SPEC NOTE: Use this section, editing to reflect specific Project, for procedures related to connecting to existing services as well as for special scheduling requirements for a Project.

# General

## SECTION INCLUDES

### Hours of Work

### General Restrictions

### Service Connections, including:

#### Connecting to existing services.

#### Service shut-down of existing services.

#### Service Connection to Utility services.

### Special scheduling requirements.

### Markings

### Publicity / Advertising

## RELATED SECTIONS

### Section 01 33 00 Submittal Procedures

### Section 01 35 29 Health, Safety, and Emergency Response Procedures

### Section 01 35 43.13 Environmental Procedures for Hazardous Materials

### Section 01 51 00 Temporary Facilities & Controls

### Obtain and refer to [UBC Vancouver Contractor Safety Orientation Manual](http://riskmanagement.sites.olt.ubc.ca/files/2015/09/Contractor_Safety_Manual.pdf) issued by the Owner as supplementary information regarding safety and work-related policies at *UBC*

## GENERAL RESTRICTIONS

### No work of any kind can begin until the proper authorization and/or work permits have been obtained.

### Stop work around an area where existing previously unidentified hazardous material is discovered (refer Section 01 35 43.13), including materials suspected of containing asbestos, and immediately contact the UBC Project Manager for direction before continuing with the Work affected.

### UBC traffic and parking regulations apply throughout UBC, which includes in general:

#### All parking at and within the project site must first be registered with UBC Parking & Access Control Services – 6200 University Boulevard and a permit purchased. There is NO FREE PARKING on Campus. No vehicle parking on grassed areas, boulevards, sidewalks, etc.

#### No vehicle may enter the “EMERGENCY ZONES” at any time without receiving clearance and a permit from the Parking and Access Control Services.

## HOURS OF WORK

### No person(s) shall engage in any construction in the public realm that causes disturbance of the quiet, peace, rest or enjoyment of the public, except:

#### between the hours of 7:30 a.m. (0730 hours) to 7:00 p.m. (1900 hours) on any week day that is not a statutory holiday; and,

#### between 9:00 a.m. (0900 hours) to 5:00 p.m. (1700 hours) on any Saturday that is not a statutory holiday.

### Construction is not permitted on Sunday or any statutory holidays.

### In any case where it is impossible or impractical to comply with the above, an application must be made to the Compliance Officer at UBC Campus and Community Planning to gain consent.

#### No construction work may take place on Sundays or on days observed as a holiday, unless specifically authorized in writing by the UBC Project Manager.

### Construction work time, additional special restrictions:

#### Limit construction activities, particularly those generating noise and other distractions, so as not to affect the following UBC operations within the time periods described in the Contract Documents.

#### The Owner reserves the right to adjust the Contractor's activities relative to UBC's scheduled examinations.

### Complaints and work carried out contrary to Hours of Work restrictions will be assessed by the UBC Project Manager or designated representative, whose instructions are to be followed immediately.

## EXISTING SERVICES

### Notify UBC Project Manager and UBC Energy and Water Services of required Service Shutdown and intended interruption of services and obtain required permission.

## SERVICE CONNECTION DEFINITIONS

### A Service Connection is defined as any new physical link made to an existing UBC service distribution system, including gas, water, electricity, sewer, steam, communications and fire suppression system.

### A Service Shut-down is defined as a total stoppage of the distributed service to a particular area.

## PROCEDURE - GENERAL

### The following procedures will apply whenever construction work is being connected to any of the Campus services or when a service shut-down is required:

#### A UBC **Service Connection Application** is required before any new project work is connected to a major service. Refer to <http://www.buildingoperations.ubc.ca/resources/policies-procedures-forms/>. A separate application is required for each type of service but not for each

### A UBC **Application for Service Shut-down** is required to be submitted for any service shut-down. Refer to <http://www.buildingoperations.ubc.ca/resources/policies-procedures-forms/>. Where a shut-down is required in order to make a service connection a Service Connection Permit is also required. Note that a minimum of ten (10) working days is required for a routine service shut-down. Some shut-downs can take much longer to arrange. A separate Application for Service Shut-down is required for each type of service and for each shut-down thereto.

SPEC NOTE: Review following paragraph and confirm with PM

### Any queries regarding the need for a Service Connection Application shall be directed to Project Services, Project Coordinator/Manager.

### There is no cost to the Contractor for a Service Connection Application. Shut-downs shall be kept to a minimum.

## PROCEDURE - SERVICE CONNECTION APPLICATION

### The Contractor shall request a Service Connection Application from the UBC Project Manager who will complete section (2) of the application form.

### The Contractor is responsible for obtaining information and signatures required for sections (3) and (4).

### When sections (2), (3) and (4) are completed the Contractor shall deliver the application form to the UBC Project Manager, Building Operations and the Utilities Mechanical Engineer for approval.

## PROCEDURE - APPLICATION FOR SERVICE SHUT-DOWN

### The Contractor is responsible for obtaining information and signatures required for Parts (1) and (2). When Parts (1) and (2) are complete the Contractor shall deliver the form to the UBC Project Manager and the UBC Project Coordinator.

### Building Operations will notify the Contractor and other concerned parties of the date and duration of the shut-down. The shut-down will be carried out by Building Operations personnel at the approved time and date.

### Consultants and contractors should be aware that in some cases a shut-down may not be possible, or may take many weeks to organize, may require the work to be carried out in off-hours, or may require the provision of temporary services.

### Refer to <http://www.buildingoperations.ubc.ca/resources/policies-procedures-forms/> for sample forms.

## SPECIAL SCHEDULING REQUIREMENTS

### As described in the Contract Documents.

## MARKINGS

### No organic markings such as felt pens or paint shall be used on any surface, whether exposed or to be concealed or covered by subsequent work, unless part of a specified identification system.

### No temporary markings shall remain visible in exposed areas after Project completion.

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