

Building Construction & Demolition Site Management Code of Practice

Introduction

Building renovation, demolition and replacement through new building construction are activities fundamental to the maintenance and re-vitalization of established communities within the city of Calgary. These activities however have the potential to be disruptive, unsightly or create unsafe conditions. Construction and demolition activity, if poorly managed, can have an effect on the public use and enjoyment of the neighbourhoods within which it occurs and more directly, on property owners within close proximity of construction and demolition sites.

The intent of this Code of Practice (this Code) is to encourage exemplary construction and demolition site management practices that; comply with all related Legislation, Regulations, Standards and City Bylaws; are sensitive to the use and enjoyment expectations of the public; and that hold foremost the safety and well being of the public and the protection of adjacent property.

Use And Application

This Code has been established by The City of Calgary for use by organizations having unfettered care and control of building construction, renovation and demolition project sites within the City. Subscription to this Code is voluntary and encouraged. Other than costs for CRT administration, costs associated with subscription to this Code are borne by the Subscriber. In subscribing to this Code, the organization claiming care and control of a specific project site (the Subscriber) commits to administering this Code on the project site (the site) at their own expense, and takes full responsibility for compliance with this Code by it's own forces and those of all contractors, subcontractors, vendors or any other organization or person attending the site.

Compliance with this Code is intended to enhance, not conflict with the Subscriber's responsibilities for compliance with Legislation, Regulations, Standards and City Bylaws (related Legislation) that govern activities at the site. Should conflicting requirements arise between this Code and related Legislation, compliance with related Legislation is paramount.

The City of Calgary, through its Coordinated Response Team (CRT), will monitor the Subscriber's compliance with this Code using various means including on-site inspection, review of the Subscriber's documentation required under this Code and the recording of details surrounding any complaints made by the public or City administration related to the site. In subscribing to this Code, the Subscriber acknowledges the CRT's right to monitor Code compliance as well as consider decisions affecting benefits to the Subscriber.

Liaison

The Subscriber acknowledges responsibility for positive, timely, consistent and reliable communication with property owners immediately adjacent the site, the public, and the CRT throughout the course of activity at the site. The Subscriber recognizes that concerns or complaints expressed by the public or the CRT can be of assistance in monitoring the

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behavior of forces associated with the site and when acted upon promptly, can contribute significantly to successful management of the site.

The Subscriber will appoint a senior individual within their organization whose primary responsibility will be to liaise with the public and the CRT on all matters related to this Code and who will be empowered by the Subscriber to maintain compliance with this Code at the site. The liaison will be made accessible to the public and the CRT on a 24 hour basis throughout the period of demolition, construction or renovation activity at the site. The liaison's contact information will be posted prominently at the site (see Site Signage).

Prior to commencing the project at the site, the Subscriber will provide written notification to each immediately adjacent property owner, the appropriate Community Association and the CRT describing;

- the nature of the project undertaken at the site;
- the start date of activity at the site;
- an estimated project completion date; and
- contact information for the Subscriber's site liaison.

Not less than 24 hours in advance of undertaking activity that produces unusual noise or ground vibration (such as pile driving, demolition or concrete breaking operations) or activity that will cause unusual disruption to pedestrian or traffic flow adjacent the site (such as ground crane, lifting or materials off-loading operations), the Subscriber will provide written notification to each immediately adjacent property owner, the appropriate Community Association and the CRT describing;

- the nature of the activity to be undertaken at the site;
- the start date of activity at the site;
- an estimated completion date of the activity; and
- contact information for the Subscriber's site liaison regarding the activity.

Documentation

The Subscriber will maintain on site, for review by the CRT, the following:

- dated copies of all notices issued by the Subscriber to forces working on site and to property owners adjacent the site;
- a site log book of complaints addressed by the Subscriber including the date and time each complaint was received, actions taken to resolve each complaint, and the date and time each complaint was addressed;
- copies of all Permits or approvals issued by The City of Calgary or other authorities having jurisdiction related to activity on the site;
- copies of any written agreements made with adjacent property owners related to activity at the site; and
- minutes of any site safety meetings held with the CRT.

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Site Signage

With the exception of safety signage provided for the protection of the public adjacent to the site, or workers on the site, the Subscriber will limit signage viewable by the public outside the site to a maximum of two signs installed so they each face different Streets or public thoroughfares. Each sign will be no larger than 6 sq. m. in total area, will contain all advertising, contractor and consultant information deemed necessary by the Subscriber, and will contain in bold black script not less than 150 mm high on a contrasting background, site liaison contact information worded as follows; "QUESTIONS OR CONCERNS REGARDING THE MANAGEMENT OF THIS SITE? PLEASE CALL: (site liaison telephone number with automatic answering and recording capability). Should the Subscriber choose not to post advertising signage on the site, at least one sign will be posted in a prominent location on the site, readily viewable by the public, which will contain the above noted site liaison contact information.

Public Safety Adjacent the Site

The Subscriber will make all necessary efforts to ensure safe passage of the public past the site. The Subscriber will:

- install rigid security fencing around the site before any building demolition or excavation activity commences at the site;
- maintain security fencing around the site until construction or demolition activities are completed or all hazards have been removed from publicly accessible areas of the site;
- when the site includes vacant buildings scheduled for future demolition, secure and maintain those buildings against vagrant access;
- maintain publicly accessible sidewalks and passageways adjacent the site clear of snow, ice, mud and any tripping hazards at all times;
- ensure that under no circumstances will pedestrians passing the site need to walk through un-supervised construction vehicle access locations to the site, be compelled to walk onto roadway traffic lanes (without positive separation between pedestrians and vehicles), or walk around parked construction vehicles or stored construction materials in order to safely pass the site;
- where a covered way (hoarding) is constructed to protect pedestrians passing the site, construct it to be barrier-free (wheel chair accessible) and maintain it free of tripping hazards and in clean, well lighted condition on a 24 hour basis;
- ensure that no materials, equipment or device related to activity on the site blocks the vision of pedestrian to signals or other traffic control devices located on Streets adjacent the site;
- ensure that under no circumstances will construction materials hoisting or lifting operations occur over public areas, pedestrian passageways or Streets until they are adequately barricaded against public access and the public has been directed away from the potential danger area;
- ensure that all construction or demolition materials are secured from falling or being windblown from the site; and
- as a minimum, conduct twice daily safety inspections of public areas adjacent the site, at the beginning and end of each site work day, to insure that no hazards to the public exist in publicly accessible areas around the site.

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Protection of Property Adjacent the Site

The Subscriber will make all necessary efforts to ensure that activity or conditions on the site do not damage or create a hazard to adjacent properties. The Subscriber will:

- ensure that workers associated with the site do not trespass on adjacent private property unless access and conditions of access to adjacent private property is pre-arranged by the Subscriber through written agreement with the adjacent property owner;
- protect adjacent property and buildings from vibration or contact damage due to construction or demolition activity (ie. pile driving, demolition, movement of construction equipment etc.) and undertake all necessary monitoring of adjacent property and buildings, including pre- and post-activity surveys, to ensure the potential for damage is managed and controlled;
- unless pre-arrangements have been made and written approval given for removal, protect all trees on adjacent property from damage due to activity associated with the site and where trees are located on adjacent City property, install and maintain a solid Tree Protection Barrier around each tree to prevent access and potential damage;
- ensure that material lifting operations do not occur over adjacent private property unless written permission is granted by the adjacent property owner;
- ensure that material lifting operations do not occur over adjacent City property unless written permission is granted by The City and supervised barricades are installed to keep the public well away from the lift zone while lifting operations are under way;
- respond quickly to concerns expressed by adjacent property owners of damage or the potential for damage occurring as a result of conditions or activity on the site; and
- in the event that accidental damage should occur to adjacent property or buildings as a result of activity or conditions on the site, take full responsibility for the repair or replacement of the damaged property or buildings.

Noise, Dust, Drainage And Lighting Control

The Subscriber will make best efforts to ensure that activity or conditions on the site do not result in unacceptable levels of noise, dust, site drainage or external lighting emanating from the site. The Subscriber will:

- review on a daily basis, and clean when necessary, vehicle access locations to the site to ensure that sidewalks roads and boulevards are maintained free of mud, soil or other construction debris that may be deposited by construction equipment leaving the site;
- ensure that no noisy activity that can be heard off site, occurs on the site between the hours of 10 p.m. and 7:00 a.m. on weekdays and 10 p.m. and 9:00 a.m. on Sundays and statutory holidays;
- take measures, either with protective covering or by damping with water, to ensure that airborne dust or debris does not leave the site;
- employ erosion control measures to ensure that surface drainage from the site does not enter onto adjacent City or private property; and

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- when the site is adjacent existing residential occupancies, ensure that no site or equipment lighting is directed toward windows in the residential occupancies.

Site Cleanliness

The Subscriber will:

- when storing construction materials on site for more than one day, insure that the materials are stored in an orderly fashion or covered so as not to be viewable by the public passing the site;
- maintain the site free of weeds, garbage or standing surface water that exists on site in excess of one week; and
- make best efforts to gain written permission from adjacent private property owners to inspect adjacent properties on a daily basis to ensure that no debris from the site has accumulated on those properties.

Vehicle Parking

The Subscriber will:

- ensure that workers associated with the site and site visitors, park their vehicles in designated locations only (either on-site or in pre-approved locations off site on either City or private property);
- provide written notice to all workers associated with the site describing designated parking locations and hours of use;
- take responsibility for the timely removal (within 30 minutes of complaint) of any vehicle associated with the site which has been parked at a non pre-approved location including those on private property, locations blocking vehicle access to private property, and non-designated City property locations including streets, boulevards, sidewalks and laneways;
- take full financial responsibility for the repair of any physical damage that occurs as a result of worker or construction vehicle parking in non-designated locations; and
- ensure that temporary parking of construction vehicles (ie. Ground cranes, concrete, gravel and other delivery trucks waiting to be off-loaded) occurs only at pre-approved locations and times on private or City property.

Emergency Work

Both the Subscriber and The City acknowledge that from time to time accidents and incidents can occur on building construction, renovation or demolition sites making full compliance with this Code impractical or impossible. Should such a situation occur, the Subscriber will immediately take all necessary measures to ensure the safety of the public, adjacent property owners, workers on the site and the protection of City infrastructure. The Subscriber will contact the CRT, as soon as possible following an incident, and will coordinate emergency work with the CRT. At completion of the emergency work, the Subscriber will record full details of the cause and circumstances of the incident and remedial actions taken in the site log book for review by the CRT.

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Related Legislation

The Subscriber acknowledges responsibility for compliance with all Legislation, Regulations, Standards and City Bylaws (related Legislation) that govern activities at the site. Although not exhaustive or comprehensive, the following table lists related Legislation most commonly applied to the management of building construction, renovation and demolition sites and is provided here for reference by the Subscriber and the public.

Subscriber Responsibility	Related Legislation
<ul style="list-style-type: none"> • Protection of adjacent property from damage. • Safe use of cranes for lifting operations. 	Alberta Building Code – Part 1. Alberta Occupational Health & Safety Code – Part 6. Street Bylaw – Section 34.
<ul style="list-style-type: none"> • Safety measures at building construction and demolition sites. • Site fencing, barricade and covered walkway (hoarding) construction requirements. • Protection of the public at building demolition sites. • Fire safety at building construction and demolition sites. • Excavation safety and the protection of adjoining property. • Safe use of City property and the protection of the public from dangerous activities. • Direction of vehicular traffic around building construction and demolition sites. • Safe movement and management of waste material from building construction or demolition sites. 	Alberta Building Code – Part 8. Street Bylaw – Sections 17 through 32.
<ul style="list-style-type: none"> • Site cleanliness; weed and garbage control on site. • Securing of vacant buildings prior to demolition. • Noise control. • Nuisances escaping property. 	Community Standards Bylaw.
<ul style="list-style-type: none"> • Off-site vehicle parking control 	Calgary Traffic Bylaw.
<ul style="list-style-type: none"> • Protection of Public Trees 	Tree Protection Bylaw. Street Bylaw – Sections 21 and 23.
<ul style="list-style-type: none"> • Visual obstruction of pedestrian signals or traffic control devices. • Placement of any construction material, device or equipment on a Street. • Off-site parking on a Street 	Street Bylaw. Calgary Traffic Bylaw.

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Site Specific Special Circumstances

Following are details of any special or unusual circumstances specific to this site which may affect administration of Parts of this Code:

(list details)

Declaration Of Commitment

We, _____ (Organization's name and address) _____, having unfettered care and control of the demolition, construction or renovation activity on the site with the following address(es) _____ (site address(es)) _____ herewith declare our commitment to this Code and our responsibility for compliance with it by all personnel involved in activity at the aforementioned site. We further declare that our site representative and designated liaison for all matters related to compliance with this Code and responsibility to the public and the CRT is; _____ (name) _____ Our liaison contact information is as follows;

Phone; _____

Fax; _____

E-Mail; _____

Subscriber Signature; _____

Date; _____

Coordinated Response Team Representative;

Name; _____

Phone; _____

Fax; _____

E-Mail; _____