and finish, and in the event of damage, immediately make all repairs and replacements necessary to the acceptance of the Owner and Consultant, and at no additional cost to the Owner.

.2 Provide protection required to enable existing building and equipment to remain in continuous and normal operations and maintain construction schedule.

.3 Erect barricades, covered ways, barriers, scaffolding, screens, notices, and warning boards and maintain all lights, signals, and protection of all kinds for the protection of workers performing the Work, for the
protection of existing building, adjacent and adjoining properties, and for the protection of public and building occupants.

.4 Prevent movement or settlement of adjacent Work. Provide and place bracing or shoring and be responsible for safety and support of such Work. Be liable for any such movement or settlement, and any damage or injury caused, and at no additional cost to the Owner.

.5 Cease operations and notify Owner and Consultant if safety of any adjacent buildings or structure appears to be endangered. Take all precautions to support the structure. Do not resume operations until the Work is reviewed by the Owner.

2 Products

2.1 MATERIALS

.1 General: Dismantled materials become Contractor's property. Remove materials from Site daily.

3 Execution

3.1 PREPARATION

.1 Notify the Owner and Consultant at least two full working days prior to commencing of the Work of this Section.

.2 The drawings do not purport to show all objects existing on the Site.

.3 Schedule all Work in a careful manner with all necessary consideration for the requirements of the Owner, their employees, and the public.

.4 Avoid interference with the use of, and passage to and from, adjacent buildings and facilities.

.5 Before starting the operations, arrange with the appropriate trade concerned for the disconnection of all utility services, affecting the Work.

.6 Preserve in operating condition all active utilities to remain.

3.2 DEMOLITION AND PREPARATORY WORK

.1 In order to afford the least interference with the operations of the existing building and to keep the risk of fire to a minimum at all times, ensure that dismantled materials are continuously removed from the buildings and grounds as they accumulate, that no hazard condition is left during non-working hours and that full measures are taken to keep dust to a minimum and to confine what dust there is within the working area.

.2 Maintain proper and safe means of fire exit from all zones of the existing building to the approval of the authorities having jurisdiction.

.3 Confine operation to those parts of the buildings, which are to be altered or renovated. Do not damage existing construction beyond that necessary for performance of new Work and repair such damage as required.

.4 Carefully remove materials and equipment to be relocated for reuse in the new Work in re-usable condition, transport and store on the Site where directed by the Owner and protected against damage.
.5 Do not undermine or damage existing structure, mechanical systems, and electrical systems. Undermined, damaged or endangered Work is to be made good at no additional cost to the Owner.

.6 Where cutting openings through existing walls, and roofs establish exact location of steel reinforcing and services before holes are made. Be responsible for damage to existing reinforcement and be liable for structural failure. Make good surfaces disturbed with materials to match existing.

.7 Dismantle Work into sections of practical size for removal without alteration or damage to the existing building remaining in place.

.8 Upon completion of demolition, leave surfaces broom clean.

.9 Join and make good new Work to existing in such a manner that the joint is structurally sound and inconspicuous.

.10 Cuts, breaks and other temporary openings into existing surfaces, which are required for installation or application of new fixtures, fitments, materials, or services shall be, at completion of Work, patched and made good and finished to match surrounding finishes. Openings to allow passage of ducts shall be closed tight to perimeters of duct at all locations where fire dampers are required.

.11 Where fireproofing membranes or coverings to existing structural steel members and open web steel joists are disturbed, restore the fire protection with materials and methods acceptable by the authorities having jurisdiction.

.12 Materials and other equipment not required for re-use shall not be stored or sold from the Site.

.13 Burning of materials on Site is prohibited.

.14 Maintain the existing building in a weather and watertight condition at all times.

END OF SECTION
1 General

1.1 GENERAL REQUIREMENTS

.1 Comply with requirements of Division 1.

1.2 PRE-START HEALTH AND SAFETY REVIEW

.1 Provide a Pre-Start Health and Safety Review in accordance with the Occupational Health and Safety Act (Ontario), Regulation 851, as amended.

1.3 WORK INCLUDED

.1 At all perimeters of original windows and doors identified in the scope of work.

.2 Review other Sections of the Specifications for extent of sealant Work specified in those Sections. Provide all other joint sealant materials, equipment and labour necessary to complete the Work of this Section as indicated on the Drawings and specified herein.

.1 All work necessary for completion of work of this section, including but not limited to setting up of scaffolding, permits, authorization from utilities, protection of adjacent roof areas, etc. The cost associated with these items will not be paid for separately but will be considered incidental to work of this section.

.2 Where conflict exists in the scope of work, requirements, standards, or codes, the most stringent criteria shall apply.

.3 All work to be completed in accordance with the Health and Safety Guideline for Silica on Construction Projects by Occupational Health and Safety Branch of the Ministry of Labour.

1.4 REFERENCES

.1 Meet or exceed the following standards or the latest revised versions of same:

.1 CAN/CGSB-19.24-M90;

.2 CAN/CGSB-19.13-M87;


.4 ASTM C920, Type M, Grade P, Class 25, Use T, M, A and O.

1.5 QUALITY ASSURANCE

.1 Applicators: Member, in good standing, of Sealant and Waterproofing Association. Trained and approved by manufacturer and having a minimum five years’ experience in the installation of the Work described in this Section and can show evidence of satisfactory completion of projects of similar size, scope and type.

.2 Pre-installation meeting: Two weeks prior to commencing Work of this Section, arrange for manufacturer’s technical representative to visit the site and review preparatory and installation procedures to be followed, conditions under which the Work will be done, and inspect the surfaces to receive the Work of this Section. Advise the Owner of the date and time of the meeting.

.3 Single source responsibility: Use sealants from single manufacturer for each different product required to ensure compatibility.
.4 Provide masking tape and apply to areas to receive primer and sealant. Work to avoid staining and soiling of adjacent and existing surfaces. Contractor is responsible for all additional cost and additional time required to clean stained and soiled surfaces resulting from installation Work of this section. When directed by Owner, clean all stained and soiled surfaces immediately and make good existing surfaces with no extra cost to Owner and no increase to Contract Price and Contract Time.

1.6 SUBMITTALS

.1 Submittals shall meet requirements of Section Submittals 01 33 00.

.2 Prior to work commencing provide the specified submittals.

.3 Manufacturer's Data: Submit manufacturer's literature describing each material to be used in the Work of this Section. Literature to indicate the material complies with the specified standard. Submit product information to contain sealant composition and physical characteristics, surface preparation requirements, priming and application procedures, suitability of sealants for purposes intended and joint design, suitability of sealants for temperature and humidity conditions at time of application.

.4 Samples: Provide cured, colour samples of in each type of sealing and caulking compound specified herein. Submit samples of primer, bond breaker tape and joint backing material.

.5 Safety Data Sheets: Submit WHMIS safety data sheets for inclusion with project record documents. Keep one copy of WHMIS safety data sheets on site for reference by workers.

1.7 DELIVERY, STORAGE AND HANDLING

.1 Deliver sealants to site in original sealed containers bearing manufacturer's name, brand name of sealant and reference standard to which sealant complies, expiration period, pot life.

.2 Store materials in a dry area having an ambient temperature within limitations recommended by material manufacturer. Protect from freezing, moisture, and water.

1.8 PROJECT/SITE CONDITIONS

.1 Apply sealants only to completely clean and dry surfaces, and at air and material temperatures above minimum established by manufacturer.

.2 Do not apply any sealant under adverse weather conditions, when joints to be sealed are damp, wet or frozen, or when at ambient temperatures below 5 deg C or above 25 deg C. Maintain minimum temperature of application during application and for 8 hours after application. Consult manufacturer for specific instructions before proceeding with the Work.

1.9 WARRANTY

.1 Provide a written five-year material, labour, and workmanship warranty, commencing from the date of Substantial Performance, covering the replacement and making good of defects in materials and workmanship. Defects to include, but not restricted to, leakage, cracking, deterioration, shrinkage, adhesive and cohesive failure, staining or failure to provide intended seal.

2 Products

2.1 MATERIALS – GENERAL

.1 Sealant: Non-Bleeding and capable of supporting their own weight.
Galt Riverbank Buildings
Heritage Renovation
Project No. 202102

Joint Sealants

Section 07 92 00

.2 Sealants, cleaning solvents and primers: Compatible with each other, as recommended by sealant manufacturer.

.3 Sealant Colours: To later selection by Consultant. Allow for special colours as selected by the Consultant.

2.2 SEALANTS

.1 Exterior: One component, neutral-cure, medium-modulus, elastomeric silicone sealant or polyurethane; pre-pigmented. To ASTM C920.

.1 Product: Dowsil 756 SMS Dow Corning,

.2 OR Tremco 830

.3 Colour: Allow for standard colour, White.

.1 Colour to match paint colour. The colour of the sealant shall be approved by the Consultant from the manufacturer’s range of standard colours.

2.3 ACCESSORIES

.1 Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.

.2 Masking tape: Non-staining, non-absorbent tape product compatible with joint sealants and adjacent joint surfaces.

.3 Cleaning material: Xylol, methyl-ethyl-ketone, toluol, or as recommended by sealant manufacturer.

2.4 JOINT BACKING

.1 Butt Joint and Bridge Joint Applications

.1 Cylindrical Sealant Backing, of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance. Material shall be of type that will not adhere to the specified sealant:

.1 Bi-cellular material with a surface skin, such as Sof Rod by Tremco or Nomaco.

.2 Open-cell material OR Open cell foam backer rod shall not be used on this project.

.2 Where the joint size cannot accommodate foam rod, adhesive backed polyethylene tape recommended by sealant manufacturer shall be used.

.2 Fillet Joint Applications

.1 Bond breaker tape, adhesive backed polyethylene tape recommended by the sealant manufacturer shall be used to prevent adhesion to the specified sealant or to the back of joint.

3 Execution

3.1 EXAMINATION

.1 Examine joints to be sealed and report in writing to the Consultant any defects in Work of other Sections which would impair installation, performance and warranty of sealants.

3.2 PREPARATION
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>3.3 APPLICATION</strong></td>
<td></td>
</tr>
<tr>
<td>.1</td>
<td>Install sealants in accordance with ASTM C1193 and manufacturer's instructions, using suitable equipment.</td>
</tr>
<tr>
<td>.1</td>
<td>Install sealants immediately after joint preparation.</td>
</tr>
<tr>
<td>.2</td>
<td>Install sealant free of air pockets, foreign embedded matter, ridges, and sags.</td>
</tr>
<tr>
<td>.2</td>
<td>Force sealant into joints in full bead, making certain that full contact is made with sides of joint. Tool joints to produce a slightly concave surface.</td>
</tr>
<tr>
<td>.3</td>
<td>Provide concaved recessed finish to installed sealant, free of ridges, wrinkles and embedded foreign matter. Sealant shall not spread or bulge beyond surfaces on each side of joint.</td>
</tr>
<tr>
<td>.4</td>
<td>Finish of sealants exposed on the building face to be sanded. Use dry mortar mix to blend with mortar joints.</td>
</tr>
<tr>
<td>.5</td>
<td>Apply sealants in accordance with the manufacturer's depth to width ratios.</td>
</tr>
</tbody>
</table>

| **3.4 PROTECTION** |   |
| .1 | Protect all sealant against puncture or damage until sealant has cured attained its final set. |
| .2 | Provide temporary covers over joints where joints have been cleaned out, but not yet sealed. |

| **3.5 CLEANING** |   |
| .1 | Remove masking tape in a suitable time to not leave remnants on the protected material. |
| .2 | Clean adjacent surfaces immediately and leave Work neat and clean. Remove excess sealant and droppings, using recommended cleaners as Work progresses. Remove masking tape after tooling of joints. Make good any damage caused. |

| **3.6 SCHEDULE** |   |
| .1 | General: Use only sealants which are proven to be compatible with materials they are in contact with. Notify Consultant prior to start of Work should any sealant specified be considered unsuitable for the purpose intended. |
| .2 | Wherever possible sealant application to occur after all other finish work is complete. |

END OF SECTION
1. General

1.1 GENERAL REQUIREMENTS

.1 Comply with requirements of Division 1.

1.2 PRE-START HEALTH AND SAFETY REVIEW

.1 Provide a Pre-Start Health and Safety Review in accordance with the Occupational Health and Safety Act (Ontario), Regulation 851, as amended.

1.3 WORK INCLUDED

.1 Supply and install of all new operable painted wood frame and sash one-over-one interior storm windows and one painted wood fixed exterior storm window as identified on the Contract documents.

.2 Restoration of the original painted wood hung windows as identified on drawings. (Alternative scope)

.3 All work necessary for completion of work of this section, including but not limited to setting up of scaffolding, permits, authorization from utilities, protection of adjacent roof areas, etc. The cost associated with these items will not be paid for separately but will be considered incidental to work of this section.

.4 Where conflict exists in the scope of work, requirements, standards, or codes, the most stringent criteria shall apply.

.5 All work to be completed in accordance with the Health and Safety Guideline for Silica on Construction Projects by Occupational Health and Safety Branch of the Ministry of Labour.

1.4 REFERENCE STANDARDS

.1 ASTM International

.1 ASTM E 779- [10], Standard Test Method for Determining Air Leakage Rate by Fan Pressurization.


.2 Canada Green Building Council (CaGBC)

.1 LEED Canada-NC Version 1.0-[2004], LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Package For New Construction and Major Renovations (including Addendum [2007]).

.3 CSA Group (CSA)

.1 CAN/CSA-A440- [00 (R2005)] Windows.


.4 Health Canada/Workplace Hazardous Materials Information System (WHMIS)

.1 Safety Data Sheets (SDS).

1.5 SEQUENCING

.1 Sequence work of this Section with work of Section 06 20 00, 07 92 00 and 09 91 00.

.1 Sequence work to suit scope of work specified:

.2 Protect adjacent masonry and finishes around the window as required.

.3 Confirm on site measurements.

.4 Fabricate storm windows.

.5 Install new interior storm windows.

1.6 SUBMITTALS
Samples: glazing, hardware, and heavy felt. Provide sample of white options for powder coating.

.2 Shop drawing for interior storm window, including all fastenings and hardware.

.3 Test and Evaluation Reports.
   .1 Provide one copy of air leakage test evaluation reports.
   .4 Submit the information directly to the Consultant.
   .5 Do not fabricate Work of this Section until shop drawings have been reviewed, and related submittals and samples as required by the specifications have been reviewed by the Consultant.

1.7 CLOSEOUT SUBMITTALS
   .1 Record Documentation.
      .1 Provide one copy of photographic documentation before, during and after the storm window installation.
      .2 Provide one copy of As-built drawings.

1.8 MOCK-UPS
   .1 Construct mock-ups in accordance with Section 01 45 01 - Quality Control.
      .1 Construct a corner section mock-up of the typical interior storm window.
      .2 Provide minimum 2 working days’ notice to Consultant prior to beginning mock-up.
      .3 Undertake each initial step, from labelling, disassembly and surface preparation through repair and painting of mock-up under the direct review of the Consultant.
         .1 Adjust techniques as directed by the Consultant until desired results are achieved.
         .2 Techniques approved by Consultant.
      .4 Provide 48 hours’ notice for inspection of mock-up by Consultant.
      .5 Obtain Consultant’s written approval of mock-up before proceeding with the Work.
      .6 When accepted, the approved mock-up will serve as the quality standard for this work.
      .7 Approved mock-up may remain as part of finished work.

1.9 QUALIFICATIONS
   .1 The fabrication and installation of new interior storm windows shall be completed by a company specializing in historic wood window work with a minimum of ten (10) years proven experience for projects of similar size and complexity.

1.10 DELIVERY, STORAGE AND PROTECTION
   .1 Storage and handling of dismantled components:
      .1 Protect from weather.
      .2 Ensure easy accessibility.
      .3 Store together in logical groupings.
      .4 Pad, support and stack sashes and frames. Prevent damage to components.
      .5 Maintain component labels in good condition and securely attached to components until reinstallation.
   .2 Packaging Waste Management.
      .1 Separate and recycle/reuse pallets, crates, padding and packaging materials of products and systems in accordance with Section 01 74 03 - Waste Management and Disposal and the Waste Reduction Workplan, and the Waste Management Plan to the maximum extent economically possible.
      .2 Separate corrugated cardboard in accordance with the Waste Disposal Plan and place in designated areas for recycling.
      .3 Do not burn waste at project site.
      .4 Fold up metal banding, flatten, and place in designated area for recycling.
1.11 WARRANTY
   .1 The Contractor shall submit a warranty of the work of this section covering a period of not less than five (5) years from the date of Substantial Performance of the Contract. Substantial completion shall be determined by the Consultant and the Owner.

1.12 ENVIRONMENTAL REQUIREMENTS
   .1 All work shall be performed in strict accordance with manufacturer’s written requirements for all products specified in the specification.
   .2 Should a conflict arise between the requirements of this section and the manufacturer’s requirements, the more stringent requirements shall govern.

1.13 DESIGN CRITERIA
   .1 Consultants Drawings:
      .1 Details shown on drawings are schematic and show general arrangement and intent.
      .2 This section is responsible for:
         .1 The design, positioning, sizing and configuration of all anchoring devices, clips, angles and the like.
         .2 Providing means of compensating for unevenness and dimensional differences in the Work of others to which Work of this section is secured.

1.14 EXISTING COMPONENTS OF WINDOWS FOR RESTORATION (Alternative Scope)
   .1 Glazing: Retain, restore and store existing glazing for re-installation.
   .2 Sashes: Retain, restore and store existing sashes for re-installation.
   .3 Frame: Retain and restore in situ, protect as required until project completion.

1.15 HAZARDOUS MATERIAL MANAGEMENT
   .1 LEAD-CONTAINING PAINT
      .1 Designated Substance and Hazardous Materials Survey completed by Lex Scientific Inc., April 7, 2021 identified hazardous material (Lead) in paint associates with the work of this section. Refer to Refer to report for method of abatement.
      .2 General: All work that disturbs lead-containing paint (LCP), should be handled, transported and disposed, including residue in compliance with all applicable federal, provincial, and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing material including, but not limited to, those referenced herein.

2. Products

2.1 GENERAL
   .1 Coordinate and confirm all new interior storm window dimensions with actual measure of window openings.
   .2 All reinforcing and connectors shall be in conformance with CSA A370.
   .3 Reinforcing connectors shall be installed in accordance with the manufacturer’s instructions.
   .4 All reinforcing and connectors shall have a corrosion protection level of II as specified in CSA Standard A370.
   .5 Fasteners: Comply with NWWDA requirements for fabrication; and with manufacturer’s printed recommendations for type and size of installation fasteners except as follows:
      i. Zinc-coated or non-ferrous nails and screws for installation of wood window units.
      ii. Nails, Spikes, and Staples: Size and type to suit application; non-ferrous metal or galvanized steel for exterior locations, high humidity locations, and treated wood.

2.2 PERFORMANCE/DESIGN CRITERIA
   .1 Air infiltration for primary sashes: CAN/CSA-A440.2/A440.3

2.3 WOOD
.1 Lumber shall be of sound stock, solid wood without finger joints or other joints within members, thoroughly
seasoned, and kiln-dried to a moisture content not exceeding 12 percent for exterior and 8 percent for interior.

.2 Wood shall be free from defects or blemishes on surfaces exposed to view that will show after paints and
finishes have been applied. Materials that do not comply with specifications for quality and grade, are in any
way defective, or are otherwise not in proper condition will be rejected.

.3 For existing wood restoration the intent is that all existing woodwork will be repaired and replaced, where
necessary. If required, new wood shall be used to replace the existing at the direction of the Consultant. All
replacement material shall match the existing wood species, grade and cut.

.4 For new wood window frames use kiln-dried, Clear C select, eastern white pine: match existing profile,
thickness and dimensions of the existing windows.

2.4 WOOD FASTENERS

.1 Screws: Corrosion resistant self-tapping #8 wood screws. Length to suit application – at least 2 times the
thickness of wood being secured.

.2 Corrosion resistant #8 countersunk wood screws with white heads

2.5 ADHESIVES

.1 Adhesive for Dutchman Repairs: two-part, low-viscosity liquid epoxy, designed for use with wood.

.2 Adhesive for Window manufacturing: exterior grade polyvinyl acetate glue

2.6 HARDWARE

.1 Hardware.

.1 Locks. 1 ½” height, die cast window sash lock, white finish. 2 per window.

.2 Piano Hinges. 1 ½” overall width, non-removable 1/8” pin, steel, standard clearance between hinges,
length suited to each window. Countersunk screw hole for No.8 countersunk wood screw (white
head), 1” knuckle length, powder coated white.

2.7 GLASS

.1 New glass: IGU, 3mm, clear

.1 Edge Quality:

.1 Flared or splayed edges are not acceptable - except for the end of score up to a
maximum size of 3mm.

.2 Scallop, flakes, shells and chips are permitted up to a maximum of 3mm.

.3 ‘Shark’s teeth’ are not to extend to more than 50% of the thickness of the glass
substrate.

.4 Shells are not acceptable.

.5 Broken corners are not permitted.

.2 Stained, distorted, blistered and/or scratched glazing is not acceptable.

.2 Existing glass replacement, if required will be completed with glass to match the existing glass being
replaced.

2.8 PUTTY

.1 Restoration windows: linseed oil putty

.2 Interior storm window glazed with butyl tape and wooden glazing stops.

2.9 ACCESSORIES

.1 Non-corroding glazing points.

.2 Heavy felt with adhesive back.

.3 For caulking refer to Section 07 09 10 Joint Sealing.
2.10 CLEANING SOLUTION FOR GLAZING
   .1 Neutral pH, non-ionic cleaning product, such as Orvus WA Paste by Procter and Gamble Professional.

2.11 FINISH
   .1 Refer to Section 09 91 00 Painting for product specification.

2.12 SHOP FABRICATION / REPAIR
   .1 Manufacture new insulated plywood window plug to fit existing window openings. (Alternative scope)
      .1 Construct from 13 mm thick plywood.
      .2 Install rigid insulation as part of the plywood window plug.
      .3 Window plugs: to be removable from the inside only, weather tight and secured against wind and entry.
   .2 Fabricate window components in accordance with approved shop drawings.
   .3 Surface preparation of sashes. Remove paint products.
      .1 Conduct surface preparation in the shop.
   .4 Make repairs of window units plumb, level, square and true.
   .5 Existing Glazing Removal
      .1 Remove existing glazing lights from sashes and label.
      .2 Remove existing glazing putty, paint and corrosion products from sash.
      .3 Remove remnants of glazing putty with scrapers, chisels and razor blades as required.
      .4 Clean with specified product and absorbent cloths.
      .5 Replace broken glazing lites with new to match existing.
      .6 Replace glazing broken during removal procedures at own expense.
   .6 Splicing in new material.
      .1 Cut out deteriorated wood sections as identified from the assessment with the Consultant.
      .2 Splice in new wood sections to match profile of existing wood section.
      .3 Shop fit parts before connecting and gluing.
      .4 Corners of sashes.
         .1 Mitre corners.
         .2 Connect and dress corners.
         .3 Stile, and rail joints: glue and plane smooth.
   .7 Surface Voids.
      .1 Fill surface voids with compounds formulated for wood.
      .2 Repair damaged area with two-pack resin and hardener.
   .8 New and existing glazing installation.
      .1 Sand and clean rebates.
      .2 Prime rebates with light coat of mix of equal parts of boiled linseed oil and turpentine. Allow to dry for 24 hours.
      .3 Apply back putty to rebate.
      .4 Bed glass firmly into position in rebate. Ensure it is evenly seated.
      .5 Install glazing points.
      .6 Neatly apply exterior putty bevel in line with edges of stiles and rails.
      .7 Strike off excess putty.
      .8 Allow putty to cure for minimum 3 weeks before shipping and painting. According to manufacturer’s specifications.
Prepare window components for transportation to site.

2. Separately prepare glazing for transportation.
3. Pack repaired window components in crates and padding.
4. Transport to site.

3. Execution

3.1 PROTECTION

1. Protect all adjacent surfaces including masonry and landscaping from any damage resulting from work of this section.
2. Prevent dust and fumes from entering the building.

3.2 INSPECTION AND DOCUMENTATION

1. Examine the areas and conditions where window restoration is to be executed. Take all necessary field measurements. Notify the Consultant of conditions detrimental to the proper and timely completion of Work. Do not proceed until unsatisfactory conditions are corrected.
2. Prior to fabrication review locations and installation methods for each window location with the Consultant and Owner to confirm placement, dimensions for units and to identify any unique details for individual windows. Consultant to provide sign-off of review prior to fabrication.

3.3 PREPARATION

1. Photograph window sash, frame elements and hardware.
2. Install temporary enclosures as described above.
3. Protect window frames with tarpaulins for duration of the Work.
   1. Protect from direct sun.
   2. Keep dry.
4. Identify, label and photograph window sash and frame elements.
   1. Use same component designation as shown on Contract Drawings.
      1. Provide sufficient additional information: ensure component configuration and orientation is recorded on label.
      2. Record component label information on Contract Drawings.
      3. Labels: gasket paper marked with waterproof marker. Securely attach to component [on hidden surface].
      4. Metal components: ensure required component information is on sheet brass tag. Secure tag to component with stainless steel wire.
      5. Glazing components: ensure required component information is marked on gasket paper with waterproof marker. Securely attach to component [on hidden surface].
   5. Discuss with Consultant intended approach for removal of window sash, frame and hardware.
      1. Provide written methodology for approval by the Consultant.
      2. Obtain Consultant’s written approval of approach for removal of window frame and hardware.
   1. Remove sashes from frame, label components, carefully pack in crates and transport to shop for repairs.

3.4 IN-SITU RE-FINISHING

1. Paint Removal
   1. Remove existing paint with tools in the following order:
      1. Wire brush
.2 Wire wool
.3 Wet and dry

.2 Undertake minor repairs including:
  .1 Fill of the surface voids.
  .1 Fill surface voids with compounds formulated for wood.
  .2 Apply patching compound. Build up surfaces [where indicated on Contract Drawings].
  .3 Slope built-up surfaces away from glazing.

.3 Re-painting and refinishing in accordance with Section 09 91 00 Painting

.4 Keep moving parts and flexible components free from primer and paint.
  .1 Prime and seal glazing putties.
  .2 Apply one primer base coat to sashes and frame.
  .3 Apply two topcoats to sashes and frame.

3.5 EXISTING WOOD FRAME REHYDRATION (Alternative Scope)
  .1 Sand finish off existing wood window elements to bare wood.
  .2 Clean and prep wood for application of linseed oil where wood is dry and requires re-moisturizing prior to finish application. Allow for 2 coat application on 10% of the window elements.
  .3 Linseed oil to cure for specified time as per manufacturer’s instructions.
  .4 Prep and apply 2 coats clear urethane finish, sanding prior to each application.

3.6 DISMANTLING EXISTING WINDOW SASHES (Alternative Scope)
  .1 General.
    .1 Remove paint using scraping and stripping techniques
    .2 Avoid damaging materials and finishes adjacent to the windows being dismantled.
    .3 Avoid damaging material and window components.
    .4 Avoid marring, crushing or splitting components.
    .5 Minimize risk of breakage: reinforce panes of glass with vinyl adhesive tape on both sides.
    .6 Remove interior stop and parting bead.
    .7 Remove interior sash.
    .8 Detach sash cords from sides of sash and pin (with a nail) or tie (in a knot) loose ends
    .9 Carefully remove parting bead set in a groove in the center of stile.
    .10 Remove upper sash.
    .11 Remove glazing stops and glass panes from sash.
    .12 Retain dismantled components for duration of the Work.
    .13 Cover window openings with plywood sheathing as per specification item 2.16 while the sash are out for repair.

  .2 Storage and handling of dismantled components.
    .1 Protect from weather.
    .2 Ensure easy accessibility.
    .3 Store together in logical groups.
    .4 Pad, support and stack sashes. Prevent damage to sashes.

  .3 Removal of hardware and screws.
    .1 Clean screw heads.
    .2 Apply penetrating oil to screw heads 24 hours in advance of removal.
Use only screwdrivers that exactly fit screw heads.

Retain and store for restoration removed hardware and screws.

Components let into a groove or mortise, such as parting strips.

Carefully and neatly cut adjacent paint using a sharp chisel or knife. Avoid tear out.

Extraneous fasteners.

Nails requiring removal: cut or pull nail through the back of component. Do not drive nail through face of component.

Remove and discard extraneous fasteners.

**CONFIRMATION OF SEALANT LOCATIONS FOR RE-INSTALLATION**

Inside and outside perimeters of window frame.

Confirm sealant locations for re-installation of window frame with Consultant during window removal process.

Obtain Consultant’s approval for sealant locations.

**INSTALLATION OF TEMPORARY WINDOW**

New insulated plywood plug:

Manufacture insulated plywood plug to fit window opening as described in item 2.16

Install new insulated plywood window plugs, as described in item 2.16 in window openings.

Seal perimeter of plugs with strippable caulking

**EPOXY REPAIR**

Repair minor holes checks and small pockets of decay using epoxy in accordance with manufacturer’s directions.

Allow for epoxy repairs in 2 locations per window and 4 per Landreth front door.

**SURFACE VOIDS**

Fill surface voids with filler.

Build up surfaces by applying patching compound.

Repair damaged area with two-pack resin and hardener.

**SPLICING IN NEW MATERIAL**

Material.

Same wood species as existing parent wood component.

Grain orientation to match existing parent wood component.

Cut out damaged or deteriorated wood sections.

Splice in new wood sections to match profile of existing wood section.

Fit parts before connecting and gluing.

Stile, rail and muntin joints: glue, plane and sand smooth.

**DUTCHMAN REPAIRS**

Restore original profile and ensure proper fit of wood components:

Repair damage in sashes and frames with Dutchman repairs.

Employ Dutchman repairs only where wood is broken or missing.

Areas with minor wear of wood are acceptable for re-use.

Material.

Same wood species as existing parent wood component.

Grain orientation to match existing parent wood component.

Joints.
.1 Ensure joints are tight and visible only on close inspection.
.2 Exterior exposed joints: weather tight, bevelled for moisture drainage to exterior.

.4 Application.
.1 Prepare damaged area of existing parent wood component for Dutchman repair.
.2 Cut out damaged and deteriorated wood sections.
.3 Splice Dutchman repair piece into parent wood component.
.4 Fit parts before connecting and gluing.
.5 Attach Dutchman repair piece to parent wood component only. Do not attach to adjacent wood component.
.6 Clamp repair piece in place until adhesive has set. Protect repair piece and other wood components from pressure marks.
.7 Avoid using surface fasteners.
.8 Larger Dutchman repairs:
   .1 Fasten repair piece to parent wood component with stainless steel screws, size to suit.
   .2 Countersink screw and fill hole with wood plug.
   .3 Match grain orientation of wood plug to parent wood component.
.9 Stile, rail and muntin joints glue, plane and sand smooth.

3.13 GLAZING RE-PUTTYING
.1 Existing Glazing.
   .1 Remove existing glazing putty, paint and corrosion products from sash and frame.
   .2 Remove remnants of glazing putty with scrapers, chisels and razor blades.
   .3 Clean with acetone and absorbent cloths.
   .4 Replace broken glazing lights with new 3 mm thick glass to match existing.
   .5 Replace glazing broken during removal procedures at own expense.
.2 New glazing installation.
   .1 Sand and clean rebates.
   .2 Prime rebates with light coat of mix of equal parts of boiled linseed oil and turpentine. Allow to dry for 24 hours.
   .3 Apply back putty to rebate.
   .4 Bed glass firmly into position in rebate. Ensure it is evenly seated.
   .5 Install glazing points.
   .6 Neatly apply exterior putty bevel in line with edges of stiles and rails.
   .7 Strike off excess putty.
   .8 Allow putty to cure for minimum 3 weeks before shipping and painting. According to manufacturer’s specifications.

3.14 RE-PAINTING AND FINISHING
.1 Perform re-painting and finishing of wood windows in accordance with Section 09 91 00 Painting.

3.15 RE-INSTALLATION OF SASHES
.1 Install restored glazed upper and lower sashes with new weather stripping and associated trim such as weight pocket covers, parting strips and interior stops.
.2 Set units plumb, level and true to line.
.3 Ensure that lower sashes are operable for their full height.
.4 Seal upper sashes at sides and interior with latex caulking.
.5 Install weather-stripping an draft-proofing in accordance with manufacturer’s written instructions.
.6 Install new interior storm sashes with new weather-stripping and hardware.
.7 Apply final paint top coat to sash.
.8 After painting and finishing, install and adjust restored hardware.
.9 Adjust sashes to operate smoothly in frames.

3.16 SEALANT BEAD APPLICATION
.1 Prime wood frame.
.2 Apply clean bead of sealant on primed frame.
.3 Install bond-breaker tape on operable sash.

3.17 CAULKING
.1 Apply sealant in accordance with Section 07 92 10 Joint Sealing.
.2 Install sealant between exterior window frames and sills and perimeter masonry.
.3 Apply sealant after re-installation of shop-repaired windows and before final topcoat of paint.
.4 Paint sealant.

3.18 NEW STORM WINDOWS
.1 Confirm interior storm window glazing sizing and locations on site.
.2 Fabricate woodwork to dimensions, profiles, and details indicated.
.3 Before fabrication of woodwork to be fitted to other construction, obtain field measurements and verify dimensions and shop drawings detail as required for accurate fit.
.4 Install woodwork plumb and level without distortion.
.5 Shim as necessary with concealed shims.

3.19 TRANSPORTATION OF RESTORED SASHES AND NEW STORM WINDOWS FROM SHOP TO SITE
.1 Prior to packaging and transporting the restored and new windows back to site Consultant to perform shop review of finished product.
.2 Sash and new storm windows to be transported to site with extreme care to ensure no damage is incurred to the finish product. Transport in protective crates.

3.20 WOOD ELEMENT TOLERANCES
.1 Tolerance on any face dimension is + or − 1 mm.
.2 Tolerance on thickness is + or − 1 mm.
.3 Maximum variation from true plane on flat surface is 0.8 mm.
.4 Maximum variation on edge straightness is 0.8 mm.

3.21 PROTECTION
.1 Until time of substantial completion protect all restored and new windows from damage or deterioration.

3.22 CLEANING
.1 When directed, or just before the Project is turned over to the Owner, remove dirt and other foreign material from finished surfaces and both sides of glass. Wash and polish glass on both sides.
.2 Restore major visual damage to finish in a manner to match the appearance and performance of the original finish.

END OF SECTION
1 General

1.1 GENERAL REQUIREMENTS

.1 Comply with requirements of Division 1.

1.2 PRE-START HEALTH AND SAFETY REVIEW

.1 Provide a Pre-Start Health and Safety Review in accordance with the Occupational Health and Safety Act (Ontario), Regulation 851, as amended.

1.1 WORK INCLUDED

.1 Painting of storm windows.

.2 Paint removal, preparation, and repainting of Landreth Cottage front door.

.3 Paint removal, preparation, and repainting of all wood windows. (Alternative scope)

.4 All work necessary for completion of work of this section, including but not limited to setting up of scaffolding, permits, authorization from utilities, protection of adjacent roof areas, etc. The cost associated with these items will not be paid for separately but will be considered incidental to work of this section.

.5 This section shall include all accessories necessary to complete the work, tie-ins to adjacent systems, and modifications to existing flashings and finishes to accommodate the masonry repairs.

.6 Where conflict exists in the scope of work, requirements, standards, or codes, the most stringent criteria shall apply.

.7 All work to be completed in accordance with the Health and Safety Guideline for Silica on Construction Projects by Occupational Health and Safety Branch of the Ministry of Labour.

1.3 QUALITY ASSURANCE

.1 Applicator experience: Having minimum of five years proven satisfactory experience in heritage painting work. When requested, provide a list of the last three comparable projects including, name and location, start and completion dates, and value of the painting Work.

.2 Applicator qualification: Qualified journeypersons, painters, as defined by local jurisdiction shall be engaged in painting and decorating Work and with experience working on heritage projects. Apprentices may be employed provided they Work under the direct supervision of a qualified journeyperson in accordance with trade regulations.

.3 Materials, preparation, and quality of Work: In conformance with requirements of the latest edition of the Architectural Painting Specification Manual by the Master Painters Institute, referred to as the MPI Painting Manual in this Section, issued by the local MPI Accredited Quality Assurance Association having jurisdiction.

.4 Manufacturers and Products: Listed under the Approved Product List section of the MPI Painting Manual.
1.4 SAMPLES

.1 Samples: Provide duplicate minimum 300 mm square samples on same substrate as finished product of specified paint or coating in colors, gloss, sheen, and textures required to MPI Painting Manual standards for review. When approved, samples become acceptable standard of quality.

.2 Sample installations: When requested by the Consultant, prepare and paint designated surface, area, room, or item in each color scheme to requirements specified, with specified paint or coating showing selected colors, gloss, sheen, textures and quality of Work to MPI Painting Manual standards for review and approval. When approved, surface, area, room, and items become acceptable standard of finish quality and workmanship.

1.5 MOCK-UP

.8 Construct a typical mock-up one (1) week prior to commencing with the work at a location agreed with the Consultant to demonstrate preparation, and paint application.

.9 Upon receipt of written confirmation from the Consultant, the mock-up may remain as part of the finished work.

.10 The Contractor must receive written confirmation of the mock-up acceptance prior to commencing with the work.

.11 Approved mock-up shall serve as the standard to which all related work shall be evaluated.

.12 Rejected mock-ups will be removed and disposed of at the expense of the Contractor.

1.6 SUBMITTALS

.1 List of painting materials: If requested by Consultant, submit duplicate copy of list of painting materials for review prior to ordering materials. If requested, provide an invoice list of all paint materials ordered for project Work to Consultant indicating manufacturer, types and quantities for verification and compliance with specification and design requirements.

.2 Colour draw downs on same substrate to be painted. (2 per colour) Samples to accurately show colour and sheen of paint.

.3 Material Safety Data Sheets (MSDS): Submit duplicate copies prior to commencement of Work for review and for posting at Place of the Project as required.

.4 Project Data Manual: At project completion provide an itemized list complete with manufacturers’ application instructions, paint type and color coding for all colors used for Owner’s later use in maintenance.

1.7 PRODUCT DELIVERY, STORAGE AND HANDLING

.1 Deliver all painting materials in sealed, original labelled containers bearing manufacturer’s name, brand name, type of paint or coating and color designation, standard compliance, materials content as well as mixing and/or reducing and application requirements.
.2 Store all paint materials in original labelled containers in a lockable, dry, heated and well ventilated single designated area meeting the minimum requirements of both paint manufacturer and authorities having jurisdiction and at a minimum ambient temperature of 7 degree C. Only store material used for this project at Place of the Project.

.3 Where toxic, volatile, explosive, flammable materials are being used, provide adequate fireproof storage lockers and take all necessary precautions and post adequate warnings such as no smoking signs as required.

.4 Take necessary precautionary and safety measures to prevent fire hazards and spontaneous combustion and to protect the environment from hazard spills. Store materials that constitute a fire hazard in suitable closed and rated containers and removed from the Place of the Project on a daily basis.

.5 Comply with requirements of authorities having jurisdiction, in regard to the use, handling, storage and disposal of hazardous materials.

1.8 PROJECT CONDITIONS

.1 Unless specifically accepted by the Consultant and the Product manufacturer, do not perform Work when the ambient air and substrate temperatures are below 10 degree C for both interior and exterior Work.

.2 Do not perform interior Work unless adequate continuous ventilation and sufficient heating facilities are in place to maintain ambient air and substrate temperatures above minimum requirements for 24 hours before, during and 48 hours after Work is complete, unless required otherwise by manufacturer’s instructions. Provide supplemental ventilating and heating equipment if ventilation and heating from existing system is inadequate to meet minimum requirements.

.3 Do not perform Work when the relative humidity is above 85% or when the substrate temperature is less than 3 degree C above the measured dew point.

.4 Apply Work only to dry, clean, properly cured and adequately prepared surfaces in areas where dust is no longer generated by construction activities such that airborne particles will not affect the quality of finished surfaces.

.5 Do not perform Work unless a minimum lighting level of 323 Lux is provided on surfaces to be painted or decorated.

1.9 EXTRA STOCK

.1 At Substantial Performance provide extra stock of each type and color of paint from same production run used in unopened cans, properly labelled and identified for Owner’s later use in maintenance. Include cost of extra stock in Contract Price.

.1 1 L of extra stock when less than 50 L was used for the Work of this Contract.

.2 3.78 L of extra stock when 50 L to 200 L was used for the Work of this Contract.
.3 7.57 L of extra stock when over 200 L was used for the Work of this Contract.

1.10 WASTE MANAGEMENT AND DISPOSAL

.1 Paint, stain and wood preservative finishes and related materials such as thinners, solvents are regarded as hazardous Products and are subject to regulations for disposal. Obtain information on these controls from applicable authorities having jurisdiction.

.2 Separate and recycle waste materials. Where paint recycling is available, collect waste paint by type and provide for delivery to recycling or collection facility. Materials that cannot be reused must be treated as hazardous waste and disposed of in an appropriate manner.

.3 Place materials defined as hazardous or toxic waste, including used sealant and adhesive tubes and containers, in containers or areas designated for hazardous waste.

.4 Strictly adhere to the following procedures to reduce the amount of contaminants entering waterways, sanitary and storm drain systems or into the ground:

   .1 Retain cleaning water for water-based materials to allow sediments to be filtered out. In no case shall equipment be cleaned using free draining water.

   .2 Retain cleaners, thinners, solvents and excess paint and place in designated containers and ensure proper disposal.

   .3 Return solvent and oil soaked rags used during painting operations for contaminant recovery, proper disposal, or appropriate cleaning and laundering.

   .4 Dispose of contaminants in an approved legal manner in accordance with hazardous waste regulations.

   .5 Empty paint cans are to be dry prior to disposal or recycling (where available).

   .6 Close and seal tightly partly used cans of materials including sealant and adhesive containers and store protected in well ventilated fire-safe area at moderate temperature.

   .5 Set aside and protect surplus and uncontaminated finish materials not required by the Owner and deliver or arrange collection for verifiable reuse or remanufacturing.

1.11 WARRANTY

.1 Provide a written two-year material, labour and workmanship warranty, commencing from date of Substantial Performance, covering the replacement or making good of defects in materials and workmanship. Promptly correct any defects or deficiencies that become apparent within warranty period, acceptable to Owner and at no expense to Owner. Defects include but are not limited to; material shrinkage, cracking, splitting and defective workmanship including but are not limited to failure in bubbling, blistering and delamination.
2.1 MATERIALS

.1 Only materials listed in the latest edition of the MPI Approved Product List (APL) are acceptable for use for the Work of the Project. Provide material from a single manufacturer for each system used.

.2 Other materials not listed in the APL shall be the highest quality Product of an MPI listed manufacturer and shall be compatible with paint materials being used as required.

.3 All materials used shall be lead and mercury free and comply with Volatile Organic Compound (VOC) Concentration Limits for Architectural Coatings Regulation pursuant to the Canadian Environmental Protection Act.

.4 Provide materials having good flowing and brushing properties and capable to dry or cure free of blemishes, sags, air entrapment.

.5 Apply materials in accordance with manufacturer’s printed specifications.

2.2 PAINT REMOVERS

.1 Proprietary waterless paint removal system suitable for removing multiple paint layers from decorative wood elements.

.1 Acceptable System for Wood Elements: Peel-Away Smart Strip, by Dumond Chemicals Inc.

2.3 PAINT

.1 Colour: Standard colour as directed by the Consultant.

.2 Wood Exterior

   i. Wood: Primer: Fine Paints of Europe, ECO Primer/Undercoat (1 coat). Or approved alternative

   ii. Wood: Finish Coat: Fine Paints of Europe, ECO Satin (2 coats). Allow for two (2) colours. Or approved alternative

3 Execution

3.1 CONDITION OF SURFACES

.1 Prior to commencement of Work thoroughly examine and test as required conditions and surfaces scheduled to be painted. Do not commence Work until adverse conditions and defects have been corrected.

3.2 PROTECTION

.1 Protect all adjacent surfaces including masonry, concrete pavements, glass, and landscaping from paint splatter, or any damage resulting from work of this section.

.2 Prevent dust and fumes from entering the building.
3.3 **PAINT REMOVAL**

.1 Paint contains lead. Follow the appropriate abatement procedures as outlined by the Authorities having Jurisdiction.

3.4 **SURFACE PREPARATION**

.1 New Wood

.1 Ensure new wood is dry and ready for paint application.

.2 Perform work in accordance with manufacturers written recommendations.

.3 Sand bare wood to remove all loose fibres.

.4 Remove all sawdust and dirt oils grease etc as required by paint manufacturer to ensure new paint achieve tenacious bond.

.2 Existing Wood

.1 Fill all imperfections greater than 2mm deep/ 3mm long/ 3mm wide with appropriate epoxy filler resins.

.2 Perform work in accordance with manufacturers written recommendations.

.3 Replace decayed wood trim.

.4 Sand bare wood to remove all loose fibres.

.5 Sand all existing paint that remains on the frames and ensure smooth featheredge transition to any existing paint that remains on the wood frames/sashes.

.6 Remove all sawdust and dirt oils grease etc as required by paint manufacturer to ensure new paint achieve tenacious bond.

3.5 **PAINT APPLICATION**

.1 Do not perform Work unless substrates are acceptable and until heating, ventilation, lighting and completion of Work of other Sections are acceptable for applications of Products.

.2 Apply materials in accordance with MPI Painting Manual Premium Grade finish and manufacturers’ requirements.

.3 All surfaces to receive paint.

.4 All surfaces to receive 1 coat of primer and 2 full topcoats. Apply coating materials in accordance with manufacturer’s written recommendations. Touch up damaged coatings before applying subsequent coats.
Sand between primer and topcoat with 220 grit for proper adhesion. And sand between topcoats with 220-320 grit for proper adhesion. (Refer to manufacturer’s specifications for further direction.)

Allow time between coats, as recommended by the coating manufacturer, to permit thorough drying. Provide each coat in specified condition to receive the next coat.

Each coat shall cover the surface of the preceding coat or surface completely.

Apply paint at the film thicknesses recommended by the manufacturer.

Apply topcoat to primer within a period of 48 hours from the time of application of the primer.

**FIELD QUALITY CONTROL AND STANDARD OF ACCEPTANCE**

Painted surfaces will be considered unacceptable if any of the following are evident final lighting source (including daylight):

Visible defects are evident on vertical and horizontal surfaces when viewed at normal viewing angles from a distance of not less than 1500 mm.

When the final coat on any surface exhibits a lack of uniformity of color, sheen, texture, and hiding across full surface area.

Make good painted surfaces rejected by the inspector to approval of Owner and at no extra cost to the Owner. Touch up small affected areas. Repaint large affected areas or areas without sufficient material dry film thickness. Remove runs, sags of damaged paint by scraper or by sanding prior to application of paint.

**CLEAN-UP**

Remove paint where spilled, splashed, splattered or sprayed as Work progresses using means and materials that are not detrimental to affected surfaces.

Keep Work area free from an unnecessary accumulation of tools, equipment, surplus materials and debris.

Remove combustible rubbish materials and empty paint cans each day and safely dispose of same in accordance with requirements of authorities having jurisdiction.

Clean equipment and dispose of wash water / solvents as well as all other cleaning and protective materials (e.g. rags, drop cloths, masking papers, etc.), paints, thinners, paint removers / strippers in accordance with the safety requirements of authorities having jurisdiction.

END OF SECTION
GENERAL NOTES:
BASE BID:
1. ALL INTERIOR STORM WINDOW SUPPLY AND INSTALL AS NOTED ON DWGS FOR THE FOLLOWING PROPERTIES LANDRETH COTTAGE, LUTZ HOUSE AND FERGUSON COTTAGE.
2. RESTORATION OF LANDRETH COTTAGE DOOR - D101.

ALTERNATIVE PRICE FOR LANDRETH COTTAGE:
SUPPLY AND INSTALL OF SINGLE HUNG INTERIOR STORM WINDOW IN LIEU OF SUPPLY AND INSTALL OF HINGED INTERIOR STORM WINDOW W101.

ALTERNATIVE PRICE FOR ORIGINAL WINDOW RESTORATION:
1. REMOVE SASHES FOR RESTORATION IN SHOP. WORK INCLUDES RE-PUTTY AND RE-PAINT AS PER SPECIFICATIONS. PAINT REMOVAL WILL BE TO SOUND SUBSTRATE.
2. RESTORATION OF WOOD FRAMES TO BE COMPLETED IN-SITU. WORK INCLUDES RE-PAINT AS PER SPECIFICATIONS. PAINT REMOVAL WILL BE TO SOUND SUBSTRATE.
3. CUT OUT SEALANT AT ALL WINDOW PERIMETERS AND APPLY NEW SEALANT.
4. RESTORATION OF WOOD SILL TO BE COMPLETED IN-SITU. WORK INCLUDES RE-PAINT AS PER SPECIFICATIONS. PAINT REMOVAL WILL BE TO SOUND SUBSTRATE.
5. REMOVAL OF SECURITY GRILLES/ SCREENS FOR ACCESS TO EXTERIOR OF WINDOWS WILL BE REQUIRED. LABEL, STORE AND RE-INSTALL AFTER WORK IS COMPLETE.

GALT RIVERBANK BUILDINGS | HERITAGE RENOVATION
ISSUED FOR TENDER MAY 2021

DRAWING LIST
A100 Landreth - Key Plan & Window Schedule
A101 Lutz - Key Plan & Window Schedule
A102 Ferguson - Key Plan & Window Schedule
A200 Landreth - Elevations
A201 Lutz - Elevations
A202 Ferguson - Elevations
A400 Landreth - Details
A401 Lutz - Details
A402 Ferguson - Details
A404 Typical Storm Window - Details

PREPARED FOR
The City of Cambridge
50 Dickson Street
Cambridge, ON
N1R 5WB

PREPARED BY
Ferguson Cottage
37 Grand Avenue, S
Cambridge, ON
N1S 2L8

PROJECT No.
202102

PROJECT ADDRESSES

Lutz House
60 Water Street, N
Cambridge, ON
N1R 3B1

Landreth Cottage
84 Water Street, S
Cambridge, ON
N1R 3B1
### WINDOW / DOOR SCHEDULE - LANDRETH

<table>
<thead>
<tr>
<th>Window No.</th>
<th>Type</th>
<th>Model</th>
<th>Finish</th>
<th>Thickness</th>
<th>Location</th>
<th>Operation</th>
<th>Status</th>
<th>Existing Opening</th>
<th>(W x H)</th>
<th>Extg Unit Size</th>
<th>(W x H)</th>
<th>Interior F.O.</th>
<th>(W x H)</th>
<th>Mullion Type (Extg)</th>
<th>Drip</th>
<th>Security Grate</th>
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<td>76&quot; x 57 1/4&quot;</td>
<td>76&quot; x 57 1/4&quot;</td>
<td>3 Vertical bevel</td>
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**Key Plan - Ground Floor**

**LANDRETH COTTAGE**

**NO INTERIOR PARTITIONS / MILLWORK HAVE BEEN INCLUDED**
## Window Schedule - Lutz

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<th>Window No.</th>
<th>Type</th>
<th>Status</th>
<th>Existing Opening</th>
<th>Exter. W.O. (WxH)</th>
<th>Exter. F.O. (WxH)</th>
<th>Int. F.O. (WxH)</th>
<th># of Divisions</th>
<th>Mullion Type (Exter.)</th>
<th>Glazing Type</th>
<th>Sill Status</th>
<th>Drip (Y/N)</th>
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<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td>Condensation on some panes.</td>
<td></td>
</tr>
<tr>
<td>W102</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32 1/2&quot; x 58 1/2&quot;)</td>
<td>(31 1/4&quot; x 57 1/2&quot;)</td>
<td>(30 1/4&quot; x 56 3/4&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W103</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32 1/2&quot; x 58&quot;)</td>
<td>(31&quot; x 57 1/2&quot;)</td>
<td>(29 1/2&quot; x 55 3/4&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W104</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(33&quot; x 52 1/2&quot;)</td>
<td>(30&quot; x 51 1/2&quot;)</td>
<td>(30&quot; x 51&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>New, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td>Crooked exterior sill.</td>
<td></td>
</tr>
<tr>
<td>W105</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32 1/4&quot; x 52 5/8&quot;)</td>
<td>(30 1/4&quot; x 51 1/4&quot;)</td>
<td>(30 3/4&quot; x 51 1/2&quot;)</td>
<td>6 over 6</td>
<td>Inwards bevelled edge</td>
<td>IGU</td>
<td>New, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W106 - BLOCKED</td>
<td></td>
<td>Hung</td>
<td>(36&quot; x 58 3/4&quot;)</td>
<td>(36&quot; x 58 3/4&quot;)</td>
<td>(36&quot; x 58 3/4&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W201</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32&quot; x 57 3/4&quot;)</td>
<td>(30 1/4&quot; x 57&quot;)</td>
<td>(30 3/4&quot; x 56 1/2&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W202</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32&quot; x 57 3/4&quot;)</td>
<td>(30 1/4&quot; x 57&quot;)</td>
<td>(31 1/8&quot; x 56&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W203</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32&quot; x 57 3/4&quot;)</td>
<td>(30 1/4&quot; x 57&quot;)</td>
<td>(30 5/8&quot; x 56 3/4&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W204</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32&quot; x 57 3/4&quot;)</td>
<td>(30 1/4&quot; x 57&quot;)</td>
<td>(30 1/4&quot; x 56&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W205</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32&quot; x 57 3/4&quot;)</td>
<td>(30 1/4&quot; x 57&quot;)</td>
<td>(30 1/8&quot; x 56 1/2&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W206</td>
<td>Storm Window</td>
<td>Hung</td>
<td>(32&quot; x 57 3/4&quot;)</td>
<td>(30 1/4&quot; x 57&quot;)</td>
<td>(30 1/4&quot; x 55 3/4&quot;)</td>
<td>6 over 6</td>
<td>1/4&quot; raised border</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Previous renovation work completed in 1980's, assumed approx. 1982. Original single pane replaced with IGU's.
**Key Plan & Window Schedule**

### Ferguson Cottage

#### Project No.:
202102

#### As Shown:
06.04.2021

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#### Ferguson Cottage

Prepared For:

Unit 206, 321 Carlaw Avenue, Toronto, Ontario, M4M 2S1     647 346 4800

No. Issued For Date
1             Issued to Client - 95% Progress Set 2021.05.12
2             Issued for Tender 2021.05.18

---

**Window Schedule - Ferguson**

<table>
<thead>
<tr>
<th>Window No.</th>
<th>Type</th>
<th>Status</th>
<th>Existing Operation</th>
<th>Storm Window</th>
<th>Exterior M.O. (WxH)</th>
<th>Extg Unit Size (WxH)</th>
<th>Interior F.O. (WxH)</th>
<th># of Divisions</th>
<th>Mullion Type (Extg)</th>
<th>Window Type</th>
<th>Sill Status</th>
<th>Drip (Y/N)</th>
<th>Security Grate (Y/N)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>W101</td>
<td>1</td>
<td>Existing Opening</td>
<td>Hung</td>
<td>NIC</td>
<td>(44 5/8&quot; x 72&quot;)</td>
<td>(35&quot; x 62 1/4&quot;)</td>
<td>(41 5/8&quot; x 64 3/4&quot;)</td>
<td>6 over 6</td>
<td>Insert</td>
<td>IGU</td>
<td>Precast</td>
<td>N</td>
<td>N</td>
<td>Insect screen @ exterior face of lower sash. Cracks noted along interior walls.</td>
</tr>
<tr>
<td>W102</td>
<td>2</td>
<td>Existing Opening</td>
<td>Transom</td>
<td>Picture</td>
<td>(36&quot; x 12 1/2&quot;)</td>
<td>(36 1/2&quot; x 12 1/2&quot;)</td>
<td>(36 1/2&quot; x 12 1/2&quot;)</td>
<td></td>
<td>N/A</td>
<td>Single-pane</td>
<td>Original, Ptd. Wd</td>
<td>N</td>
<td>N</td>
<td>Original window. Exterior storm required (removable).</td>
</tr>
<tr>
<td>W103</td>
<td>1</td>
<td>Existing Opening</td>
<td>Hung</td>
<td>NIC</td>
<td>(44 5/8&quot; x 72&quot;)</td>
<td>(35&quot; x 62 1/4&quot;)</td>
<td>(41 5/8&quot; x 64 3/4&quot;)</td>
<td>6 over 6</td>
<td>Insert</td>
<td>IGU</td>
<td>Precast</td>
<td>N</td>
<td>N</td>
<td>Insect screen @ exterior face of lower sash. Cracks noted along interior walls.</td>
</tr>
<tr>
<td>W104</td>
<td>3</td>
<td>Existing Opening</td>
<td>Casement (R-H)</td>
<td>NIC</td>
<td>(21 3/4&quot; x 21 7/8&quot;)</td>
<td>(21 3/4&quot; x 21 7/8&quot;)</td>
<td>(21 3/4&quot; x 21 7/8&quot;)</td>
<td>Picture</td>
<td>N/A</td>
<td>IGU</td>
<td>None</td>
<td>Y</td>
<td>N</td>
<td>Extg shadow line of interior screen visible. See  Dwg 3/A400 (Section).</td>
</tr>
<tr>
<td>W105</td>
<td>4</td>
<td>Existing Opening</td>
<td>Hung</td>
<td>NIC</td>
<td>(39 3/8&quot; x 56&quot;)</td>
<td>(29 1/4&quot; x 46 3/4&quot;)</td>
<td>(35 1/2&quot; x 53 3/4&quot;)</td>
<td>6 over 6</td>
<td>Applied Wd muntin</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>N</td>
<td>Y</td>
<td>Cracked pane visible in lower sash.</td>
</tr>
<tr>
<td>W106</td>
<td>4</td>
<td>Existing Opening</td>
<td>Hung</td>
<td>NIC</td>
<td>(39 3/8&quot; x 56 3/8&quot;)</td>
<td>(29 1/4&quot; x 46 3/4&quot;)</td>
<td>(35 1/2&quot; x 81 5/8&quot;)</td>
<td>6 over 6</td>
<td>Applied Wd muntin</td>
<td>Single-pane, plexiglass</td>
<td>Original, Ptd. Wd</td>
<td>N</td>
<td>Y</td>
<td>Extg. Plexiglass pane to be replaced w/ IGU in extg. Frame.</td>
</tr>
<tr>
<td>W107</td>
<td>4</td>
<td>Existing Opening</td>
<td>Hung</td>
<td>NIC</td>
<td>(39 3/8&quot; x 56 3/8&quot;)</td>
<td>(29 1/4&quot; x 46 3/4&quot;)</td>
<td>(35 5/8&quot; x 54&quot;)</td>
<td>6 over 6</td>
<td>Applied Wd muntin</td>
<td>IGU</td>
<td>Original, Ptd. Wd</td>
<td>N</td>
<td>Y</td>
<td>Extg shadow line of interior screen visible. See image…</td>
</tr>
</tbody>
</table>

Note: All windows previously modified with original wood frames. Transom above front door is an exception.
This drawing is the property of Robyn Huether Architect and may not be used or reproduced without expressed approval.

Please refer to Engineering drawings before proceeding with work.

The Contractor shall verify all levels and dimensions on site and report all discrepancies to Robyn Huether Architect before beginning work. Do not scale the drawings. The Contractor shall be responsible for any changes made to the drawings without Robyn Huether Architect's approval.

Existing screen door paint to be removed to sound substrate, prepped and re-painted. Colour TBC on-site, assume standard colour to match current. (Both sides.)

Remove perimeter sealant and apply new sealant with sanded finish at all perimeter joints.

Remove sealant at bottom joint of door and sidelights. Apply new sealant.

Repaint wood at sidelights on exterior side only. Colour TBC on-site, assume standard colour to match current.

Section of extg door frame to be repaired with dutchman as per specifications. Hinges to be cleaned, lubricated and re-installed.

Existing transom paint to be removed to sound substrate, prepped and re-painted. Colour TBC on-site, assume standard colour to match current. (Exterior side only)

Existing frame paint to be removed to sound substrate, prepped and re-painted. Colour TBC on-site, assume standard colour to match current. (Exterior side only)

Existing solid wood door paint to be removed to sound substrate, prepped and re-painted. Colour TBC on-site, assume standard colour to match current. (Exterior side only)
Architect before beginning work. Do not scale the drawings. The Contractor shall be responsible for any
The Contractor shall verify all levels and dimensions on site and report all discrepancies to Robyn Huether
Please refer to Engineering drawings before proceeding with work.
**Interior Storm Window - Typical Details**

- **New 1 1/2" stainless steel, white powder-coated piano hinge to match existing painted wood trim**

- **New hinged IGU w/ white ptd. wd. frame**

- **New 1 1/2" die cast window lock, white finish**

- **Size of interior storm window to be suited to window opening to be installed in**

- **Cut back drywall return where blocking is required for fastening interior storm frame. Make good drywall after installation.**

- **Sheet No.: 202102 202102**

- **Date: 05.04.2021 05.04.2021**

- **Scale:**

- **Project No.: 202102 202102**

- **Copyright Notice:**

- **Reference:**

- **Prepared For:**

- **Issued For:**

- **Issued to Client - 95% Progress Set  2021.05.12 2021.05.12**

- **No. Revisions Date**

- **2 2021.05.18 2021.05.18**

- **Project Name:** Landreth Cottage Landreth Cottage

- **Drawing Name:**

- **No. Issued For Date**

- **1 2021.05.12 2021.05.12**

- **Issued for Tender  2021.05.18 2021.05.18**

- **Address:**

- **84 Water St., S, Cambridge, Ontario, N1R 3C5 84 Water St., S, Cambridge, Ontario, N1R 3C5**

- **Telephone:**

- **647 346 4800 647 346 4800**
Committee Members in Attendance: Sue Brown, Nelson Cecilia, Michelle Goodridge, Mark Leclair, Kimberly Livingstone, John Oldfield, Scott Roberts, Nancy Woodman and Councillor Pam Wolf with Amy Barnes in the Chair

Regrets:

Staff in Attendance: Laura Waldie, Senior Planner - Heritage, Abraham Plunkett-Latimer, Senior Planner - Heritage, Karin Stieg-Drobig, Recording Secretary and Ayesh Da Silva, Network Administrator

Meeting Called to Order

The meeting of the Municipal Heritage Advisory Committee was held virtually via Microsoft Zoom and live streamed to the City of Cambridge website. Amy Barnes, MHAC Vice Chair, welcomed everyone present, introductions were made and she advised those present that in its advisory role, MHAC makes recommendations that then go to Council for a decision. The meeting was called to order at 7:00 p.m. and the meeting adjourned at 8:30 p.m.

Declarations of Interest:

Amy Barnes declared a pecuniary interest for agenda item two, 16 Byng Avenue Heritage Impact Assessment and noted she will mute herself and turn off her video. Scott Roberts has agreed to assume the chair for this item.

Presentation:

Delegations:

Eugene Dimitru, Project Architect, was present to answer the questions of the Committee regarding item 3, Request to Alter – 28 Fallbrook Lane. There were no questions from the Committee for the delegate or staff.

Chair, Amy Barnes, excused herself prior to the next delegate and Scott Roberts assumed the Chair.
Karen Scott Booth, representing the Architectural Conservancy of Cambridge and North Dumfries (ACO Cambridge) gave a PowerPoint presentation regarding agenda item 2, 16 Byng Avenue Heritage Impact Assessment. Ms Scott Booth noted that the property, built in 1830 also known as Kirkmichael, holds architectural, cultural and historical importance as one of the oldest residential structures in Galt. Ms Scott Booth further noted that this would be the time to ensure this significant property is designated to ensure it is preserved for further generations. A copy of the presentation is available through the Planning Services Division.

Scott Roberts thanked Karen Scott Booth for her presentation. Amy Barnes returned to the meeting and assumed the Chair.

Minutes of Previous Meeting

Moved by: Councillor Wolf
Seconded by: Michelle Goodridge

THAT the minutes of the April 15, 2021 meeting of the Cambridge Municipal Heritage Advisory Committee be considered for errors and omissions and be adopted.

CARRIED

1. River Road Secondary Plan and Servicing Agreement – Heritage Considerations

Moved by: Susan Brown
Seconded by: John Oldfield

The Committee noted it’s support of a future Cultural Heritage Landscape Study of this unique area of Cambridge and acknowledged the concern of residents to unsympathetic infill. Council will still need to approve a CHL Study for the area when the 2022 Budget is discussed in the Fall. Staff noted a report will be going to Council in June to extend the Interim Control By-law to allow time for the Secondary Plan to conclude as it has been delayed due to Covid restrictions. Until the CHL Study commences, the consultants are recommending HIA’s be required for development of any properties in order to access each property on its own merit.

THAT the Municipal Heritage Advisory Committee recommends Memo 3/2021 be received as information.

CARRIED

Amy Barnes removed herself from the meeting. Scott Roberts again assumed the Chair.
2. **16 Byng Avenue Heritage Impact Assessment**

Moved by:  Nelson Cecilia  
Seconded by: John Oldfield

**THAT** Report 21-014 (MHAC) – 16 Byng Avenue Heritage Impact Assessment – be received;

**AND THAT** the Municipal Heritage Advisory Committee (MHAC) accept the Cultural Heritage Impact Assessment (HIA) and its findings as submitted by Letourneau Heritage Consulting dated April 8, 2021 for the construction an addition to the dwelling on the listed property at 16 Byng Avenue;

**AND FURTHER THAT** the MHAC recommends to the Committee of Adjustment that:

1. The roofing material and colour of the addition should be both compatible and subordinate to the extant roof.
2. Removal of the original wooden posts supporting the wrap around covered porch be avoided. If this is not possible, it is recommended that the posts be retained and reused to replace missing posts along the south elevation.
3. Qualified professionals with experience working on heritage masonry and carpentry should plan and undertake the work directly involving the extant dwelling and its heritage attributes.
4. A Temporary Protection Plan be prepared to the satisfaction of the City’s Senior Planner Heritage prior to the issuance of a building permit to demonstrate how the extant dwelling and its heritage attributes will be protected through ongoing construction including a plan for site access, delivery, and staging of materials and machinery as well as a fire and security plan.

Staff advised the Committee that the owner has indicated he is available to answer questions should the Committee decide to do so. The Committee had a fulsome discussion regarding the heritage attributes of the house, their significance and the protection of those attributes including the windows, porch, stone walls, roof line and fireplaces. It was determined that property deserves designation. The Committee discussed contacting the owner this evening or arranging a separate meeting to allow for a more fulsome discussion.

The Committee voted 6 to 3 in favour of not contacting the owner this evening.

Councillor Wolf suggested the MHAC could work with the owner on the benefits of either a full or partial designation of the property and asked staff to meet with the owner prior to this item going to the Committee of Adjustment meeting. Councillor Wolf then...
made the motion to defer the recommendations until a later date. The Committee discussed the recommendation to defer.

Moved by: Councillor Wolf  
Seconded by: Nancy Woodman

The Municipal Heritage Advisory Committee (MHAC and the Committee of Adjustment (COA), if necessary, defer to a later date until such time that we have had the opportunity to meet virtually with the current owner to discuss full &/or partial designation of the property known as 16 Byng Avenue and the advantages of doing this.

CARRIED as amended

3. Request to Alter - 28 Fallbrook Lane

Moved by: Michelle Goodridge  
Seconded by: Nelson Cecilia

The Committee discussed impacts to the dwelling, as well as the monument and hedgerow at the front of the property.

THAT Report 21-012 (MHAC) – Request to Alter – 28 Fallbrook Lane – be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) recommend Council approve the alterations to renovate 28 Fallbrook Lane as outlined in Report 21-012 (MHAC);

AND THAT MHAC accept the Cultural Heritage Impact Assessment (HIA) and its findings as prepared by Robinson Heritage Consulting dated February 2021.

CARRIED

Correspondence - NIL

Other Business – NIL

Chair’s Comments:

John Oldfield did not have any comments this month

Council Report/Comments:

Councillor Wolf did not have any items to report this month.

Staff/Senior Planner- Heritage comments:

ECM\Planning Services\Committees\MHAC\MHAC Agendas and Minutes\Minutes\2021 Minutes\05_20_2021 MHAC Minutes
Abraham Plunkett- Latimer provided an update on the Galt Core HCD Study

Laura Waldie did not have any comments this month.

**General Heritage Matters – Updates by Committee Members:**

Amy Barnes reminded the Committee there are many interesting workshops and information sessions available at this time of year and she is happy to share the links for these.

**Next Meeting**

Date & Time: June 17, 2021, 7:00 p.m.
Location: Virtually via Zoom

**Close of Meeting**

Moved by: Nancy Woodman
Seconded by: John Oldfield

**THAT** the Municipal Heritage Advisory Committee meeting does now adjourn at 8:30 p.m.

CARRIED

________________________________________  ______________________________________
Chairperson                              Recording Secretary
Amy Barnes                                Karin Stieg-Drobig
RECOMMENDATIONS

THAT Report 21-017 (MHAC) – Request to Alter a Part IV Designated Property – 200 Water Street North (Galt Collegiate Institute) – be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) recommend Council approve the replacement of two sets of wooden doors and frames on the east elevation of Galt Collegiate Institute at 200 Water Street North as outlined in Report 21-017 (MHAC);

AND FURTHER THAT the Municipal Heritage Advisory Committee (MHAC) recommend Council approve the replacement of existing transom windows and decorative moulding on the east elevation of Galt Collegiate Institute at 200 Water Street North for the reasons outlined in Report 21-017 (MHAC).

AND FURTHER THAT the MHAC recommend Council require detailed shop drawings of the replacement doors and windows be provided to the satisfaction of the Senior Planner—Heritage prior to the manufacturing of the replacement windows.
SUMMARY

- The property located at 200 Water Street North (previously addressed as 210 Water Street North) is designated under Part IV of the Ontario Heritage Act by By-law 16-83.
- The property owner is requesting permission to replace two sets of wooden doors on the east elevation of Galt Collegiate Institute with new replacement wooden doors in a similar configuration.
- The property owner is requesting permission to replace two transom windows with new windows in a similar configuration with thermal glass.

BACKGROUND

The subject property is designated under Part IV of the Ontario Heritage Act by By-law 16-83 (Attachment 1). The Galt Collegiate Institute, originally known as the Galt Grammar School was founded in 1852 by Michael C. Howe as a private school for boys. (Figure 1). The oldest portion of the building was constructed in 1854, and additions of limestone were made in 1859, 1874, 1905 and 1923. The building reflects a Scottish Baronial style with architectural features such as crow step gables, crenellation and buttresses.

Figure 1: Location Map
The property owner has submitted a request to replace two sets of wooden doors and transom windows on the east elevation of the structure located to the north and south of the main entrance with new wooden doors in a similar configuration.

The existing doors show influences of the Scottish Baronial style. They are built with wooden frame and plank construction techniques and are characterized by distinctive decorative (non-functional) ironwork. The doors are separated by a fixed mullion. They are topped by a 12-litre transom window with single pane glass and decorative dentil moulding (Figures 2 and 3).

Heritage planning staff did not require a Heritage Impact Assessment to accompany the subject application given the proposed alterations are considered minor.

Figure 2: South East Door Proposed for Replacement, 200 Water Street North. Photo provided by applicant.
Figure 3: North East Door Proposed for Replacement, 200 Water Street North. Photo provided by applicant.

ANALYSIS

Strategic Alignment:

PLACE:  To take care of, celebrate and share the great features in Cambridge that we love and mean the most to us.

Goal #3 - Arts, Culture, Heritage and Architecture

Objective 3.2  Conserve and make positive contributions to our heritage districts and buildings throughout the community.
This application aligns with the City’s Strategic Plan which encourages sympathetic alterations to designated heritage properties to celebrate our built heritage and create attractive, viable neighbourhoods.

**Existing Policy/By-Law:**
Section 33 of the Ontario Heritage Act identifies the process for altering a Part IV designated property. Section 33(1) states,

> No owner of property designated under section 29 shall alter the property or permit the alteration of the property if the alteration is likely to affect the property’s heritage attributes, as set out in the description of the property’s heritage attributes that was required to be served and registered under subsection 29 (6) or (14), as the case may be, unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the alteration.

The 2012 Cambridge Official Plan identifies policies in Chapter 4 that support the conservation and restoration of built heritage resources. Section 4.2 (3) states, that “Cultural heritage resources will be preserved and enhanced, wherever possible.”

200 Water Street North is designated under Part IV of the Ontario Heritage Act by By-law 16-83.

**Financial Impact:**
All costs will be borne by the applicant

**Public Input:**
MHAC meetings are open to the public.

**Internal/External Consultation:**
None.

**Comments/Analysis:**
The applicant is requesting permission to replace two sets of doors located on the east elevation of the Galt Collegiate Institute flanking the main entrance to the north and south.

The applicant has indicated that the existing doors can no longer be repaired. They have been subject to multiple repairs over time and are now at the end of their useable lifespan. The planks have absorbed moisture and have warped considerably and the
doors are no longer able to be shut properly. There are visible signs of water damage and salt corrosion at the doors’ base (see Figure 2 and 3).

The applicant is proposing that the existing doors, frame, and transom windows, be removed in their entirety and replaced with new doors and window in a similar configuration. The existing glass is proposed to be replaced with thermal glass in an identical configuration with true divided lites.

The reasons for designation in by-law 16-83 do not specifically identify the doors as heritage attributes, but the by-law implies that the whole building except the 1963 and later additions are included. The doors contribute to the Scottish Baronial architectural influences that is identified in the by-law.

The replacement doors are proposed to be constructed of wood in an identical design to the existing doors. The existing decorative ironwork is proposed to be removed, restored and reapplied to the new doors. A new door pull appropriate to the design would be installed to replace the existing non-original, mismatched pulls. The fixed mullion between the doors would be replaced by an internal mullion to allow for an additional 35mm opening to accommodate accessibility requirements. The applicant has retained a specialist in historical woodwork to produce the replacement doors (Attachment 2).

Given the advanced state of deterioration and multiple previous attempts to repair, staff agrees that it is appropriate to replace the existing doors with new doors and frames. The proposal is consistent with Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada for conserving historic doors in that it proposes to replace irreparable doors with new doors of the same material and design. Replacement of the existing wooden doors with wooden reproductions would not detract from the cultural heritage value of the structure.

There does not appear to be irreparable damage to the transom window or decorative moulding. Because the doors and transom window are not painted, however, an attempt to retain the window and replace the door may result in mismatched wood tones creating an obvious transition between the new doors and existing transom windows. For this reason, staff is of the opinion that a reproduction unit including doors, dentil moulding, and transom window as a single unit replicating the specifications of the existing window and doors would better support the heritage character of the structure.

In order to ensure that the new units sufficiently replicate the existing window and doors, staff is requesting that detailed specifications produced by the manufacturer of the new units be submitted to heritage staff for approval prior to a building permit being issued.
Conclusion

Given the condition of the existing doors, the replacement of both sets of doors on the east elevation of Galt Collegiate Institute with new wood doors is appropriate. The transom windows appear to be in acceptable condition for repair rather than replacement. However, retaining the existing transom window may create a disjointed appearance between old and new given the difficulty of matching new and existing wood tones.

Based on the above analysis, staff recommends that the MHAC recommend Council approve the request to replace both sets of doors, door frames, and transom windows on the east elevations of Galt Collegiate Institute.

If Council does not approve the proposed alterations, the applicant may request that the decision be evaluated by the Conservation Review Board. The review board may make recommendations to Council to reconsider the decision, but Council is the final decision-making authority.

This application aligns with the City’s Strategic Plan which encourages sympathetic alterations to designated heritage properties to celebrate our built heritage and create attractive, viable neighbourhoods.

SIGNATURE

Prepared by:

Abraham Plunkett-Latimer,
Senior Planner—Heritage

Departmental Approval:

Deanne Friess
Manager of Policy Planning

ATTACHMENTS

Attachment 1 By-law 16-83: Designation of Galt Collegiate Institute and Vocational School
BY-LAW NO. 16-83
OF THE
CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law to designate the frontal exterior of the Galt Collegiate Institute and Vocational School, 210 Water Street North, and the interior of the front entrance hall with memorial tablets, but excluding the north wing addition, for its historical and architectural significance.

WHEREAS the Ontario Heritage Act, R.S.O. 1980, c. 337 authorizes the Council of a municipality to enact by-laws to designate real property including all buildings and structures thereon, to be of historic or architectural value or interest;

AND WHEREAS Notices of Intention to so designate the Galt Collegiate Institute and Vocational School at 210 Water Street North, Cambridge, Ontario, have been duly published and served;

AND WHEREAS it is considered desirable to designate the property known as the Galt Collegiate Institute and Vocational School at 210 Water Street North;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF CAMBRIDGE ENACTS AS FOLLOWS:

1. THAT there is designated as being of historical and architectural significance the frontal exterior and the interior of the front entrance hall with memorial tablets, but excluding the north wing addition, more particularly described in Schedule "A" attached hereto, known as the Galt Collegiate Institute and Vocational School, 210 Water Street North, Cambridge, Ontario. The reasons for designation are set out in Schedule "B" attached hereto.

2. THAT the City of Cambridge is hereby authorized to cause a copy of this by-law to be served upon the owner of the said property and upon the Ontario Heritage Foundation and to cause notice of this by-law to be published in a newspaper having general circulation in the City of Cambridge.

ENACTED AND PASSED THIS 8TH DAY OF FEBRUARY, A.D. 1983.

[Signature]
MAYOR

[Signature]
CLERK
SCHEDULE "A" TO BY-LAW NO. 16-83
OF THE
CORPORATION OF THE CITY OF CAMBRIDGE

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of Cambridge, in the Regional Municipality of Waterloo and Province of Ontario, (formerly in the City of Galt), and being composed of Blocks A and B, Registered Plan 448, known municipally as Galt Collegiate Institute and Vocational School, 210 Water Street North, Cambridge, Ontario.
SCHEDULE "B" TO BY-LAW NO. 16-83
OF THE
CORPORATION OF THE CITY OF CAMBRIDGE

The Galt Collegiate Institute and Vocational School is designated for historic and architectural reasons.

The Galt Grammar School was founded in 1852 by Michael C. Howe as a private school for boys and it attained continent-wide distinction under his successor William Tassie, noted as a strict disciplinarian and classical scholar. Among its outstanding graduates were Sir Adam Beck and Canon the Hon. H. C. Cody. The name changed to the Galt High School in 1869 and then to Galt Collegiate Institute in 1872 when it headed the list of only six schools in Ontario on which were conferred the name and privileges of Collegiate Institutes (Local Colleges). Its students were often prominent in athletics and its Cadet Corps was much noted.

The plain, symmetrical building of 1854 with later additions—principally in 1859, 1874, 1905 and 1923—are of fossilized limestone quarried from the river banks, is of a style commonly called Scottish Baronial and incorporates many architectural features, including crow step gables, Romanesque arches, broken-arch pediment, crenellation and buttresses. The City skyline is dominated by two stone towers, and two decorative cupola-like ventilator hoods. The interior entrance Memorial Tablet of gray marble was erected in 1920 and was extended in 1954 to include casualties of World War II. The addition of 1963 and later changes are not included in the designation.