

Information for Contractors

Austin Peay State University
Physical Plant

This document is to be presented to a contractor prior to starting work on the Austin Peay State University downtown campus. It provides important details about working conditions and expected behavior. Repeated failure to follow these instructions may result in termination of the current contract and/or not being invited to bid on future projects.

Project Contact – The Physical Plant will assign a single point of contact for each project. This person will be the designated Project Contact for the project. The contractor is advised that any changes in the contracted scope of work will only be approved if communicated through the Project Contact. Any requests for changes from others (building occupants, other Physical Plant employees, etc.) should be referred to the Project Contact.

Parking – Contractor parking will be provided for up to two contractor vehicles. Any additional parking needs should be coordinated with the project manager. Contractor parking passes will be assigned by Public Safety (located in Shasteen building) for the scheduled duration of the project. Contractor parking is permitted in marked campus spaces as designated on APSU parking permits. Unless explicitly approved, contractors are not permitted to park in designated handicapped spaces, visitor spaces, on sidewalks, or on grass areas. Contractors are not to block delivery docks or campus roads without explicit permission.

Deliveries – If the contractor anticipates large deliveries (box truck, tractor-trailers, rental equipment trailers, etc.), he should contact Campus Police for assistance with traffic control. While campus streets may be impaired for deliveries, this should be kept to the minimum length of time possible. APSU will not accept delivery of contractor materials at central receiving unless approved in advance by the Project Contact.

Storage – On-site storage of construction material, tools, etc. will be permitted (if space is available) with coordination of Project Contact. Security of any on-site storage by the contractor and/or subcontractor(s) is the responsibility of the contractor and/or subcontractor(s). APSU will not be responsible for contractor's tools and/or materials. No hazardous or flammable products are to be stored on the project site overnight unless contained in appropriate storage cabinet.

Trash Disposal – The project site is to be broom-cleaned daily. All trash is to be removed from the job site daily and disposed of properly off-site. Contractor is responsible for providing a dumpster if necessary. Appropriate location for dumpster will be coordinated with Project Contact. Contractor is not to place construction debris in APSU dumpsters unless approved in advance by Project Contact. APSU strives

recycle materials when possible. If the work involves removal of material that might be recyclable, please contact the campus Sustainability Coordinator to discuss options.

Hours of Work – The hours of work will be confirmed during the pre-construction meeting and listed on the Project Sheet. Unless otherwise directed, any project in or adjacent to occupied housing buildings will be limited to 0900-1800 work hours.

Dress Guidelines – Workers on the project site are expected to dress appropriately. Shirts are to be worn at all times.

Identification – All individuals working on the project site should display company identification (baseball hat, printed shirt, visible ID card, etc.).

Smoking Policy – The central part of the APSU campus is a non-smoking area. This area is the block bordered by Drane, College, Marion, and Eighth streets. Smoking is prohibited with 30 feet of any building entrance or exit. Other portions of the campus are non-smoking except parking lots as designated on the parking map. Contractor employees and subcontractor employees are expected to adhere to the campus smoking policy.

Safety – Contractor is expected to adhere to all applicable safety rules and regulations.

Harassment – Harassment of any member of the APSU campus community (students, employees, visitors) will not be tolerated. The contractor will be made aware of any instance of harassing behavior by his workers and will be expected to take immediate action to remedy the situation.

Radios / CD Players – Contractor is allowed to use radios, CD players and/or digital music players as long as volume levels are kept low enough as to not create a nuisance to nearby building occupants.

Restrooms – Existing restroom facilities are not available for contractor use unless otherwise approved by APSU. Contractor shall provide portable facilities for contractor/subcontractor use. Location shall be coordinated with APSU Project Contact.

Break Areas/Lobbies/Kitchens – Existing break areas are not to be used by contractor personnel unless approved by APSU.

Existing Underground Utilities – If excavation is required, contractor shall initiate a location request through Tennessee 811. The APSU campus is included as a utility and will be contacted to locate any campus utilities in the identified area.

Utility Outages – If utility outages affecting areas outside of the designated project site are required, these needs should be communicated to the Project Contact at least three business days prior to the desired outage. The Project Contact will coordinate communication with the affected parties and determine the allowable outage date and

time. Contractor is responsible for inspecting project area after restoration of services (check for water leaks, electrical hazards, etc.).

Building Access – Any necessary keys and/or access cards will be coordinated through the Project Contact. Generally keys will be checked in and out daily at the Shasteen Building.

Management of Life Safety Features – Contractor shall not block any corridors, stairways, fire exits, etc. If nature of work requires blocking egress components or temporary impairment of fire safety systems (fire alarm or fire sprinkler), coordinate proper equivalencies with Project Contact.

Tools and Equipment – Contractor is responsible for providing any necessary tools or equipment. APSU will not provide tools, ladders, lifts, etc. to Contractor. In rare situations (when it is financially advantageous to APSU) a lift and trained operator will be provided to assist a contractor. A list of local rental agencies will be provided upon request.

Medical Emergency Situations – In case of medical emergency while working on the APSU campus, call 911. The campus police department will also be notified by the 911 operator and assist as appropriate.

Fire Emergency – In case of fire, activate the building fire alarm system via pull station and call 911.

Hot Work – Any hot work (brazing, soldering, welding, etc.) shall be done in accordance with APSU hot work procedures. If contractor has their own procedures on this type of work, a copy of the procedure shall be provided to the Project Manager before work begins.

Lockout/Tagout – The contractor shall provide a copy of his lockout/tagout procedure before work begins. The contractor may elect to follow the APSU lockout/tagout procedure.

Owner Access – APSU personnel will be allowed access to the construction site throughout the project. APSU personnel visiting the construction site will abide by any general safety rules set forth by the contractor.

Existing Conditions – Contractor is expected to maintain/restore surrounding site to pre-construction condition. This includes protecting furnishings and finishes, restoration of disturbed ground and repair of damaged concrete/asphalt surfaces.