

The following is a supplement to liaison items listed in contract documents and in no way supersedes obligations to which the contractor is legally bound by these or other documents.

1. Communications. The single point of contact for all communications with the College is the designated agency site representative. In the absence of a "site rep", contact the Office of Facilities and Safety, 607-436-3224. "Shop to shop" communications, while often productive and is not by any means discouraged, is considered unofficial.
2. Parking. Contractor "company" service trucks (those with the contractor's corporate name and telephone number) may make full utilization of designated "service" entrances to college buildings. Contractor vehicles may not use main pedestrian entrances. Private vehicles of contractor employees may not be utilized at either service or main entrances to buildings. Both "company" and private vehicles may park within the project's designated fenced "staging area". If contractor employees desire to park their private vehicles outside these areas, they must purchase college parking stickers at their own expense. Contractors and their employees must abide by any and all college and state parking and traffic laws and regulations. Contractors and their employees are solely responsible for any traffic or parking tickets they incur.
3. Security. Contractors are solely responsible for the security of their own equipment and materials regardless of their location on campus.
4. Keys. The College will generally provide keys at the written request of the contractor or agency. Such keys will be "signed out" by contractor employees. The contractor, not the individual, will be solely responsible for any and all extra work or re-keying required by the loss of said keys in order to ensure the safety of the college's staff and students.
5. Emergency notification. Contractors will provide a 24-hour emergency contact number for all jobs (answering machines do not satisfy this requirement).
6. Roadways. Contractors may not utilize sidewalks, grass, fire lanes or plazas as roadways.
7. Doors. Contractors will close and lock all doors to mechanical rooms, offices and classrooms after working in these areas. Building doors will not be left open. Fire doors will not be chocked open.
8. Utilities. Contractors will be solely responsible for excavation with regard to underground utilities, including campus utilities. Site utilities owned by the campus will be marked upon a written request by the contractor.
9. Accidents. Contractors will report all accidents, including vehicular accidents and lost-time injuries to the college.
10. Decorum. Unprofessional decorum of contractor employees will not be tolerated.

11. Snow plowing and landscaping. Contractors are responsible for their own snow plowing and restoration of the site.
12. Cleanliness. Contractors will keep their work areas clean and free from debris. Job sites will be left "broom clean". Contractors are responsible for their own trash removal. Materials will not be stored in mechanical or electrical rooms unless they are required for the completion of work in these areas and specifically approved by the agency site representative.
13. Salvage. Standard agency salvage guidelines apply. Contractors are responsible for the removal of all salvage items after the College has been given the opportunity to retain "salvage" items.
14. Excavation spoil. Contractors are solely responsible for the removal of spoil from the College to an approved site. The College CANNOT accept any spoil materials on site.
15. Hazardous waste. All materials regarded as hazardous waste generated by a project will be identified in the contract documents. Removal of hazardous waste must be coordinated with the College.
16. Roadwork. College roadways are state roads. All work on these roads must be conducted in accordance with DOT rules and regulations.
17. Telephone service. Contractors must arrange for telephone service through the College telecommunications department.
18. Fire alarms. The contractor is solely responsible for protection of the fire alarm system and ensuring that the system remains in operation through the duration of construction. Prior to tampering with any fire alarm device a FIRE PROTECTION IMPAIRMENT PERMIT shall be completed and filed with the College. This includes protection of all devices from contamination, and the prevention of any false alarms. Also, at the end of each shift, the contractor must re-enable any devices taken out of service during the work day. Contractors must notify the University Police at XT 3550 and the Maintenance Operations Center at XT 2507 of any variations to this protocol.
19. Safety. Contractors are responsible for the safety of their employees and compliance with OSHA standards and programs. In cases where work required by their contract interfaces with energized/active campus systems or the safety of campus employees, contractors shall check, via their site representative, with the Office of Facilities and Safety, with regard to local campus protocols which may pertain to the work. Examples include, but are not limited to, Confined Space Entry, Lockout/Tagout, and excavation.
20. Dust Control. It is the contractor's responsibility to contain and remove all dust and airborne debris and odors from the work area; and to protect surrounding areas from becoming contaminated with the same. The use of negative air pressure in the work area is encouraged as a method to accomplish this objective.