

**IUPUI CAMPUS FACILITY SERVICES
CONTRACTOR AND SUPPLIER OPERATING GUIDELINES
Revised in March 2009**

1.0 INTRODUCTION

This document provides Contractors and Suppliers under the direction of Campus Facility Services (CFS) with requirements for their compliance with University policies and their performance of work while on the IUPUI Campus.

2.0 DEFINITIONS

2.1 Contractor/Supplier:

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

2.2 Department of Environmental Health & Safety (EHS):

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

2.3 IUPUI-CFS Project Manager:

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

2.4 Operating Area:

Area in which IUPUI 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 IUPUI-CFS Project Manager.

2.5 Site:

The confines or boundaries, as defined by the IUPUI-CFS Project Manager, of any IUPUI owned properties where work is performed by Contractors.

3.0 GENERAL CAMPUS INFORMATION AND REQUIREMENTS

3.1 Point of Contact:

The IUPUI-CFS Project Manager (or their designated representative) is the Contractors point of contact for any items or issues affecting contracted work for IUPUI. The CFS Project Manager may direct the Contractor to other University personnel as required for consultation however the Contractor shall take direction from University employees other than the Project Manager at their own risk.

3.2 Accident Reporting Procedures:

In the event of an injury requiring emergency medical assistance, or any vehicular accident, the IUPUI Police Department shall be immediately notified at 274-7911, with a description of the emergency and location. Contractors shall also notify the IUPUI-CFS Project Manager of Contractor accidents immediately.

3.3 Alcohol and drug-free workplace, ref. IUPUI HRA Policy 5.2:

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 University Substance-Free Workplace Policy 5.2 available here or by logging on to www.hra.iupui.edu/Policy_Manual/policy/5_2.html and shall remove from the site any of its employees who do not fully comply with the policy.

3.4 Behavior, ref. IUPUI HRA Policies, 1.2; 5.5:

Harassment of any type, abusive language or attitudes, horseplay, selling, raffling, gambling or any other unacceptable behavior is prohibited on all IUPUI sites. Contractors and their employees shall comply with University policies on Sexual Harassment 1.2 and Workplace Violence 5.5.

3.5 Driving and Parking:

Maximum speed limit on IUPUI sites, if not posted shall be fifteen (15) MPH. All traffic signs and signals must be obeyed. All persons driving a vehicle on IUPUI property must have a valid driver's license. Parking is allowed only in designated parking areas with a valid IUPUI parking permit. Contractor must purchase proper parking permits through the IUPUI-CFS Project Manager and IUPUI Parking Services. 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, IUPUI Police Department must be notified immediately, at 274-7911, 278-1900. The IUPUI-CFS Project Manager 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 IUPUI operator at 274-7911, 278-1900, and to the IUPUI-CFS Project Manager. State the emergency and the location of the fire. Contractor personnel shall know where fire extinguishers are located and be properly trained to operate them. Proper fire extinguishers shall be kept within 25 feet of the storage area for flammable liquids. For all Hot Work Permits, Contractors are to provide their own fire extinguishers. Fire extinguishers are to be in close proximity during Hot Work (ref. section 4.17.3).

[Refer to EHS Contractors Safety Policy and Procedures Manual for additional information.](#)

3.8 Tobacco Policy:

Tobacco use or sale, including, but not limited to smoking, is prohibited on University owned, operated, or leased property. Exceptions may be granted for specific auxiliary enterprises, as approved by the Chancellor. Tobacco use, including, but not limited to smoking, is not permitted in University owned, operated, or leased vehicles.

3.9 Weapons:

The possession of any weapon is prohibited on IUPUI 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 IUPUI, local, state, and federal OSHA requirements. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

3.11 Clothing:

Proper clothing is required while on Campus.. Employees shall be in appropriate dress and easily identifiable. Uniforms are preferred and shall be laundered as needed to maintain a presentable appearance. Each employee shall have some form of picture identification, such as official drivers license, in his or her possession while working. Workers, if not wearing a uniform, shall not wear shorts or 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. Shirts and shoes must be worn at all times while on Campus

3.12 Radios (Two-Way):

Two-way radios may be used on IUPUI sites if allowed by the IUPUI-CFS Project Manager.

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:

Contractors shall not commence work on the IUPUI Campus or provide equipment or materials for IUPUI-CFS until provided a valid Purchase Order by the University Purchasing department or unless otherwise authorized by the IUPUI-CFS Project Manager.

4.2 Scope of Work:

All contracted work is specified and determined by a “Scope of Work” document that shall be provided by the IUPUI-CFS Project Manager 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 expressed written consent and approval by the IUPUI-CFS Project Manager. 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 IUPUI-CFS Project Manager 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 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 Chemical Hazard Communication (HAZ-COM):

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. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

4.6 Staging, Storage, Demolition:

Contractor/supplier shall stage material in locations designated and approved by the IUPUI-CFS Project Manager. 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 IUPUI-CFS Project Manager.

4.6.2 Compressed gas cylinders are to be stored in an area approved by the IUPUI-CFS Project Manager, and handled according to all local, state, and federal regulations. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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 IUPUI-CFS Project Manager. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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. [Please refer to EHS Contractors Safety Policy and Procedures Manual and or Construction Documents for air quality requirements during construction projects and procedures for mold remediation.](#)

4.8 Asbestos:

It is possible that Contractors may encounter some asbestos materials or products containing asbestos during their work. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

4.8.1 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 IUPUI-CFS Project Manager 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 IUPUI-CFS Project Manager and EHS at 274-8152.

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. IUPUI may require traffic control personnel on certain types of jobs. [All crane radii, with counter weights that present an exposure, must be barricaded before operations commence. All openings in floors, roofs or decking must be covered, labeled and secured in place.](#)

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 approved Blood borne Pathogens training program for the recognition and control of these hazards. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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 IUPUI-CFS Project Manager at least three business days (72 hours) in advance and wait for written approval before proceeding. Shutdown requests must be provided any time any service or utility will be disrupted or out of service. Examples include the following:

- Fire Alarm Systems and components
- Sprinkler systems, standpipes, fire pumps
- Special Suppression Systems
- Access to Buildings
- Any obstruction of exits (corridors, stairs, doors, etc.)
- Building/Room Power
- Supply or Return Fans for AHU
- Steam
- Water mains
- Elevators
- Streets, Parking Lots

4.12 Safety:

Contractors performing project work shall be informed and comply with the requirements of the IUPUI Contractor Safety Policy; a copy of the document may be obtained from their website www.ehs.iupui.edu A designated contractor representative will also be required to complete the online Contractor Safety Program training session prior to beginning work on campus. The representative is responsible for communicating the information from the training to all employees and sub-contractors on the job. Documentation that all employees and sub-contractors have been informed of the IUPUI safety policies and procedures shall be provided to the IUPUI Project Manager prior to the beginning of the project. Contractor shall also comply with all applicable local, state and federal safety and OSHA regulations. Contractor shall report all accidents and any OSHA inspection of the jobsite to the CFS 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. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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 Holey Moley. The Contractor is responsible for coordinating with local utility companies and the IUPUI-CFS Project Manager 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. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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. Contractor/Supplier shall comply with all EHS, local, state, & federal laws. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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. 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:

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

4.17.1 **Confined Space Entry Permit:** A confined space has limited or restricted means for entry and exit and is limited enough for a worker to enter and perform assigned work, and is a space which is not intended for continuous worker occupancy. Examples of confined spaces include, but are not limited to: tanks, boilers, pits, ventilation and exhaust ducts, some false ceilings, sewers, vats, manholes, electrical vaults, pipelines, tunnels, interstices, and ditches. Identification and information related to all confined spaces at IUPUI is available through the Project Manager.

For operating in facility-confined spaces, a “Confined Space Entry Permit” (available on CFS website) must be obtained from the IUPUI-CFS Project Manager and filled out completely with the assistance of the necessary operating department personnel. Contractors may use their own permit in conjunction with the IUPUI Permit. The Contractor shall assure that the necessary equipment to comply with the IUPUI Permit (atmospheric monitoring devices, fall protection, rescue equipment, respiratory protection, etc.) is available for each worker involved in the confined space entry. The permit shall be used for one day. Permits shall be displayed prominently at the job location, and shall be returned to the IUPUI-CFS Project Manager after completion of the entry. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

4.17.2 Confined Space Training: All Contractor personnel required to perform a confined space entry on IUPUI property must be trained by their employer according to the applicable OSHA regulation (general industry and/or construction) and, if applicable, the IUPUI Confined Space Entry Procedures. The training should be provided and documented by the Contractor. Documentation of training should include the date of the training, name of trainee, and signature of the trainer and trainee. Documentation of training may be subject to auditing by IUPUI EH&S. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

4.17.3 Hot Work Permit: 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 a “Hot Work Permit” from CFS Project Manager where necessary. Contractors shall adhere to the attached procedure and permits. Contractor is responsible for providing all necessary equipment (fire extinguishers, etc.) and personnel in order to comply. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information.](#)

4.17.4 Underground Utility Locates: All underground utility locates on the IUPUI Campus shall be requested through 1-800-Holey Moley. 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 Indianapolis „Division of Permits” by calling 317-327-8583. [Refer to EHS Contractors Safety Policy and Procedures Manual for additional information](#)

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

4.17.5.2 If streets and sidewalks are to be blocked Contractor must also contact Campus Police (317-274-7971) 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 Right-of- Way/Excavation 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. [Please refer to the Environmental Health and Safety \(EHS\) Contractors Policy and Procedures Manual for information pertaining to the removal of hazardous materials and other environmental concerns.](#)

4.18.1 In most cases, IUPUI EH&S will perform all or part of the project work associated with hazardous materials. The Contractor must acquire all necessary permits, licenses, etc. associated with transporting and disposal. Contractor shall provide documentation when requested of (but not limited to): manifests or chain-of-custody records, bill of ladings, disposal receipts, and any "certificates of disposal or destruction".

4.18.3 Contractor is responsible for contacting the IUPUI-CFS Project Manager 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 IUPUI-CFS Project Manager. 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 IUPUI work request number. Both as built conditions and O&M Manuals shall be submitted in an electronic form (PDF and CADD), along with a hard copy.

4.19.3 **CAD:** IUPUI-CFS has adopted AutoCAD (current software release) as the standard electronic documentation format and requires that Contractors use this format when specifically directed by the IUPUI-CFS Project Manager.

4.20 **Hours of Operation:**

IUPUI-CFS typical business hours are Monday through Friday, 8am to 5pm.

4.20.1 **Contractor Operating Hours:** All work shall be completed during IUPUI normal operating hours unless otherwise directed by the IUPUI-CFS Project Manager.

4.20.2 **Weekend/Evening/Holiday Entry Form:** If Contractor requires weekend, evening, or Holiday work notify the IUPUI-CFS Project Manager at least 24 hours in advance. Upon request of the specific weekend, evening or holiday an "After Hours Entry Form" shall be provided by the IUPUI-CFS Project Manager for use as an authorization for after hours entry by the contractor.

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, IUPUI-CFS 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.