

DREW

Contractor Guidelines

These Guidelines cover any contractor, business, firm, company, or individual (hereinafter “contractor”) doing work on Drew University property, as well as to the contractor’s employees, agents, consultants, and others on campus in connection with the contractor’s work or at the contractor’s express or implied invitation.

1. Conduct

Courtesy and Respect: Drew University is a diverse academic institution and it is critical that all contractors and their employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all students, staff, faculty, guests, or visitors.

Language and Behavior: Contractors and their employees cannot engage in behavior that is rude, threatening, or offensive. Use of profane or insulting language is prohibited. Harassment of any type, including sexual harassment is strictly prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior cannot be tolerated. Roughhousing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on campus are not permitted under any circumstance.

No Weapons, Alcohol, or Drugs: The use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled dangerous substance by any contractor or contractor’s employee is prohibited. Offenders will be removed from campus and/or reported to the Madison Police Department.

Smoking: Contractors and their employees are not permitted to smoke in or near any of the campus buildings.

Fraternization: Contractors and their employees may not fraternize or socialize with University students or employees.

Appearance: Contractors and their employees are required to wear appropriate work wear, hard hats and safety footwear, as the case may be, while on campus. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or

graphics. The University has the right to decide if such clothing is inappropriate.

Reporting: The Contractor is required to report any matter involving a violation of these rules of conduct to facility management. Any matter involving health or safety, including any altercations, should be reported to the University Public Safety Department immediately, as well as to facilities management.

The Contractor is responsible for his/her employees, agents, consultants and guests. If prohibited conduct does occur, the contractor will take all necessary steps to stop and prevent any future occurrence. Any breach of these conditions will result in the removal of the person responsible from the University's premises and prohibited actions could result in the termination of any contract or agreement with Drew University.

2. Point of Contact

The contractor is responsible for designating a point of contact to be on call and available by phone and/or in-person on an immediate basis to respond on behalf of the contractor in the event of an emergency or, as necessary, in the normal course of business.

3. Safety

Accidents – Personal/Property Damage: The safety of any employee, agent, consultants, student, staff member or guest of the University or the contractor is a primary obligation of the contractor. The contractor is responsible for ensuring that any construction, renovation, maintenance or other work is managed in a safe and effective manner.

If an accident occurs that results in personal injury or property damage, the contractor shall immediately contact: For situations where people or property are at immediate risk, first:

- Drew University Public Safety at (973)-408-4444, which will determine if 911 should be called; and then
- Facilities Management at (973)-408-3510

4. Reporting to Facilities Services Prior to Work

- The Contractor must provide Drew University Facilities Management advance notice of work in order to allow time to schedule the work with the affected area of the campus.
- The Contractor must report to the Facilities Services Office to obtain permission to begin work, schedule the work, and access to the building.

5. Working Hours

- Facilities Services reserves the right to determine actual work schedules to accommodate residential and academic schedules.
- Normal working hours are between 8:00 am and 5:00 pm, Monday through Friday, unless otherwise specified by the University.
- Special arrangements must be made for any work occurring outside of normal working hours.
- When student residences/dormitories, graduate student housing (Copper Beach), or other University property are occupied, contractors must be accompanied by Drew staff, and cannot enter until after 9:00 am.

6. Building Access

- Access to buildings and rooms is an important security matter. Improper use of keys, combinations or other means of access to both common and private areas on campus can result in a risk of harm to the safety and security of students and staff. As a result, contractors and their employees must strictly safeguard keys and adhere to any requirements related to building access.
- Keys will be issued only at the Facilities Services office Monday through Friday from 7:30 a.m. to 5 p.m. Identification will be required and left in Facilities office for the duration that key is issued. Contractor must provide necessary information in the Access Log Book located within the Facilities office.
- Keys must be returned to Facilities Service office at the end of each workday and picked up each morning; unless long-term check out is

approved by a Facilities Services Project Manager. If work is starting earlier, or ending later, or on weekends or holidays, this transaction may be completed at the Security Office, located in the Pepin Services Building, which is staffed 24 hours per day. This must be arranged ahead of time with the project manager.

- Keys issued to the contractor are the responsibility of the contractor. The cost of replacing locking hardware due to key loss will be charged to the contractor. Contractors are advised that the cost of changing multiple locks accessible from a single lost key can be significant.
- The keys should never be loaned to another individual, as they are the responsibility of the person who has signed for them. A record of the chain of custody for each key provided to the contractor must be maintained.
- Do not prop exterior doors in work area.
- Student room doors in all residence halls should remain locked at all times when the university is not in session or students are in residence. Workers who need access will be issued a key to access the room. Each contractor who accesses a room to do work should ensure that the door is locked each time he/she leaves the room.
- No existing building security or fire detection system shall be disturbed, altered, disarmed, rendered inoperable, or relocated without the express written consent of the University.

7. Site Security

- Areas, materials, and tools should always be secured when leaving the area at any time during the day or at the end of the day. Contractor is responsible for loss of tools or materials.

8. Before Starting Work

- Work should never commence without a Drew University purchase order number being issued to the contractor/consultant. Current certificates of insurance must meet University requirements and be on file in the Purchasing Department.
- If you are planning to dig on campus, your company is responsible for following the necessary procedures required by the State of New Jersey.

- Before beginning work in the campus area, please determine what services will be affected for that area and the staff. Advance Notification of Customers is imperative, so we must be aware of any service disruptions and the lengths of these disruptions. Contact the Facilities Services Office at (973) 408-3510 for this notification and coordination of service disruptions. These disruptions include, but are not limited to, noise, vibrations, dust, and interruptions of electric, water, sewer, or gas services. However, do not make any of these decisions without first discussing them with the Facilities Services Project Manager. These decisions must be made with sufficient time to notify Departments and allow adequate time to receive replies, questions, or concerns.
- Never enter an area to work without notifying Facilities Services that contractor staff will be working there. Contractor staff must wear uniforms, appropriate protective gear, and/or nametags identifying the contracting company for which they work at all times when on campus.

9. Travel on Campus

- Driving on pathways and sidewalks should be avoided if at all possible. If you must use a pathway or sidewalk, speed cannot exceed 5 mph and pedestrians always have the right-of-way. If you have difficulty finding access to a worksite at a campus building, please contact the Facilities Services Office to talk with someone who can show you the safest, most accessible route.
- The Contractor must comply with NJ Law “Control and Prohibition of Air Pollution From Diesel-Powered Motor Vehicles”, N.J.A.C. 7:27-14 and “Control and Prohibition of Air Pollution From Gasoline-Fueled Motor Vehicles”, N.J.A.C. 7:27-15, which states that diesel and gasoline vehicles will not idle for more than 3 minutes.

10. Staging, Dumpsters, and On-site Storage

- Arrangements will be made with the Facilities Services Office at (973) 408-3510 to secure a proper area in which to stage equipment and materials for construction.
- The Facilities Services Project Manager needs to be involved in arrangements for locating roll-off dumpsters needed for construction. It is requested that the roll-off be emptied before the trash pile

exceeds the top of the roll-off, and that the dumpster be removed immediately upon completion of the project.

11. Care of University Property:

- It is expected that Contractors will take every necessary precaution to protect the property of the University. (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.). In situations where valuables or personal belongings (e.g., wallets, keys, electronic devices) have been left by building occupants within or adjacent to the work area, Facilities Management should be contacted to have items removed and secured before work is initiated or resumed.
- Any temporary construction fencing shall be in accordance with State and local law and approved by the University prior to installation.
- The contractor shall not use any University waste and recycling containers when disposing unwanted materials. The contractor is responsible for securing and locking the work area at the end of each day and shall ensure that the work area is not left unattended unless it is secured.
- The contractor is responsible for cleaning up the work area after completion of the work to the satisfaction of the University. Contractors will be held financially responsible for any damages to University furnishings, equipment, building or other property.

12. Protection of Trees

- Fencing will be used to protect trees in construction areas. No activity, traffic, or storage of materials under the “drip line” of trees will be allowed without approval of Facilities Services. Specific tree protection guidelines are available for those projects which may encroach on trees.

13. Cleanup

The contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish. All Drew and local, state and federal recycling guidelines must be followed.

14. Safety and Hazardous Materials

- Drew University requires that all work be conducted in compliance with applicable Drew University, municipal, county, State, and federal safety regulations and code requirements. If you have questions or concerns regarding these regulations or codes, you may contact the Facilities Services Project Manager or Facilities Services Office, at (973) 408-3510.
- Any hazardous or regulated materials must be maintained or disposed of properly. Proper disposal of hazardous or toxic materials is a matter of critical concern to the University and will be strictly enforced. Paint cans, paint related materials and other containers of chemicals, solvents or other regulated or hazardous materials are the responsibility of the contractor and must be maintained or disposed of properly on an immediate ongoing basis.
- Failure to comply will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the Facilities.
- Any fines, costs or administrative charges imposed on the University as a result of any action by the contractor or contractor's employees that violate State, federal or local law are the responsibility of the contractor.

8/29/11

