

**1. PROOF OF INSURANCE**

- .1 Provide Owner with proof of insurance as specified in General Conditions.

**2. WORKERS' COMPENSATION BOARD CLEARANCES**

- .1 Contractor shall obtain and submit to Owner, Certificate of Clearance from the Workers' Compensation Board as follows:
  - .1 Prior to commencement of the work.
  - .2 When otherwise requested by Owner.

**3. SHOP DRAWINGS**

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures, and other data, which are to be provided by the Contractor to illustrate details of a portion of the work.
- .2 The Contractor shall arrange for the preparation of clearly identified shop drawings as called for by the contract documents, and for such other items as the Engineer may reasonably request.
- .3 Prior to submission to the Engineer, the Contractor shall review all shop drawings. By this review, the Contractor certifies that he has determined and verified all field measurements, field construction criteria, materials, catalogue numbers and similar data, and certifies that he has checked and coordinated each shop drawing with the requirements of the work, and of the contract documents. The Contractor's review of each shop drawing shall be indicated by stamp, date, and signature of a responsible person.
- .4 Not less than five (5) copies of shop drawings shall be submitted through the Contractor to the Engineer. In addition, the Contractor, if he deems necessary, shall arrange with his subcontractors for any additional copies of shop drawings that he (the Contractor) shall require. The shop drawings, when submitted to the Engineer, shall bear the date stamp of, and be checked by the Contractor.
- .5 When submitting the shop drawings, the Contractor shall notify the Engineer in writing, on the shop drawings, of any changes that he has made from that which has been called for in the drawings and specifications. Failure of the Contractor to check or have corrected, or indicate any change and variation in submitting shop drawings will result in their return to the Contractor without consideration or checking by the Engineer.
- .6 If the shop drawings are rejected by the Engineer, he will return one (1) copy to the Contractor, and retain one (1) copy. All other copies will be destroyed.

- .7 The Contractor shall re-submit not less than five (5) copies plus any additional copies, as before described, of the revised shop drawings.
- .8 After review, the Engineer will retain two (2) copies of shop drawings, and return the remaining copies to the Contractor for distribution to parties concerned.
- .9 The Engineer's review of such drawings or of the revised drawings shall not relieve the Contractor from responsibility for errors or for changes made from the Engineer's drawings or specifications.

#### **4. PROJECT RECORD DRAWINGS**

- .1 The Engineer will provide a set of ozalid prints for record drawing purposes.
- .2 Maintain project record drawings separate from construction drawings, and record deviations from contract documents caused by site conditions and changes ordered by Owner. Mark changes in red coloured ink.
- .3 Record the following:
  - .1 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
  - .2 Field changes of dimensions and detail.
  - .3 Changes made by change and field order.
- .4 Submit project record drawings to Engineer before or with application for Final Acceptance.

#### **5. MAINTENANCE MANUAL**

- .1 On completion of project, submit to Engineer two (2) copies of operations data and maintenance manual in English, in a vinyl hard covered 3-ring loose leaf binder.
- .2 Include the following information plus data specified:
  - .1 Description, operation, and maintenance instructions for equipment and systems, including complete list of equipment and parts list. Indicate nameplate information such as make, size, capacity, and serial number.
  - .2 Names, addresses, and phone numbers of subcontractors and suppliers.
  - .3 Guarantees, warranties and bonds showing:
    - .1 Name and address of projects.

- .2 Guarantee commencement date (date of Final Certificate of Completion).
- .3 Duration of guarantee.
- .4 Clear indication of what is being guaranteed, and what remedial action will be taken under guarantee.
- .5 Signature and seal of Contractor.
- .4 Additional material used in project listed under various sections, showing name of manufacturer, and source of supply.
- .3 Neatly type lists and notes. Use clear drawings, diagrams, or manufacturer's literature.
- .4 Include one complete set of final shop drawings (bound separately) indicating corrections and changes made during fabrication and installation.

**END OF SECTION 01300**