

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 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 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
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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, hookah smoked 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. 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 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 specific work specified in the contract. Contractors shall adhere to all applicable codes, standards, and regulations 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 and provided a valid Purchase Order by the University Purchasing department or unless otherwise authorized by the Associate Director, PPS

4.2 Scope of Work

Contractors shall provide all materials, labor, and equipment necessary to complete the work specified in the contract. The University will provide a copy of the contract and any associated drawings or specifications to the Contractor. 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 visits, and testing. Contractors shall maintain a quality control log and provide it to the University upon request.

associated with chemical use, storage, ventilation, labeling, information sharing, etc. 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 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, and vapors of materials are eliminated, isolated, or captured, to avoid contamination of or damage to

4.19.2 Red-line Drawings, O&M Manuals: Contractor is required to red-line the 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 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
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those departments, the application will be 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 (-800-272-3020). Record date and time called and the ticket QXPEHU RQ \$SSOLFDWLRQ IRU ([FDYDWLRQ 3HUPLW 3\$SSOL excavation is marked in white per ULCC Uniform Color Code.

(2) Complete Sections One through Five 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

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(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 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 endorsement 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.

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 Mark Whitmer, 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

Mark Whitmer

Office 985-549-3333

Office 985-549-5698

Email: mark.whitmer@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 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 t LnoThetducmarke ua8(It)-Es

(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 ~~Appn~~ to Physical Plant Work Control at least 72 hours in advance of anticipated excavation start date.

Work Control

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