

**CONSTRUCTION SPECIFICATION FOR  
FIELD OFFICE**

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**TS 1.10.01                    SCOPE**

This specification covers the requirements for the supply, maintenance, relocation, and removal of the Field Office and its accessories to be used by representatives of the City staff during the course of the Contract.

**TS 1.10.02                    REFERENCES – Not Used**

**TS 1.10.03                    DEFINITIONS – Not Used**

**TS 1.10.04                    SUBMISSION AND DESIGN REQUIREMENTS**

For all products to be used at the site by the Contractor during the contract, a list of the materials with reference to the Material Safety Data Sheet (MSDS) shall be placed at a conspicuous location at Field Office, all documents shall be accompanied with the most recent detailed product specification sheet, and be available at all times to persons affected by the materials.

**TS 1.10.05                    MATERIALS – Not Used**

**TS 1.10.06                    EQUIPMENT**

The Field Office shall be constructed and equipped as per current Occupational Health and Safety requirements and shall not be limited to the following:

- A supply of fresh cold drinking water
- A sanitary system including a toilet adequate for the sole use of the City staff
- A working fire extinguisher mounted next to all entrances
- A supply of working smoke alarm and a working carbon monoxide detector
- A properly equipped and maintained First Aid kit
- A properly equipped and maintained portable eye-wash kit
- Adequate lighting
- Adequate heating and air-conditioning to maintain the trailer at 20°C
- One copy of the applicable City of Toronto Specification and Standards
- One copy of the applicable OPS Specifications and Drawings
- One copy each of the applicable A.S.T.M. and C.S.A. standards
- One copy of the Occupational Health and Safety Act
- One copy of the applicable traffic control plan in accordance with MTO Book 7
- A telephone on a private line shall have e-mail and fax capability established on site throughout the performance of the Work for the sole use of the City staff at the request of the Contract Administrator.

The Field Office shall be of a standard equal to that is usual in the trade for such construction. The Field Office shall be a smoke free environment as per City by-laws.

The Field Office shall be installed at a place that will not obstruct the free and safe movement of vehicles and pedestrian traffic. The Contractor shall ensure that the Field Office is provided with safe, easy and adequate means for entering and exiting the Field Office for all users. The location of the Field Office shall be approved by the City.

Unless otherwise specified in the Contract Documents, the Field Office shall have a minimum interior area of 25 square metres. The Field Office shall be equipped with three glass windows fitted with security

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bars and acceptable window blinds, exterior door(s) with dead bolt lock system(s), including padlock(s) with three sets of keys for each lock system(s). The Field Office shall be for the sole use of the City Staff.

The Field Office shall be supplied with electric outlets, a lockable filing cabinet with two or more drawers, a desk and a chair, a table with four chairs, a water cooler with an adequate supply of drinking water and disposable cups. The Contractor is responsible for connecting, maintaining and disconnecting all electrical, heating and plumbing utilities and any approvals or permits required at their expenses. 'No Smoking' signs shall be posted at all common areas.

In addition, when a Type 'A' Field Office is specified, it shall be equipped with a plain paper Fax/Copier/Printer (or a separate fax and copier/printer) machine on a separate private line for the sole use of the Contract Administrator.

A modern and convenient privy or water closet (toilet) shall be provided alongside with the Field Office for the sole use of the City staff. The toilet shall not be a source of inconvenience, complaint or nuisance to the public, or to residents in the vicinity of the work. The toilet should be fitted with a lock and key and maintained with a supply of paper towels and toilet tissue. Janitorial services must be provided at least twice a week, and the toilet should be properly maintained in a clean condition acceptable to the Contract Administrator.

The Contractor shall service, maintain and carry insurance on the Field Office and its contents. The Contractor shall provide evidence of the insurance to the Contract Administrator before work commences. The field office shall be provided 1 week prior to the commencement of work, and shall remain 2 weeks after the completion of contract, or as specified in the contract documents.

Under no circumstances will the Field Office be used for the storage of tools or materials or for the Contractor's use.

The Field Office shall be cleaned and garbage shall be disposed of weekly to the satisfaction of the Contract Administrator.

**TS 1.10.07 CONSTRUCTION – Not Used**

**TS 1.10.08 QUALITY ASSURANCE – Not Used**

**TS 1.10.09 MEASUREMENT FOR PAYMENT**

**TS 1.10.09.01 Field Office**

Measurement for payment will be by lump sum and paid by the following schedule:

- 50% Supply and Installation
- 10% Removal
- 40% Pro-rated over the length of the project

**TS 1.10.10 BASIS OF PAYMENT**

**TS 1.10.10.01 Field Office – Item**

Payment at the contract price for the above item shall be full compensation for the supply, maintenance, relocation and removal of the Field Office, installation and service cost of telephone lines (excluding long distance call charges) with a phone, a fax/copier/printer machine on separate lines (when specified in the Contract), hydro hook-up and consumption, air conditioning, heating, taxes, insurance, permits, and all labour, equipment, materials and incidentals required to do the work, as specified above.