

**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, parking, hydro hook-up and consumption, air conditioning, heating, taxes, insurance and permits.

**TS 1.10.02            REFERENCES**

**Ontario Ministry of Transportation**  
Ontario Traffic Manual Book 7 Temporary Conditions

**TS 1.10.03            DEFINITIONS – Not Used**

**TS 1.10.04            DESIGN AND SUBMISSION 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 according to occupational health and safety requirements and shall include the following

- a) a supply of fresh cold drinking water
- b) a sanitary system including a toilet adequate for the sole use of City staff
- c) a working fire extinguisher mounted next to all entrances
- d) a supply of working smoke alarm and a working carbon monoxide detector
- e) a properly equipped and maintained first aid kit
- f) a properly equipped and maintained portable eye-wash kit
- g) adequate lighting
- h) adequate heating and air-conditioning to maintain the trailer at 20°C
- i) a printer equipped with adequate supply of consumables such as 8½ inch x 11 inch and 8½ inch x 14 inch paper, ink cartridges and toner cartridges
- j) one copy of the Occupational Health and Safety Act
- k) one copy of the applicable traffic control plan according to Ontario Traffic Manual Book 7
- l) one copy of the Notice of Project from the Ministry of Labour and
- m) one copy of all appropriate Form 1000 for all subcontractors and City staff and their subcontractors.

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 according to City bylaws.

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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 Contract Administrator.

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 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 Contract Administrator.

The field office shall be supplied with electric outlets, a lockable filing cabinet with two or more drawers, an office desk with a working adjustable ergonomic office chair, waste basket, a 1200 mm x 2400 mm size 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.

A modern and convenient privy or water closet (toilet) shall be provided alongside with the field office for the sole use of the Contract Administrator 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 7 Days prior to the commencement of work, and shall remain up to 30 Days after the completion of Contract. The field office shall be removed from the site within 3 Working Days of being notified by the Contract Administrator. Work shall not be permitted to start, other than utility locates and the placement of advance warning signs, until the field office is properly supplied and installed.

Under no circumstances shall 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 1.10.06.01          Separate Telephone Line**

Installation and services costs of telephone lines with a phone, fax/copier on a separate line is not required.

#### **TS 1.10.06.02          Parking**

Provide two legal parking spaces 2.4 m x 4.8 m in size adjacent to the field office or provide parking spaces at an adjacent parking facility for two vehicles for the Contract Administrator. The parking spaces shall be provided 7 Days prior to the commencement of work and shall remain up to 30 Days after the completion of Contract.

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**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**

For measurement purposes, a count shall be made of the number of field offices and paid by the following schedule

- a) 50% Supply and Installation
- b) 10% Removal
- c) 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 tender item shall be full compensation for all labour, Equipment and Material to do the work.

If for any reason the field office is removed without the Contract Administrator's approval, deduction (pro rated) shall be applied according to subsection TS 1.10.09.01, herein.