Contractor/Vendor Requirements for Performing Construction or Maintenance

Dated: August 27, 2013

All Contractors and Sub-Contractors are required to read this packet, sign the attached Contractor’s Acknowledgment Form and give it to the Director of Facilities Operations & Maintenance (FO&M) or the Director of Planning, Design and Construction Management (PDC).

Subsequently, each contractor is responsible for the training of all personnel employed by that contractor and enforcement of these policies while at Georgia Regents University (GRU / GR HEALTH) and Georgia Regents Medical Center (GRMC).

The Prime Contractor, General Contractor, or Construction Manager must identify all Sub-Contractors and require their presence at regularly scheduled safety meetings and the completion of this packet prior to the start of any work. Each company must complete and sign annually.

__________________________  __________________________  __________________________
Director  Director  Director
Facilities Operations &  Facilities Operations &  Planning, Design &
Maintenance Health  Maintenance University  Construction University
System  and Health System
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Contractor/Vendor Requirements for
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I. GENERAL INFORMATION / PRECONSTRUCTION CONFERENCE / PROJECT MEETINGS & COMMUNICATION

A. General Information

The following are required of all contractors performing construction-related services to pre-qualify for work at Georgia Regents University, Medical Center, and Georgia Regents Medical Associates (hereafter referred to as GRU / GR HEALTH).

1. Certificate of Insurance for General Liability, and Workman’s Compensation coverage appropriate for the intended work force. Please reference contract for dollar amounts. If no contract, the default General Liability coverage shall be for not less than ten ($10) million dollars.

2. Signed Contractor Acknowledgment Form stating receipt and acceptance of Division 1 General Requirements.

3. Submittal of contractor’s Health and Safety Program that is considered to be compliant with most recent Federal Regulations including but not limited to OSHA 29cfr 1926 (Safety and Health Regulations for Construction).

B. The following must be submitted prior to starting work:

1. Regular and emergency contact information to main office for prime contractor and all sub-contractors.

2. Evidence of proper licensing for work in Richmond County for all trades that require license, including, but not limited to, electrical contractors, plumbing contractors and refrigeration contractors, as required by the City Law Department License and Business Regulations Title 6 Code and Statues.

C. Pre-Construction Conference
1. The Contractor, upon receipt of the Notice to Proceed Order, shall request a preconstruction conference. The request shall be made to the Facilities Planning, Design & Construction Department (hereafter referred to as PDC).

2. The preconstruction conference shall be attended by the Architect, Engineering Consultants, the Contractor, contractor's major subcontractors, the authorized representatives of the user group and other authorized representative of the Institution.

3. The purpose of the preconstruction conference is to familiarize all parties with the scheduling of the project, coordination of any phasing required, access to the project area, and review of any special conditions or requirements of the project.

D. Project Meetings and Communications

1. During the course of construction the Contractor and/or Architect shall conduct meetings at a frequency mutually agreeable to the architect, contractor and medical center/university staff. Recommended frequency for most project meetings is bi-weekly. This may be adjusted as appropriate for the project. The contractor will inform the PDC of any unusual occurrences or circumstances that take place during the project. Safety and Infection Control will be an agenda item for every project meeting. Project meeting attendees will be modified by the PDC.

II. INSPECTION OF EXISTING FACILITIES

A. The Contractor shall give a notice in writing to PDC, prior to commencing work for the purpose of arranging for a joint inspection by (a) the Architect, (b) the Contractor, and (c) the authorized representative of the institution, during the course of which inspection the three parties to the joint inspection shall prepare a schedule identifying and showing the location of any damage to the existing work which is ascertainable by visual inspection. The schedule shall be prepared in two counterpart originals each of which shall be dated and signed on behalf of each party to the joint inspection. An executed and dated counterpart original shall be filed with:

   (1) Contractor
   (2) Architect

III. CONTRACTORS IDENTIFICATION SYSTEM

A. All employees of contractors assigned to perform duties specifically associated with contractual agreements will be identified by wearing the GRU / GR HEALTH contractor's badge. The badge must be visibly worn above the waste at all times while performing duties at GRU / GR HEALTH properties.

B. Contractors who are on GRU / GR HEALTH properties for the purpose of establishing a contract or answering inquiries about a new project, and are in the company of a GRU / GR HEALTH representative need not secure an identification badge. If, however, the need exists to inspect the area of a proposed project without the accompaniment of a GRU / GR HEALTH representative, a contractor’s identification badge must be obtained from the Public Safety Office.
C. The General Contractor shall obtain a Contractor ID Badge/Access Card Form for Contractors from the GRU / GR HEALTH Public Safety ID Badging office or at [http://www.mcg.edu/psd/Forms/ContractorBadgeFrm.pdf](http://www.mcg.edu/psd/Forms/ContractorBadgeFrm.pdf) and complete for each employee that will be performing work on campus. A background check will be performed for each employee for whom an ID badge is requested so full names and social security numbers must be included on the Contractor ID Badge/Access Card Form for Contractors. Persons requesting badges and undergoing background checks need to be informed that providing false information, such as name, date of birth and social security number, to a Police Agency is a violation of Georgia Law (OCGA 16-10-25).

The General Contractor shall request GRU / GR HEALTH Contractor ID badges using one of the three following methods:

i. Contractors may obtain a background check from their local police agency. In order to work on campus, this original background documentation must be provided to the ID Badging office along with the Contractor ID Badge/Access Card Form for Contractors. The ID Badging office personnel will retain the original documents until the contractor returns the ID badge upon completion of the project. In a case where this documentation is in question, GRU / GR HEALTH Public Safety reserve the right to re-run the check.

ii. Contractors may complete the ID Badge/Access Card Form for Contractors and bring the UNSIGNED form to the ID Badging Office (HT1147) as well as a signed photo ID (driver's license, etc). The form will be signed by the contractor in the presence of the ID Badging personnel. Once the signed form is received, the ID Badging office personnel will forward it to the police bureau to perform a criminal history background check. The Facilities Project Manager will be notified when the check is completed, and he will then notify the contractor. The contractor may then return to the ID Badging office to obtain a photo ID authorizing their work on campus.

iii. Contractors may complete the "ID Badge/Access Card form for Contractors" and mail the original, signed form to the ID Badging office, along with a copy of a photo ID that contains a the contractor's signature. This form can be mailed to the ID Badging Office, Georgia Regents University, 524 15th Street, HT 1147, Augusta, GA 30912. Once the signed form is received, the ID Badging office personnel will forward it to the police bureau to perform a criminal history background check. The Facilities Project Manager will be notified when the check is completed, and he will then notify the contractor. The contractor may then return to the ID Badging office to obtain a photo ID authorizing their work on campus.

Regardless of the method used, the contractor is responsible for ensuring that the required forms and documentation is received by the GRU / GR HEALTH Public Safety ID Badging Office at least one week prior to commencing work. The ID Badging Office can be contacted by calling 706-721-6287 between the hours of 7:00am to 5:00pm Monday through Friday. There will be a $10 charge for each background check run for contractors by the GRU / GR HEALTH Public Safety Division. The contractor is responsible for payment of this charge.

No person with a felony conviction will be granted access to any GRU / GR HEALTH facility. Persons with certain high and aggravated misdemeanors may be denied access based on a
decision of the Director of Public Safety or Chief of Police after considering the type of crime, age of the offense, and length of the criminal history.

IV. HARASSMENT & INTERACTION WITH EMPLOYEES

A. Harassment of any kind is prohibited. This includes all project participants and applies to all forms of communication.

B. **GRU / GR HEALTH** expects its faculty and staff to provide the best quality service to our customers. In return we expect to receive the same level of service in return. All contact between staff and non- **GRU / GR HEALTH** employees should be courteous and polite. No vulgarity or inappropriate behavior will be allowed. Any reports of poor behavior will lead to the non- **GRU / GR HEALTH** employee being removed from the campus.

C. The Contractor shall insure that their employees and their Subcontractor’s employees conduct themselves in a proper manner while on the **GRU / GR HEALTH** property. Gestures, remarks, cat calls, whistling, or anything else of a derogatory nature will not be tolerated, and will be sufficient cause for the permanent removal of an employee from this campus.

V. TOBACCO -FREE ENVIRONMENT POLICY

A. **GRU / GR HEALTH** is committed to the promotion of a healthy environment for all Georgia citizens including students, employees, and patients of **GRU / GR HEALTH**. The use of tobacco products of any kind will be prohibited on all **GRU / GR HEALTH** properties, including academic, research and clinical buildings, parking lots and green spaces on the main campus and at satellite facilities such as our Medical Associates practice site and the College of Nursing facilities in Athens. The new policy will apply to employees, students, patients, contractors, vendors, visitors, etc. Violators may incur fines, penalties, or expulsion from property and projects.

VI. DRUG-FREE ENVIRONMENT POLICY

A. By executing a contract to work on **GRU / GR HEALTH** properties, the contractor certifies that they shall provide a drug-free workplace for their employees and the employees of their sub-contractors in accordance with the laws of the State of Georgia. No alcohol or non-prescribed drugs are permitted on hospital property at any time.

VII. PARKING

A. Parking at the **GRU / GR HEALTH** properties is by permit only. All contractors’ vehicles, both personal and company, must have a **GRU / GR HEALTH** contractor’s permit. These permits will allow parking in areas specifically designated as contractor parking. All contractors are required to report to the Parking Office located at Annex II prior to starting work. You will be provided a map showing authorized parking areas and provided with parking permits.

B. Parking in the **GRU / GR HEALTH** community is at a premium. To make the system work for all parking clients, it is necessary to use a system of controls. **GRU / GR HEALTH** Parking Services is a self-supporting, service organization dedicated to balancing the competing parking needs of a diverse metropolitan institution. Those measures specifically dealing with construction are listed below.
1. All vehicles, including company vehicles, are required to display valid GRU / GR HEALTH parking decals/permits.

2. Vehicles parked on GRU / GR HEALTH property are subject to all GRU / GR HEALTH Traffic and Parking rules and Regulations.

3. PDC Coordinator will identify and coordinate the staging area(s) with Parking Service.

4. PDC will coordinate with Parking Services regarding parking restrictions within the project area.

5. Questions regarding campus safety issues may need to be coordinated with GRU / GR HEALTH Public Safety.

6. Temporarily lost parking spaces are paid for in accordance with existing Parking Services policy.

7. A Contractor & Vendor Permit can be purchased at this time, (amount can be changed without notice), at $300/year, and a Temporary Permit can be purchased for $25/month. Contact MCG Parking Office to confirm costs.

8. Decals/permits/placards may be purchased at the GRU / GR HEALTH Parking Services office. The Parking Office is located in room HT-1147 on the first floor of the Annex II building (HT) between Walton Way and the John C. Calhoun Expressway, off 15th Street.

9. It is the Construction Manager or General Contractor's responsibility to inform the subcontractors of the parking arrangements on GRU / GR HEALTH property.

10. All damages to parking lots/equipment will be the responsibility of the project and the Construction Manager or General Contractor. Facilities Management is required to coordinate all damage repairs with Parking Services and comply with Parking Services repair specifications.

If you have any questions, please contact Parking and Transportation Services at (706) 721-2953.

(http://www.mcg.edu/psd/PDF/ContractorsPolicy4-04.pdf)

VIII. ISSUING OF KEYS

A. Keys may be issued to the Contractor for spaces that must be accessed for construction purposes. Keys will not be issued to subcontractors. The issuance of keys will be through GRU / GR HEALTH Facilities Project Manager when approved by PDC. The Contractor shall sign for each key received and warrant that he is responsible for the security of keys received and the spaces controlled by those keys.

B. The Contractor shall return all issued keys prior to final payment being made.
C. Should a key be lost or not returned the Contractor shall be charged the cost of re-keying or replacing all locks that the lost key operated. The cost shall be paid prior to final payment being made.

IX. CONSTRUCTION

A. Contractor shall request approval from the GRU / GR HEALTH Facilities Project Manager, regarding access to area at least 48 hours prior to commencing work. Contractor shall submit anticipated schedule in writing indicating dates of access to area required to complete work in accordance with contract documents.

B. Construction limits shall be the area of construction in the building. All construction activities must be limited to this area, except as modified by Contract Documents, such as access to site, delivery of materials and material storage areas outside of construction limits.

C. Storage - All efforts will be made to provide storage/lay down areas adjacent to the work area. However, due to the size of the project or its location, this will not always be possible. The Contractor in conjunction with the GRU / GR HEALTH Facilities Project Manager shall determine a storage/lay down area. The Contractor is responsible for the safety and security of this storage area. Storage within the work area is permitted, however, flammable material, or liquids and trash is not permitted within any building. Storage in corridors shall not be permitted. Trailers or container boxes will be allowed only in areas approved in advance by the GRU/GR HEALTH Facilities Project Manager. One trailer space is allotted for this project for job site material. No trash or debris is permitted to be placed in the contractor lot and any trash or debris generated within the contractor lot must be removed daily.

D. Delivery Route - Materials and equipment must approach site from: To be determined during Pre-Construction meeting and shall be defined in the PCRA, ICRA, & ILSM forms.

E. Pre-Construction Risk Assessment, Infection Control Risk Assessment, Interim Life Safety Measures

   The PDC and the Safety Department will be responsible for the planning, scheduling, and completion of all construction work and the implementation of Interim Life Safety Measures when construction or other activities, equipment or system interruptions cause a reduction in Life Safety.

   The Hospital Epidemiology department and/or Environmental Health and Safety Department shall be involved and give approval for all pre-construction risk assessments and infection control risk assessments.

   Contractors must acknowledge and follow the Pre-Construction Risk Assessment, Infection Control Risk Assessment, and Interim Life Safety Measures (PCRA, ICRA, ILSM) policies (attached).

F. Contractors to furnish their own tools and equipment.

X. SAFETY
A. General Safety

During construction, the level of safety in the medical center/university shall not be diminished. Construction activities will be coordinated with PDC in a manner that will assure knowledge of all issues and activities that may have an impact on patient care, employee safety or general safety of occupants.

Contractors are expected to comply with normal medical center/university safety requirements of the areas in which they are working. This requires them to wear safety equipment, appropriate personal protective equipment and, where appropriate, follow pertinent procedures such as hot work permits, interim life safety measures, and area safety rules.

B. Fire Alarms and Procedures:

1. General

Most GRU / GR HEALTH buildings have a fire alarm system. Prior to performing any work, contractors shall assess the work and the site to determine if the fire alarm system may be accidentally activated or its’ operation hindered in any way. A system is commonly activated by renovation smoke and/or dust. Also any form of heat generating equipment or motors. If it is determined that the fire alarm system needs to be out-of-service to perform the work, the contractor shall notify Facilities Management to arrange this 72 hours in advance. Disabling/Re-enabling devices shall be coordinated with PDC project manager. GRU / GR HEALTH Environmental Health & Safety and the Medical Center Safety tracks the outages, and depending on the size or length of time (more than 4 hours) of the outage, interim safety measures, such as a fire watch, must be provided. Under no circumstances shall contractors temporarily cover or tamper with fire alarm system devices.

2. Fire Procedures for Construction Personnel

All construction personnel must be trained on this fire plan.

a. FIRE IN THE WORKSITE:

   i. Evacuate all personnel in immediate danger, CLOSE DOORS.
   ii. Activate CODE RED response by pulling handle on manual pull station.
   iii. Secure the correct type of extinguisher for the type of fire and use if success is probable.
   iv. Use sand if a flammable liquid is involved.
   v. If in hospital operated building, call 1-4787 and give Security Control the exact location and nature of the fire. If in university operated building, call 1-2911 and give Security Control the exact location and nature of the fire.
   vi. If unable to extinguish, close but do not lock all doors to the area.
   vii. Do not reenter the area; allow the fire department to handle any problem too large for an extinguisher.
viii. Advise the Fire Dept. of any special (chemical) hazards.

b. FIRE IN OTHER AREAS:

Upon notification (activation of fire alarm):

i. Cease all work in progress
ii. Shut down all heat/flame sources
iii. Follow R.A.C.E:
   - R: Remove persons in danger
   - A: Alert others, Call 1-4787 if in a hospital controlled building, or 1-2911 if in a university controlled building
   - C: Confine
   - E: Evacuate (only as directed)

3. Fire Alarm Reacceptance Testing

a. The following requirements are applicable for work that affects or changes building fire alarm system devices and components:

1. Per NFPA 72, 10-4.1.2, reacceptance testing shall be performed and documented after any of the following:

   i. Added or deleted system components.
   ii. Any modification, repair, or adjustment to system hardware or wiring.
   iii. Any changes to specific site software.

b. When the renovation activities entail any of the following conditions that may affect the operability of the fire alarm system, reacceptance testing shall be performed and documented on all fire alarm system devices and components located inside the renovation, demolition or construction areas and the adjacent perimeter spaces outside these areas.

1. Demolition and construction activities that create dust, dirt and smoke that requires disabling the fire alarm system in an area for 30 days or more to support renovation activities.
2. Demolition and construction activities that involve ceiling tile replacement or new ceiling package installation.
3. Demolition and construction activities that involve wall demolition, replacement or relocation.
4. Renovation or equipment replacement work that involves air-handling units, smoke dampers, and elevator refurbishment.

c. Reacceptance testing on the fire alarm system shall be subcontracted to the company under service contract with GRU / GR HEALTH to perform annual fire alarm system testing and certifications in the building. The only exception will be that reacceptance testing may be performed by a pre-approved; manufacturer authorized and qualified fire alarm system installer who is currently warranting the fire alarm system within the renovated area.
4. Automatic Extinguishing Systems

**GRU / GR HEALTH** buildings that have sprinkler systems and automatic systems such as halon gas, CO2, dry chemical, etc. These systems may also be activated by smoke, dust, and heat. The same rules apply for assessing impact on these systems as for fire alarm systems.

5. Corridors

The exit corridors of all areas are required to be kept clear and unblocked at all times, regardless of their width. All carts, supplies, ladders, tools, etc. shall be kept out of the corridor when not in use. Some projects require a construction partition that captures part of the corridor width. When this happens, it is important that the remaining corridor be clear. If an entire corridor or exit must be blocked off for a project, the **GRU / GR HEALTH** Project Manager shall be notified 72 hours in advance.

6. Welding/Burning/Torch/Soldering

a. Hot Work Permits will be required when welding or cutting or any use of open flame is performed. Contractor must prove that the subcontractor performing the hot work has performed their own Risk Assessment prior to obtaining a permit. Hot work permits can be obtained from the Facilities Project Manager associated with the project.

b. Arcs, flashes and sparks are to be shielded with flameproof curtains and/or floor covering.

c. Contractor is responsible for providing direct supervision and fire watch personnel when an open flame is being utilized.

d. A Fire Extinguisher is required within the same room as and not more than twenty-five (25) feet away from all flames or arcs.

e. Hot work permits can only be obtained for durations of not more than one (1) week at a time. Hot work permit forms are obtained from the Facilities Project Manager associated with the project. Completed forms shall be routed to the Director of Facilities Operations & Maintenance (or his/her designee) for the area under construction.

f. No hot work is allowed without a permit.

    Hot work permit forms are obtained from the Facilities Project Manager associated with the project. Completed forms shall be routed to:

    Environmental Health and Safety - Fire Safety Office - University Projects

    Medical Center Safety Office - Medical Center Projects

7. Gas Cylinders
All compressed gas cylinder shall be transported, used, and stored properly. Flammable cylinders cannot be stored with non-flammable cylinders. All cylinders full and empty will be secured in place at all times. Do not store more than 5 cylinders together in one location. All compressed gas cylinders left over after the project must be removed from GRU / GR HEALTH premises.

8. No equipment is to be operated without proper safety guards in place.

9. Excavations
   a. Excavations and other hazardous work areas are to be provided with shoring, warning signs, ropes, guards, rails, or other adequate protection.
   b. No excavation, digging or drilling will be started on GRU / GR HEALTH grounds until the Facilities department and all utilities have been notified and underground utilities marked. Seventy-two (72) hours notice is required.

XI. UTILITIES & FACILITIES ISSUES

A. A Pre-Construction Risk Assessment (PCRA) must be performed prior to any work (specified below) commences. During the PCRA, if it is determined additional activities or actions such as a performance of an ICRA or implementation of ILSM, the appropriate documentation must be executed and provided to the Facilities Project Manager.

B. Electricity, steam, water, air, IT, Security, Communications, or fire lines are not to be used without permission of the medical center/university representative from Facilities Support Services. This should be determined at the beginning of the project.

C. The contractor shall notify the GRU / GR HEALTH Project Manager four working days (minimum) before the desired date of any utility shut down. The GRU / GR HEALTH Project Manager will schedule the shut down as close to the desired date as possible and will notify the contractor of the scheduled date and time. A utility shut down authorization from Facilities Operations and Maintenance will be required before any utility shut down. Utilities include, but are not limited to, electrical systems, medical gas systems, HVAC systems, elevators, and plumbing systems.

1. Interruption of utilities: Refer to specifications sections and drawings. In the event of an emergency affecting the safety of property, health, or life, the Director PDC may restrict interruptions otherwise. Provided that in such event there may be an adjustment in the contract sum as provided in the contract for changes in the work.

2. The duration of each separate interruption shall not exceed 8 hours. Shutdowns affecting building systems must occur at night (5:30 pm to 6:00 am), weekends (Friday 5:30 pm to Sunday 11:00 pm) or scheduled GRU / GR HEALTH holidays. The contractor may otherwise interrupt service at any time that he shall have written permission from the owner’s representative.

3. Temporary utilities: Refer to specifications sections and drawings.
4. Lockout/tag-out procedures will be followed for all service to electrical systems. Refer to lockout/tag-out policy. Facilities staff turn off the circuit breaker of disconnect.

   a. Secure the deactivated circuit breaker or disconnect with a personal padlock adapter and padlock.

   b. Place a lockout tag on the deactivated circuit breaker or disconnect.

   c. When work on the affected equipment or circuit has been completed by the contractor they will contact Facilities Operations and Maintenance. Only the technician that installed the tag-out may remove it.

   d. If an employee who has placed his padlock and/or lockout tag on a circuit breaker or disconnect cannot be located, contact a supervisor for permission before attempting to remove it.

   e. Reactivate the circuit only after each employee has personally removed his padlock and lockout tag and the work area has been inspected to ensure that no one will be endangered when the circuit breaker is turned on or the equipment on the circuit is started.

*University Operated Buildings – Submit to Work Management Center, 706-721-2434*

*Medical Center Operated Buildings – Submit to Facilities Services, 706-721-7817 or 706-721-4660*

D. Disruptive Activities

Contractor must provide a minimum of four business days advance notice of any disruptive activities which includes construction noise, fumes, dust, vapors and crane lifts that may be disruptive to normal business, teaching, research and traffic flow at GRU / GR HEALTH. Disruptive activities must be scheduled at night (5:30 pm to 6:00 am), weekends (Friday 5:30 pm to Sunday 11:00 pm) or scheduled GRU / GR HEALTH holidays. The contractor may otherwise perform such activities at any time that he shall have written permission from the owner’s representative.

E. Minimum Roofing Protection

Work is strictly prohibited on unprotected roofing surfaces - contractor must install the minimum the roofing protection specified herein. Contractor shall protect roof in working area with protective layer of 1-inch Styrofoam board covered with 3/4-inch plywood to protect the existing roof from construction damage. Use sand bags to weigh down plywood walkways that are left in place for an extended duration of time. As a minimum, the roof top construction areas to be protected will be the construction work site, staging locations, personnel traffic paths and equipment lay down areas on the roof. During the roof top construction period, the contractor is responsible for performing temporary roof repairs and making arrangements for permanent repairs by a bonded roofing company within eight hours of any reported leaks in the construction site. Upon completion of roof top activities, areas of the existing roof that were in the construction site and in the access path must be inspected for construction related damage and satisfactorily accepted by the roofing manufacturer’s bonding inspector, and GRU / GR HEALTH Facilities personnel. The general
contractor is responsible for scheduling, inspection fees and repairs required to fully restore the roof to its pre-construction condition or better.

F. Restricted Access

There are several areas on campus which have restricted access. These areas include, but are not limited to, Lab Animal Sciences Laboratories, Radiological Source Storage, Operation and Procedure Rooms, Patient Rooms, and other highly sensitive areas.

Restricted access areas will require specific and specialized training, occupational health examination, and minimum fit testing with N-95 mask. These are requirements for all GRU / GR HEALTH personnel and contractors entering these areas.

A Pre-Construction Risk Assessment (PCRA) must be performed prior to any work. During the PCRA, if it is determined that access restricted areas will entered, the appropriate training, examinations, and fit test will be required and must be coordinated with the Facilities Project Manager.

G. Construction Elevator Usage

Use of the building passenger elevator is strictly limited to personnel. Material, debris and tools must be transported via the building stairwells or freight elevator, if available. Use must be designated in the ICRA to minimize traffic patterns and dust dispersement.

H. Contractor shall use designated GRU / GR HEALTH toilet facilities for the workmen of the job for projects $1 Million or less. For projects over $1 Million provide separate facilities. Facilities shall be maintained in clean and sanitary condition throughout their use.

I. Cleanliness and Housekeeping

1. Existing facilities shall be kept in operation. The Contractor is hereby made aware that the building will remain occupied. Corridors, stairs, and other exit ways shall remain in use and kept passable and free of debris and stored material at all times. When work is not physically being performed, these areas shall be free of material, equipment and debris of the contractor. Good housekeeping must be maintained at all times. Special care must be taken not to block walkways, roadways, or fire-fighting and safety equipment. All dirt and dust must be completely swept and/or wet mopped at the end of each work shift. This includes cleaning behind enclosed spaces and in ceilings.

2. All ceiling tiles in occupied areas must be back in place by workday end.

3. All carpet, flooring, and walls must be maintained and kept in the original condition as existed at the start of construction unless those surfaces are a part of the project scope.

4. All medical center/university furnishings and equipment shall be moved out of the construction area and not be damaged in any way. All damages shall be reported to the PDC for appropriate and immediate action.
5. Medical waste containers (sharps, biohazard, etc.) should be removed by GRU / GR HEALTH prior to the start of construction. If not, notify your GRU / GR HEALTH project coordinator immediately.

J. Disposition of existing materials

Existing doors, fixtures and equipment being removed but not re-used in this project shall be delivered to and turned over to the GRU / GR HEALTH by the Contractor as directed at the preconstruction conference.

K. Clean-up

Take measures to protect adjacent areas to the construction area from dust, dirt and debris. Debris shall not be allowed to accumulate within or around the work area. All debris shall be disposed of each day off the campus or in a contractor supplied dumpster. Dumpsters shall be supplied by the contractor, unless otherwise stipulated in their contract. Open bins and dumpsters shall be covered if any materials other than wood, metal, plastic or glass are placed in them to prevent contaminated residues from washing out into storm drains. GRU / GR HEALTH’s dumpster shall not be used, nor shall GRU / GR HEALTH’s trash carts. GRU / GR HEALTH’s floats, or pallet jacks, shall not be used without permission from the GRU / GR HEALTH Project Manager.

L. Odor and Dust Control

The contractor shall install temporary dust and/or odor absorbing charcoal filters for any odor or dust generating construction work within 40-feet of fresh air intakes or return air openings.

M. Noise

The contractor shall endeavor to keep the work areas as quiet as possible. If power activated tools, screw guns or other such devices must be used to accomplish the work, the Contractor shall notify the GRU / GR HEALTH Project Manager and advise him of the type of equipment to be used and the duration of the work to be done. At times it will become necessary for the Contractor to be stopped from making noise or vibrations due to adverse effects that the work may be having upon patients, students or research work being done. The Contractor shall stop work immediately when advised that the work is adversely affecting others by GRU / GR HEALTH Project Manager.

N. Patching and finishing

All existing floors, walls, ceilings, roofs, partitions, doors, frames, etc. damaged by removal of existing work and/or by installation of new work, or by movement of materials or workmen shall be patched or replaced and finished to match original adjacent work.

O. Interior Signs

1. Signs will be installed in a manner that provides an unobstructed view of all exit signs and visible alarm enunciators thereby maintaining the level of Life Safety in the facility.
2. Locate EXIT signs and other visible communications device to the right side of the corridor as viewed when exiting from the center of the building towards the outside.

3. Standardized frosted stand signs with inserts to put outside your construction site can be made available as needed. It is important that all jobsite signage visible to the public look professional.

4. Do not use paper signs. All signs should be laminated if they consist of paper.

5. Should any damage occur from temporary signs, it is the contractor’s responsibility to fix the surface.

6. Architectural signage will be standardized throughout the facility by an approved corporate vendor. A list of approved vendors can be provided upon request.

XII. ENVIRONMENTAL & HEALTH ISSUES

A. A Pre-Construction Risk Assessment (PCRA) must be performed prior to any work (specified below) commences. During the PCRA, if it is determined additional activities or actions such as a performance of an ICRA or implementation of ILSM, the appropriate documentation must be executed and provided to the Facilities Project Manager.

B. Hazardous Materials

1. Existing Hazardous Materials

   There are many hazardous materials at GRU / GR HEALTH. Many are in the form of chemicals and biological agents found mostly in laboratories and animal facilities. Contractors shall avoid creating conditions that could cause disruption of any lab or animal area activity and take care to address the hazards in an area starting any work.

   Take the following steps before beginning work in and around a laboratory animal area or chemical storage area:

   a. Advise the primary researcher for the area what work is to be done so appropriate precautions can be planned for and taken.

   b. Ask the primary researcher if personal protective equipment (PPE) is needed in and around the work site, and recommended type.

   c. Contact EH&S, 706-721-2663 to discuss any potential hazards that may be present in the work area.

   d. Appropriate PPE must be worn in and around animal areas.

   e. Avoid contact with or exposure to any lab set-ups left in the work area.

   f. Do not open refrigerators or tanks without EH&S and Facilities approval.
Read the labels on your materials to be used and be able to provide information to anyone asking about them. Material Safety Data Sheets for all the chemical compounds used are to be furnished to Facilities Management prior to starting any job.

Before entering an animal research lab or holding facility, do the following:

i. Contact PDC Project Manager, who will contact Lab Animal Services, CB-1901 (706-721-3421) regarding information and training required for entry into this type of facility (OHP video, etc).

ii. Determine what PPE must be worn while in the area.

iii. Follow any instructions given for entering or working in the area.

Before using odorous chemical compounds or other materials (glues, epoxies, paints, thinners, etc.) advise PDC who will advise the EH&S Office (Environmental Health & Safety), responsible for indoor air quality control, at 706-721-2663, of what materials are to be used, where and for how long. EH&S will then be able to advise any inquirers or complainants about the materials being used and resulting potential odors.

Take all appropriate precautions advised on container labels when using chemical compounds, and establish proper ventilation prior to using them for your safety and that of building occupants, especially with odorous products. GRU / GR HEALTH Facilities may arrange to confine your building air supply to only the immediate work area. Always advise the Facilities Project Manager before odorous compounds are used.

Contractors and/or sub-contractors shall not remove any instruments, refrigerators, freezers or containers from any lab or room on campus that has a radioactive or biological hazard symbol on it unless it has a tag on it authorizing its removal from that lab or room.

Dispose of PPE used by your workers with construction wastes, and consider decontaminating your equipment if used where it might become contaminated. A water/bleach solution is usually good for this purpose. Each, contractor is responsible to take precautionary or emergency medical measures with regard to his workers, and assure compliance with OSHA Standards.

Any area found to contain mold must be remediated, eliminating all mold. If noted on drywall, the drywall must be removed and disposed of.

2. Hazardous Materials Introduced


b. No asbestos containing materials (ACM) shall be used at GRU / GR HEALTH. If a contractor installs ACM, that contractor will bear all costs of abatement and any repairs required as a result thereof.

c. No hazardous material will be used on the job site without prior written notification, including submitting a copy of the Material Safety Data Sheets (MSDS), to both the
Facilities department and the Safety department. Failure to comply with this requirement may be cause for job halt at the expense of the offending contractor.

d. Contractors must be informed of the chemical hazards their employees may be exposed to during the period they work in the facility. While the contractor is responsible for the training of his personnel, it is required that they be informed of the criteria for safe behavior.

e. MSDS information will be made readily available to the onsite personnel. Notebook should be present at all project sites.

f. Contractors must supply MSDS information on all chemicals brought into workplace. MSDS sheets should be located near the front door of every project site. If a good location is not easily determined, please contact the Facilities and Safety department for an agreed upon location.

g. Contractors must demonstrate they are in compliance with state and local laws governing hazardous communication.

C. WASTE HANDLING

**GRU / GR HEALTH** requires that materials or substances classified as hazardous waste or special category hazardous waste is handled carefully and receive proper disposal. Examples of hazardous wastes could include paints, glues, thinners, floor or other surface finishes, removers or drying agents. Examples of special category hazardous wastes include fluorescent or H.I.D. (high intensity discharge) lamps, lamp ballasts and batteries that contain heavy metals (ni-cad, lead-acid, mercury, lithium, silver oxide, etc). Contractors are responsible to handle and dispose of the hazardous wastes they generate in a prudent manner, in compliance with all regulatory requirements and **GRU / GR HEALTH policies regarding hazardous waste. Hazardous wastes may not be stored on site at GRU / GR HEALTH during construction projects.**

1. **Fluorescent lamps** are to be removed from fixtures with care and placed in cartons provided by the Contractor. **H.I.D. lamps** are to be removed and placed in cardboard cartons. Removal to **GRU / GR HEALTH**’s storage location for these wastes is to be coordinated through Facilities Management. Since these lamps contain mercury it is important that they not be broken, releasing mercury dust and vapor on the job site to be breathed and contaminate surfaces. **GRU / GR HEALTH** has these lamps recycled so as not to further contaminate the environment.

2. **Fluorescent lamp ballasts** may contain PCBs (polychlorinated biphenyls) and must be removed and placed in cartons, pails or drums for removal to proper storage with the lamps. **GRU / GR HEALTH** also has ballasts recycled so as not to further contaminate the environment.

3. **Batteries** of any size or configuration containing heavy metals must not be placed in **GRU / GR HEALTH** waste containers. **GRU / GR HEALTH** collects these batteries for proper disposal or recycling. An exception to this rule is made for alkaline batteries. These may be placed in regular trash. Batteries used by contractors are the contractor’s responsibility and are to be removed from **GRU / GR HEALTH** premises when spent.
4. Asbestos removal from GRU / GR HEALTH buildings under abatement contracts is hazardous waste, and the responsibility of the abatement contractor, who must remove it carefully and dispose of it properly as required by regulation. No exceptions are permitted. Facilities Management coordinates the assessment and removal of asbestos in existing structures.

5. Lead-based paint removed from structures or their components is considered hazardous waste and must be disposed of properly as such. In an unexpected situation the EH&S Section of GRU can assist in determining if paint or painted materials contain lead and must be handled and disposed of in a special way, coordinated through Facilities Management as needed.

6. Tritium gas-containing exit signs, when removed under renovation work, must be collected and disposed of properly as radioactive material. Facilities Management and Radiation Safety will evaluate and assist with this as the need arises.

7. Any mold or mold-contaminated items are not to be disturbed until the Facilities Project Manager is notified. In all GR Health facilities work shall not recommence until an additional ICRA is done for the removal of the material with the aid of the Epidemiology Department. For University facilities, Facilities Project Manager will review with GRU EH&S Department for further action.

C. SPILLS

Regulatory agencies require containment and remediation of all spills of hazardous materials, including fuels and oil. Contractors who spill any such substance on GRU / GR HEALTH premises are responsible to clean it up or seek guidance on this from Facilities Management, who may ask for assistance from EH&S for GRU projects and Medical Center Safety for GR Health projects, as needed. Cleanup of the contaminated area shall be performed to the regulatory acceptable level, based on testing. Testing will be coordinated by EH&S or Medical Center Safety and paid for by the contractor causing the spill, or contamination. GRU / GR HEALTH requires appropriate disposal of cleaned up wastes, waste-contaminated items and soil or other materials contaminated by the substance.

Contractors are required to furnish GRU / GR HEALTH with documentation of proper disposal including waste manifests whenever the contract calls for disposal of hazardous waste, special category wastes or residues (resulting from spills). GRU / GR HEALTH through EH&S /Medical Center Safety is charged to keep these records in its files for inspection by regulators. PDC is responsible to furnish any and all such documents to EH&S or Medical Center Safety depending on the project.

GRU / GR HEALTH is required to comply with EPA Spill Prevention Control and Countermeasure Plan requirements. Contractor shall not store or leave unattended any oil or oil-containing substances on GRU / GR HEALTH Property without providing adequate secondary containment approved by GRU / GR HEALTH. This includes most substances made from or containing petroleum, animal, or vegetable based oils. Open containers are not permitted except during use. Contractor shall immediately notify GRU / GR HEALTH of any spill that enters sumps and drains or ground.
XIII. PERSONAL PROTECTIVE EQUIPMENT

A. All contractor personnel working at GRU / GR HEALTH are required to abide by precautions required of them by PDC and by campus signage. There are to be no exceptions. Contractors shall not create hazards for GRU / GR HEALTH employees. In special circumstances where this cannot be avoided, proper warning signs and barriers must be erected and supervised by the contractor during the work activity to keep unauthorized persons out of the area.

B. If non-contractor persons need to enter or pass directly through the work area, the contractor shall provide appropriate personal protective equipment for such visitors at any time.

C. Safety equipment supplied and used by contractors is expected to comply with OSHA requirements. Contractor employees are required to properly wear the personal protective equipment provided them by their management and keep it in good condition so their personal safety is not compromised, causing potential risk to others. As a minimum, hardhats are required for all work conducted overhead or above ceiling.

D. Any situations noted where GRU / GR HEALTH activities create potential hazard for the contractor should promptly be brought to the attention of PDC.

XIV. HAZCOM STANDARD

A. For work requiring the use of chemicals or occurring in an area where chemicals are used or stored, OSHA requires that contractors train their employees in basic chemical safety precautions and in precautions required for the chemicals they work with, so as not to cause a hazard for themselves and others in the vicinity. GRU / GR HEALTH expects that all contractors will comply with OSHA’s HAZCOM Standard requirements.

END OF CONTRACTOR/VENDOR REQUIREMENTS
Facilities Services |
Planning, Design and Construction Management

Facilities Operations & Maintenance

Contractor/Vendor: __________________________________________________________

I verify that I have received and understand information in the

Contractor/Vendor Requirements for Performing Construction or Maintenance
Dated : August 27, 2013

I affirm that the personnel employed by my company that will perform work at
Georgia Regents University and Georgia Regents Medical Center will be trained in
accordance with these requirements.

Printed Name: ____________________________________________________________

Signature: __________________________________________________________________

Company: __________________________________________________________________

Job Title: __________________________________________________________________