Use this section to specify special project procedures requirements for Government Centre projects.

This Master Specification Section contains:

.1 This Cover Sheet

.2 Specification Section Text:

1. Intent

2. Definitions

3. Related Sections

4. Security Restrictions

5. Entry and Identification

6. Security of Contract Documents

7. Normal Building Hours of Operation

8. Vehicle Access Parking

9. Training

10. Deportment

11. Historical Building

**Changes made in this Section Update (2016-06-14):**

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| 1 This is a new Section. |
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1. INTENT
	1. Special procedures shall be followed during the course of the Work.
	2. Comply with requirements specified in this Section and as otherwise determined by the Province, to maintain required degree of security.
2. RELATED SECTIONS
	1. Project Security and Safety Procedures: Section 01 35 14.
3. DEFINITIONS
	1. Government Centre refers to the following buildings and locations:
		1. Legislature Building (B0001A), 9718 – 107 Street, Edmonton
		2. Government House (B0252A), 12845 – 102 Ave, Edmonton
		3. Lieutenant Governor’s Residence (B5640A), 58 St.George’s Cres, Edmonton
		4. Edmonton Federal Building (B0001F), 9820 – 107 Street, Edmonton
	2. User: means the Government Centre and its personnel.
	3. User’s Representative: is defined in Section 01 35 14 – Project Security and Safety Procedures.
	4. Contractor’s Personnel: means all members of Contractor’s work force, all members of Subcontractors’ and Sub-subcontractors’ work forces, and all other persons who require access to the facility for performance of the Work.
	5. Occupants: means clients or tenants of the building.
4. SECURITY RESTRICTIONS
	1. Prior arrangements must be made with the User’s Representative prior to entering the building.
	2. Provide 24 hour advance notice to the User’s Representative for work required to be performed outside the facility’s normal work hours unless the work is deemed an emergency.
	3. Outside normal work hours, abide by existing security restrictions.
	4. The User’s Representative reserves the right to restrict or stop work outside normal work hours, without cost to the Contract, for security or safety reasons.
5. ENTRY AND IDENTIFICATION
	1. Upon entering site, Contractor's personnel shall contact appropriate staff and identify themselves.
	2. Entrance may entail issuance of identification cards or badges, notation in a log book or other security procedures.
	3. Identification badges, if issued, shall be worn at all times while on site.
6. SECURITY OF CONTRACT DOCUMENTS
	1. The Contract Documents may not be reproduced, in whole or in part, without the written permission of the Province.
	2. The Contractor shall not show or release the Contract Documents, in whole or in part, to any party who is not directly associated with the Contract.
	3. The Contractor shall only show or release the Contract Documents, in whole or in part, to those parties who have been formally identified to, and subsequently approved by, the Province.
7. NORMAL BUILDING HOURS OF OPERATION
	1. Normal building hours of operation are from 8:00am to 4:30pm, Monday through Friday, excluding general holidays. The Electrician regular rate of hours will be 7:30 a.m. to 4 p.m., unless otherwise instructed by User’s Representative.
	2. Special consideration is required within the Legislature during Session and special events. The Province will provide advance warning of Session activity when feasible.
8. VEHICLE ACCESS AND PARKING
	1. On-site parking for Contractor’s personnel is limited and shall be restricted to areas designated by the User’s Representative.
	2. Comply with all directions given by site security personnel.
9. TRAINING
	1. Train all Contractor’s Personnel regarding applicable safety procedures.
	2. Work shall be performed only by the Contractor’s Personnel who have received required training.
10. DEPORTMENT
	1. Profanities and abusive language within the Government Centre premises are prohibited. Contractor shall advise his personnel to conduct themselves accordingly.
11. HISTORICAL BUILDING
	1. The Province must be notified regarding any work that may have a potential of causing damage to the building architecture.
	2. The Contractor must notify the Province of any damage that occurred during the work of the Contract.

END OF SECTION