



# TABLE OF CONTENTS

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Introduction	1
Disclaimer	2
Approval for Construction	3
Security	3
Hoarding	4
Common Areas	4
Loading Dock Procedures	5
Hours of Work (Noisy or Odorous Work)	5
Hours	6
Coring, Cutting and Chipping	6
Garbage Disposal	7
Freight Elevator Use for Palliser One	7
Access to Existing Tenant Space	8
Fireproofing	8
Life Safety Systems	8
Construction	9
General Rules for Communication – Cabling Contractors	9
Base Building Systems	12
Meters	12
Air Balancing	12
Construction Cleaning	12
Occupational Health and Safety	13
Enforcement	13
Landlord Representatives	14
Base Building Consultants	14
Pre-Approved Contractors	14
General Contractors	15
Electrical	15
Sheet Metal	16
Sprinklers	16
Mechanical / Plumbing	17
Concrete, Cutting and Coring	18
Air Balancing	18
Fire Alarm	19
Hardware & Keying	19
Cleaning	19
Telephone & Data	19
HVAC Controls & Security Systems	20
Recommended Waste Diversion Methods	21
Directory of Building Materials Exchange & Recycling	22

## INTRODUCTION

### Contents:

The “Construction Rules and Regulations” developed for the Palliser Square Complex is an extensive summary of information necessary for Tenants and Contractors undertaking construction work in the properties. Palliser Square Properties Ltd. (the “Landlord”) requires that a copy of this document is included with Tenant Tender Packages and a second copy is posted on the job site. All contractors are required to comply with the regulations set forth. Failure to do so may result in removal from the premises, delays to the project, and additional costs.

## DISCLAIMER

Information in this manual has been prepared to provide contractors with a convenient source of building information relevant to the Palliser Complex.

While every effort has been made to ensure the accuracy of the information contained herein, Aspen Property Management Ltd. assumes no responsibility for any errors, omissions, and/or revisions to this information.

Outlined within these rules and regulations is a set of general procedures with respect to the operation of the building. The terms and conditions contained in the contractor's agreement with the landlord supersede any of the procedures set out in this handbook.

This handbook is confidential and proprietary to Aspen Property Management Ltd. It is released solely for the purposes of communicating policies and procedures to Contractors in Palliser Complex. Copying or use for any other purpose is strictly prohibited.

## 1. APPROVAL FOR CONSTRUCTION

### **No construction may commence without:**

- a) Approval of demolition drawings by the landlord and a valid demolition permit issued by the City of Calgary.
- b) Written landlord approval of submitted tenant architectural, mechanical, structural, and electrical drawings. A CAD file must be provided to the landlord containing the approved, as built design. A written waste management plan must be included with all construction projects. Information on waste diversion tactics can be found in the appendix.
- c) Obtaining a City of Calgary building permit and supplying a copy to the Landlord.
- d) Providing a copy of liability insurance, minimum \$5 (five) million naming "Palliser Square Properties Ltd.", "Aspen Property Management Ltd.", "PSPiB-RE Partners Inc" and "Aspen Properties Partnership" as additional named insured for the duration of the project, and for 12 months following the substantial completion date.
- e) Providing evidence of WCB registration and proof the account is in good standing for all trades working on construction site.
- f) Providing the landlord a list of all subtrades including contact names and phone numbers.
- g) A completed access permit authorized by the General Manager or Operations Manager.

**Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the landlord.**

## 2. SECURITY

- a) Building security and/or operations will enforce compliance with all Construction Rules and Regulations.
- b) Building security will not provide site access without a signed access permit.
- c) All subtrades and material suppliers must sign in at the security desk upon arrival and sign out on departure.
- d) Appropriate identification is required to sign out building keys. Accepted identification: driver's license, major credit cards, bank cards, and employee ID cards. Business cards, retailer/membership Cards and Alberta health care cards are not accepted.
- e) The landlord is not responsible for tools or materials left on site.
- f) The security desks are located on the ground floor level, main entrance of Palliser One and Palliser South. Security can also be reached at 403.781.8505.

- g) In the event of a dispute contact the Operations Manager at 403.781.8509. Unresolved issues will be forwarded to the General Manager for resolution.

### 3. **HOARDING**

- a) Hoarding may be required depending on the nature and location of the proposed work. Contact the Operations Manager for instructions.
- b) Hoarding cannot be installed or removed without authorization from the General Manager.
- c) Hoarding door must be closed at all times during construction. Hoarding locks and keys can be obtained through the Operations Manager at 403.781.8509. Keys must be signed in and out on a daily basis, from the security desk.
- d) Keep the exterior of the site or site hoarding clean at all times.
- e) Advertising is not allowed without prior written consent from the landlord.
- f) Contractor identification signage is not permitted.

### 4. **COMMON AREAS**

- a) For tenant construction work, confine all construction materials, store fixtures, tools etc. within the tenant space.
- b) Contractors performing work on behalf of the landlord in common areas, are to store materials, fixtures, tools etc. in an area designated by the landlord.
- c) Tenant work in the common areas of the building is not permitted.
- d) Protect all public areas affected by tenant construction. Immediately repair any damage as it occurs to the satisfaction of the landlord. If necessary, the landlord will make repairs at the tenant's expense.
- e) No material or debris is to be kept in public corridors or lobbies at any time. Material found will be removed and disposed of by the Landlord at the tenant's expense.
- f) Wrap or otherwise protect existing tenant entrance doors from damage. Failure to protect frames in advance of tenant construction may result in repair or painting charges to the tenant's account.
- g) Tenant contractors are permitted to use the building washrooms; however, plumbing fixtures cannot be used for cleaning tools, brushes, etc., nor for dumping mud, solvents, paints, etc., and must be well maintained. Repair and cleaning charges arising from misuse are a tenant responsibility.
- h) Any common corridor vinyl wall coverings affected by tenant construction, must be removed from corner to corner and new vinyl to match the existing installed. If the existing vinyl is no longer

available, an alternate must be provided for approval by the landlord. All costs associated with this work are at the tenant's expense.

## 5. **LOADING DOCK PROCEDURES**

- a) **Parking in the Loading Dock area is not permitted.** Unload and remove vehicles promptly and DO NOT LEAVE VEHICLES RUNNING. Complaints of noxious fumes will result in the removal of all vehicles from the dock area. Contact Aspen management at 403.216.2660 to arrange for use of the loading dock. Leaving vehicles on the loading dock for extended periods will not be tolerated and are subject to towing and ticketing.
- b) Make all deliveries through the loading dock and designated freight elevator only. Contractors are to receive their own deliveries. The landlord's staff will not sign for any deliveries to site. Contact Aspen management at 403.216.2660 to arrange for over-size or special deliveries.
- c) No storage is permitted on the loading dock.
- d) Contractors may supply their own carts. Only clean, soft rubber wheeled units are permitted. Carts, for use by contractors, for moving materials are available for sign out at security. Contractors must leave identification, such as a driver's license until cart is returned. No pallet jacks with heavy loads are permitted on tiled floors. Fork lift assistance is only available during loading dock staffed hours.
- e) Repairs or cleaning to the property resulting from tenant deliveries will be made by the landlord at the tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc. These items are not to be left behind.
- f) Moving of debris and construction materials allowed after normal business hours only. Submit a security clearance to Aspen management for all deliveries. This can be found on our website [www.aspenproperties.ca](http://www.aspenproperties.ca) under tenant resources.

## 6. **HOURS OF WORK (NOISY OR ODOROUS WORK)**

- a) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done after business hours. The landlord is not responsible for any overtime charges relating to afterhours work.
- b) Work that interferes with other tenants or results in tenant complaints will be ceased by security.
- c) No smoking is allowed at any time on construction sites.
- d) Noisy or odorous work migrating to occupied areas that result in tenant complaints will be stopped.
- e) Radios are not permitted on the job site. Exception: hand-held two way radios for voice communication.
- f) Odorous materials such as oil base paints spray applied finishes etc. must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.

- g) Painting, wall covering or flooring installations are not allowed in common areas during business hours.
- h) Limited amounts of latex paint may be used during regular business hours.

## 7. **HOURS**

### Office

Monday to Friday	8:00 a.m. to 4:30 p.m.
Saturday and Sunday	Closed
Statutory Holidays	Closed

### Retail (Tower Centre)

Monday to Wednesday	6:00 a.m. to 6:45 p.m.
Thursday & Friday	6:00 a.m. to 9:45 p.m.
Saturday	7:30 a.m. to 5:45 p.m.
Sunday	10:00 a.m. to 5:45 p.m.

### Loading Dock

Monday to Friday	6:30 a.m. to 3:00 p.m.
Statutory Holidays	Closed

During certain times of the year, holiday hours are in effect and work will be affected accordingly. Please consult with Aspen management.

## 8. **CORING, CUTTING AND CHIPPING**

- a) All coring, cutting and chipping requires prior approval from the landlord. Provide a dimensioned floor plan showing the location and size of proposed holes and retain the base building structural consultant for specific instructions prior to slab work. Contact names and phone numbers are listed at the end of this document.
- b) Contractors are responsible for all fees associated with reviews by the structural consultant. Contact the base building structural consultant for fee schedule. Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the structural consultant may also be required.
- c) X-rays are required prior to any structural work. Radar scanning is not accepted.
- d) Make arrangements with the Operations Manager at 403.781.8509 and/or the General Manager at 403.781.8502, prior to x-raying, to ensure public safety.
- e) All slab penetrations must be fire stopped and water sealed to maintain the integrity of the slab.
- f) The tenant and tenant Contractor assume all risks in coring, cutting, drilling or chipping the floor slab. The landlord, at the tenant's expense, will repair structural elements or cast in slab services damaged by the contractor.



- g) Slab cutting will be by wet saw method only. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces.

## 9. GARBAGE DISPOSAL

- a) Aspen management strongly encourages diversion of as much construction debris as possible. Recommended diversion tactics and a listing of local recyclers are included in the appendix.
- b) The landlord's garbage bins cannot be used for disposal of construction materials.
- c) If space is available, the landlord may provide a location for a contractor waste bin. Contact the Operations Manager at 403.781.8509 for further details.
- d) Keep the area around bins in a clean and tidy condition at all times.
- e) Only haul garbage after business hours, or by prior arrangements with the loading dock prior to 1:00 p.m. Monday to Friday. Garbage should only be moved in the freight elevator and through the freight corridors.
- f) Do not leave garbage in common areas.

## 10. FREIGHT ELEVATOR USE & DIMENSIONS

- a) Book freight elevator on our website [www.aspenproperties.ca](http://www.aspenproperties.ca) under tenant resources or contact Aspen management at 403.216.2660 at least 48 hours in advance. Contractors must sign in and out with security for freight elevator access.
- b) With prior arrangements, the freight elevator can be locked off anytime on weekends and statutory holidays; 6:00 p.m. through to 6:00 a.m., Monday to Friday.
- c) Security will inspect the elevator when the contractor is finished.
- d) Passenger elevators are not to be used for conveying materials.
- e) Do not prop elevator doors open. Damage caused by improper use is the responsibility of the contractor. Contractors found blocking off the freight elevator during regular business hours will be removed from site.

#### Tower Centre:

- 92" W X 78" D X 84" H
- Door opening 92" W X 84" H
- Weight capacity of 5,000 pounds

#### Tower Centre East:

- 162" W X 90" D X 116" H
- Door opening 116" W X 87" H
- Weight capacity of 5,000 pounds

#### Palliser One:

- 79" W X 63" D X 120" H
- Door opening 42" W X 95" H
- Weight capacity of 3,500 pounds

#### Palliser South:

- 81.5" W x 61" D x 101" H
- Door Opening 84" W x 42" H
- Weight capacity is 3,500 pounds

### 11. ACCESS TO EXISTING TENANT SPACE

- a) Arrange access to existing tenant spaces through Aspen management. An access permit must be completed and a minimum of 48 hours' notice is required.
- b) Costs incurred by adjacent tenants, for security, repairs, or cleaning will be borne by the landlord at the contractor's expense.
- c) The landlord will not provide access to occupied tenancies without written authorization from that tenant.

### 12. FIREPROOFING

- a) Tenant contractors, using material that matches the existing level of fire protection, must replace fireproofing which is disturbed or removed. Contact the base building structural consultant for the material specification.

### 13. LIFE SAFETY SYSTEMS

Life safety systems refer to fire alarm systems, emergency power, lighting systems, fire pumps, standpipe and sprinkler systems, smoke exhaust and emergency pressurization systems.

- a) Contact the Operations Manager for final tie-in and verification.
- b) All disconnects, connections and final tie-ins of speakers, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the landlord's designated base building fire alarm subcontractor. The tenant must retain the designated base building fire alarm subcontractor directly.
- c) Work affecting life safety systems must be completed after normal business hours.
- d) Notify the Operations Manager or Aspen management by way of impairment request (form available from security or on our website [www.aspenproperties.ca](http://www.aspenproperties.ca) under tenant resources), of any activity that may affect the fire alarm system (e.g. welding, grinding or soldering), 48 hours in advance.

- e) Due to the new City of Calgary FIRE FEES BY LAW #40M2003, SECTION 6 – All preventable fire alarms will incur a charge of \$1,000.00 plus 15% administration fee per occurrence to the responsible party, payable to the management.
- f) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the work.
- g) Fire system impairments and sprinkler systems must be put back in to full operation at the end of each day when contractors leave the site. Extended impairments will not be allowed.
- h) The contractor shall be charged for fire system impairments that occur after regular business hours.
- i) At no time shall a floor be left unattended during fire system impairment.
- j) All changes, additions, deletions, or modifications to fire alarm systems must be reviewed by the landlord and the base building electrical consultant prior to commencement of work

#### 14. **CONSTRUCTION**

- a) Provide moist walk-off mats at entrances / exits of the site to prevent debris and drywall dust from being tracked into corridors or common areas.
- b) Install only hardware compatible with the base building standard and key entrance door and all internal doors to the base building master and sub-keying system. Coordinate through Security Manager at 403.781.8524 with as much notice as possible.
- c) For the duration of construction, filter material must be fastened to the return air grills at duct shafts and on perimeter radiation and induction cabinet grills.
- d) Perimeter wall induction cabinets must be covered during construction. Contact the Operations Manager for further information.

#### 15. **GENERAL RULES FOR COMMUNICATIONS – CABLING CONTRACTORS**

##### a) GENERAL

- 1) Note that building communication rooms are not secure spaces, and are for the common use of all tenants. Access to these rooms may, from time to time, be allowed to competitors and rivals of the communications contractor or the tenant. The landlord will not be held responsible for damage or tampering by third parties.
- 2) Notify the landlord at least two weeks prior to commencement of communications cabling work. Provide details in writing describing the nature of the work, and when and where the work will take place. Arrange access to communication rooms through Aspen management.

The landlord may require additional information, details and working drawings before construction can commence. The tenant shall be responsible to obtain the landlord's permission, prior to the commencement of the work.

- 3) In most cases the landlord will require an electrical permit from the City of Calgary before allowing work to start. A certificate of compliance must be submitted to the landlord when work is complete. The requirement for an electrical permit will be waived at the discretion of the landlord if the nature of the work is minor, such as relocation of telephone handsets.
  - 4) The landlord will require that an access permit be completed before work can start. Contractors' access to the site is restricted to the conditions set out in the access permit.
  - 5) Communications rooms are to be left clean of construction material and debris.
  - 6) Provide "as-built" drawings and turn over to the landlord on the completion of the work, in CAD format.
- b) GENERAL GUIDELINES FOR TERMINATION IN MAIN TELEPHONE ROOM OR DEMARCATION ROOM
- 1) Cables must be terminated at assigned blocks designated by the landlord. No Exceptions.
  - 2) Jumpers must run in "D" rings. Installation methods shall conform to Canadian Telecommunications Standards.
  - 3) It is the contractor's responsibility to update the master log book once cable pairs are used.

c) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

- 1) Permission must be obtained from the landlord to reuse existing riser cables and termination hardware. All reused components must be properly labeled.
- 2) Permission must be obtained from the Aspen management to use existing sleeves or slots.
- 3) Permission must be obtained from the Aspen management for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the landlord's structural engineer.
- 4) All riser sleeves must be filled with CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired in an approved manner.
- 5) Where new cables are run in free air (i.e. not in conduit) they must be independently supported every 1.5 m horizontally and twice on every floor for vertical risers. All cables must be fastened to the plywood backboards or to existing or new uninstrut or similar supports.
- 6) Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code. All cables between floors located in the communication riser rooms must be installed in conduit in locations designated by the landlord.
- 7) All new cables must be FT4 or FT6 rated.
- 8) Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.
- 9) Cables and conduits must be labeled on both ends of every run, on every floor, with the tenant's name, floor of origin and termination e.g. "ABC Oil 4 to 24". Labels must be mechanically imprinted, wraparound style. Cables which are installed in raceways or conduit provided by the landlord are to be labeled every 3m and in every junction box.
- 10) Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.
- 11) The communications room shall be used for cross-connects (termination blocks) only. All tenants communications equipment must be located within the tenants' space and not in the communications riser rooms. Permission will be required from the landlord for locating patch panels etc., within the communication riser room.

All cables that are obsolete or abandoned are to be completely removed back to the source.

d) GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES

- 1) All cables must be plenum rated FT4 or FT6.
- 2) Cables must be installed in conduit on cable trays or free air. Where run in free air, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J- hooks or

other approved methods. Cables may not be laid on top of T-bar or ceiling tiles, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware.

- 3) All cables installed above drywall ceilings and in ceiling spaces of tenants below are to be installed in conduit.
- 4) All cables, which are obsolete or abandoned, are to be completely removed back to the source.
- 5) Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.

## **16. BASE BUILDING SYSTEMS**

- a) Contact the Operations Manager at 403.781.8509 for all work affecting base building HVAC, electrical, plumbing, life safety, architectural or structural systems.
- b) The potential for accidental power outages to large parts of the building exists. The contractor is expected to use caution and inspect the work prior to energizing the system. Ensure only qualified personnel work on the electrical system. Refer to pre-approved contractors for work to be performed exclusively by base building electrical contractor.
- c) Contact the Operations Manager prior to resetting tripped circuit breakers.
- d) Damages to landlord or existing tenant systems will be repaired by the landlord at the contractor's expense.
- e) Clean all air diffusers, grills, and perimeter radiant / induction units upon completion of work and prior to occupancy, to the satisfaction of the landlord.
- f) Welding within or on premises must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm. Contact the Operations Manager for details.

## **17. METERS**

- a) Meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from Aspen management is required. Refer to mechanical and electrical drawings for meter information. Meters shall have capability to be connected to the base building automation control system.

## **18. AIR BALANCING**

- a) Upon completion of work, submit 2 copies of air balancing report to the Operations Manager.

## **19. CONSTRUCTION CLEANING**

- a) Cleaning necessitated by tenant construction, can be coordinated with the building custodial contractor at tenant's expense.
- b) The following list represents the minimum standard for construction cleaning, prior to tenant move-in:

- Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.)
- Clean interior windows and window frames
- Clean all doors and frames
- Spot wipe walls as required
- Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances
- Total and complete cleaning of washrooms
- Vacuum all carpets
- Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring
- Spot clean elevator doors as required
- Remove covers of perimeter radiation cabinets and/or induction cabinets and thoroughly clean inside-heating fins. Ensure both the inside and outside of the covers are cleaned.
- Clean all light lenses after construction is complete.

c) Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the Tenant.

## **20. OCCUPATIONAL HEALTH AND SAFETY**

The contractor must have in its possession, safety rules and procedures that are in accordance with the Occupational Health and Safety Acts and the Worker's Compensation Board. It is the contractor's responsibility to ensure that its employees, sub-contractors, invitees, etc. comply with the contractor's published Safety Rules and Procedures. Failure to do so may result in the contractor being removed from the site.

## **21. ENFORCEMENT**

IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO ENFORCE THESE RULES WITH THEIR EMPLOYEES AND SUBTRADES. CONTRACTORS AND THEIR EMPLOYEES OR SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. CONTRACTORS, EMPLOYEES, OR SUBTRADES FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.

## **LANDLORD REPRESENTATIVES**

Property Manager

Monica Schiwy  
Ph: 403.781.8503

Operations Manager

Dana Quinn  
Ph: 403.781.8516

## **BASE BUILDING CONSULTANTS**

These professional engineers have been designated as base building consultants.

### **Mechanical Consultant**

Smith & Anderson Engineering Ltd.  
Suite 420, 840 – 6<sup>th</sup> Avenue S.W.  
Calgary, Alberta T2P 3E5  
Ph: 403.261.8897  
Fax: 403.233.0285  
Attention: **Eric Stevens**

### **Electrical Consultant**

Mulvey & Banani International Inc.  
700, 110-12<sup>th</sup> Avenue S.W.  
Calgary, Alberta T2R 0G7  
Ph: 403.262-7400  
Fax: 403.233.0440  
Attention: **Darryl Knittle**

### **Structural Consultant**

Quinn Saretsky Structural Engineers Inc.  
89 Hounslow Drive N.W.  
Calgary, Alberta T2K 2E6  
Ph: 403.289.9937  
Fax: 403.289.9957  
Attention: **Kevin Saretsky**

**If the tenant wishes to use consultants other than the above, the landlord will forward the tenant's design drawings to the appropriate base building consultant for review and comment. Costs for review and approval of the tenant's design by each discipline, will be charged to the tenant's account.**

## **PRE-APPROVED CONTRACTORS**

Tenants can carry these pre-approved Contractors in their quotations for tenant renovations. Where appropriate, the "designated base building contractor" is indicated. "Designated base building contractors" must be retained to complete work identified on the engineered drawings as "base building tie-in work".



## **General Contractors**

### E&P Enterprises Inc.

3, 111 Skyline Crescent N.E.  
Calgary, Alberta T2K 5X2  
Ph: 403.275.3755  
Fax: 403.274.3119  
Attention: **Chris Surowski**

### Persimmon Contracting Ltd.

10 Spruce Center S.W.  
Calgary, Alberta T3C 3B3  
Ph: 403.242.4156  
Attention: **Richard Reynolds**

### RPC Contractors Inc.

43 Catalina Circle N.E.  
Calgary, Alberta T1Y 7B7  
Ph: 403.333.8385  
Attention: **Mike Carr**

## **ELECTRICAL**

### Seletec Electrical

4053 Ogden Road S.E.  
Calgary, Alberta T2G 4P2  
Ph: 403.234.0086  
Fax: 403.234.0087  
Attention: **Russell Daw**

### Ainsworth

#39, 3610 – 50<sup>th</sup> Avenue S.E.  
Calgary, Alberta T2B 3N9  
Ph: 403.265.6750  
Fax: 403.265.6751  
Attention: **Dale Frey**

### The State Group

Unit L, 1003 55<sup>th</sup> Avenue N.E.  
Calgary, Alberta T2E 6W1  
Ph: 403.291.7049  
Fax: 403.296.0061  
Attention: **Andy Pearce**

### Canem Systems Ltd.

7110 Fairmount Drive S.E.  
Calgary, Alberta T2H-0X4  
Ph: 403.259.2221  
Fax: 403.259.0171  
Attention: **Myles Evancio**

## SHEET METAL

Windmill Mechanical  
#16, 2234 – 30<sup>th</sup> Avenue N.E.  
Calgary, Alberta T2E 7C7  
Ph: 403.735.0770  
Fax: 403.735.0771  
Attention: **Hans Lange’jans**

Trotter & Morton Technical Services  
5711-1st Street S.E.  
Calgary, Alberta T2H 1H9  
Ph: 403.255.7535  
Fax: 403.640.0767  
Attention: **Brennan McVeigh**

Armour Building Services  
Ph: 403.226.1776  
Fx: 403.226.1731  
Attention: **Ron Berreth**

## SPRINKLERS

**All sprinkler work must completed by a base building contractor**

Constant Fire Protection Systems Ltd  
#1, 7003 - 30th Street S.E.  
Calgary, Alberta T2C 1N6  
Ph: 403.279.7973  
Fax: 403.279.9643  
Attention: **Wade Weatherbee**

Tyco Simplex Grinnell Fire Protection Systems Co.  
431 Manitou Road S.E.  
Calgary, Alberta T2G 4C2  
Ph: 403.444.3247  
Fax: 403.243.6966  
Attention: **Colin Fleming**

Viking Sprinklers  
7924 – 51 Street S.E.  
Calgary, Alberta T2C 4R2  
Ph: 403.236.7151  
Fax: 403.236.7493

Vipond Fire Protection Inc.  
# 13, 6120-3rd Street S.E.  
Calgary, Alberta T2H 1K4  
Ph: 403.253.6500  
Fax: 403.259.4727

## **MECHANICAL / PLUMBING**

### MJS Mechanical

2401 – 144<sup>th</sup> Avenue N.E.  
Calgary, Alberta T4B 2T3  
Ph: 403.250.1355  
Fax: 403.250.3101  
Attention: **Scott Grobel**

### Ainsworth

102, 7304 – 30<sup>th</sup> Street S.E.  
Calgary, Alberta T2C 1W2  
Ph: 403.265.6750  
Attention: **Jeremy Walker**

### Black & McDonald

1071-26<sup>th</sup> Street N.E.  
Calgary, Alberta T2A-6K8  
Attention: **Bryan Hellwig**

### Trotter & Morton Technical Services

5711 - 1st Street S.E.  
Calgary, Alberta T2H 1H9  
Ph: 403.255.7535  
Fax: 403.640.0767  
Attention: **Dean Loewen**

### Tri-Alta Mechanical (1997) Ltd.

3515F, 32 Street N.E.  
Calgary, Alberta T1Y 5Y9  
Ph: 403.250.5781  
Fax: 403.291.2928  
Attention: **Blaine Lockie**

### Chisholm

4427B 72 Avenue S.E.  
Calgary, Alberta T2C 2G5  
Ph: 403.279.7868 ext. 223  
Fax: 403.236.9374  
Attention: **Dale Chisholm**

## **CONCRETE, CUTTING AND CORING**

### CCD Western

101, 616 71<sup>st</sup> Avenue S.E.

Calgary, Alberta T2H 2R1

Ph: 403.255.9567

Fx: 403.255.6479

Attention: **Graham Loubert**

### Expert Concrete Cutting Ltd.

6, 4539 - 6th Street N.E.

Calgary, Alberta T2E 3Z6

Ph: 403.230.1257

Fax: 403.277.8073

Attention: **Aaron Malinowski**

### A-1 Concrete Cutting and Coring Ltd.

4949 - Hubalta Road S.E.

Calgary, Alberta T2B 1T5

Ph: 403.273.7500

Fax: 403.272.1793

Attention: **Bob Skolly**

## **AIR BALANCING**

### Hydro-Air Engineering Services

Bay E, 7058 Farrell Road S.E.

Calgary, Alberta T2H 0T2

Ph: 403.252.5549

Fax: 403.252.5540

Attention: **Allan Reid**

### Enviro-metrics Technical Services

138, 3132 - 26th Street N.E.

Calgary, Alberta T1Y 6Z1

Ph: 403.250.1113

Fax: 403.250.1422

Attention: **Kim Gallup / Larry Reid**

### Flowest Testing Balancing & Adjusting Services Ltd.

36 Woodglen Close S.E.

Calgary, Alberta T2H 0T2

Ph: 403.251.2787

Fax: 403.281.2987

Attention: **Kaari Hornseth**

## **FIRE ALARM**

Seletec Electrical  
4053 Ogden Road S.E.  
Calgary, Alberta T2G 4P2  
Ph: 403.234.0086  
Fax: 403.234.0087  
Attention: **Russell Daw**

Co-ordinate Through  
Operations Manager  
Ph: 403.216.2660  
Attention: **Operations Manager**

## **HARDWARE AND KEYING**

**Keying**  
Co-ordinate Through  
Operations Manager  
Ph: 403.216.2660  
Attention: **Operations Manager**

**Hardware**  
Spalding Hardware Systems  
1616 10<sup>th</sup> Avenue S.W.  
Calgary, Alberta T3C 0J5  
Ph: 403.244.5531 ext.305  
Fax: 403.541.0562  
Attention: **John Manes**

## **CLEANING**

Hallmark Housekeeping Services Inc.  
Suite 401, 4656 Westwinds Drive N.E.  
Calgary, Alberta T3J 3Z5  
Ph: 403.264.2896  
Attention: **Neil**

## **TELEPHONE & DATA**

Seletec Electrical  
4053 Ogden Road S.E.  
Calgary, Alberta T2G 4P2  
Ph: 403.234.0086  
Fax: 403.234.0087  
Attention: **Russell Daw**

The State Group  
Unit L, 1003 55<sup>th</sup> Avenue N.E.  
Calgary, Alberta T2E 6W1  
Ph: 403.291.7049  
Fax: 403.296.0061  
Attention: **Andy Pearce**

Ainsworth Electric  
#39, 3610 50<sup>th</sup> Avenue S.E.  
Ph: 403.265.6750  
Fax: 403.265.6751  
Cell: 403.669.7444  
Attention: **Dale Frey**

Canem Systems Ltd.  
7110 Fairmount Drive S.E.  
Calgary, Alberta T2H 0X4  
Ph: 403.259.2221  
Fax: 403.259.0171  
Attention: **Myles Evancio**

### **HVAC CONTROLS & SECURITY SYSTEMS**

#### **Base Building Controls**

Co-ordinate through  
Operations Manager  
Ph: 403.216.2660  
Attention: **Operations Manager**

#### Seletec Electrical

4053 Ogden Road S.E.  
Calgary, AB T2G 4P2  
Ph: 403.234.0086  
Fax: 403.234.0087  
Attention: **Russell Daw**

#### **Security Systems**

Co-ordinate Through  
Manager of Security and Life Safety  
Ph: 403.216.2660  
Attention: **Security Manager**

## **RECOMMENDED WASTE DIVERSION METHODS**

*Courtesy of the National Institute of Building Sciences*

There are a variety of ways a contractor can divert construction waste and demolition debris at the jobsite. The following general practices are common:

- a) 10-12% of a project's construction waste stream can be cardboard. While protecting new materials is necessary, the Contractor can direct subcontractors and suppliers to reduce extraneous packing. Other tactics include:
  - 1) Purchase materials in bulk where possible to avoid individual packaging;
  - 2) Use returnable containers and packing materials;
  - 3) Re-use non-returnable containers on the jobsite to the maximum extent possible. Develop 101 uses for plastic barrels, buckets and tubs.
- b) Use scrap in lieu of cutting full new materials. Direct subcontractors and trades to collect and keep scrap at cutting and fabrication locations. Collect paint and liquids from almost-empty containers. Avoid disposing of useable materials simply because there is not enough in one container to finish a job.
- c) For materials that are heated, mixed, exposed to environmental conditions or otherwise subject to spoilage, limit preparation to quantities which can be installed within their expiration times. Working in smaller batches reduces the necessity to throw out expired or spoiled materials. Ensure volatile materials, and materials that degrade when exposed to heat, cold or moisture are protected from spoilage and not wasted.
- d) Establish a return or buy-back arrangement with suppliers.
- e) Prior to demolition, salvage as much material as possible. Windows, doors, wood flooring, cabinetry, millwork, plumbing fixtures, and mechanical equipment . . . anything that can be detached and removed can often be re-purposed. When developing the Waste Management Plan, identify the most valuable and accessible materials to optimize application of resources.
- f) Concrete and masonry is recyclable. Some waste haulers will accept comingled concrete for recycling. Where concrete must be separated, plan for a concrete bin at the site.
- g) Structural steel and most metals have resale value; plan to sell these materials and use the funds to offset project costs. All metals are recyclable even if they hold no scrap value. Plan to recycle all metal that cannot be sold.
- h) Unused, or used but serviceable materials can be sold to architectural salvage or used materials retail outlets. Donations to a non-profit organization (such as Habitat for Humanity's Re-Store) are often tax-deductible.

## **DIRECTORY OF BUILDING MATERIALS EXCHANGE AND RECYCLING**

*Courtesy of Green Calgary*

<p>Alberta Demolition Ltd. 403.475.6333 www.albertademolition.com</p> <p><i>Deconstruction, salvage and recycling</i></p>	<p>Bio Cycle Nutrient Solutions Ltd. 403.318.7266 www.bio-cycle.ca</p> <p><i>Drywall recycling and soil amendment</i></p>
<p>Calgary Metal 403.262.4543 www.calgarymetal.com</p> <p><i>Metal recycling</i></p>	<p>Calibre Environmental Ltd. 403.287.7726 www.recyclepaint.com</p> <p><i>Paint recycling</i></p>
<p>Civic Recycling and Equipment Ltd. 403.236.9600 www.civicrecycling.com</p> <p><i>Electrical equipment refurbisher and recycling</i></p>	<p>Ecco Pave 403.263.3226 www.eccopave.com</p> <p><i>Plastic film and shingle recycling</i></p>
<p>Lafarge North America 403.292.1555 www.lafargenorthamerica.com</p> <p><i>Asphalt, aggregate and concrete recycling</i></p>	<p>Tim's Re-Useables 403.276.1616 www.localcalgary.com/inde</p> <p><i>Accepts used renovation products for reuse</i></p>
<p>Triple Three Trading 403.240.2540 www.triplethreetrading.com</p> <p><i>Plastic bags and film recycling</i></p>	<p>Habitat for Humanity Re-Store 403.253.9331 ext. 233 www.habitat.ca/restore</p> <p><i>Accepts donations of windows, doors, paint, hardware, lumber, tools, lighting, plumbing fixtures and more</i></p>