



# OCA RECOMMENDED STANDARD OF PRACTICE “DAY-TO-DAY CLEAN-UP”

**INTRODUCTION:** The cost resulting from poor clean-up arrangements can be high. In order to reduce the cost factor we must keep job sites clean so as to:

- \*reduce fire hazards,
- \*increase job efficiency,
- \*improve job safety, and
- \*encourage goodwill between Prime Contractor and Subcontractor.

It is therefore recommended that all parties concerned comply with the general rules of procedure set out below.

## **TERMINOLOGY**

**Prime Contractor:** This term means the prime contractor whether he be a general contractor, project manager, construction manager, owner-builder, developer, or any other organizer in control of the project.

**Housekeeping:** This term means the task which is required to clean-up debris from the manpower on the job and from general construction activity. It includes such items as paper, bottles, food, dust, and small garbage accumulation. Responsibility for cleaning this type of garbage will be taken over by the Prime Contractor.

This housekeeping clean-up **does not include** debris or waste from trade construction. Responsibility for cleaning this type of material remains with the trade responsible for creating the debris and waste. Cleaning requirements will be enforced by the Prime Contractor as/if required.

## **GENERAL RULES OF PROCEDURE**

- (a) It is essential that the Prime Contractor and Subcontractors maintain adequate communication.
- (b) The Prime Contractor must control coordination of the clean-up program.
- (c) The Prime Contractor and the Subcontractors must reach complete agreement as to exactly what their respective clean-up work and cost obligations are prior to signing the contract and commencement of work.
- (d) Day-to-day clean-up arrangements are to be issued by the Prime Contractor and relevant personnel must be informed accordingly. In order to ensure that the authority of the Prime contractor is recognized on the site, such authority is to be part of the subcontract agreement.

## **Day-to-day procedures are as follows:**

- (i) The Trade Contractor and the Prime Contractor shall ensure that job clean-up of trade debris, and housekeeping, is performed daily or as required;

- (ii) Resultant accumulation of debris is hauled away and disposed of weekly or as required and in such manner so as not to breach any applicable regulations, laws and/or relevant contract documents; and
- iii) No accumulation or waste material or other debris shall be stockpiled or burned on the site.

## **CLEAN-UP OPTIONS**

It is strongly recommended that clean-up be completed by using one of the following two methods.

### **1. Prime Contractor Crew**

The Prime Contractor shall provide the necessary labour and materials for a systematic method of broom sweeping and small garbage collection and disposal. He shall place suitable receptacles in strategic locations for miscellaneous small rubbish items such as coffee cups, soft drink bottles/cans, lunch bags, etc.

**Cost Recovery:** The cost of clean-up must be agreed upon and made part of the subcontract agreement. To this end, subcontractors bidding to the Prime Contractor shall allow a fixed rate per man day for their own work force and include this figure in their bid to cover the Prime Contractor's cost of day-to-day housekeeping clean-up. Recommended rates are as follows:

<b>Effective May 1<sup>st</sup> - 2019 -</b>	<b>\$5.27</b>
<b>Effective May 1<sup>st</sup> - 2020 -</b>	<b>\$5.38</b>
<b>Effective May 1<sup>st</sup> - 2021 -</b>	<b>\$5.50</b>

[Note: The clean-up rate is adjusted annually by a percentage equal to the percentage wage package adjustment for the Labourers I.C.I. Collective Agreement.

### **2. Composite Crew (recommended for small projects)**

Composite crew members shall be designated by the Prime Contractor. Members making up the composite crew shall be selected from those trades (on a pro rata basis) responsible for creating debris.

**Cost Recovery:** Crew cost is to be borne by the individual employers.

## **BILLING BY PRIME CONTRACTORS**

In order to minimize end of job clean-up charges to Subcontractors, Prime Contractors shall, whenever possible, make monthly billings.

## **FINAL CLEAN-UP**

Final clean-up is usually a specifications requirement and, as such, is not included with this recommended standard. It is strongly recommended that all contractors become fully aware of their "final clean-up" responsibilities prior to commencement of any job.

## **CONCLUSION**

Implementation of a satisfactory clean-up arrangement will decrease the possibility of fires during construction, increase job efficiency, improve job safety, and, as such, save money for all concerned.

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**Produced on the authority of the Ottawa Construction Association Board of Directors.**