

SCHEDULE "A"
SCOPE OF WORK
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ARTICLE 1 - GENERAL

1.1 Part of Contract Documents

This is Schedule "A" - Scope of Work referred to in the General Conditions made as of _____, 20__.

1.2 Definitions

Capitalized terms used and not defined in this Schedule, shall have the same meaning as given in the General Conditions where so defined.

ARTICLE 2 - SCOPE OF WORK

2.1 Description of Scope of Work

The general scope of Work is (briefly describe):

2.2 Technical Specifications

Schedule "D" - Technical Specifications contains the technical specifications for the Work, together with references to codes, standards, specifications and other documents applicable to the Work.

ARTICLE 3 - CONTRACTOR'S GENERAL RESPONSIBILITIES

3.1 Provision of Materials and Equipment not otherwise specified

The Contractor shall provide all materials and equipment necessary for the performance of the Work not otherwise specified to be provided by the Owner or Other Contractors.

3.2 Taking Delivery of Materials and Equipment

The Contractor shall receive, load, transport to the Work Site and care for all materials, tools and equipment and other items provided by the Owner from and FOB the location designated in the Contract Documents.

3.3 Temporary Utility Connections

Where the Owner provides utilities the Contractor shall provide all temporary distribution facilities required to extend those utilities from the point(s) of outlet designated by the Owner to the point(s) of use required by the Contractor. Upon completion and acceptance of the Work, the



Contractor shall remove all materials, facilities and equipment used in connection with the extension of any utilities and repair any damage caused as a result.

3.4 Curing of Materials and Protection of the Work

The Contractor shall provide all required heating, lighting, ventilation, coverings and enclosures for the curing of materials and protection of the Work from moisture, condensation, extremes of temperature and other deleterious conditions which could affect the Work.

3.5 Key Personnel

The following persons are key to the performance of the Work by the Contractor:

<u>Title</u>	<u>Name</u>
(Insert titles for which the Owner requires that key personnel be designated.)	
_____	_____
_____	_____
_____	_____

ARTICLE 4 - OWNER'S GENERAL RESPONSIBILITIES

4.1 Owner Supplied Items

In addition to any materials and equipment specified in Schedule "D" - Technical Specifications, or elsewhere in the Contract, to be supplied by the Owner, or by Other Contractors, the Owner shall provide, or make available as the case may be, to the Contractor the items listed below for the performance of the Work by the Contractor:

4.1.1 materials supplied: _____

location: _____

[examples: all bulk piping 2" diameter and under; etc.]

4.1.2 utilities provided: _____

[examples: water for hydrotest; AC power; etc.]

4.1.3 facilities provided: _____



[examples: construction materials laydown area; construction site office trailers; access to Owner's washrooms; access to Owner's lunchrooms; disposal site for waste materials; etc.]

4.1.4 construction equipment provided: _____
location: _____

[examples: 200T crane for lifting XYZ vessel; 6" diameter pump for removal of groundwater; scaffolding; etc.]

4.1.5 services provided: _____

4.2 The following licenses, permits and approvals have been or shall be obtained by the Owner:

Licenses: _____
Permits: _____
Approvals: _____

ARTICLE 5 - HOURS OF WORK, MILESTONE DATES AND WORK SCHEDULE

5.1 Hours of Work

Normal working hours for a Work Day for the performance of the Work at the Work Site shall be as follows: _____

(here describe hours of work)

5.2 Milestone Dates

The Milestone Dates referred to in GC 4.1 are as follows:

Milestone Dates		
	Commencement Date	Completion Date
Mobilize to the Work Site		



Milestone Dates		
Commence Work		
List other Milestone Dates		
No. 1		
No. 2		
No. 3		
Functional Completion of Work		
Final Completion Notice		
Demobilize from the Work Site		

5.3 Work Schedule

The Contractor shall provide to the Owner's Representative a Work Schedule:

- 5.3.1 detailing the sequence in which the Contractor intends to perform the Work;
- 5.3.2 start and completion dates for all separate portions of Work;
- 5.3.3 manpower forecasts by trade or discipline;
- 5.3.4 key materials and equipment procurement and delivery dates; and,
- 5.3.5 other relevant data and information;

and shall record the actual progress of the Work on the Work Schedule. The Contractor shall not revise or change the Work Schedule without the express prior written consent of the Owner.

ARTICLE 6 - DRAWINGS, CODES AND STANDARDS

6.1 Contractor Review

The Contractor shall review and compare the list of all drawings identified in Schedule "D" - Technical Specifications with the drawings received by the Contractor and notify the Owner immediately of any shortages, inconsistencies in drawing numbers, revisions and omissions and discrepancies in these drawings.

6.2 Issued for Construction Drawings and Prepared Documents

The Contractor shall perform the Work only in accordance with approved drawings marked "Issued for Construction", and any subsequent revisions thereto, and with those Prepared Documents submitted by the Contractor and reviewed by the Owner.

6.3 Permission to Proceed shall not Constitute Acceptance or Approval of Prepared Documents

No permission given by the Owner to the Contractor to proceed with the Work shall constitute acceptance or approval of Prepared Documents, design details, calculations, analyses, test methods, certificates or materials developed or selected by the Contractor, or relieve the Contractor of any obligation under the Contract.

6.4 Files

The Contractor shall maintain a file of the current Contract Documents and Contractor's Prepared Documents at the Work Site, and at all times the Contractor shall allow the Owner access thereto.

6.5 Contractor's Prepared Documents

The Contractor shall provide the Owner with an acceptable schedule for submitting the Contractor's Prepared Documents and other data specified herein and shall submit all Contractor's Prepared Documents in sufficient time to allow for their review by the Owner without delaying the Work. The following requirements shall also apply to all Contractor's Prepared Documents:

- 6.5.1 engineering documents shall be checked and initialled by the responsible designers and checkers prior to submission to the Owner;
- 6.5.2 all field measurements, field construction criteria, catalogue numbers and similar data must be correct prior to submission to the Owner; and
- 6.5.3 no Work which requires review of Prepared Documents shall be commenced, until the Owner has returned the Prepared Documents with a review stamp and initials or signatures affixed, indicating the review has been completed.

6.6 Review of Contractor's Prepared Documents

Work performed by the Contractor prior to return of the Contractor's Prepared Documents which are to be reviewed by the Owner shall be changed by the Contractor if the Owner's review of the drawings indicates changed requirements.

ARTICLE 7 - CONNECTING WORK

7.1 Lines, Grades and Elevations

Wherever performance of the Work is dependent upon existing lines, grades, elevations or work performed by the Owner or Other Contractors (referred to in this Article as "Existing Work") and before proceeding with the Work, ordering materials or preparing fabrication drawings, the Contractor shall verify by all necessary means, including an inspection of the Work Site and of the equipment, materials and other items that are to be provided by the Owner or Other Contractors, that the Work is suitable for connection to the Existing Work.

7.2 Notification of Discrepancy or Defect

The Contractor shall notify the Owner in writing, before proceeding with the Work, of any discrepancy or defect that would prevent, hinder or impair the connection of the Work to Existing Work. Failure to do so shall be deemed as acceptance by the Contractor as to the suitability for connection between the Work and the Existing Work, and the Contractor shall be responsible for the removal, repair, replacement or reconstruction of any part of the Work that does not meet the requirements of the Contract Documents, or any increased costs or delay occasioned as a result.

7.3 Connections and Integration

The Contractor shall perform all cutting and fitting of the Work and of Existing Work that may be required to make all component parts fit together properly and to fit the Work to receive or be received by the Existing Work, as shown on or reasonably implied by the drawings and specifications. The Contractor shall not cut, undercut or alter the Existing Work, including cutting, boring, removing or otherwise modifying or impairing the integrity of any structural or load-bearing member of the Owner's existing plant without the express prior written approval of the Owner.

7.4 Continuous Operation

Where the Contractor connects the Work to Existing Work, the Contractor shall, to the extent necessary, preserve the safety, integrity, performance and continuous operation of the Owner's existing plant.

ARTICLE 8 - QUALITY CONTROL PROGRAM

8.1 Contractor's Quality Control Program

- 8.1.1 When requested by the Owner, the Contractor shall submit its quality control manual (the "Manual") procedures and programs to the Owner for review.
- 8.1.2 The Manual and quality control programs shall, as a minimum requirement hereof, cover all standards of quality required under the Contract, Law and codes and standards applicable to the Work. If the Contractor's quality control program does not conform fully with the requirements of the Contract, the Contractor shall provide

the Owner with an itemized plan of corrective actions by the Contractor to ensure that the Contractor's quality control program for the Work conforms with the Contract, including the dates for implementation of each item.

8.1.3 Where approval of the Contractor's, Subcontractors' or Suppliers' quality control programs is required by regulatory bodies ("Regulatory Bodies") (e.g., pressure equipment, piping and structural steel), the Contractor shall ensure that quality control programs for the Work are approved by the appropriate Regulatory Bodies, in a timely manner so as to not delay the Work, and evidence of such approvals are provided to the Owner upon the Owner's request but in any case no later than 3 days after the Contractor's receipt of such approvals.

8.1.4 The Contractor is responsible for the quality control of the Work, including the Work performed by its Subcontractors and Suppliers.

8.1.5 Various requirements for quality control of the Work are specified in Schedule "D" - Technical Specifications. The Contractor acknowledges that these are the minimum requirements for the quality control of the Work and the Contractor agrees to perform as many inspections and tests as are necessary to ensure that the Work conforms to the requirements of the Contract.

8.1.6 The Contractor shall perform testing of the Work in accordance with and as required by all applicable codes, regulations and Law or by plan and approval authorities, safety codes officers or accredited agencies, as the case may be.

8.2 Subcontractor's Quality Control

8.2.1 The Contractor shall provide the Owner's Representative with details of the program for supervising and monitoring the Work to be performed by Subcontractors and Suppliers and with details of Subcontractors' and Suppliers' quality control programs and procedures for controlling the quality of all portions of the Work that are to be performed by Subcontractors or Suppliers.

8.2.2 The Contractor shall promptly process and distribute all required copies of test reports and test information and related instructions to all its Subcontractors and Suppliers to ensure that all necessary repairs, replacements and retesting can proceed without delay.

8.2.3 The Contractor shall promptly provide the Owner with copies of all test results.

8.3 Re-performed Testing

8.3.1 If tests performed by Owner upon a portion of the Work not previously tested by the Contractor identify a non-conformance to the requirements of the Contract, the Contractor has the option to either arrange an independent re-performance of the test or correct the non-conforming part of the Work and re-perform the test.

8.3.2 Where tests by either the Owner or the Contractor on products, materials or completed Work identify Work which does not meet the requirements of the Contract, the Contractor shall submit details of proposed remedial work to the Owner for review and approval prior to the Contractor performing remedial work on the affected item. The Contractor shall repair and replace products and materials, correct any deficiencies and re-perform all tests as may be necessary to ensure that the Work meets the requirements of the Contract.

8.3.3 The Contractor shall submit the results of re-performed tests on Work which fails to meet the requirements of the Contract to the Owner within a practical and reasonable time following the re-performed test.

8.4 Inspection Plan for the Work

8.4.1 Prior to the commencement date of the test, the Contractor shall provide the Owner's Representative with a detailed inspection and test plan ("ITP") for the test. The Owner shall provide the Contractor with written notice of any request to make alterations to the test plan.

8.4.2 Following receipt and review of the ITP, the Owner shall advise the Contractor of hold points in the Work at which the Owner wishes to perform or witness tests or witness production or quality control activities performed by the Contractor or any Subcontractors or Suppliers ("Owner's Hold Points"). The Contractor shall give reasonable, but in any event, not less than 24 hours, notice to the Owner of all tests to be conducted at the Owner's Hold Points and the Contractor shall adhere to the requirement for the Owner's Hold Points unless specifically waived by the Owner's Representative.

8.4.3 The Contractor shall ensure that all quality control activities, including testing and inspections at Owner's Hold Points which have been witnessed by the Owner, are recorded in the quality control file for that part of the Work, prior to the end of the same work shift in which the quality control activity occurred.

8.4.4 The Contractor shall compile a quality control file or job file which shall include the following, or so many thereof as may be applicable:

- (a) Alberta Labour - applicable Safety departments - accepted (stamped) drawings;
- (b) manufacturer's specification sheets;
- (c) manufacturer's data reports;
- (d) name plate tracing;
- (e) applicable purchase orders;
- (f) radiographic film;

- (g) interpretation sheets and all other Non-Destructive Examination ("NDE") reports;
- (h) welder qualifications;
- (i) non-conformance reports;
- (j) mill test certificates;
- (k) travel sheets;
- (l) drawings showing NDE, weld traceability points;
- (m) pressure test record & test gauge calibration sheets;
- (n) heat treatment procedures and time / temperature charts;
- (o) repair procedures;
- (p) completion of construction form & inspection release notices;
- (q) repair / alteration reports; and
- (r) as built drawings.

8.4.5 The Contractor shall provide the Owner with inspection release notices on Work which has been inspected and accepted on or off the Work Site.

8.5 Completion of Work

As part of the acceptance criteria of the Work, the Contractor shall submit a consolidated record of all quality control data including the items in the table below and other documents specified or referenced therein, and submit the documents to the Owner's Representative:

Required	Not Required	Description
		Certificates
		Test Results
		As-Built Drawings

ARTICLE 9 - SAFETY AND LOSS MANAGEMENT

9.1 Introduction

9.1.1 The Owner's principles of safety and loss management employ a thorough and systematic approach towards a goal of elimination of all downgrading incidents to personnel, production, equipment, materials and the environment. The Contractor shall perform the Work safely and in accordance with the requirements of the Contract and the Owner's principles of safety and loss management and the Occupational Health and Safety Act and regulations thereunder.

9.1.2 All Contractors, Subcontractors, Suppliers, and their respective personnel are responsible for the SAFETY OF THEMSELVES AND THEIR CO-WORKERS. They are responsible for understanding the hazards of the Work, and complying with all safe work permits, procedures, safe work plans, and safe work practices pertinent to the Work. In addition, they are responsible for understanding the Occupational Health and Safety Act and regulations and shall identify any hazards or potential hazards to their own or any of the Owner's supervisors.

9.2 Prime Contractor

The _____ [fill in either "Contractor" or "Owner"] shall be the "prime contractor", as that term is defined in the Occupational Health and Safety Act, for the purposes thereof and shall comply with the provisions of the said Act and regulations thereunder.

9.3 Prevention and Reporting of Injuries

9.3.1 The Contractor shall make best efforts to prevent any injuries to any personnel at the Work Site. However, if injuries are sustained by any of the Contractor's employees or agents or those of the Subcontractors or Suppliers, the Contractor shall record and report all injuries according to the Occupational Health and Safety Act and regulations and this Article 9.

9.3.2 The Contractor shall record and report all injuries to the Owner's Representative.

9.3.3 The Contractor shall make best efforts to prevent any occurrences in the following incident categories:

- (a) fire
- (b) damage to equipment or facilities
- (c) production loss
- (d) environmental damage; and
- (e) breach of security.

9.4 Programs and Manuals

9.4.1 The Contractor shall maintain a Safety and Loss Management Program which shall include as a minimum the following:

- (a) a loss control reporting system;
- (b) an incident investigation procedure;
- (c) an inspection procedure;
- (d) established work standards and procedures;
- (e) established emergency procedures;
- (f) procedures for monitoring Subcontractor performance; and
- (g) safety meetings and communications.

9.4.2 The Contractor shall maintain a safety manual containing the programs required by this Schedule "A" - Scope of Work. This manual is to be made available to all of the Contractor's employees, Subcontractors, and Suppliers.

9.5 Safe Work Permits

9.5.1 The Contractor shall ensure that no Work proceeds until the appropriate safe work permit has been issued.

9.5.2 The Contractor shall apply for safe work permits in accordance with the schedules issued at the Contract kick-off meeting.

9.5.3 Prior to issuing a safe work permit, the Owner may request, or the Contractor may identify a need for a detailed for safe execution of the Work from the Contractor, complete with a list of personnel involved, or any other information that the Owner requires to properly assess the Work for safety and constructability.

9.5.4 The Contractor shall fully understand all aspects of the safe work permit prior to starting the Work. In addition, the Contractor shall fully communicate the safe work permit information to all its employees and the employees of its Subcontractors prior to starting the Work.

9.6 Safety Inspections for Drug and Alcohol Abuse

The Owner reserves the right, in the interest of worker safety, to require the Contractor to have all of its employees and all employees of its Subcontractors, at the Owner's expense, to submit to and pass a panel ____ drug and alcohol test in the event there exists in the opinion of the Owner's Representative reasonable apprehension or suspicion that there is or will exist a hazard or danger to safety at the Work Site or an accident has occurred, or the employee is or has been under the influence of alcohol or drugs while on the Work Site, and to deny access to the Work Site to any employee who has failed to take or pass the required test.

9.7 Documentation and Reports to Owner

The Contractor shall maintain and submit the following documentation to the Owner's Representative as required:

9.7.1 loss control reports (within 24 hours of an incident); and

9.7.2 incident investigation reports (within 24 hours of an incident);

9.8 Employee Job Orientation

The Contractor is responsible for ensuring that all Contractor and Subcontractor site personnel, and all Suppliers attending at the Work Site, understand the following:

9.8.1 an overview of the Work Site, including locations of all key facilities;

9.8.2 a general overview of the Work;

9.8.3 emergency call-out procedures;

9.8.4 first aid procedures;

9.8.5 explanation of emergency assembly areas;

9.8.6 traffic rules on the Work Site (access, speed limits, etc.);

9.8.7 loss control reporting requirements and system;

9.8.8 the need for compliance to all of Owner's safe work permits, safe work plans, policies, procedures, Occupational Health and Safety Act regulations and all other procedures specified in this Schedule "A" -Scope of Work;

9.8.9 Work Site hazards;

- 9.8.10 the existence and location of any Hazardous Material or Specific Substances and the method of dealing with the same;
- 9.8.11 Workplace Hazardous Materials Information System (WHMIS);
- 9.8.12 waste management guidelines;
- 9.8.13 personnel protection equipment requirements;
- 9.8.14 Owner's smoking policy;
- 9.8.15 employee's responsibilities;
- 9.8.16 employee's rights / responsibility to refuse unsafe work; and
- 9.8.17 Owner's butane open mechanism lighter policy.

9.9 Safety Equipment and Requirements

The Contractor shall ensure that all of its employees, invitees, Subcontractors and Suppliers attending at the Work Site are equipped with the following equipment and adhere to the requirements listed in the table below:

[Insert list of equipment and requirements]

Description	Yes	No
PERSONAL PROTECTIVE EQUIPMENT		
Steel Toed Boots		
High Top Boots		
Safety Glasses with Side Shields		
Hard Hat		
Hearing Protection		
Long Sleeves		
Fire Resistant Clothing		
Face Shields		
Respiratory Protection - as required		
Fall Protection, including flotation devices and life lines		
PERMITS		
Cold Work Permit		
Hot Work Permit		
Excavation Permit		
Confined Space Entry Permit		
Person Hoisting Permit		
Vehicle Access Permit		
Lunch / Office Trailer Smoking Permit		
TRAINING		
Contractor Safety Orientation		
Permit Receiving Course		
Confined Space Entry / Standby Person		



Description	Yes	No
Self Contained Breathing Apparatus (SCBA)		
MISCELLANEOUS		
Fulltime Safety Officer		
Hair and Beard Policy		
Smoking Policy		
Flame Proof Tarps		
Gas Monitoring		

ARTICLE 10 - DOCUMENT SUBMISSION REQUIREMENTS, PROGRESS REPORTING AND OTHER REPORTING

10.1 Transmittals

The Contractor shall submit all required documents for review with a transmittal letter which shall identify:

- (a) date;
- (b) project title;
- (c) number of each shop drawing, product data and sample submitted;
- (d) Contractor's pertinent data; and
- (e) other pertinent data.

10.2 Shop Drawings

Shop drawing submissions shall include:

- (a) date and revision dates;
- (b) project title;
- (c) name of:
 1. Contractor
 2. Subcontractor



3. Supplier

4. separate detail(s) when pertinent;

- (d) identification of product or material;
- (e) relation to adjacent structure or materials;
- (f) field dimensions clearly identified as such;
- (g) specification section number;
- (h) applicable standards, such as CGSB or CSA numbers; and
- (i) Contractor's stamp initialled or signed, certifying review of submission, verification of field measurements and compliance with the Contract.

10.3 Drawings

10.3.1 Where the Contractor is required to provide drawings for:

- (a) fabricating materials and equipment to be provided by the Contractor;
- (b) installing materials and equipment to be provided by the Contractor; or
- (c) planning and performing the Work,

the Contractor shall submit 1 reproducible photocopy vellum and two print copies of the drawings before fabricating, installing or performing that part of the Work, allowing at least ___ Work Days for review by the Owner, unless otherwise shown on the Work Schedule. This requirement shall extend to drawings required for activities such as match marks, erection diagrams and other details for field connections for proper installation, erection of equipment and performance of the Work.

10.3.2 Drawings of a specific piece of equipment shall identify components with the manufacturer's part number or reference drawing number clearly indicated. The Contractor shall submit all drawings in a sequence that shall ensure that all information is available for reviewing each drawing when it is received by the Owner.

10.3.3 All drawings submitted by the Contractor shall be certified by the Contractor, by stamp and dated signature of an authorized and qualified person, to be correct in all respects as to field measurements, field construction criteria, materials, catalogue and product data, the requirements of the Contract and conditions of performing the Work; and all fabrication drawings shall be certified by stamp and dated signature of a Professional Engineer licensed to practice in the Province of Alberta.

10.3.4 Following the Owner's review of the Contractor's drawings, 1 set, print stamped and marked with one of the following coded notations shall be returned to the Contractor. The Contractor shall allow a clear space of not less than 75 mm x 150 mm on the face of all drawings for the Owner's stamp.

OWNER'S NAME
DRAWINGS / DESIGN/DATA REVIEW
<input type="checkbox"/> A-REVIEWED: Suitable, proceed with fabrication & submit certified mylar.
<input type="checkbox"/> B-REVIEWED: Modify as noted, may proceed with fabrication & submit final drawing.
<input type="checkbox"/> C-REVIEWED: Not suitable. Do not proceed. Revise / redesign & resubmit.
<input type="checkbox"/> D-REVIEWED: Review not required or for information only.
<input type="checkbox"/> E-REVIEWED: Final certified data, no further resubmittal required.
BY: _____ REV. _____
DATE: _____

10.4 Samples

10.4.1 Where samples of materials to be incorporated into the Work are required, the Contractor shall provide the Owner with the samples for review, not less than ____ Work Days prior to incorporation of the materials represented by the samples into the Work. All samples are subject to review by the Owner, and no materials represented by the samples shall be incorporated into the Work without the Owner's review.

10.4.2 The Contractor shall attach a label to each sample showing the Contractor's name, the Contract number, name of sample item, and as appropriate, the manufacturer's name, brand name, model number, supplier's name, and reference to the appropriate drawing number, technical specification section and paragraph number.

10.4.3 Samples which have been reviewed by the Owner may, at the Owner's option, be retained by the Owner, or returned to the Contractor for incorporation into the Work.

10.5 Certificates

10.5.1 Where certificates for materials and equipment to be incorporated into the Work are required, the Contractor shall provide the Owner with signed original and 3 copies of each certificate for review, not less than ____ Work Days prior to incorporation of the materials or equipment represented by the certificates into the Work. These certificates shall be subject to review by the Owner, and no materials represented by



these certificates shall be fabricated, delivered to the Work Site or incorporated into the Work without the Owner's review.

10.5.2 All Certificates shall clearly identify the item certified and shall include at least the following information: the Contractor's name, the Contract number, name of the item, manufacturer's name, and reference to the appropriate drawing, technical specification section and paragraph number.

10.6 Progress Recording and Reporting

10.6.1 The Contractor shall record and report progress of all elements of the Work by a method and format that is acceptable to the Owner.

10.6.2 Once in each month, or at other reasonable times as may be required by the Owner, but in any event prior to submission of an invoice for the Work performed the Contractor shall present a written report of progress of the Work to the Owner for review.

ARTICLE 11 - MEETINGS AND REPORTS

11.1 The Contractor shall participate in the following meetings and any and all other meetings as required by the Owner on reasonable notice to the Contractor:

	Yes	No
11.1.1 contract kick-off meeting	_____	_____
11.1.2 safe work plan meetings	_____	_____
11.1.3 daily safety meetings	_____	_____
11.1.4 weekly progress review meetings	_____	_____
11.1.5 safety and loss management meetings	_____	_____
11.1.6 accident / incident investigation meetings	_____	_____
11.1.7 potential problem analysis meeting	_____	_____

11.2 The Contractor shall provide the Owner with the following reports:

	Yes	No
11.2.1 daily force report;	_____	_____
11.2.2 daily LEM's (if applicable);	_____	_____
11.2.3 daily / weekly activity report;	_____	_____



- 11.2.4 weekly safety activity report; _____
- 11.2.5 weekly schedule report; _____
- 11.2.6 weekly construction work plan and 2 week projection; _____
- 11.2.7 contractor loss control report (within 24 hours); _____
- 11.2.8 incident investigation report (within 24 hours); and _____
- 11.2.9 any and all other reports as required by the Owner. _____

ARTICLE 12 - TURNOVER

12.1 As-Built Drawings

- 12.1.1 During the Contract Time, the Contractor shall maintain records at the Work Site of the changes and differences between the drawings and the actual condition of the Work as built, by marking and recording these changes and differences on 2 sets of drawings identified by the stamped notations "AS BUILT" (the "As-Built Drawings").
- 12.1.2 Upon completion and acceptance of the Work, the Contractor shall give the two complete sets of the As-Built Drawings, including any As-Built Drawings on which no changes are recorded, to the Owner.
- 12.1.3 During the term of the Contract, the Contractor shall allow the Owner access to the As-Built Drawings for the purpose of auditing their correctness.

12.2 Operating Maintenance Manuals

- 12.2.1 As part of the criteria for acceptance of the Work and issuance of either a Function Completion Notice or Final Completion Notice, as may be applicable, the Contractor shall submit ___ legible sets of operating manuals and maintenance instructions bound in 3-ring loose leaf binders, with hard covers, and labelled with project name, date of issue and table of contents.
- 12.2.2 Operating maintenance manuals shall include at least the following information:
 - (a) maintenance instructions for finished surfaces and materials;
 - (b) copy of hardware paint schedules and finish schedules;
 - (c) description, installation, operation and maintenance instructions for equipment and systems, including complete list of equipment and parts;
 - (d) maintenance and lubrication schedules and troubleshooting charts;



- (e) nameplate information such as make, model, size, serial number, capacity and catalogue number;
- (f) names, addresses and phone numbers of Subcontractors and Suppliers;
- (g) one complete set of final reviewed shop drawings and material submission indicating corrections and changes made during fabrication and installation; and
- (h) [add any other required information].

12.2.3 Refer to sections of Schedule "D" - Technical Specifications for detailed requirements for operating and maintenance manuals.

