

**SPECIFICATIONS FOR**  
**SITE OFFICE TRAILER**

**1.0 DESCRIPTION**

The Work shall consist of:

- .1 Supplying, hauling, locating, relocating, cleaning, maintaining and removing of site office trailer, including all furnishings, utility installations and operating costs.
- .2 Supplying, hauling, locating, relocating, cleaning, servicing and removing of toilet facilities.

The site office trailer and toilet facilities shall be made available for the exclusive use of the Engineer for the duration of the contract.

**2.0 REFERENCES AND RELATED SPECIFICATIONS****3.0 SUBMITTALS**

Upon request, the Contractor shall submit the following to the Engineer, in accordance with the Special Provisions:

- .1 Detailed design notes and Shop Drawings for stabilization of the site office trailer that will prevent the overturning by wind forces in accordance with the National Building Code of Canada. The stabilization provided shall be designed, sealed and signed by a Professional Engineer registered or licensed to practice in the Province of Manitoba.

**4.0 MATERIALS****4.1 General**

The site office trailer and toilet facilities shall be supplied, hauled, located, relocated and cleaned to the approval of the Engineer, and shall be maintained throughout the duration of the contract. The site office trailer and furnishings shall be in like-new condition (windproof, waterproof) and approved by the Engineer. The Contractor shall maintain the site office trailer in a clean condition, and wash the floors weekly or additionally, as required.

The site office trailer and toilet facilities shall be located at the site within one week of the Contractor mobilizing to the site. The location of the site office trailer will be subject to the approval of the Engineer. The site office trailer shall be continuously available until the project is completed.

The Contractor shall be responsible for the provision of all utilities specified herein, including co-ordination, hook-up and operating costs. The power supply shall be capable of providing a minimum of 100 amperages.

A minimum of three parking stalls shall be made available for use by the Engineer immediately adjacent to the site office trailer, complete with block heater plug-ins. This area shall be for the Engineer's exclusive use with uninterrupted clear and safe access.

**4.2 Site Office Trailer**Class 'A'

The Class 'A' site office trailer shall measure a minimum of 65 m<sup>2</sup> (inside floor area) with interior walls, floor and ceiling finished to the approval of the Engineer.

The Contractor shall provide the following furnishings for the Class 'A' site office trailer:

- 3 desks
- 3 chairs
- 2 drawing layout tables
- 2 - 760 mm x 2135 mm (30" by 84") folding tables
- 2 filing cabinets (4 drawer legal size)
- 12 stackable meeting chairs
- 1 refrigerator approximately .014 m<sup>3</sup> (5 ft<sup>3</sup>)
- 1 microwave minimum 0.03 m<sup>3</sup> (1 ft<sup>3</sup>) mid-size
- 2 - 1830 mm x 915 mm x 305 mm (6 ft high x 3 ft wide x 1 ft deep) bookcases
- windows with mesh security screens and bars
- door entrance complete with a suitable lock
- minimum ten (10) 120 volt, ac duplex electrical receptacles

#### Class 'B'

The Class 'B' site office trailer shall measure a minimum of 7.5 m<sup>2</sup> (inside floor area) with interior walls, floor and ceiling finished to the approval of the Engineer.

The Contractor shall provide the following furnishings for the Class 'B' site office trailer:

- 1 desk
- 2 chairs
- 1 drawing layout table
- 1 - 760 mm x 2135 mm (30" by 84") folding table
- 1 filing cabinet (4 drawer legal size)
- 6 stackable meeting chairs
- 1 - 1830 mm x 915 mm x 305 mm (6 ft high x 3 ft wide x 1 ft deep) bookcase
- windows with mesh security screens and bars
- door entrance complete with a suitable lock
- minimum eight (8) 120 volt, ac duplex electrical receptacles

The Contractor shall ensure that the trailer is equipped with proper electrical, ventilation, cooling and heating equipment. The air conditioning and heating system shall be capable of maintaining 22°C inside temperature throughout the year. The electrical lighting system shall be capable of providing a minimum 750 Lux using surface-mounted, shielded commercial fixtures with 10% upward light component.

The Contractor shall also equip the site office trailer with one telephone and two separate land lines for the telephone and a facsimile machine.

The Contractor shall equip the site office trailer with dedicated high-speed internet service, through DSL, cable or other as accepted by the Engineer.

The Contractor shall provide private washroom facilities adjacent to trailer for the Engineer staff only, complete with flush or chemical type toilet, lavatory and mirror, and maintain supply of paper towels and toilet tissue. This toilet shall be cleaned and serviced on a once-a-week basis.

## **5.0 CONSTRUCTION METHODS**

The Contractor shall be responsible for the installation, subsequent removal and restoration of the site to the satisfaction of the Engineer. If the site office trailer is relocated to another location(s)

during the course of the project, the Contractor is responsible for restoration of each site to the satisfaction of the Engineer.

**6.0 QUALITY MANAGEMENT**

**7.0 METHOD OF MEASUREMENT**

Supply of site office trailer, including all furnishings, toilet facilities, utilities, relocation and operating costs, will be paid for on a Lump Sum Basis and no measurement will be taken of this Work.

**8.0 BASIS OF PAYMENT**

Supply of site office trailer will be paid for at the Contract Lump Sum Prices for "Supply of Field Office, Class 'A'" and "Supply of Field Office, Class 'B'", measured as specified herein, which price will be payment for performing all operations herein described and all other items incidental to the Work. Fifty percent of the amount will be payable after satisfactory location and set-up of the trailer before the Contractor commences work at the site and the balance after removal of the trailer and clean-up of the site at the conclusion of the project.

All long distance calls by the Engineer will be paid for by the Department.