

Queen's University Building Design Standards

01 00 01 Role of Building Standards

1. Queen's University Building Design Standards are to be followed as part of all design and construction projects.
2. The Queen's Building Standards Agreement form is to be completed and returned as part of the Preconditions of Award of a contract. Form is included as part of RFP documents as Appendix Q.

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Recording Actual Site Conditions on As-Built Drawings – Contractor to provide mark-ups of as-built conditions to the Consultant for inclusion in Record Drawings.

Progress Photographs –Contractor to provide digital progress photographs. Professional photographs are not required.

Progress Video – not required. If applicable, Queen's will make the necessary arrangements.

#### 01 35 00 Special Procedures:

Requests to work outside of normal hours should be submitted to Queen's Project Manager (PM) a minimum of 3 business days in advance of work commencing. PM to communicate hours of work, site supervisor name and contact to the Emergency Report Centre (ERC) by email to [campus.security@queensu.ca](mailto:campus.security@queensu.ca). This correspondence should identify whether Campus Security and Emergency Services is required to assist with site access. Such requests are also to be copied to [fixit@queensu.ca](mailto:fixit@queensu.ca) and include requests for keys or PPS trades support for the after-hours work. Should an emergency arise during after-hours work that requires the intervention of PPS trades, the Site Supervisor is to contact ERC at 613-533-6080 to initiate a call-in. Any emergencies requiring the intervention of an ambulance, police, or Kingston Fire and Rescue should be reported to 613-533-6111. Do not call 911 from a campus building.

Hot work protocol: Any hot work required must comply with the Queen's Standard Operating Procedure [Hot or Open Flame Work](#) (Please note: Queen's Project Manager to provide insurance provider's protocol for projects over \$5M)

Shut down: Shut down of any building services or systems must comply with the Queen's [Request for Shutdown Notice](#) procedures.

Code of Conduct requirements: The Contractor be required to fully comply with any policies or procedures of the Owner which are relevant to any activity of the Contractor to



- Grid Harmonization (Demand Response)
- Enhanced Refrigerant Management

MATERIALS AND RESOURCES (MR):

- Environmental Product Declarations
- Construction and Demolition Waste Management.





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## 01 91 00 General Commissioning Requirements:

Ready for Takeover – specified requisites as set out in General Conditions of the Contract. Inspection for Ready for Takeover shall be conducted jointly between Queen's representatives, the Contractor and the Consultants.

Close out Submittals – Ensure requirements are consistent with the Construction Contract and the Queen's Supplemental General Conditions.

Ensure cross reference to LEED specification sections regarding commissioning and training.

