CONTRACTOR AND SUPPLIER OPERATING GUIDELINES

1.0 INTRODUCTION

This document provides Contractors and Suppliers under the direction of Physical Plant Services (PPS) with requirements for their compliance with University policies and their performance of work while on Southeastern Louisiana University Campus.

2.0 DEFINITIONS

2.1 **Contractor/Supplier:**

Any individual, company or subcontractor contracted via a valid University purchase order or contract to perform services or provide equipment through specifications for the University.

2.2 **Department of Hazardous Waste Management & Safety (HWM&S):**

The University department charged with the responsibility for overseeing environmental & safety compliance.

2.3 **Associate Director, PPS:**

The University PPS representative designated to oversee and coordinate the Contractor/Supplier activity and performance.

2.4 **Operating Area:**

Area in which University processes are active or areas occupied by University personnel. Some examples of operating areas are existing process buildings, research laboratories and functional utility buildings. Questions concerning the definition of operating areas should be directed to the Associate Director, PPS.

2.5 **Site:**

The confines or boundaries, as defined by the Associate Director, PPS, of any University owned properties where work is performed by Contractors.

3.0 GENERAL CAMPUS INFORMATION AND REQUIREMENTS

3.1 **Point of Contact**

The Associate Director, PPS (or their designated representative) is the Contractor's point of contact for any items or issues affecting contracted work for University. The Associate Director, PPS may direct the Contractor to other University personnel as required for consultation however the Contractor shall not take direction from University employees other than the Project Manager.

3.2 **Accident Reporting Procedures**

In the event of an injury requiring emergency medical assistance, or any vehicular accident, the University Police Department shall be immediately notified at (985) 549-2222, with a description of the emergency and location. Contractors shall also notify the Associate Director, PPS of Contractor accidents immediately.

3.3 **Alcohol and drug-free workplace**

The University absolutely prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on University premises or while conducting University business off University premises. Violation of this policy may result in immediate termination of employment. Contractors shall fully comply with State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policy available here or by logging on to http://www.selu.edu/admin/hr/policies_procedures/policies/drug_policies/index.html and shall remove from the site any of its employees who do not fully comply with the policy.

3.4 **Behavior**

Harassment of any type, abusive language or attitudes, horseplay, cat calls, selling, raffling, gambling or any other unacceptable behavior is prohibited on all University sites. The University has a Zero Tolerance policy in this regard, individuals violating this policy will not be allowed on University Property. Contractors and their employees shall comply with University policies on Harassment and Workplace Violence available here or by logging on to http://www.selu.edu/admin/hr/policies_procedures/policies/index.html.

3.5 **Driving and Parking**

Maximum speed limit on University sites, if not posted shall be fifteen (15) MPH. All traffic signs and signals must be obeyed. All persons driving a vehicle on University property must have a valid driver's license. Parking is allowed only in designated parking areas with a valid University parking permit. Contractor must obtain proper parking permits through the Associate Director, PPS and University Parking Services. Drivers are encouraged to log on to www.selu.edu/police to review parking rules and regulations. All citations and employee vehicles are the responsibility of the Contractor. Contractors are encouraged to have a business logo and telephone number on their vehicles while parked on Campus.

3.6 **Emergency Procedures & Reporting**

In the event of an emergency, such as a chemical release, accident or severe injury, University Police Department must be notified immediately, at (985) 549-2222. The Associate Director, PPS should be notified immediately after calling the Police. The Contractor is required to keep emergency phone numbers available at the worksite.

3.7 **Fire Reporting**

Report all fires to the University Police Department at (985) 549-2222, and to the Associate Director, PPS. State the emergency and the location of the fire. Fire extinguishers are to be in close proximity

during Hot Work (ref. section 4.17.3). Contractor personnel shall know where fire extinguishers are located and be properly trained to operate them. Contractors are to provide their own fire extinguishers.

3.8 **Tobacco Free Policy**

Southeastern Louisiana University is committed to promoting and maintaining a healthy and academic environment. To enable the University to fulfill this commitment and to be in compliance with Louisiana Act 211, it is necessary that a policy be implemented to provide a tobacco free environment. This policy becomes effective August 1, 2014. This policy applies to all University students, faculty, staff, visitors and contractors. Tobacco use includes, but is not limited to cigarettes, cigars, cigarillos, pipes, hookahsmoked products, electronic cigarettes, and oral tobacco products such as dips, chews, etc. The use of tobacco products is prohibited on all University property (indoors and outdoors) and in all Southeastern Louisiana University vehicles; this applies to all licensed and unlicensed vehicles owned, leased, and rented by the University. The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas. Disposal of used tobacco products (butts, spittoon contents, dip wads, etc.) on campus in anything other than appropriate trash bins will be considered littering and subject to appropriate fines. Contractors shall comply with University Smoking Policy. First offense against this campus policy will be a warning. The second offense, the contractor will be escorted off of university property. Tobacco Free Policy

3.9 **Weapons**

The possession of any weapon is prohibited on University sites and is grounds for dismissal and contract termination.

3.10 **Personal Protective Equipment**

The Contractor shall furnish and require the wearing of personal protective equipment that is customary for the job, per all local, state, and federal OSHA requirements.

3.11 **Clothing**

Proper clothing is required while on Campus. Shirts and shoes must be worn at all times while on Campus. Employees shall be in appropriate dress and easily identifiable. Each employee shall have some form of picture identification, such as official driver's license, in his or her possession while working.

3.11.1 Workers, if not wearing a uniform, shall not wear loose clothing. Denim jeans are permissible as long as they are not torn or ripped. T-shirts with inappropriate designs, slogans or lettering of any type are not permitted.

3.12 **Radios (Two-Way)**

Two-way radios may be used on University sites if approved by the Associate Director, PPS.

4.0 OPERATING INFORMATION AND REQUIREMENTS

The University expects Contractors to perform all work in a professional manner, exercise due diligence, and meet published standards and practices in accomplishing the work specified in the "Scope of Work" document. All work shall be done in accordance with local, state and federal requirements, including but not limited to the NESC Standards, NFPA 70 "National Electric Code" for components and installation, ANSI and OSHA standards, and according to University Standards.

4.1 **Purchase Orders, Executed Contracts**

Contractors shall not commence work on the University Campus or provide equipment or materials for University-PPS until: contracts have been fully executed, provided a valid Purchase Order by the University Purchasing department, or unless otherwise authorized by the Associate Director, PPS.

4.2 **Scope of Work**

All contracted work is specified and determined by a "Scope of Work" document that shall be provided by the University along with the purchase order. This document may be in the form of written specifications, blue prints, drawings or verbal communication. The Contractor shall **NOT** make any changes to the "Scope of Work" without express consent and approval by the Associate Director, PPS. Specific scopes of work will vary on a project-by-project basis.

4.3 **Quality Control**

Contractors shall monitor quality control over suppliers, manufacturers, products services, site conditions and workmanship to produce work of acceptable quality. Contractor shall comply with any manufacturer's instructions including performing each step in sequence. Should instructions conflict with contract documents, clarification from the Associate Director, PPS shall be obtained before proceeding. Contractor shall comply with specified standards as minimum quality for work except where more stringent tolerances, codes or specified requirements indicate higher standards or more precise workmanship.

4.4 **Protection of Existing Property**

Contractor may not park or drive on the grass. In cases where exception is requested and made, PPS will mark irrigation and identify acceptable drive ways and parking. Contractor will be responsible for damage to any irrigation. Contractor shall be responsible for damages caused by their actions, or their employees or their sub-contractors to any affected personal property or University property and shall restore damaged property to original condition, at the contractor's expense.

4.5 **Use of Chemical Hazard Communication (HAZ-COM)**

HAZ-COM requires that all employers make chemical hazard information readily available to all project personnel. UNIVERSITY maintains Material Safety Data Sheets (MSDS) for chemicals it uses or produces. Contact the Associate Director, PPS to obtain MSDS information. Contractor is required to comply with all HAZ-COM requirements as well as all local, state, and federal laws

associated with chemical use, storage, ventilation, labeling, information sharing, etc. Also, Contractor is required to provide MSDS for any chemicals they may be using on campus.

4.5.1 When disposing of items such as refrigerants, batteries, and special chemicals etc., it is the responsibility of the Contractor to dispose of properly and provide a copy of the Louisiana State manifest to the University so that Environmental Health and Safety may keep on file.

http://www.selu.edu/admin/safety/assets/Safety_Manual_1_2008.pdf

4.6 **Staging, Storage, Demolition**

Contractor/supplier shall stage material in locations designated and approved by the Associate Director, PPS. Contractor/supplier will be responsible for securing all staged material and be aware of pedestrian's safety in and around staging area.

4.6.1 Storage of materials, including Contractor tools or equipment, University provided material, etc. shall be in specified areas only as designated by the Associate Director, PPS.

4.6.2 Compressed gas cylinders are to be stored and handled according to all local, state, and federal regulations.

4.6.3 Contractor may not reuse or claim any material or items resulting from demolition of University property without the express written consent of the Associate Director, PPS.

4.7 **Proactive Measures Required for Air Quality During Construction**

The use of hazardous or irritating materials must be properly controlled where it may affect building occupants.

4.7.1 Contractor shall take measures to insure that dusts, mists, gases and vapors of materials are eliminated, isolated, or captured, to avoid contamination of or damage to UNIVERSITY HVAC systems or injury to personnel. If HVAC systems in are service at any time during construction the coils must be washed and filters changed upon the completion of all construction.

4.7.2 Work that involves the use of material that creates hazardous or irritating aerosols must be scheduled during evenings, nights, or weekends, as directed by the Associate Director, PPS. This includes the spraying of external building materials, such as sealants.

4.7.3 Measures shall be taken during clean up to insure minimal odors are present the following day, i.e., lids are closed, no used rags are to be left out and all brushes are clean.

4.7.4 Before using solvent based material such as electrostatic paint, etc, the Contractor must contact the Associate Director, PPS and receive approval before beginning work.

4.8 **Asbestos** It is possible that Contractors may encounter some asbestos materials or products containing asbestos during their work.

4.8.1 Unless otherwise stated in the bid documents, it shall NOT be the responsibility of the Contractor(s) to abate asbestos. The cost of abatement and disposal of asbestos and products containing asbestos will be a separate project to be handled by a specialized service or will be otherwise abated and disposed of by the owner.

4.8.2 The Associate Director, PPS may define in the "Scope of Work" the known nature and extent of existing asbestos to the extent that this condition is known at the time of the issuance of the "Scope of Work."

4.8.3 If an (unforeseen) suspect material is discovered during the course of the project, the Contractor is to stop work immediately and notify the Associate Director, PPS.

4.9 **Barricades**

Contractors are responsible for providing all barrier materials for both interior and exterior application including but not limited to appropriate street closing barricades and signage that meet DOT requirements, and all local, state and federal laws. UNIVERSITY may require traffic control personnel on certain types of jobs.

4.10 **Biohazards/ Infectious Materials**

Contractors may be working near biological materials that are potentially hazardous. Examples of these include, work on sewer lines, sumps, drain traps, areas containing infectious waste, fume hoods etc. It is the Contractor's responsibility to have an OSHA required Blood borne Pathogens training program for the recognition and control of these hazards.

4.11 **Shutdowns**

Before performing work which requires systems to be shutdown in order to perform or safely execute the work, the Contractor shall request the shutdown through the Associate Director, PPS at least three business days (72 hours) in advance and wait for written approval before proceeding.

4.12 **Safety**

Contractor shall comply with all applicable local, state and federal safety and OSHA regulations. Contractor shall conduct jobsite or "tailgate" safety meetings, as necessary. Contractor shall conduct regular safety inspections of the jobsite, materials and equipment. Contractor shall report all accidents and any OSHA inspection of the jobsite to the PPS Project Manger.

4.13 **Lockout/ Tag out**

Before working on a process, all energies (electrical, mechanical, thermal, pneumatic, chemical, hydraulic, etc.) shall be purged, dissipated and locked out according to OSHA standards. Unlocked

or open electrical distribution panels shall not be left unattended by the Contractor. All lockout/ tag out operations shall be communicated to the Associate Director, PPS to notify campus personnel.

4.14 **Excavating**

No digging or underground work shall begin without specific approval to begin by the Project Manager and the request of a utility locate through PPS and LA One Call. The Contractor is responsible for coordinating with local utility companies and the Associate Director, PPS to assure that utilities are marked. Excavations outside of the specific locations planned are not permitted without approval from the Project Manager. All local, state, & federal laws shall be adhered to regarding barricades, trenching, safety, etc.

4.14.1 Erosion control plans are to be devised and implemented for all projects that involve the disturbance or excavation of soil on Campus.

4.15 **Flammable Material Storage**

Only UL listed or Factory Mutual approved containers and portable tanks shall be used for storage of flammable material. Flammable materials shall not be stored in areas used for exits, stairways or normally used for the safe passage of people. Containment for the tanks and drums must be provided for spill protection. Contractor/Supplier shall comply with all local, state, & federal laws.

4.16 **Housekeeping**

The work area is to be kept clean at all times. Special attention must be given in maintaining clear walkways and roadways, removing or identifying slipping and tripping hazards and stacking of materials. Contractors must make every effort to keep mud, slush or other slippery substances off roads and out of buildings. Compressed air shall not be used to clean surfaces.

4.16.1 The Contractor is responsible for daily clean up and at the end of the project to the cleanliness level which existed before the start of the project.

4.17 **Permits/Special Communications**

The following permits are used when working on University sites. Any questions regarding the applicability or use of the permits at each site should be directed to the Associate Director, PPS. In addition to University specific permits, the Contractor is required to obtain all necessary city and state permits pertinent to the work.

4.17.1 **Tie-Ins**
All utility tie-ins (electrical, fire alarm system, HVAC, plumbing) must be coordinated with the Associate Director, PPS.

4.17.3 **Hot Work**

Hot work shall be planned in advance and is defined as any temporary operation involving open flames or producing heat or sparks including brazing, cutting, grinding, soldering, arc welding, and torch applied roofing. Contractor shall obtain notify Associate Director, PPS prior to hot work.

4.17.4 **Underground Utility Locates**
All underground utility locates on the University Campus shall be requested through LA One Call and Physical Plant Services. Utility locates may be required for most concrete work.

4.17.5 **Right-of-Way Use/ Excavation/ Crane Work Permit**
A permit will be required if there is need to block access to city streets. Such as crane or large equipment usage, etc. The permit may be obtained through the City of Hammond.

4.17.5.1 If streets are to be blocked, Associate Director, PPS must be notified of location three working days before crane is to be set up. Projects of this nature must have University-PPS Project Management involvement at all times.

4.17.5.2 If streets and sidewalks are to be blocked Contractor must also contact Campus Police (985-549-2222) so they may be aware of project.

4.17.5.3 Contractor will have at least one flag official present unless otherwise specified. Blocking of city streets may require two safety officers as well as a Permit from the City.

4.18 **Removal of Environmentally Hazardous Materials (excluding asbestos)**
Contractor is responsible for complying with all local, state and federal laws associated with removal and disposal of environmentally hazardous materials. Unless otherwise stated in the bid process, Contractor shall be responsible for removal and disposal of these materials.

4.18.1 The Contractor must acquire all necessary permits, licenses, etc. associated with transporting and disposal. Contractor shall provide documentation of (but not limited to): manifests or chain-of-custody records, bill of ladings, disposal receipts, and any "certificates of disposal or destruction".

4.18.2 UNIVERSITY retains the right to review all transportation and disposal facilities proposed for use in disposal of environmentally hazardous materials. UNIVERSITY retains the right to approve or deny all interim and/or final disposal sites associated with UNIVERSITY contracted work.

4.18.3 Contractor is responsible for contacting the Associate Director, PPS in the event that unforeseen environmentally hazardous materials, i.e., Lead Based Paint, are discovered during the project.

4.19 **Project Documentation**

4.19.1 **Submittals:** Contractor shall provide shop drawing submittals for equipment and materials planned for use as detailed in the scope of work specifications. All items submitted for approval must be stamped and signed by authorized Engineer or other authorized University staff to be approved for use on any project.

4.19.2 **Red-line Drawings, O&M Manuals:** Contractor is required to red-line Construction Drawings to reflect the as built conditions. These red-lined drawings are required to be delivered on completion of a project to the Associate Director, PPS. Some projects may require O&M (Operation & Maintenance) Manuals as directed in the specifications. If O&M Manuals are required label manuals with building name, project title, and the UNIVERSITY work request number.

4.19.3 **CAD:** UNIVERSITY-PPS has adopted AutoCAD (current software release) as the standard electronic documentation format and requires that Contractors use this format when specifically directed by the Associate Director, PPS.

4.20 **Hours of Operation**

UNIVERSITY-PPS typical business hours are Monday through Friday, 7am to 4pm.

4.20.1 **Contractor Operating Hours**

All work shall be completed during UNIVERSITY normal operating hours unless otherwise directed by the Associate Director, PPS.

4.20.2 **Weekend/Evening/Holiday Entry**

If Contractor requires weekend, evening, or Holiday work notify the Associate Director, PPS at least 24 hours in advance to arrange for entry.

4.21 **Remedy for Non-Compliance**

In the event that a contractor does not perform or is found to be non-compliant with the policies and requirements herein, UNIVERSITY-PPS may, at its option, terminate any contract, withhold payment, or charge the contractor for replacement or final completion of work as was originally detailed in the "scope of work" specifications.

Application for Excavation Permit Process

The Excavation Permit is a form Physical Plant and Client Services use to locate utilities that are owned by the University only. All applicants shall also contact LA One Call (1-800-272-3020) for all other utilities to be located.
Failure to comply with the below guidelines will leave all damages caused by unauthorized excavation, to the responsibility of the individual or contractor who caused damage to utilities.
The Excavation Permit should be completed and either emailed or hand delivered only, faxes are not acceptable, to Physical Plant Work Control or Chris Asprion, Associate Director Physical Plant, at least 72 hours prior to the anticipated start of excavation. Incomplete applications will not be accepted. Applications submitted with less than 72 hours remaining prior to planned excavation will not be accepted without the written approval of the Project Manager. No excavation is to begin without an approved excavation permit. "Guidelines to Completing an Application for Excavation Permit" and "Excavation Permit Process", are provided below to assist with necessary information for the form. If you have any questions or need additional information, please do not hesitate to call Physical Plant Work Control at 985-549-3333 or the below listed contact:
Chris Asprion
Office 985-549-3333
Office 985-549-5698
Email: chris.asprion@selu.edu
Guidelines for Completing an Application for Excavation Permit
Section One: Applicant Information
This section requests information regarding the person completing the Application for Excavation ("the applicant"). The applicant completes the Application as a representative of the contractor performing the excavation. It is the ultimate responsibility of the contractor to ensure that the permit has been approved prior to excavation.
Section Two: Project Information
This section requests information regarding the project that requires that the excavation be performed. The location should reference the nearest streets and/or landmarks (buildings, manholes, etc.) The contact listed in this section is a person that will be available to produce the approved copy of the permit and answer questions about the excavation process once excavation begins. The Anticipated Start Date is the date that excavation is scheduled to begin and must be at least 72 hours after the submission of the Application, but no more than seven (7) days after the date indicated in Section Three as a deadline for completion of markings by Southeastern Louisiana University.Section Three: Marking Information
The applicant should document LA One Call Ticket information in this section. Indicate date markings by the Physical Plant need to be complete. Sketch the area that needs to be marked referencing the landmarks and/or streets listed in the location given in Section Two. Additional sketches or drawings may be attached if desired.
Section Four: Endorsement and Approval
After the area is marked by all departments and the excavation permit is endorsed by

those departments, the application will approved. Once the application is approved, the Physical Plant will contact the applicant to inform him/her that the permit is ready to be picked up. No excavation is to begin without a copy of the approved permit on-site.

Excavation Permit Process

Applicant

(1) Contact La One Call (1-800-272-3020). Record date and time called and the ticket number on Application for Excavation Permit ("Application"). Ensure that proposed excavation is marked in white per ULCC Uniform Color Code.

(2) Complete Sections One through Three of the Application in compliance with the attached guidelines. Bring your application to the Physical Plant and enter it in the Excavation Permit log. Transfer the log number to the permit. Submit Application to Physical Plant Work Control at least 72 hours in advance of anticipated excavation start date.

Work Control

(3) Accept Application. Return any incomplete Applications to applicant. If "Date Submitted" is different than current date, note current date as "Date Received" and have applicant initial. If "Date Submitted" is less that 72 hours prior to "Date SELU Markings To Be Complete", refer applicant to Project Manager to determine whether exception can be made.

(4) Issue work orders to the Electrical Department, the Plumbing Department, and Horticulture for marking. Attach a copy of side one of the Application. Email a copy of both side one and side two of the Application to Client Services. Forward original application to Project Manager.

Shops and Client Services

(5) Complete marking of proposed excavation area. Indicate markings on sketch in Section Three of the application. Forward completed work order and marked up copy of application to Work Control. If no unusual concerns, endorse original permit. (Client Services endorsement may be sent in via email. Project Manager will note endorsement on original application and retain email endorsement in files.)

Project Manager

(6) Enter appropriate information into permit log and follow-up with shops as needed.(7) Approve application after endorsements received from Shops and Client Services. Inform applicant that the permit has been approved and release permit to applicant. File copy for PPS records.

Applicant

(8) Ensure that permit is on-site prior to beginning excavation and that permit is available throughout excavation.

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