

BUILDING SYSTEMS & EQUIPMENT SHUT-DOWN PROCEDURES

General:

- Shutdown request must be submitted at least 48 hours prior to shut-down.
- False alarms resulting in charges from emergency response services will be the responsibility of the Contractor. In the event of a false alarm, notify Security at 420-5577 immediately.
- The Contractor is to post signage in public circulation spaces for the affected areas notifying occupants of the shutdown date and time 24 hours before the shut-down.
- Both a total or partial system interruption is considered a shut-down and subject to the requirements under this section.
- Contractor to accommodate operational requirements of the University. Coordinate with Facilities Management.
- Utility coordination and costs necessary to execute the Work are the responsibility of the Contractor. Coordinate with Facilities Management.

Electrical Shut-Downs:

- Contractor to coordinate shut-down with Facilities Management.

Security System Shut-Downs:

- Systems left out of service overnight are required to have an approved insured security company at the Place of the Work at the Contractor's expense.
- The Contractor is responsible for security at the Place of the Work. System left out operation overnight requires constant security supervision until the building is occupied and the system is operational.
- Coordinate work with Facilities Management 48 hours prior to shut-down.

Fire Alarm Shut-Downs:

- Areas where smoke detectors have been removed or disabled are to have a 24 hour fire watch until system is back in operation. There are to be no overnight shutdowns in occupied residences.
- Covering or "Bagging" smoke detectors is considered a shut-down.
- Contact Facilities Management to coordinate work and make programming changes for removed devices whether permanent or temporary to eliminate trouble lights in the fire alarm panels. Reactivate devices in programming once work is complete. All costs and coordination are the responsibility of the Contractor.
- Trouble alarms in enunciator panels are not acceptable. Devices causing trouble are to be removed from programming and a fire watch instated.
- Place notice in fire alarm panel of items temporarily removed from programming. Remove notices promptly when work is completed.

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Sprinkler and Other Fire Suppression Shut-Downs:

- A Red Tag permit is required before proceeding with shut-down. Permits can be obtained from Facilities Management. Remove red tag once work completed and system operation verified and inform Facilities Management.
- The Contractor is responsible for draining systems when required.
- Areas unprotected by sprinklers are to have a 24 hour fire watch until system is back in operation following the procedure set out for "Fire Alarm Shut-Downs".

Heating, Ventilation & Air Condition System Shut-Downs:

- Ensure shut-down does not interfere with Saint Mary's University operations or create hazards for building occupants, workers, or equipment.
- Coordinate with Facilities Management.

Elevator Shut-Downs:

- Only authorized and trained elevator contractors are to be engaged to shut down elevators. Elevator contractor must be authorized by elevator manufacturer to work on that make and model elevator.

Equipment Shut-Downs:

- Equipment shut-downs to be executed by the contractor using only authorized and trained personnel.
- Facilities Management reserves the right to have Facilities Management staff supervise, co-ordinate, or participate in equipment shut-down.
- Responsibility for cost of shut-down and related vendors/contractors to be included in bid price.

Water Shut-Downs:

- Contractor to coordinate shut-down with Facilities Management.

IMPORTANT PHONE NUMBERS

For **EMERGENCIES** contact campus security at **420-5000** or dial **911** and follow up with campus security.

Other Useful Numbers:

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| • SMU Facilities Management: | 420-5572 |
| • SMU Health Services: | 420-5611 |
| • SMU OH&S & Wellness Office: | 420-5658 |
| • SMU Security Services:
(General Information) | 420-5577 |
| • Nova Scotia Poison Control Centre: | 428-8161 |

CONTRACTOR'S HANDBOOK

Contractor to distribute copies of this handbook to all sub-trade forepersons.



One University. One World. Yours.

Issued by Saint Mary's University (the "university")
Version dated March 31, 2014

CONTRACTOR ACCESS AND USE OF THE SITE

Keys/Access:

- Facilities Management will make keys available for Place of the Work with the exception of private offices and occupied residence rooms.
- 24 hours notice is required for access to private offices or occupied residence rooms. Work to be coordinated through Facilities Management.
- Lost keys will result in re-keying charges to the Contractor.
- Access to roofs is by permission only from Facilities Management.
- Where access has been approved by Facilities Management for areas where keys have not been issued, contact University Security located in the basement of the main wing of the McNally building or at 420-5577 for access.
- Site access and staging areas will be as directed by Facilities Management.

Parking:

- Temporary contractor parking (vehicles with permanent company logo) permits at the Facilities Management offices, south wing basement, McNally Building.
- On campus parking permits for trade person (personal vehicles) is available for a daily fee OR a summer parking permit from May 1st to August 31st for a fee.
- Permits are available at the Facilities Management offices between the hours of 8:30 am and 4:00 pm Monday to Friday.
- Vehicles without permits will be issued parking tickets by University Security.

Site Use:

- Contractor is responsible for receiving all incoming deliveries for the Project; where possible, items are to be delivered directly to the Project site. In instances where direct delivery to the Project site is not possible, arrangements can be made through the University's Inventory and Distribution office.
- Dumpster location and on-site material storage to be coordinated with Facilities Management.
- Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required to access to the Work.
- Maintain flag persons, traffic signals, barricades and flares/ lights/ lanterns as required to perform the Work and protect the public.
- Access to the Place of Work during University holidays is at the discretion of Facilities Management.

LOUD WORK

- The Contractor is to execute all Work with minimal disturbance to building occupants. Noisy Work, deemed disruptive by the Owner, must be performed outside of regular University hours of 8am-8pm Monday to Friday. During exam times in December and April these hours expand to 10pm and include Saturday. Noisy Work is to be scheduled with Facilities Management.
- It is the responsibility of the Contractor to ensure that the Work is done within Halifax Regional Municipality (HRM) ordinances with respect to noise.

UNIVERSITY TOBACCO-FREE POLICY

- While on University property, Contractors shall observe the University's Tobacco-Free Campus Policy which prohibits the use of tobacco products on campus grounds and buildings. This includes any construction sites and work or personal vehicles parked on campus.

LANGUAGE AND HARASSMENT POLICY

- Foul language is not tolerated on university property.
- Harassment of any student, employee or visitor on university property is not tolerated.
- Make all workers aware of this policy.
- Individuals not abiding by this policy will be dismissed from university property.

FUMIGATING, SPRAY PAINTING, ODOURS AND DUST CONTROL

- Notify Facilities Management 24 hours in advance when sections/ areas of the building will be subject either to insecticidal fumigation or spray painting.
- Notify Facilities Management 24 prior to any work creating off-gassing and odours.
- Provide adequate ventilation during work and afterward until vapours and odours are within safe and tolerable limits.
- Provide Facilities Management with a Dust Control plan for approval.

PROJECT CLEANING

- Maintain the Work in tidy and safe condition, free from the accumulation of waste products and debris, other than that caused by Facilities Management.
- Remove all rubbish from the Place of Work at the end of the workday or shift or more frequently as directed by Facilities Management.
- Do not store oily waste in work areas. Store greasy or oily rags or materials subject to spontaneous combustion in an approved receptacle. Remove from the Place of Work daily.
- Recyclable materials are to be taken to a recycling depot by the Contractor at the Contractor's expense.

FINAL CLEANING

- The Contractor shall remove waste products and debris, other than that resulting from the work of the University, other contractors or their employees, and shall leave the Work clean before attainment of Substantial Performance of the Work. The Contractor shall remove products, tools, construction machinery, and equipment not required for the performance of the remaining work.
- Replace broken, scratched, or disfigured glass.

FINAL CLEANING, cont.

- Remove construction stains, spots, marks, and dirt from ceiling tiles, decorative work, electrical and mechanical fixtures, furniture fitments, walls, and protected existing University's equipment within the space.
- Vacuum, clean and dust building interiors behind grilles, louvers and screens.
- Broom, clean and wash exterior walks, steps and surfaces.
- Clean roof and flush roof systems.
- Sweep and wash clean paved areas soiled in the course of executing the Work.

PROJECT MEETINGS

- Attend preconstruction and construction progress meetings weekly or as scheduled by the University.
- The University will record the minutes including significant proceedings and decisions.
- The minutes will be given to the Contractor who is responsible for distribution to all Subcontractors.

SAFETY

- For all emergencies contact University Security at 420-5000 or 911. If calling 911, please also call Security to ensure emergency vehicles are directed to the correct location.
- The Contractor shall be fully responsible for the actions of the workers in his employ in the Place of the Work and on University property.
- The Contractor is responsible for compliance with applicable codes, acts and regulations.
- While on University property, the Contractor shall observe all University evacuation protocols and procedures as outlined in the University's "Emergency Response, Quick Reference Guide". Workers will evacuate buildings per alarm procedures and not return to the building until notified by Security.
- The University reserves the right to require dismissal from the Place of Work, persons deemed careless or otherwise in violation of the NFC, or OH&S standards.
- The Contractor, prior to arrival at the Place of Work, shall identify, in writing to the University, all hazards they may bring on University property or cause to occur at the Place of Work including potential conflict with adjacent activities. These hazards shall be controlled using effective means that are monitored by the Contractor.
- The Contractor, prior to arrival at the Place of Work, shall identify in writing to the University, the name and contact information of the Contractor's employee who is responsible for the OH&S of the Contractor's Work and the Work of its Subcontractors.
- Review existing hazards with University before Work begins and provide a safety plan for the Work. Where the Contractor encounters hazards at the Place of Work not previously disclosed, the Contractor shall take all reasonable steps, including stopping the Work, to ensure that no person suffers injury, sickness, or death and that no property is injured or destroyed as a result of exposure to the hazard and immediately report the circumstances to the University in writing.

SAFETY, cont.

- Provide University with a copy of investigation reports, complete with the required actions to prevent the incident from recurring.
- Provide University with a copy of JOHSC minutes where the Contractor is obligated to have a construction JOHSC. Provide a monthly safety summary, including at a minimum, total numbers of incidents, tool box meetings and other pertinent safety information.
- Provide all Workers with all necessary personal protective equipment in accordance with the Nova Scotia Occupational Health and Safety Act and Regulations, with hard hat and safety footwear as a minimum.
- Place signage at all entrances to the Place of Work indicating required safety information for public, students, staff, faculty and contractor & subcontractor use.
- Advise University and obtain a "Hot Work" permit from Facilities Management in all cases involving welding, burning or the use of blow torches and salamanders in buildings or facilities.
- Maintain existing means of egress and provide protection for public when working in areas adjacent to exits and during the renovation to the main entrance of buildings. Coordinate approval required from the Local Fire Department and Fire Marshalls office.
- Comply with WHMIS Regulations. Ensure MSDSs are available for all products containing chemicals used on University property. Provide eye wash stations where required, and any other protective equipment as required by the MSDS.
- Comply with First Aid Regulations. The University's Student Health Centre, 4th Floor, Student Union Building, has been designated as the University's First Aid Room, from 8:30 am to 4:30 pm.
- Determine confined spaces, and when a confined space has been determined, follow all legislated requirements of the Occupational Safety General Regulations.
- Coordinate lock-out procedure with Facilities Management, and follow all legislated requirements of the Occupational Safety General Regulations.
- Contact Facilities Management for approval, prior to any excavations, to review underground services and follow all legislated requirements of the Occupational Safety General Regulations.
- Follow your company's heat stress guidelines.



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