



**WINNIPEG
AIRPORTS AUTHORITY**

Winnipeg Airports Authority Inc. FACILITY ALTERATION PERMIT MANUAL

For:

**WINNIPEG
JAMES ARMSTRONG RICHARDSON
INTERNATIONAL AIRPORT**

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1. INTRODUCTION

This manual is intended for tenants and facility operators at Winnipeg James Armstrong Richardson International Airport

Winnipeg Airports Authority Inc. (WAA) is the operator and Landlord of the Winnipeg James Armstrong Richardson International Airport. As set out in the Transport Canada Ground Lease Agreement, WAA has the responsibility to control and provide Transport Canada with information regarding any and all development on the Airport. WAA administers the Facility Alteration Permit (FAP) process to track, monitor and record Tenant Leasehold construction and ensure that it complies with WAA standards.

This manual provides guidance to assist users with WAA's procedures for submission of applications, construction monitoring and provision of record documents for construction and site development work on Airport land, systems, facilities and structures.

1.1. WAA Contacts

- 1.1.1. Throughout the permitting and construction process, WAA's Permits Coordinator or an assigned Project Manager will represent the Landlord. All correspondence, questions and submission shall be directed to:

Attention: Permits Coordinator
 Winnipeg Airports Authority, Inc.
 Room 249, 2000 Wellington Ave.
 Winnipeg MB R3H 1C2
 Phone: 204-987-9732
 Fax: 204-987-9790
 Email: permits@waa.ca

- 1.1.2. Tenant inquiries related to conditions of or proposed change, modification or revision to Lease Agreements shall be directed to;

Attention: Supervisor, Real Estate Assets
 Winnipeg Airports Authority Inc.
 Room 249, 2000 Wellington Ave.
 Winnipeg MB R3H 1C2
 Phone: 204-987-7832
 Fax: 204-987-9790
 Email: mpalmer@waa.ca

- 1.1.3. Additional WAA Contacts

Airport Emergency Line	204 987-9797
WAA OneCall (Airport Operations Center)	204 987-9798
WAA Safety Officer	204 987-9759
WAA Police and Security Coordinator	204 987-7838
WAA Environmental Coordinator	204 987-9791
Requests for Utility Locates (email)	www.ClickBeforeYouDigMB.ca

1.2. How Applications are Submitted and Reviewed

Tenants shall apply for a FAP prior to starting a leasehold development. The WAA FAP application form is available in Appendix A or downloaded from the WAA web site at www.waa.ca. The FAP application form must be filled out in its entirety and returned to WAA along with all detailed construction drawings and specifications outlining the work that is to be performed.

The WAA FAP review process is in place to ensure that the integration of new elements to WAA buildings and site services are compatible with existing services and systems, and to allow for maintenance of as-built facility records.

For projects involving a major undertaking, such as a new structure being constructed on Airport land, it may be preferable to submit the proposal in two (or more) stages, coordinated with lease negotiations or approvals. For such projects, the initial review stage shall be considered during lease negotiations to confirm the project is compatible with airport activities and to ensure the project complies with WAA developmental requirements.

Tenants or their agent shall retain an architect or engineer of record, entitled to practice in the Province of Manitoba, to complete the design and inspection of Construction works. The Tenant's Architect and/or Engineer shall be responsible for the preparation of drawings and specifications and for the inspection of construction to ensure conformity with the drawings, specifications and applicable Building Codes.

FAP applications shall be completed and submitted electronically with associated construction drawings and specifications to: WAA Permits Coordinator, in electronic format to email: permits@waa.ca

Once a completed FAP application is received, it will be screened for completeness and be subject to WAA's internal review processes. The application and supporting documents will be circulated to WAA departments allowing the appropriate divisions of WAA to consider and comment on the impact to their areas and associated conditions for works.

WAA review comments shall be compiled and issued to the Tenant's authorized representative. Submissions may require revisions if they do not meet the standards identified by WAA or are incomplete. Should WAA refuse an application for a FAP, the applicant will be provided with written reasons for refusal.

1.3. Permits from City Of Winnipeg and Other Authorities

- 1.3.1. Additional building permits may be required from the authorities having jurisdiction at the Airport, including the City of Winnipeg or South Interlake Planning District (RM Rosser). Where a City of Winnipeg building or demolition permit is required, a City of Winnipeg Owner's Statement form shall be requested from WAA by the Tenant. This Owner's authorization must be issued in conjunction with the Tenant application for any such municipal permits. The City of Winnipeg shall not process a Building Permit application for work on Airport lands without an Owner's statement approved by WAA.
- 1.3.2. Tenants shall apply for City of Winnipeg Building Permits and comply with any and all requirements and conditions identified by the City. The Tenant must obtain the City of Winnipeg Building Permit and provided copies to WAA where necessary prior to WAA issuing a FAP for the Tenant work. Tenants must obtain the FAP from WAA prior to proceeding with any construction work on the airport.

- 1.3.3. The Tenant is herewith advised that they shall apply for and obtain additional permits and/or approvals which may be required during construction, including, but not limited to, permits from electrical and natural gas utilities, and special approvals for gas or electrical equipment. All permits issued by Authorities having jurisdiction shall be displayed at the Tenant worksite.
- 1.3.4. Construction shall not commence until all permits have been secured and copies have been delivered to the WAA Permits Coordinator.
- 1.3.5. The Tenant shall apply for and obtain an Occupancy Permit from the City of Winnipeg for the developed Leasehold prior to the occupancy and use of the space. Copy of the occupancy permit shall be provided to WAA directly by Tenant and shall be maintained with Tenant lease records.

1.4. Aeronautical Zoning

- 1.4.1. For new structures, site development work, towers and cranes a detailed site assessment may be required to determine development limits and confirm Aeronautical zoning restrictions. WAA shall assist Tenants with aeronautical zoning reviews and applications for work on Airport lands.
- 1.4.2. Transport Canada
 - 1.4.2.1. The Aeronautics Act and federal zoning regulations are enforced by Transport Canada.
 - 1.4.2.2. Applicable to Airport lands are the Winnipeg International Airport Zoning Regulations (SOR/81-708). The Regulations are published by the Minister of Justice at: <http://laws-lois.justice.gc.ca> and on deposit in the Land Titles Office, Winnipeg , Manitoba under No. 32700. (Oct 23, 1981). Clause 4 of the regulation states that: "No person shall erect or construct, on any land to which these Regulations apply, any building, structure or object or any addition to any existing building, structure or object, the highest point of which will exceed in elevation at the location of that point any (a) approach surface; (b) outer surface; or (c) transitional surface."
 - 1.4.2.3. Applications for structures and equipment shall require submission of Transport Canada Aeronautical Obstruction Clearance form, available direct from: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-a62119c-2454.htm>
 - 1.4.2.4. Buildings, Towers and cranes are to be marked and lighted in accordance with Canadian Aviation Regulations, Standard 621.
- 1.4.3. Nav Canada
 - 1.4.3.1. Land development in the vicinity of the airport is subject to Electronic Zoning protections for Air Navigation Facilities operated by Nav Canada. Nav Canada's Land Use Program provides guidance and assessment criteria for their Land Use Submission process, see; <http://www.navcanada.ca/EN/products-and-services/Pages/land-use-program.aspx>
- 1.4.4. Winnipeg Airports Authority Inc.
 - 1.4.4.1. Additional request for use of cranes and over height equipment shall be submitted to WAA for authorization prior to use on Airport lands.

1.5. Environmental Assessment

- 1.5.1. Environmental screening is required for all projects initiated within the Airport boundary of Winnipeg James Armstrong Richardson International Airport. This process is of paramount importance to ensure environmental protection and to prevent or reduce any adverse environmental impact. As projects range from minor to major in terms of complexity, each one must be reviewed in depth to determine if, in fact, there will be any adverse impact on the environment. WAA's Environment Department may screen minor projects. Major projects such as new buildings and aprons must have an Environmental Impact Assessment (EIA) done by the Tenant's consultant team. The consultant's report must be submitted to the WAA for review and approval as part of FAP review process before the project can proceed.
- 1.5.2. Whenever a new project is being considered, there exists a requirement to address environmental factors. These consist of both physical and social implications. On the physical side, there may be effects on plants and animals, marine/aquatic life, soil, ground water, surface water, air quality, and noise. The social impact may relate to community service, land use, recreational interests, and individual wellbeing. Throughout the screening process, it is necessary to review not only the circumstances as they relate to the project exclusively, but also what will happen to the end product and waste generated.
- 1.5.3. The WAA Environment Department shall review and provide response on additional requests through the FAP application and review process. Additional information may be requested if necessary.

1.6. Submission Requirements

- 1.6.1. The Tenant submission shall include a completed Facility Alteration Permit application form and detailed drawings, specification and supporting documentation for the leasehold development.
- 1.6.2. WAA will review each submission on individual merit and in the context of the Tenant Leasehold. WAA reserves the right to require changes to, or reject elements of the proposed Leasehold development in whole or in part.
- 1.6.3. All submissions shall include one set of electronic files unless otherwise approved by WAA. Submission shall include copies of all drawings, reports, construction specifications, municipal permits, and material samples boards. Additionally Architectural renderings may be required and shall be submitted at the Landlord's request.
- 1.6.4. Submittal of ACAD drawing files shall be in AutoCAD Release 2013 or higher.
- 1.6.5. Drawings are to be standard size ISO A1 (594 x 841mm) format to scale with dimensions.
- 1.6.6. Submit one set of material samples, color and architectural renderings.
- 1.6.7. Construction schedule shall be provided with submission in bar chart format indicating all major elements and construction milestone dates.
- 1.6.8. Submitted Design and Construction Documents shall be signed and sealed by the Tenant's Architect and Engineer(s) of record.

1.7. Construction Document Submission

1.7.1. In support of Facility Alteration Permit applications Tenants are required to submit “Issued for Construction” documents; the following items if applicable to the proposed development shall be included in support of the FAP application submittal:

1.7.2. ARCHITECTURAL

- a) Key Plan showing location of the Leasehold within the building.
- b) Fully dimensioned Architectural Floor Plan indicating partitions, type of construction, placement of fixtures, counters, displays, furnishings and floor pattern(s), and washroom location, if applicable.
- c) Structural, Mechanical, Plumbing, Electrical and Telecommunications Design Drawings (including single line diagrams) and base building modifications, if required.
- d) Fully dimensioned interior and exterior wall elevations, sections and details necessary for construction. Include the Interior and exterior elevations (of all Leasehold walls) indicating materials and finishes, as well as signage and/or logo.
- e) Fully dimensioned sections and construction details necessary for construction.
- f) Fully dimensioned storefront wall elevation and section showing storefront design including graphics, signage, materials and finishes. Storefront wall elevation and section showing storefront design including graphics, signage, materials and finishes. (If requested by the Landlord, provide a colored perspective drawing of the premises with signage, as viewed from the passenger’s perspective in the concourse.)
- g) Millwork – fully dimensioned sections and elevations of all counters and display cases indicating materials and finishes.
- h) Reflected ceiling plan(s) showing ceiling materials, various heights, location and type of all light fixtures, diffusers, grilles, sprinkler heads, emergency exit signage (if applicable), smoke detectors, fire alarms, etc. Provide fixture cut-sheets of all proposed lighting fixtures, diffusers, grilles, sprinkler heads, fire alarms, smoke detectors, etc. Include manufacturer’s name, catalogue number, catalogue cut, lamp types, mounting bracket/support apparatus.
- i) Room finish, colour, door and hardware schedules.
- j) Fixture and equipment schedules.
- k) Furniture layout, Room finishes and door and hardware schedules.
- l) Sample board of proposed materials, colours, finishes and furnishings for all areas open to public view. Colour photos of fixtures and furnishings are acceptable; however, physical samples of materials and finishes are required.
- m) Technical Specifications.
- n) Details of securing the Leasehold when closed.
- o) Signage – sections, elevations and related details, along with technical information. For Sign, logo and lettering; provide fully dimensioned elevations of the overhead exterior sign(s) and flag sign(s) depicting letter style and size, and note all colours and materials. This submission shall also include signage and/or logos on the interior walls of the Leasehold.
- p) Temporary Construction Hoarding and dust control plans.
- q) Customer circulation (flow) diagram within Leasehold.
- r) Merchandising Plan (Retail)
- s) A Design Report for Leasehold shall include statement of design objectives and design attributes, systems performance criteria, supply/demand load calculations for electrical and mechanical services, hydraulic calculations for fire sprinkler system, structural analysis/confirmation of any point loads for equipment installed on floor or suspended from ceiling structure, code compliance analysis for fire exits, universal design compliance analysis, etc.

1.7.3. STRUCTURAL

- a) Drawings and specifications for proposed structural elements including Tenant fit-up point loads imposed on the base building structure.
- b) Drawings indicating size and location of structural members, floor, ceiling structure and/or roof penetrations.
- c) Base building modifications, if required.

1.7.4. FOUNDATIONS

- a) Drawings and specifications for proposed foundation element, design load calculations and soil conditions reports.
- b) Base building modifications, if required.

1.7.5. HEATING, VENTILATING AND AIR CONDITIONING

- a) Floor plan background drawing showing fan coil or Variable Air Volume (VAV) units, all ductwork, locations of grilles and/or diffusers, thermostats, etc. and single line diagrams.
- b) Heat gain/loss calculations.
- c) Make-up air requirements (calculations and/or drawings).
- d) Verification of CFC/HFC/Halon free systems.
- e) Technical specifications and fixture cut sheets.
- f) Base building modifications, if required.

1.7.6. PLUMBING

- a) Floor Plan background drawing showing all plumbing, including water supply lines, floor drains, traps/clean-outs, shutoff valves, backflow preventers, etc.
- b) Riser diagrams.
- c) Venting.
- d) Hot water tank location, sizing, and technical information.
- e) Technical specifications.
- f) Base building modifications, if required.

1.7.7. FIRE PROTECTION, SPRINKLERS AND ALARMS

- a) Sprinkler distribution changes, head layout and hydraulic calculations (if applicable).
- b) Fire extinguisher locations.
- c) Smoke detectors (show on architectural reflected ceiling plan).
- d) Emergency evacuation speakers, pull stations and fire alarm wiring.
- e) Heat/smoke baffles (if applicable).
- f) All other life safety devices complete with system tie-in and interlock information.
- g) Emergency lighting.
- h) Technical specifications.
- i) Base building modifications, if required.

1.7.8. ELECTRICAL

- a) Floor Plan background drawing showing single line electrical distribution layout, receptacles, light switches, light fixture locations, electrical panels, service hook-up location, size and type of transformer, (if required), etc.
- b) Fixture schedule showing quantity and watts for each fixture.
- c) Special lighting, (i.e., signs, logo, etc.).
- d) Exit lights.
- e) Emergency lighting.
- f) Light fixture cut-sheets.
- g) Calculations of electrical demand and connected loads in table on drawing.
- h) Security system (if applicable).

- i) Equipment schedule on drawing.
- j) Technical specifications.
- k) Base building modifications, if required.

1.7.9. TELECOMMUNICATIONS

- a) IT, Voice and Data Services, Security Systems,
- b) Variable messaging signage, public display screens, monitors or televisions.
- c) Cabling diagrams.
- d) CCTV Camera placement.
- e) Technical specifications.
- f) Equipment schedule to be included on drawings.

1.7.10. SITE PLANS

- a) Georeferenced building location certificate including building coordinates (to NAD83)
- b) Georeferenced location of the structures in relation to property lines, nearby buildings, fences, existing roads, parking lots, underground or aboveground services, as well as other important reference locations

1.7.11. CIVIL

- a) Georeferenced site grading, existing conditions and proposed construction.
- b) Georeferenced site drainage drawings
- c) Georeferenced pavement, including areas, types and structure.
- d) Cross sections and details

1.7.12. UTILITIES

- a) Electrical and telecomm plans indicating circuiting and wire sizes, connection points, and conduit runs. Single line diagrams, Duct banks, manhole and pull pit structures.
- b) Utility alignments, Manhole and catch basin locations, sizing and type, pipe sizes, types, hydrants, valves, fittings, appurtenances and connection details.
- c) Utility drawings to include Plan, profile and alignments.

1.8. WAA Base Drawings

1.8.1. Base Building drawings shall be provided by WAA for specific Tenant Leasehold work within WAA operated buildings, drawings can be requested through the Permit Coordinator (permits@waa.ca) or assigned WAA Project Manager. Drawings shall include:

- a) Site plan showing the location of the Tenant's Leasehold on Airport Property.
- b) Key Plan showing the location of a Tenant's Leasehold in a WAA building.
- c) Architectural floor plan and, if available, reflected ceiling plan of the Leasehold.
- d) Structural, Mechanical, Electrical, Plumbing and Sprinkler Plans of the Leasehold. (if available)
- e) Elevations and additional details that the Landlord selects as applicable to the Leasehold.

1.8.2. The Tenant is responsible for field verifying existing site conditions and the accuracy of all base drawings provided by WAA prior to use.

1.9. Submission Review and Approval

1.9.1. WAA will review applications on the basis of merit and in consideration of completeness, quality of design, project documentation, conformance with WAA requirements, and appropriateness in the context of the immediate environment of the Tenant Leasehold. WAA

- reserves the right to require changes to the design, as deemed necessary, or reject elements of the proposed development plan in whole or in part, at its sole discretion.
- 1.9.2. WAA review and approval for Facility Alteration Permit shall not be deemed to certify that the Tenant's documents comply with all applicable legal requirements and shall not relieve the Tenant of the responsibility to verify all job conditions include code requirements, and without limitation, dimensions, locations of utilities, lease lines, expansion joints and required clearances, etc.
 - 1.9.3. WAA's review, comments on or approval of any plans, drawings, specification or other document, and the issuance of a Facility Alteration Permit is for the internal purposes of the Authority only. WAA makes no representations with respect to the project and does not undertake any responsibility or liability what so ever and the applicant assumes all responsibility, liability and risk for their project work.
 - 1.9.4. WAA will provide written response to applicants identifying terms, conditions and project requirements to be complied with. This may include; request for additional information, request to revise and resubmit application, Conditional Approval or Approval with issuance of FAP.
 - 1.9.5. If a project is rejected, WAA shall notify the applicant of the reasons for the decision and options for recourse if available.
 - 1.9.6. Prior to construction start up or as may be identified in construction any deviations from the approved project scope are to be submitted to WAA for further review and approved prior to changes being initiated.

2. CONSTRUCTION PERIOD

2.1. Construction Procedures

2.1.1. PRE-CONSTRUCTION REQUIREMENTS

Unless otherwise permitted by WAA, no Leasehold construction or modification Work shall be undertaken and the Tenant shall not have possession of the Leasehold until the following conditions have been satisfied;

- a) Lease Agreement has been fully executed.
- b) The Tenant has submitted one (1) copy of Insurance Certificates in compliance with the requirements of the Lease. An insurance certificate must be submitted for each space to be leased, with proper notation on certificate.
- c) WAA has approved the Leasehold design and issued to the Tenant a WAA Facility Alteration Permit (FAP).
- d) The Tenant has submitted to WAA one (1) copy of applicable City of Winnipeg Building Permit for the Tenant's Leasehold.
- e) The Tenant has submitted construction documentation to WAA including; Project contacts with 24-hour Emergency contact list, a construction schedule, and Contractors project safety plan.

2.1.2. PRE-CONSTRUCTION MEETING

A pre-construction meeting will be scheduled with WAA, the Tenant's project manager and the Tenant contractor's site superintendent.

Purpose of meeting will be to review and discuss Airport rules, regulations and procedures for conducting work on site, scheduling and coordination, project administration guidelines and procedures during construction, emergency procedures, safety and security, review of logistical items such as deliveries and waste removal, and parking.

- a) Tenant's Contractor shall submit:
 - i. Name and telephone number of Site Safety Representative and listing of 24-hr emergency contacts for the work.
 - ii. Construction base line schedule in bar chart format. The schedule shall identify and include all work components, trade permit procurement, shop drawing submittals, owner furnished items, interfaces with pertinent agencies and/or base building work, project milestones, substantial performance, and final acceptance date.
 - iii. Contractors project safety plan.
 - iv. Material Handling Plan, staging and any special provisions required to coordinate work.
 - v. List of proposed subcontractors and written confirmation of good standing with the applicable Workers Compensation Board.

2.2. Safety and Security

- 2.2.1. A safe, secure and healthy workplace shall be maintained at all times during construction. This applies to construction and public safety related to the work to be performed by the Tenant's contractor.

- 2.2.2. The Tenant and its contractor(s) have sole and complete responsibility for safety while working in the ATB. A safety representative or delegate shall be on-site at all times. The Tenant and its contractor(s) shall comply with all health and safety requirements or standards stipulated by the Federal Government, Province of Manitoba, City of Winnipeg, and WAA.
- 2.2.3. The Tenant contractors and employees will be subject to and must conform to requirements as identified in the WAA Safety and Security Manual for Contractor's while on site.
- 2.2.4. Security of Tenant Leasehold during construction shall be the sole responsibility of the Tenant. WAA will not be liable for any loss or damage, including theft of building materials, equipment, supplies, fixtures, etc.
- 2.2.5. Tenant representatives, design team and contractors who will be working within the airport's security restricted areas are required to be escorted by a Security Escort, at the Tenants expense, and/or obtain a Restricted Area Identification Card (RAIC). Procedural information for obtaining a RAIC may be obtained from the Airport Pass Office.
- 2.2.6. Accident Reporting
 - a) All accidents/incidents on Airport requiring an emergency response must be reported directly to the **Airport Emergency Line, phone: 204-987-9797**.
 - b) All accidents resulting in injury and/or damage to property not requiring an emergency response must be reported immediately to WAA OneCall line at phone: 204-987-9798.

2.3. Construction Requirements

- 2.3.1. General Construction Requirements
 - a) All construction work at the Airport shall be performed by skilled workers using new material, to the highest standards and best construction practice.
 - b) Workmanship on Tenant Leasehold may be inspected by WAA staff at any time.
 - c) The Tenant's contractor shall adhere to rules and regulations of the WAA, as outlined in the WAA Contractor Safety and Security Manual, which have been established to promote safe and timely completion of projects.
 - d) The Tenant's contractor shall comply with the Manitoba Workplace Safety and Health Act and Regulations.
 - e) The Tenant's contractor shall comply with **WAA Environmental Procedures** and all applicable environmental law.
 - f) Noise and dust control shall be maintained for to normal airport operations.
- 2.3.2. Construction Working Hours
 - a) The Tenant's contractor and suppliers (vendors) will be subject to restrictions which may be imposed by WAA, such as normal or irregular working hours, scheduling, access to site, deliveries and coordination of work.
 - b) Tenant contractor request(s) to work other than the normal working hours shall be made not less than 7 calendar days before work is to start.
 - c) For work done other than during normal working hours, the Tenant's contractor shall pay any and all extraordinary costs (i.e. security, fire watch, etc.), as may be required.
- 2.3.3. Health and Safety Regulations
 - a) The Tenant's contractor has sole and complete responsibility for safety during construction of Leasehold. The Tenant is responsible to ensure that its contractor(s)

exercises caution in all matters relating to public and construction safety and adheres to Federal and Provincial health and safety regulations.

- b) When issues or concern are identified WAA shall issue to the Tenant's contractor safety instructions that require immediate compliance.
- c) The Tenant's contractor shall designate a safety representative to monitor and enforce the contractor's safety plan for work.
- d) Fire protection shall comply with all fire regulations in effect under legislation of the Federal Government, Province of Manitoba and City of Winnipeg.

2.3.4. Securing of Premises

- a) Upon takeover of the leasehold premises, the Tenant will be responsible for the security of their leasehold. WAA shall not assume responsibility for loss or damages to the Tenant's materials, fixtures, equipment or work site.

2.3.5. Standards for Construction Hoarding (in WAA Buildings)

- a) Prior to commencing work the Tenant shall provide temporary construction hoarding to isolate the Leasehold from public or shared common areas during construction. The hoarding shall remain in place until removal is approved by WAA at completion of Leasehold construction works.
- b) All hoarding designs shall be submitted to WAA for approval.
- c) Full height hoardings at Leasehold limits shall be provided for construction projects, which will produce excess noise, dust and/or odors. Provide a totally sealed polyethylene sheet membrane at the top of the partition to prevent the spread of dust, and odors. Hoarding for work in open holdroom spaces with raised ceiling shall be a minimum of 2400 mm in height.
- d) Hoarding Materials:
 - i. Metal Stud Wall with Gypsum drywall, taped and painted a neutral colour (as approved by WAA) with a 100 mm (4 inch) black vinyl base and 25 mm x 100 mm head trim painted black. The use of wood studs or combustible materials shall not be permitted.
 - a. A hollow metal door and frame, including stops around frame, and locking hardware shall be installed to swing into the space under construction.
 - b. Partitions, framing and bracing shall be designed to be self-supporting and shall require minimal attachment to existing surfaces within the leasehold. Any damage to existing surfaces shall be repaired to a finished condition acceptable to WAA. No mechanical fastening to base building floor or structure is permitted.
 - c. building floor or structure is permitted.

2.3.6. Standard for Temporary Fencing

- a) Refer to WAA Standard for Chain-link Fence and Gates

2.3.7. Temporary Services, Elevator and Escalator Use (In WAA Buildings)

- a) Use of elevators and escalators must be authorized by WAA. Any damage shall be repaired by contractor selected by WAA at the Tenant's expense.
- b) Escalators shall not be used by the Tenant's contractor to transport materials and/or equipment.
- c) During construction, the Tenant's contractor will have access to electrical power and water connections at the Tenant's expense.
- d) Construction workers on site shall use only washroom facilities and water resources designated for their use by WAA.

2.3.8. Base Building Services/System Shut Downs (In WAA Buildings)

- a) Shut downs of base building systems shall be pre-arranged with WAA. The Tenant's contractor shall submit a request for service shut downs to WAA OneCall at 204-987-9798 for approval three (3) days in advance of the required system shutdown. WAA will perform any associated work, at the Tenant's expense.

2.3.9. Protection of Existing Conditions

- a) The Tenant's contractor shall protect all existing conditions. Any damage shall be repaired by either the Tenant's contractor or by WAA at the Tenant's expense.
- b) The Tenant's contractor may not work or store material in any part of the building or Airport Site other than the Tenant Leasehold without prior written approval from WAA.

2.3.10. Waste Handling

- a) Waste handling shall conform to the rules and regulations of WAA.
- b) Airport Waste bins or dumpsters shall not be used for construction trash/debris disposal. The Tenant is responsible for providing completely enclosed garbage containers and recyclable waste containers and for ensuring that its contractor removes all garbage and debris from the Leasehold or work site on a daily basis and places it in the Tenant's waste containers.
- c) All debris removal must be legally disposed of as set forth by federal, municipal and provincial standards and/or ordinances. Under no circumstances will any dumping on airport property be allowed.
- d) The Tenant's contractors will be required to remove all construction debris and waste on a daily basis.

2.3.11. Storage of Materials

- a) All materials must be stored in the Tenant Leasehold within the limits of Temporary Construction Hoarding, and/or in areas agreed by WAA. Unless specifically authorized, materials shall not be held or stored outside Tenant Leasehold.
- b) No Hazardous Materials may be stored on job site or on airport property.

2.3.12. Construction Site Maintenance (In WAA Buildings)

- a) Construction site must be kept in broom clean condition at all times.
- b) Painting with noxious or hazardous materials should be avoided wherever possible or be scheduled outside of normal working hours. The Tenant's contractor shall effectively seal off work area when over spray (from painting) may occur and whenever dust is generated.
- c) Upon completion of Work, storage sites and work areas shall be cleaned by the Tenant's contractor.

2.3.13. Monitoring of Construction Projects

- a) WAA shall monitor construction of Tenant Leasehold on a regular basis, typically during normal working hours.
- b) The Tenant's contractor may be required to attend progress meetings with WAA to discuss construction schedule, deliveries, safety, security, airport operations and/or other issues, as required.

2.3.14. Work on Tenant Leasehold in WAA Buildings

- a) The Tenant's contractor shall coordinate work activities with the WAA so as not to impede, hinder, or delay Airport Operations or other contractors working on site.
- b) Should the Tenant's contractor adversely impact performance of Airport Operations or other contractors working on site, the Tenant shall be responsible for damages due to delay.
- c) The WAA or WAA approved Contractor shall perform the following types of work at the Tenant's expense:
 - i. Roofing modifications or penetrations
 - ii. Exterior wall modifications or penetrations
 - iii. Alterations or penetrations (coring) through existing slabs, decks, steel beams and/or walls
 - iv. HVAC balancing
 - v. HVAC work outside the boundaries of Tenant leasehold
 - vi. Water balancing
 - vii. Cleaning and flushing chilled and hot water systems
 - viii. Cleaning and disinfecting potable water systems
 - ix. Connection to base building electrical system for temporary power and lighting
 - x. Connection and/or upgrades to the base building communication system and/or fibre optic cables
 - xi. Modification or additional service to IT systems
 - xii. Connection to base building automation (temperature control) system
 - xiii. Connection to base building paging system
 - xiv. Connection to base building fire alarm system
 - xv. Connection to base building security system
 - xvi. Connection to base building fire protection system
- d) Dependent on lease provisions or negotiations, WAA shall make all reasonable efforts to coordinate base building and development support activities so as to avoid construction delays. WAA shall not be responsible for any loss, costs or damages incurred by a Tenant arising out of any delay in construction.

2.3.15. Testing and Verification Requirements (In WAA Buildings)

- a) The Tenant's contractor must obtain prior permission from WAA before testing plumbing, gas and fire protection systems (excluding the sprinkler system). The Tenant will be responsible for any damage resulting from such tests.
- b) Except where noted herein, the Tenant's contractor shall provide functional testing and verification that shall demonstrate each system is operating according to the Contract Documents. Functional testing shall bring the system(s) from a state of individual completion to full dynamic operation. Additionally, during the testing process, areas of deficient performance shall be identified and corrected, thereby improving the operation and function of the system(s).

2.3.16. Roof Work (In WAA Buildings)

- a) Roof work associated with Leasehold (if any), including openings and mounting equipment, shall be performed by a WAA approved Contractor at the Tenant's expense.

2.3.17. Hot Work Permits

- a) Prior to undertaking cutting, welding, soldering or other hot work involving use of flame, arcs, or sparking devices, obtain a WAA hot work permit from OneCall 204-987-9798. There are no costs to the Contractor for the permits. Tenant's contractor shall submit Hot Work Permit Application to WAA for approval a minimum of forty-eight (48) hours in advance of performing work.

- b) No welding, flame cutting, or other operations involving use of flame, arcs, or sparking devices shall be allowed without adequate protection in place prior to commencing operations.
- c) For all proposed arc welding, WAA shall notify NAV Canada of such request and confirm approval due to its potential interference with on-airport radar, radio and instrument systems. NAV Canada must approve the request in advance of the execution of the arc welding.
- d) Additional requirements to be observed by the Tenant's contractor include:
 - i. All combustible or flammable material shall be removed from immediate working area prior to commencing Hot Work. If removal of all such materials is not possible, flammable and/or combustible materials shall be protected with a fire blanket or other suitable noncombustible shield to prevent sparks, flames or hot metal from reaching flammable or combustible materials.
 - ii. Provision of necessary fire watch personnel and response equipment to control fires from welding, flame cutting, etc. due to flame, arcs, or sparking devices.
 - iii. Protection of workers and other persons on the jobsite in accordance with applicable code and/or legislative requirements.
 - iv. Welders must have been certified within the past eighteen (18) months for the type of welding to be performed.
 - v. The Tenant's contractor will be responsible for obtaining special permits, if any are required.

2.4. Design Modifications During Construction

- 2.4.1. Subsequent to WAA's final design approval, design changes envisioned for a Tenant's Leasehold must be resubmitted to WAA. Design/contract document revisions must be reviewed and approved by WAA in writing prior to implementation.
- 2.4.2. WAA will respond to design change requests accompanied with appropriate documentation within ten (10) work days.
- 2.4.3. Should Leasehold changes be implemented without WAA approval, the Tenant Leasehold must be restored to its original approved design at the Tenant's expense.

2.5. Base Building Modifications

- 2.5.1. Should mechanical and/or electrical design loads exceed base building services provided to Tenant Leasehold, additional capacity or servicing can be requested of WAA.
- 2.5.2. On agreement to a Tenant's request for additional mechanical, electrical or telecommunication services, WAA shall, at the Tenant's expense, obtain design and construction services to provide the additional services as agreed. The Tenant shall be responsible for all costs incurred by WAA for base building modifications, additions or deletions including all related design, administration and construction costs.
- 2.5.3. The Tenant's contractors shall not be permitted to perform work outside of the Leasehold without the prior express written permission of WAA.

2.6. Occupancy Permit

- 2.6.1. The Tenant shall be responsible for applying for and obtaining a City of Winnipeg Occupancy Permit for Leasehold. Copy of Occupancy Permit shall be submitted to WAA prior to commencing business operations in Leasehold.
- 2.6.2. Tenants shall post and maintain valid occupancy permit at leasehold in accordance with City of Winnipeg requirements.

3. PROJECT CLOSEOUT

3.1. General Information

- 3.1.1. This section contains information pertaining to project closeout of Tenant work, including:
- a) Inspection and Declaration
 - b) Project Closeout Manual
 - c) As-built Record Drawings
 - d) Operation and Maintenance Manuals

3.2. Inspection and Declaration

- 3.2.1. Tenant contractor's inspection: The Tenant's Architect and Engineers of record, contractor and subcontractors shall conduct an inspection of the Work, identify deficiencies and defects, and repair as required to conform to the contract documents.
- 3.2.2. The Tenant shall notify WAA in writing of satisfactory completion of the Tenant contractor's inspection and corrections that were deemed necessary have been made.
- 3.2.3. WAA may inspect the Work to review conformance to approved FAP documents and to identify obvious defects or deficiencies. If defects or deficiencies are noted, WAA shall provide a list to the Tenant.
- 3.2.4. Completions: the Tenant's contractor shall submit a written certificate that following have been performed:
- a) The Work has been completed and inspected for compliance with the Contract Documents.
 - b) Defects have been corrected and deficiencies have been completed.
 - c) Equipment and systems have been tested, adjusted, balanced and are fully operational.
 - d) Certificates required by Manitoba Labour (Mechanical and Engineering Division), City of Winnipeg Departments, Health Departments (including Manitoba Health, if applicable), and utility companies have been submitted.
 - e) Operation of systems have been demonstrated to the Tenant's personnel and maintenance provider.
 - f) Works are complete and ready for final inspection. The Tenant's contractor shall notify WAA in writing for a final inspection forty-eight (48) hours minimum, prior to requested inspection.
 - g) The Tenant will schedule final inspections with all appropriate governmental agencies, such as the Winnipeg Building Department and Health Department(s) for occupancy permit(s). WAA will be invited (with two (2) days advance notice) to attend all final inspections.
 - h) During final inspection, WAA' will compile a deficiency list of items and will transmit it to Tenant's contractor.
 - i) The Tenant will complete all deficiency list items within thirty (30) days. After thirty (30) days, WAA reserves the right to complete remaining items on the deficiency list at the Tenant's expense.
- 3.2.5. Upon Substantial Performance of the Tenant Leasehold, the Tenant shall deliver to WAA written confirmation of inspections, along with a Statutory Declaration confirming that there are no liens pertaining to the Works, Worker's Compensation Claims, or other encumbrances pertaining to the Work. Further, the Tenant shall provide evidence that all accounts for work,

services, materials and equipment have been paid in full. Occupancy shall not occur until this documentation has been delivered to WAA.

3.3. Project Closeout Manual

3.3.1. The following project documentation shall be included in the Project Closeout Manual:

- a) Contract Drawings.
- b) Specifications.
- c) Addenda.
- d) Change Orders and other modifications to the contract.
- e) Reviewed shop drawings, product data, and samples.
- f) Field test records.
- g) Inspection certificates.
- h) Manufacturer's certificates.
- i) City of Winnipeg Building permit(s)
- j) City of Winnipeg Occupancy permit.
- k) City Of Winnipeg Certificates of Inspection
- l) Final site survey certificates, certifying that completed Works are in conformance or nonconformance with the contract documents.
- m) Deficiency list (and deficiency list closeout verification).
- n) Design Report
- o) Operations and Maintenance Manuals (See Section 3.5)
- p) As-Built Record Drawings (See Section 3.4)

3.3.2. Project closeout manual shall include final design report signed and sealed by Architect and/or Engineer of record for project, the design report shall include;

- a) Statement to confirm design objectives and design attributes.
- b) Statement to confirm compliance with WAA design guidelines.
- c) System performance criteria, if applicable.
- d) Code compliance analyses, including, but not limited to:
 - i. Fire exits.
 - ii. Travel distance to fire exits.
 - iii. Fire protection systems.
 - iv. Fire separation.
 - v. Fire alarm system.
 - vi. Fire detection.
 - vii. Emergency and exit lighting.
 - viii. Emergency power.
 - ix. Building materials, including flame spread and smoke rating.
 - x. VAC and plumbing systems, if applicable.
- e) Capacity/demand analyses (calculations) for mechanical and electrical design.
- f) Structural analyses for point loads of equipment installed on the floor and/or suspended from the ceiling structure, if applicable.
- g) IT voice and data services.
- h) Security systems.
- i) Public address systems.

3.3.3. The Project Closeout Manual submission shall be submitted to WAA in hard copy and electronic format. Submit of three (3) hard copies and electronic version on CD.

- a) Organize data in the form of a manual.

- b) Binders: vinyl, hard covered, a three D-ring, letter size 219 x 279 mm with spine and face pockets.
- c) Cover and spine: identify each binder with type or printed title, 'Design Report Document', list title of the Project and identify the subject matter of the contents.
- d) Arrange contents by systems, under section numbers and sequence of Table of Contents.
- e) Drawings shall be in both original electronic digital (.dwg) format AutoCAD Release 2010 or newer and .pdf format on CD.

3.4. As-Built Record Drawings

- 3.4.1. Regardless of the scope of the project or work, all modifications or alterations must be documented on As-built record drawings for the Leasehold construction. Tenants shall submit at the end of the construction period and within the time period specified by the Lease, As-built record drawings to WAA documenting complete as-constructed condition of the Leasehold. If the required as-built documentation is not received by WAA within the specified time frame, WAA shall employ engineering/architectural firm to complete as-built drawings at the Tenant's expense.
- 3.4.2. Tenant contractor shall record as-built record information concurrently with construction progress by red line markup on a set of black line opaque drawings.
 - a) Contractor shall not conceal work until required information is recorded.
 - b) Legibly mark each item to record actual construction locations on Construction and Shop Drawings, including:
 - i. Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - ii. Field changes of dimension and detail.
 - iii. Details not on original Construction or Shop Drawings.
 - iv. References to related shop drawings and modifications.
 - v. Tenant's contractor shall label each sheet with notations including 'Record Drawings Complete' with a signature and date.
 - vi. Legibly mark each construction specifications item to record as-built construction conditions, including:
 - vii. Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - viii. Changes made by addenda, change orders and field instructions.
 - ix. Other documents: manufacturer's certifications, inspection certifications, field test records that are required by individual specification sections.
- 3.4.3. Tenants are responsible to ensure that the Architect(s) and Engineer(s) of record, including; Architectural, Structural, Electrical and Mechanical (if applicable), who are responsible for the Tenant's construction documents, perform a final inspection of the work and attest in sign off that the project has been constructed in conformance with the construction documents, code requirements, and that all equipment and systems are operating as designed and specified.
- 3.4.4. Tenants are responsible for submittal to WAA of as-built drawings for the completed work. As-built drawings shall be signed and sealed by the Tenant's Architect and/or Engineer of record. Drawings shall record in electronic format the final as-built conditions as verified by site inspection and Tenant contractor record drawing markups.
 - a) As-built record drawings submittal shall include one copy hard (size A1 preferred) to scale and both original electronic digital (.dwg) format AutoCAD Release 2013 or newer and .pdf format on CD.
 - b) Drawings will be reviewed by WAA for accuracy. Drawing errors, if any, shall be corrected by the Tenant at the Tenant's expense.

3.4.5. Record Drawing Requirements;

- a) Site Plans - should be shown at a scale sufficient to illustrate the location of the structure in relation to nearby buildings, fences, existing roads, parking lots, underground or aboveground services, as well as other important reference locations. (Recommend scales 1:500, 1:1000 or 1:2000). The planned setbacks from critical areas (e.g. aprons or connections to such aprons or roads) must be identified.
- b) Buildings and Lot Surveys - shall be tied into the Airport site survey control and monument network using NAD83 Northing and Easting coordinates. All contractors and or tenants are to provide written evidence to ensure they comply with the City of Winnipeg Building By-law requirements for setbacks and separation requirements. All measurements should be taken from specific survey monuments or objects tied into the Airport site survey control and monument network.
- c) Building Construction Plans - Floor plans should be at a sufficient scale depending on the floor plan area involved. (Recommended scales 1:50 or 1:100) Identify Street Address, Building Location, and room numbers, Building elevations are important as compliance to Flight paths and radar interference must be considered. All wiring and piping runs must be indicated for tenant leased areas.
- d) As-Built Drawings - Regardless of the scope of the project or work, all modifications or alterations (which includes architectural, mechanical, electrical and civil or survey, etc.) must be documented via As-Built Plans. Electrical Plans must show circuiting and wire sizes, connection points, and conduit runs. Mechanical plans to show pipe sizes and correct connections. Buildings and survey lots shall be tied into the Airport site survey control and monument network using NAD83 Northing and Easting coordinates. All measurements should be taken from specific survey monuments or objects tied into the Airport site survey control and monument network using NAD83 coordinates. A list of those coordinates will be supplied with the drawings.

3.5. Operation and Maintenance Manuals

3.5.1. Submissions

- a) Prior to Substantial Performance of the Work, submit to WAA, three (3) final copies of Operation and Maintenance Manuals in English.
- b) Note in the document the type, source and quality of products provided.
- c) Typewritten text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- d) Along with the hard copies of the manuals that are submitted to WAA, submit an electronic version of the manual.

3.5.2. Format

- a) Organize data in the form of an instructional manual.
- b) Binders: vinyl, hard covered, a three D-ring, letter size 219 x 279 mm with spine and face pockets.
- c) Cover and spine: identify each binder with type or printed title 'Project Record Documents', list the title of the Project and identify the subject matter of the contents.
- d) Arrange content by systems, under section numbers and sequence of Table of Contents.
- e) Text: manufacturer's printed data or typewritten data.
- f) Drawings: provide with reinforced punched binder tab. Bind in with text and fold larger drawings to size of text pages.

3.5.3. Submission of Electronic Version

- a) Submit an electronic version of the Operation and Maintenance Manual on CD.
- b) Electronic version shall have data in “searchable and retrievable” format.
- c) Drawings shall be AutoCAD Release 2013 or newer in electronic digital (.dwg) format.
- d) All drawing submissions in .dwg format shall have external references bound into the drawing.

3.5.4. Operation and Maintenance Manuals Content

a) Product Data

- i. Building products, applied materials, and finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for reordering custom manufactured products.

b) Equipment and Systems

- i. For each item of equipment and each system, include the description of the unit or system and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- ii. Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- iii. Include installed colour-coded wiring diagrams.
- iv. Operating procedures: include start-up, break-in, and routine normal operating instructions and sequences. Also, include regulation, control, stopping, shutdown, and emergency instructions and include summer, winter, and any special operating instructions.
- v. Maintenance requirements: include routine procedures and guide for troubleshooting: disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- vi. Provide servicing and lubrication schedule, as well as a list of the lubricants to be used.
- vii. Include manufacturer’s printed operation and maintenance instructions.
- viii. Include sequence of operation from the controls manufacturer.
- ix. Provide installed control diagrams from the controls manufacturer.
- x. Provide charts of valve tag numbers with location and function of each valve, keyed to flow and control diagrams.
- xi. Include Testing and Balancing Reports.
- xii. The Tenant’s contractor shall submit a data sheet in a format as required by WAA for each piece of maintainable equipment and building material, including, but not limited to: 1) General equipment/material information including manufacturer’s name, model, drawing reference number, warranty start and expiry dates, installed date, vendor name, brief description; and 2) Particular equipment information for the following, including, but not limited to electrical equipment including motors, circuit breakers, transformers and other maintainable apparatus, mechanical equipment including pumps, valves, heat exchangers, diffusers, heating/cooling coils, filters, heat exchanger, heat pumps, fire dampers, actuators, etc.
- xiii. The Tenant’s contractor shall submit the equipment/material data sheet information noted above in a Microsoft® Excel® spreadsheet.
- xiv. Provide a summary of warranty expiry dates for all equipment and systems.

c) Other Documents

- i. List of all mechanical and electrical equipment, including manufacturers' names, model numbers and installer, as well as the installation date.
- ii. Manufacturer's certifications, inspection certifications, field test records that are required by individual construction specification sections.

Appendix A: WAA Facility Alteration Permit Application Form

FACILITY ALTERATION PERMIT APPLICATION – PAGE ONE

Complete all relevant sections and submit along with supporting construction documents to Winnipeg Airports Authority, Attention: Permits Coordinator by email to permits@waa.ca. Please note that incomplete application information or lack of supporting documentation may delay permit application reviews and approvals.

SECTION ONE – GENERAL INFORMATION

APPLICANT COMPANY			CONTACT NAME
ADDRESS			POSTAL CODE
PHONE #	CELL PHONE #	FAX #	EMAIL
WAA PROJECT SPONSOR (IF APPLICABLE)		DEPT	PHONE #

SECTION TWO – LOCATION OF WORK

BUILDING/AIRFIELD LOCATION	FLOOR/LEVEL	ROOM #
STREET ADDRESS OR LOCATION DESCRIPTION		

SECTION THREE – DESCRIPTION OF PROPOSED WORK

Describe the project work in as much detail as possible; include descriptions on additional sheets if required. Submit with FAP permit application additional supporting materials such as Design or Construction plans, drawings, sketches, reports, photographs and/or specifications.

Summary of overall work (written description of work)

FACILITY ALTERATION PERMIT APPLICATION – PAGE TWO

Architectural (if work – please provide summary here and attach dwg and pdf IFC drawings to submittal package)

N/A – no architectural work proposed

Structural (if work – please provide summary here and attach dwg and pdf IFC drawings to submittal package)

N/A – no structural work proposed

Mechanical (if work – please provide summary here and attach dwg and pdf IFC drawings to submittal package)

N/A – no mechanical work proposed

Electrical (if work – please provide summary here and attach dwg and pdf IFC drawings to submittal package)

N/A – no electrical work proposed

Geotechnical (if work – please provide summary here and attach dwg and pdf IFC drawings to submittal package)

N/A – no geotechnical work proposed

Civil Works (if work – please provide summary here and attach dwg and pdf IFC drawings to submittal package)

N/A – no civil works work proposed



FACILITY ALTERATION PERMIT APPLICATION – PAGE THREE

ESTIMATED COST OF PROJECT	
BUILDING SIZE (IF APPLICABLE)	LAND PARCEL SIZE (IF APPLICABLE)
ESTIMATED CONSTRUCTION START DATE	ESTIMATED CONSTRUCTION COMPLETION DATE

SECTION FOUR – DESIGNER OF RECORD

ENGINEER/ARCHITECT OF RECORD			CONTACT NAME
ADDRESS			POSTAL CODE
PHONE #	CELL PHONE #	FAX #	EMAIL
REGISTERED PROFESSIONAL (IN MANITOBA) <input type="checkbox"/> YES <input type="checkbox"/> NO			DISCIPLINE
ADDITIONAL DESIGNER/CONSULTANTS			
ENGINEER OR ARCHITECTURAL FIRM	CONTACT	PHONE	EMAIL

SECTION FIVE – CONTRACTOR INFORMATION

CONTRACTOR			CONTACT NAME
ADDRESS			POSTAL CODE
PHONE #	CELL PHONE #	FAX #	EMAIL
ON SITE SURPERVISOR (if different than above)		CELL #	PHONE #



FACILITY ALTERATION PERMIT APPLICATION – PAGE FOUR

SUB-CONTRACTORS			
COMPANY	CONTACT	PHONE/CELL	EMAIL
IDENTIFY PRIME CONTRACTOR, IF NOT THE APPLICANT, WHO WILL ASSUME RESPONSIBILITIES UNDER THE PROVISIONS OF THE WORKPLACE SAFETY AND HEALTH ACT OF MANITOBA:			
COMPANY	CONTACT	PHONE/CELL	EMAIL

SECTION SIX – FAP APPLICATION SUBMITTALS						
ITEM NO.	ITEM	APPLICABLE		ATTACHED		COMMENT
		YES	NO	YES	NO	
1.	Architectural IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Structural IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Mechanical IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Electrical IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Geotechnical IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Civil IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Underground Utilities IFC drawings (.pdf and .dwg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	City of Winnipeg CADDs Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	City of Winnipeg Building Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Architectural Sample Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Specialty Equipment Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



FACILITY ALTERATION PERMIT APPLICATION – PAGE FIVE

SECTION SEVEN – TENANT AUTHORIZATION		
Applications must be signed by the Tenant's Authorized Representative		
APPLICANT (PRINT NAME)	POSITION TITLE	PHONE
SIGNATURE		DATE



Appendix B: Project Closeout Submittal Checklist

FAP shall not be closed until the items noted in the following Table have been submitted and/or completed.

Item No.	Item	Applicable		Attached		Comment
		Yes	No	Yes	Date to be Received	
1.	Architectural As-Built drawings (.pdf and .dwg)					
2.	Structural As-Built drawings (.pdf and .dwg)					
3.	Mechanical As-Built drawings (.pdf and .dwg)					
4.	Electrical As-Built drawings (.pdf and .dwg)					
5.	Geotechnical As-Built drawings (.pdf and .dwg)					
6.	Civil As-Built drawings (.pdf and .dwg)					
7.	Underground Utilities As-Built drawings (.pdf and .dwg)					
8.	City of Winnipeg Building Permits , including Certificates of Inspection					
9.	Product Specifications					
10.	Project Close Out Manual					
11.	Operation and Maintenance Manual					
12.	Architect/Engineer Design Certification Letters					
13.	Trades Certification Letters					
14.	City of Winnipeg Occupancy Permit					
15.						
16.						
17.						
18.						

Appendix C: Electrical and Telecom Standards