

SECTION F

GENERAL CONDUCT OF THE WORK AND SPECIAL REQUIREMENTS

F-1 General

- A. This section contains special instructions relating to the execution of the work shown on the drawings and required by the specifications, and is applicable to all Contracts.

F-2 Definitions

- A. Wherever the documents contain the terms "work", "building", "structure", "project", or words of like import are used, it shall be understood to refer to and designate all construction materials and labor, complete and ready for use, within the limits of the contract lines as shown on the construction documents and specified.
- B. "Provide" as used in the specification documents shall be understood to mean furnish and install, complete and ready for use.
- C. "Owner" refers to the Penn State Milton S. Hershey Medical Center and/or the Penn State College of Medicine.
- D. "Contractor" refers to any entity that performs work for the Owner. This includes, but is not limited to, contractors, prime contractors, sub contractors, equipment vendors, and consultants.
- E. "Substantial Completion" shall mean that stage in the progression of the work when the work is sufficiently complete in accordance with the contract that the Owner can enjoy beneficial use or occupancy of the work and can utilize the work for its intended purpose.

F-3 Violation Of Guidelines

- A. Contractors whose employees violate any of the Owner's rules, regulations, policies, procedures, or guidelines will jeopardize their ability to bid and perform work for the Owner.

F-4 Project Coordination

- A. The Contractor shall be responsible for the overall coordination, control, and progress of the work for all of the other Prime Contractors, Subcontractors, and material suppliers involved in the project.
- B. The Contractor shall also be responsible for preparing the progress schedule indicating the sequence and time required for the varied disciplines of the work. The progress schedule shall be submitted by the Contractor to the other Prime Contractors requesting their sequence and time requirement input. The Prime Contractors will be required to either approve the progress schedule submitted by the Contractor or give comments for correction.
- C. After approval by all Prime Contractors, one progress schedule showing all disciplines shall be prepared. The completed progress schedule shall then be submitted to the Professional for review and approval. The approved progress

schedule shall then be issued by the Contractor to all Prime Contractors, the Professional, and the Owner.

- D. The progress schedule shall be revised by the Contractor as required by the Owner and the Professional to address adjustments required in the course of the work.

F-5 Project Meetings

- A. Preconstruction Conference. Prior to commencement of the work, the Contractors shall meet in conference with representatives of the Owner, to discuss and develop mutual understanding, relative to administration of the project, general conduct of the work, progress schedules, safety programs, labor provisions, and other contract procedures relating to the work.
- B. The Contractor shall conduct a regularly scheduled, biweekly meeting for the purpose of coordinating the work. The Contractor shall require representation from all Prime Contractors and by any Subcontractors upon request of the Professional or the Owner.
- C. Contractors shall attend personally or be represented at such meetings. Should the Contractor elect to be represented, it shall be understood and agreed that the Owner and the Professional, in dealing with contractor's representatives, do so with full assurance that such representative's actions and commitments may be accepted the same as though the contractor who signed, and is bound by the contract, were itself present and personally made such agreements or commitments.
- D. The Professional shall take and retain a record of the biweekly meeting by tape recorder, and shall prepare and distribute summary minutes of each meeting within four (4) days to the Owner, the Contractors, and all other interested parties. Any corrections to the minutes are to be sent to the Professional within four (4) working days after receipt of same.

F-6 Order of Work

- A. If in the judgment of the Owner, it becomes necessary at any time during construction to expedite the work or any part of it to conform to the approved project schedule, the Contractor shall cease work at any location and/or transfer its men to other locations and/or execute other portions of the work as may be directed.

F-7 Unclassified Excavation

- A. All excavation work will be unclassified and will include (without limitation thereto) the excavation and removal of all soil, shale, rock or rock formations, boulders, existing foundations, fill, and any type of subsurface condition encountered.
- B. The Owner will consider no claims for extra compensation or extension of time because of the nature of subsurface conditions encountered.

F-8 Blasting

- A. Because of the clinical and research procedures being performed on site and because clinical/laboratory procedures can be adversely affected by unexpected noise and vibrations due to blasting operations, it will be necessary for the Contractor doing blasting to conform to an established procedure which is in effect on site. If blasting is required the Blasting Procedure will be made available to the Contractor.

F-9 Protection of Property

- A. Protect all trees, shrubs, lawn areas, curbing, walks, roadways, and ground areas from damage during the course of the construction. Protect the existing structures and Contractors shall use care in the work in general in, on, and around the structures. Repair all damage to the satisfaction of the Owner at the responsible party's cost and expense.

F-10 Warning Lights

- A. Where warning lights are required, they shall be the blinker type, battery or electrically operated. Open-flame-type torches are not permitted.

F-11 Access

- A. Each Contractor shall maintain unobstructed pedestrian and automobile traffic lanes on the campus roads, service drives, and parking areas.
- B. Protect existing buildings and structures from damage. Take all precautions to avoid damaging utilities.
- C. The Contractor shall cover all stairs, treads, and risers, immediately after erection with heavy building paper, on top of which shall be placed boards, securely fastened in place, until project completion.
- D. The Contractor shall provide constant protection against rain, wind, storms, frost, or heat so as to maintain his work, materials, apparatus, and fixtures free from damage. At the end of each day's work, cover work likely to be damaged. During cold weather, protect work from damage by freezing and provide such enclosures and heating apparatus as may be necessary to prosecute the work without stoppage for reason of unfavorable weather.
- E. The Contractor, in all areas of operations, shall provide barricades, guard lights, and other appurtenances for the protection of workmen and public as required by applicable regulations and for the protection of roads, lighting, hydrants, walks, curbs, and adjacent grounds and planting for the duration of such operations. The Contractor shall bear the costs of damage caused by it and/or its Subcontractors.

F-12 Construction Fence

- A. The Contractor shall be required to provide a construction fence enclosing the work area. Fencing material should be adequate to protect persons and property.

Fence Option 1: 6' high (minimum) fence constructed of 4" x 4" wood posts set at 8' O. C. with 2" x 4" top and bottom rail to which shall be attached orange or black slotted PVC safety fence or galvanized chain-link fence. Provide adequate gates as required.

Fence Option 2. 6' high (minimum) fence constructed using 2" diameter steel pipe and spaced at maximum of 8 feet O. C. Provide adequate gates as required. Anchor posts as necessary to achieve stability. Provide top stabilizing rail between posts. Attach galvanized chain-link fence. Top of posts shall be closed.

Vision/wind screen: If requested provide 66" (minimum) mesh fabric windscreen. Mount top of fabric to top stabilizing bar. Fabric shall be PVC vinyl coated polyester, equal to Tenn-air curtain style, color "US Open Blue" as manufactured by M. Putterman and Co., Inc. (800) 621-0146. Windscreen shall have reinforced hems and grommets every 12 inches on all edges. Install windscreen on construction side of fence, using 50-pound break strength tie wraps at every grommet. Pull fabric taught. (Optional: -Penn State Logo shall be imprinted on windscreen facing the non-construction side of the fence at the request of the Project Manager.

- B. Fencing requirements may be modified with written approval by the Owner.

F-13 Temporary Facilities

- A. Offices. The Contractor may erect a temporary office where directed. It shall be adequate in size for conducting the work, accommodating project meetings, and have an appropriate space for a plan table/rack for use by the Owner's representative(s).
- B. Storage Containers. The Contractor may provide temporary storage containers for the storage of tools, equipment, and materials. Storage Containers will be located as directed by the Owner.
- C. Scaffolding and Staging. The Contractor shall furnish and erect all ladders, staging, and scaffolding as required.
- D. Design. The Owner shall approve the design and appearance of offices, storage containers, and toilets prior to erection.
- E. Removal. Prior to completion of the work, the Contractors shall completely remove the temporary buildings, offices, storage containers, toilets, scaffolding, and all other temporary items provided by them, and restore the area to the original condition and be acceptable to the Owner.

F-14 Existing Underground Utilities

- A. The existence and locations of underground utilities indicated on the drawings are not guaranteed. The Contractor shall investigate and verify in the field before starting any work.
- B. Notification to Public Utilities Prior to Excavation or Demolition Work When Using Powered Equipment or Explosives is required.
All Contractors shall comply with all requirements of the Act of December 10, 1974 (P.L. 852, No. 287), referred to as the Underground Utility Line Protection Law, as amended by the Act of December 12, 1991 (Act No. 1991-38), prior to excavation or demolition work when using power equipment or explosives.
- C. All excavation within three (3) feet of any existing underground utility line shall be accomplished by hand labor or 'safe digging' (compressed air and vacuum). Extreme caution shall be used in this area to prevent any damage to existing facilities.
- D. The Contractor shall adequately protect from damage (including shoring, if necessary), all underground utilities uncovered or exposed. The Contractor shall be responsible for all damage to existing underground utilities caused by its work and shall repair by a method approved by the Owner.
- E. Utilities serving existing buildings, installation, or facilities shall not be interrupted until the Contractor has made the necessary arrangements with and has received approval from the Owner.
- F. In the event that interruption of any existing utility service is necessary, the responsible Contractor is required to make all arrangements for shutdown and start-up of such service with the Owner representative. A written advance notice of at least fourteen (14) days shall be given to the Owner by the Contractor requesting the shutdown.
- G. At all locations, all underground utilities or service lines uncovered or exposed by the operations under the contract shall be adequately protected by the Contractor, who shall be responsible for the repair of any damage to such services. Contractor shall be responsible to the Owner for all costs resulting from the Contractor's damage to Owner lines. These include, but are not limited to material cost, wages, supervisory professional costs, disruption of services, research, and overhead costs. Contractor must notify the Owner immediately of any damages to utility lines and street lighting. Repairs shall be made by a method approved by the Owner.

F-15 Temporary Utility Services

- A. Each Contractor shall, at its own cost and expense, install, operate, protect, and maintain the respective temporary services as hereinafter specified, during the construction period of the entire project. These temporary services shall include water supply, electric light and power, temporary heat, material hoists, sanitary facilities, access roads, and any other services as may be stipulated in the General Conditions, Special Requirements, and/or specifications.
- B. Temporary or permanent connections made by any Contractor to existing Owner systems shall be approved by the Owner, as to location and the manner and time of the connections to such systems. Where such connections require shutdown of an existing Owner system, the shutdown may be performed by the Contractor with

advance permission from the Owner. A written advance notice of at least fourteen (14) days shall be given to the Owner by the Contractor requesting the shutdown. Directly after the final connection, reinstatement will be done by the Contractor.

- C. Temporary connections to new and/or existing permanent service lines shall be made at locations as directed by the Owner, protected while in use, and when the temporary service lines are no longer required, they shall be removed by the Contractor. Any part or parts of the permanent service lines, grounds and buildings, disturbed or damaged by the installation and/or removal of the temporary service lines shall be restored to their original condition by the Contractor responsible for the temporary installation by a method approved by the Owner.
- D. All underground utilities or service lines uncovered or exposed by the operations under this contract shall be adequately protected by the Contractor, who shall be responsible for the repair of any damage to such services. Services and utilities in and to existing buildings must not be connected to or interrupted without making the necessary written requests to the Owner and receiving written permission. All interruptions to Owner services must be scheduled two (2) weeks in advance and will generally be made outside of normal working hours.
- E. Temporary heat shall be provided by each Contractor as required for its use and at its cost and expense. Electric power from Owner sources shall not be used for temporary heat.
- F. Water will be available to all Contractors at no cost, at a hose bib located near the job site. Contractors shall provide, at their own cost and expense, all required extensions of existing facilities.
- G. Temporary construction power and lighting shall be provided by each Contractor for its use at its own cost and expense.
- H. Any Contractor who fails to carry out its responsibility in supplying temporary services, as set forth in its contract, shall be held responsible for such failure, and the Owner shall have the right to take such action as it deems proper for the protection and conduct of the work and shall deduct the cost involved from the amount due the Contractor.

F-16 Electric Power Equipment

- A. Due to the limited capacity of electric distribution on the campus, the use of A.C. powered welders and electric heaters are restricted. Before their use written permission must be obtained from the Owner.

F-17 Temporary Sanitary Facilities

- A. Sanitary facilities will not be provided by the Owner. The use of Owner's facilities is prohibited (unless prior approval is granted by the Owner).
- B. The Contractor shall, at its own cost and expense, provide, operate, and maintain in a clean and sanitary condition, adequate sanitary facilities (portable toilets) for the convenience of workers and others employed on the job site. The Owner shall approve the type of unit and location.
 - 1. All sanitary facilities shall be fully enclosed buildings, screened against insects.

2. Open-pit type facilities will not be permitted.
3. The Plumbing Contractor shall install and maintain in operation a sufficient number of non-freeze type fixtures in a manner approved by the Owner.
4. When directed by the Owner, the Contractor shall dismantle and remove these facilities and leave the premises clean as required.
5. On new buildings, as soon as permanent soil lines have been installed inside the building, the Plumbing Contractor shall install two temporary water closets and two lavatories. These shall be kept in working order by the Plumbing Contractor and shall be maintained in a clean and sanitary condition by the Contractor.

F-18 Interruption of Existing Services

- A. Utilities serving existing buildings, installations, or facilities shall not be interrupted until the Contractor has made the necessary arrangements with and has received approval from the Owner.
- B. In the event that interruption of any existing utility service is necessary, the responsible Contractor shall be required to make all arrangements for shutdown and start-up of such service with the Owner representative, and shall pay all costs for such interruption and service restoration.
- C. All planned interruptions to Owner services must be scheduled two (2) weeks in advance and the work will generally be done outside of normal working hours.

F-19 Laying Out the Work

- A. The Contractor shall employ a competent, experienced engineer and have the engineer determine all lines and grades and certify same from time to time during the progress of the work.
 1. The Contractor shall establish bench marks referenced to finished grade lines and critical elevations.
 2. Each Prime Contractor or Subcontractor shall provide a competent engineering service to lay out its work in accordance with lines and grades established by the Contractor.

F-20 Measurements

- A. Before ordering material or proceeding with the work, the Contractors shall verify all measurements at the site. No extra compensation will be allowed because of differences between actual measurements and dimensions shown, but such differences shall be referred to the Professional for consideration before proceeding with the work.

F-21 Clearing of Roads, Parking Areas, and Traffic on Campus

- A. The Contractor shall clean daily (or more often as directed by Owner) all mud, dirt, and debris resulting from all Contractors' operations from the adjacent streets, sidewalks, drives, and parking areas, and shall repair all damage caused by the cleaning. If the Contractor fails to clear mud and construction debris from roads and walks, the Owner will clear this mud and debris and bill the Contractor(s) at cost.
- B. All traffic will be subject to the rules and regulations and penalties of its Owner and applicable local laws. All hauling and construction traffic shall use only those roads designated by the Owner. The use of engine decompression brakes (Jake Brakes®) on site is prohibited.
- C. Contractors shall carefully schedule delivery and installation of its work so to cause the least interruption of normal rush-hour traffic.
- D. The Contractor shall maintain streets, sidewalks, and driveways free of encumbrance at all times for pedestrian and automotive traffic. When necessary to block these off, do so only with prior approval of the Owner and only at designated time. Each closing must have the prior approval of the Owner.
- E. Parking for Contractors' employees is prohibited on campus roads, drives, and courts.
- F. Where mud, snow, ice, or other hazardous conditions exist, the Contractor shall remove the hazards or shall provide and maintain such temporary pathways as are required for safe and expeditious prosecution and inspection of the work of all trades.

F-22 Cleanup

- A. The Contractor shall take precautions against the presence of rats, mice, and other vermin. The Contractor shall exterminate them if they are observed, engaging a reputable exterminating firm to give regular service as necessary.
- B. The Contractor shall keep the premises clean at all times of dirt, rubbish, and debris resulting from the work of all contracts, and shall remove all rubbish and debris in metal containers at the end of each working day. The Contractor shall remove all rubbish and cartons resulting from the installation of fixtures and equipment. Disposal of materials by burning at the site is expressly prohibited. The Contractor will not use the Owner's trash collecting containers.
- C. Prior to substantial completion of the work, each Contractor and Subcontractor shall do the final cleaning of the surfaces of all the Contractor's installations as may be required by the various specification sections.
- D. The Contractor, in addition, shall employ a professional cleaning organization to remove all paint and stains from glass and to wash all glass throughout the work, to clean and polish the finished surfaces of all fixtures, equipment, and accessories and to vacuum clean all floors.
- E. All permanent equipment used to supply temporary services shall be completely cleaned and reconditioned by the appropriate Contractor prior to final acceptance by the Owner. Filters shall be in clean condition, interiors of all strainers shall be

replaced or cleaned and seats on all valves and diaphragms on all traps of all sizes of the used portions shall be examined, cleaned, and replaced as necessary to the satisfaction of the Owner. Costs of cleaning, reconditioning, and replacement of parts of the permanent systems shall be at the expense of the responsible Contractor.

- F. If a Contractor fails to adequately perform cleanup, the Owner may do so and the cost thereof shall be charged to the Contractor as provided in the General Conditions.

F-23 Existing Facilities

- A. The Owner will maintain activities and normal office hours in the building during the course of this construction project. Difficulties of working in an existing operational building are recognized; however, the Contractor must cooperate to keep noise, dirt, and other interferences to a minimum. Housekeeping shall be such to assure no disruption of the Owner's operations and the Contractor shall schedule his work well in advance and give notice to all building occupants of any disruption.
- B. Existing facilities must be maintained watertight and dust free at all times. The Contractors shall make all necessary provisions to this end and shall be responsible for any damage resulting from noncompliance with this requirement.

F-24 Requirements During Construction

- A. Fence open ditches. Where walks cross such ditches, bridged walkways must be provided with rails on both sides. Bridged walkways must be adequately lighted at night.
- B. Service temporary walks and roads with No. 2 crushed stone if they are to be in public use.
- C. Walks and roadways used by both Contractor and the public shall be kept in repair and cleared by the Contractor once each day and more often as conditions require.
- D. Place no obstructions on or within fifteen (15) feet of fire hydrants. Hydrants must be accessible for fire fighting purposes.
- E. Protect and attend any type of temporary heating units used.
- F. Where walkways, roadways, or entrances used by the public are adjacent to or pass under construction scaffolding or near building edge, the Contractor shall provide an adequate covering for such area to protect passersby from falling objects.
- G. All temporary construction sheds, trailers, and flammable liquid storage areas belonging to Contractors shall be so placed on the construction site to minimize any danger to Owner property and the public.
- H. The Owner's Safety Department is available for consultation regarding the above items and any other safety matter.

F-25 Protective Barricades

- A. Contractors shall be aware that the Owner community includes many people with disabilities (visually impaired, wheelchair-bound, etc.), requiring extra attention on the part of the Contractor to assure that construction work is properly identified and protected. The following provides minimum protective measures to be followed by Contractors doing work beyond the main project construction fence in order to protect the general public from hazards created by open excavations, manholes, etc.
- B. Any excavations outside the project fence shall be adequately protected to prevent falls, injury, or other hazard to the general public and Owner population, as follows:
 - 1. Excavations for the purpose of constructing/installing manholes, meter pits, valve pits, or similar appurtenances must be completely surrounded by a rigid fence (not flagging tape or plastic netting) of sufficient height and strength to prevent individuals from crossing into the excavated area. Such fencing shall incorporate toe boards around the bottom and must be positioned and sufficient distance from the top of excavation to provide adequate protection against undermining or sloughing off of the excavation slopes.
 - 2. Ditch excavations, such as for electrical, water, sewer, steam, gas, or other underground utility lines, shall, as a minimum, be protected on all sides with construction fencing or similarly strong material; fencing shall be positioned a safe distance away from the top of slope of the excavation.
- C. Construction equipment used for hoisting men or materials (e.g., cranes, 'cherry pickers', man lifts, construction line trucks, mobile platforms, etc.) must be surrounded by appropriate protective barricades, safety lines, and signage to alert passersby of the presence of overhead loads and to provide adequate clearance around all boom swing areas, tail swing areas, overhead loads, and operating machinery. Passersby shall not be permitted to travel beneath suspended loads under any circumstances. If necessary, Contractor shall provide a flagman to assure safe passage of pedestrian and vehicular traffic.
- D. Open manholes must be protected at all times by a rigid, fence-type barricade around the opening.
- E. Flagging tape and traffic cones are not suitable or permissible barricading materials.
- F. Contractors shall notify--and receive approval from--the Owner Representative prior to beginning any excavation or opening of any manholes outside the project fence. The Owner Representative will then advise the appropriate Owner office of the hazardous condition, including location, approximate starting time, and expected duration of the situation.
- G. Contractors shall report immediately to the Owner Representative any accident or other incident, no matter how minor, which involves any member of the general public.

F-26 Delivery and Storage

- A. On-Site. All materials and equipment shall be delivered to the site and stored at locations approved by the Owner. Each Contractor shall be responsible for proper care and protection, and shall protect and be responsible for any damage to its work or materials from the date of the Agreement until final payment is made, and shall make good without cost to the Owner any damage or loss that may occur during this period. All cement, lime, and other materials which may be affected by the weather shall be covered and protected to keep them free from damage while they are being transported to and stored on the site. Should any materials be found defective or in any way contrary to the Contract, this material, no matter in what stage of completion, may be rejected by the Professional and/or the Owner and shall be removed from the site at once.
- B. Inside Building. In no case shall any materials be stored in mechanical and electrical spaces, nor shall any paint or other combustible supplies, tools, or equipment be stored in the building, except in tightly sealed metal containers, in well-ventilated spaces, and in a quantity limited to that day's need.
- C. Provisions for Large Items. The Contractor shall make provisions for bringing into the building large items of equipment by leaving temporary openings for them as determined to be required. After the equipment is set in place, the Contractor shall close the opening as required.
- D. Materials must be stored in such a way as not to damage existing structures or surrounding area. Any material or equipment stored on the roof of any building must be placed on dunnage and not directly on roof surface.

F-27 Fire Protection

- A. The Contractor shall maintain and enforce regulations covering all fire hazards, including smoking, and shall provide during construction, the required number of suitable fire extinguishers in the proper locations.
- B. No fires for any purpose shall be permitted on the project. Remove all refuse from Owner property.
- C. No welding, cutting by torch, or work utilizing or causing inflammable wastes shall be done unless adequate fire protection is provided and maintained for the duration of the work in the area of operations. The Owner's Hot Work Permit program will be followed by the Contractor.

F-28 Job Site Security

- A. The Owner will not provide job site security.
- B. The Owner assumes no responsibility for damage or loss to the Contractors property.

F-29 Dewatering

- A. The Contractor shall assume responsibility for continuous removal of all water, including surface and rainwater, by the use of pumps, drains, and other approved methods necessary to keep the excavation and site free from water at all times until completion.

- B. All water must be directed away from existing structures, shall cause no erosion and shall prevent foreign material from backing up existing drains or entering into the sewers.

F-30 Fastening Devices

- A. Fiber, lead plugs, shields, and any devices using wood screws are not acceptable as fastening devices to plaster, tile, concrete, or masonry. Use expansion bolts or driven devices in solid construction, and toggle bolts in hollow construction.

F-31 Cutting, Welding, Soldering

- A. All welding and cutting shall be done by qualified and certified welders. Certificates shall be filed with the Owner and the Professional prior to commencement of any welding.
- B. Contractors are required to follow the Owner's Hot Work Permit Program.

F-32 Noise Control

- A. In most instances, noise control will be a matter of prime concern. It is, therefore, mandatory that all equipment such as compressors, generating equipment, etc., shall be fitted with mufflers or other noise abatement attachments.
- B. It may become necessary to schedule some operations during periods of low occupancy of neighboring Departments or buildings.

F-33 Provision for People with Disabilities

- A. All structures designed for general use, shall comply with all local, state, federal, and Owner regulations for facilities to accommodate people with disabilities.

F-34 Asbestos Removal

- A. The Owner has an ongoing asbestos identification and removal program. On renovation projects where asbestos containing material may be encountered, the situation will be reviewed by the Owner and a course of action determined.
- B. Possible asbestos removal situations will be discussed between the Professional and the Owner on a project-by-project basis.
- C. If asbestos is found to be present after construction is underway, work will stop immediately and the Project Manager notified. The Project Manager will contact the Department of Safety. Work shall not proceed until authorized by the Project Manager.

F-35 Advertising Signs

- A. Neither the Professional nor Contractor shall erect advertising signs.

F-36 Project Sign

- A. On projects funded solely by The Pennsylvania State University, a project sign shall be prepared and erected by the Contractor and shall conform to the specifications provided by The Pennsylvania State University.

F-37 Warranty Period

- A. During warranty periods, the Owner will respond to emergency situations, that is, situations determined to be potentially harmful to the surrounding personnel, equipment, or environment. In cases where work is performed by Owner employees, the Contractor will be charged for all labor and material needed to complete emergency repairs, if the repairs are determined to be the result of faulty material or workmanship. The performance of these repairs shall not void any Contractor's warranties.
- B. The Owner will begin preventive maintenance programs immediately following final inspections. Preventive maintenance activities shall not relieve the Contractor from any equipment warranties.

F-38 Schedules and Reports

- A. Refer to General Conditions of the Contract, Article 11, for a detailed breakdown of information required.
- B. Together with each monthly application for payment, the Contractor shall forward to the Owner a summary report of the progress of the divisions of the work.
- C. All Contractors will have a written OSHA compliant permit-required confined space program.

F-39 Demolition Work

- A. Contractor is responsible for PA DEP/EPA notifications required for demolition work. Paperwork must be submitted to the Owner for review prior to submission to the proper agencies. Notification form templates are available from the Owner.
- B. Demolition Contractor performing work requiring notifications must be prequalified by the Owner.

F-40 Contractor Dumpster and Storage Container/Trailer Policy

- A. All contractors requiring a site for a dumpster or storage container/trailer must contact the Owner's Facilities Planning and Construction Department to arrange for the placement of these units. All dumpsters and storage containers/trailers are required to have a 2'x 2' removable sign identifying the company name and the name and telephone number of the responsible person. This sign shall be attached to the front of the unit.

- B. Construction waste dumpsters must be covered at all times. Clean fill and green waste dumpsters do not need to be covered. Each company will be responsible for keeping the area around their dumpster and/or storage container/trailer clean of debris.

F-41 Mercury

- A. Mercury is a hazardous material and care must be taken in the removal and disposal of such devices that contain mercury. Examples of such devices are sphygmomanometers a.k.a. blood pressure devices. These devices are not well sealed and mercury can be released simply by removing the device from the wall when prep work is necessary for demolition, painting, or wallpapering. Notify the Project Manager and HMC Safety Office for proper disposal procedures.

F-42 Confidentiality Agreement

- A. All Contractors and subcontractors are required to sign a Business Associate Agreement (confidentiality agreement) which states the contractor or subcontractor acknowledges and agrees to uphold the confidentiality of any and all individual identifiable patient health information as defined by Medicare privacy regulations, HIPPA regulations, and any other applicable privacy laws or regulations governing patient care interaction. The contractor or subcontractor will maintain confidentiality of such patient healthcare information obtained during execution of this contract.

F-43 Contractor Sign-out of Badges and Keys

- A. Contractors performing services for the Facilities Department at the Medical Center are required to sign in at the Building Operations Center (BOC) on a daily basis. One representative from the company may sign in for his crew. A temporary ID badge will be issued for each worker and must be worn at all times. Badges must be returned at the end of the work shift.
- B. With the approval of a Facilities Staff member, Contractors requiring access to secured areas of the facility may sign out keys from BOC. All keys must be returned at the end of the work shift. Contractors are not permitted to unlock or enter areas other than those which they need to access for purposes of their work and are required to re-secure areas which they have entered. Mechanical and roof access areas must be kept locked at all times to prevent unauthorized access. Keys lost during the course of work are to be reported to BOC immediately. Contractors are not permitted to duplicate keys. BOC will determine the keys to be assigned based on the access needs of the workman
- C. Contractors involved in long-term work may be assigned a permanent photo ID badge. The need for permanent badges will be determined by Owner. Badges will be requested through the Owner's Project Manager. Access Control designee. Badges will be surrendered upon completion of the work.

F-44 Temporary Construction Keying

- A. Long-term renovation projects may require "Temporary Construction Cores" to be placed in doors to allow contractor access without the need for signing out high level building master keys.

- B. The Owner's Project manager will coordinate the installation of construction cores, as needed.
- C. Temporary Construction keys are available in BOC. These keys will carry the same restriction/requirements as other contractor sign out keys.

F-45 Testing Laboratory Requirements

- A. The testing laboratory shall be staffed and equipped in accordance with ASTM E329, latest revision, which outlines the minimum acceptable professional staff composition and equipment required of inspection and testing laboratories to conduct concrete, steel, and bituminous testing services. The Professional is to specify that soils testing laboratories to meet the same ASTM requirements.
- B. The testing laboratory shall furnish the Owner with the test result reports separate from those furnished by the responsible Contractor.
- C. The Contractor is to submit through the Professional to the Owner, for approval, the name of the testing laboratory it intends to use.

F-46 Parking

- A. Contractors and sub-contractors are required to park in the following designated parking restrictions. Consult with the Owner's Project Manager for parking regulations. There is no parking allowed in grass areas and along roadways. Parking along curbs at buildings, such as the Crescent area, is limited to loading and unloading only.
- B. Each Contractor shall arrange for safe transportation between the assigned parking area and the project site.
- C. Consideration will be given to service vehicles with properly affixed company logos for parking in essential areas for tool and material access or drop off.
- D. Inquiries related to parking regulations should be referred to the Owner's Project Manager.
- E. It will be each Contractor's responsibility to inform their employees of approved parking locations and parking regulations.
- F. Vehicles in violation will be ticketed and/or towed and repeat offenders will lose their privilege to drive on campus.

F-47 Infection Control

- A. Contractors will abide by the Owner's "Construction, Renovation, and Maintenance Infection Control Program", Policy III-14. Copies can be obtained from www.opp.psu.edu.
- B. Contractors shall follow all requirements of the Infection Control Risk Assessment (ICRA) for each specific project.
- C. All contractor personnel must attend annual HMC Infection Control and Safety training prior to working on campus.

- D. Contractors will furnish and maintain their own HEPA Filtration (99.97%) Negative Air Machines. Certification of the Contractor's Negative Air Machines is required every six months and must be performed by the Owner.
- E. When required Negative Air Pressure Continuous Recording Devices (chart recorders) will be provided by the Owner.

F-48 Safety

- A. The Contractor will abide by the Owner's policy "Construction Safety Requirements for Contractors & Vendors", policy number FP-04SPM. A copy of this policy is included as an attachment to this section.
- B. Topics covered by this policy are Interim Life Safety Measures, Pre-Bid Safety Requirements, Contractors Safety Orientation, Fire Protection, Hazardous Work, Stairwells and Corridors, Flammable or Explosive Substances or Equipment, Alterations/Penetrations of Structural Members, Smoking, Housekeeping, Tarps and Covers, Welding Cutting and Hot Work, Liquefied Petroleum and Acetylene Gases, Temporary Partitions, Storage of Materials and Supplies, Fire and Emergencies, Contaminated Areas, Barricades, Gasoline Powered Equipment, Hand Tools, Power Tools, Ladder Safety, Machinery, Painting and Spraying, Electrical Safety, Machine Guarding, Lock Out and Tag Out, Confined Space Entry, Asbestos, Lead, Hazard Communication, Material Safety Data Sheets, Personal Protective Equipment, Trenches and Excavations, Scaffolds, Cranes and Hoists, and Fall Protection.

F-49 Health Physics

- A. The Owner has an ongoing radioactive materials identification and removal program. On renovation projects where radioactive materials may have been used, or where objects contaminated with radioactive materials may be encountered, the situation will be reviewed by the Owner and a course of action determined.

F-50 Tobacco Use

- A. The Owner has a No Tobacco Use policy banning the use of ALL tobacco products on the Owner's campus.

F-51 Fire and Smoke Wall Penetrations

- A. Contractors will follow the Owner's Facilities Department policy on fire and smoke wall penetrations.
- B. A copy of this policy is provided as an attachment of this section.

F-52 ASHE Certification

- A. Project Managers and Field Superintendents of all General Contractors and MEP Sub-Contractors (mechanical, high voltage electrical, low voltage electrical, data & communication cabling, plumbing and sprinkler) must be Healthcare Construction

F-53 Equipment Data Acquisition

- A. The Contractor is required to complete and submit HMC's Equipment Data Acquisition Form for all pieces of equipment added or deleted during the project.
- B. The Equipment Data Acquisition Form is in Excel format and can be obtained from the HMC Project Manager.
- C. The Equipment Code tab lists what equipment requires the form to be submitted. The Numbers tab lists all the building in the PSHMC System.
- D. The Equipment Data Acquisition Form is to be submitted to the HMC Project Manager at substantial completion
- E. The Project Manager will obtain an equipment tracking number and return the completed form to the Contractor. The Contractor will use the information to furnish and install equipment tags. The Project Manager will direct which equipment receives a vinyl label, an embossable tag, or an engraved sign.
- F. Engraved tags are typically 4" x 6" white phenolic with black engraved letters and will have the following information:
 - Unit ID# (Equipment ID#, Example AC-99)
 - Area Served:
 - Asset #:
 - Date In Service:
 - Contractor:
 - Manufacturer:
 - Model #:
 - Serial #:
 - Fed from Panel #:

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*****End of Section*****



INSTITUTIONAL SAFETY POLICY

Title: Safety Requirements for Contractors & Vendors
Number: FP-04SPM
Effective Date: 3/92
Review Date: 5/16
Approved by: Charles Ulinfun, Director, Department of Safety

PURPOSE: To inform contractors, service personnel and suppliers of the fire protection and safety measures that they are required to follow.

POLICY: Contractors and vendors working on the grounds or within any Medical Center building will implement the procedures described in this policy in order to reduce or eliminate the risk of injury, property damage and to comply federal, state and local regulations.

I. Persons Affected

- A. All personnel who use contractors and vendors and all contractors and vendors.**

II. Responsibilities

- A. Any employee and/or department engaging a contractor shall be responsible to inform the contractor of the Medical Center's safety policies and procedures.**

III. Procedures

- A. Purchases Department shall be notified before any contractor or vendor is brought into the Medical Center to perform work involving the alteration and/or penetration of any structural members of the building. Structural members include floor slabs, walls, ceilings and structural steel.**

IV. Interim Life Safety Measures (ILSM) - - Please refer to FP-07SPM for Medical Center ILSM policy.

- A. Interim Life Safety Measures (ILSM) are a series of administrative actions that must be taken to temporarily compensate for the hazards posed by fire system maintenance, code deficiencies, and/ or construction activities.**
- B. ILSM must be implemented in, or adjacent to, all construction areas and throughout buildings with existing Life Safety Code Deficiencies. ILSM shall apply to all personnel, including construction workers, and shall be implemented during project development and continuously enforced through the project completion.**
- 1. Identification of Projects under ILSM (see ILSM Policy FP-07SPM for Matrix for ILSM Designation)**

In order to be designated as ILSM projects, the project in some manner affects the existing:

- Exiting requirements - such as reduced corridor width less than 48 inches, stairwell closure, etc.
- Fire protection and fire alarm systems.
- Fire wall, smoke walls, and/or slabs that have been compromised.

2. Determination of Projects under ILSM

The Project Manager shall review the ILSM Matrix to determine if a project falls under the ILSM Policy requirements.

3. Staff Training

If needed, the employees at the affected department shall be trained on the alternate exits to use, the adjacent smoke zones to use and other fire safety measures.

4. Construction Meetings

Once the Project Manager has provided the meeting dates, the Director of Safety, or his designee, shall attend the on-going construction meetings, as applicable.

5. Construction Site Inspection

- The Contractor shall complete a daily inspection of the construction site. The completed daily inspection forms shall be submitted to the Department of Safety via the Project Manager.
- The Department of Security shall complete a daily inspection of the construction site. The completed inspection form shall be submitted to the Department of Safety the next business day.
- The Department of Safety shall complete a bi-weekly inspection of the construction site. All identified exceptions shall be forwarded to the Project Manager, Facilities Planning and Construction. The Project Manager shall make sure that the contractor corrects the exceptions and notifies the Department of Safety once the exceptions are corrected.

V. Pre-Bid Safety Requirement for all Contractors

A. Prior to awarding a project to a contractor, the employee or department shall request the contractor to submit the following items to the Department of Safety for review:

- 1. OSHA Log or Workers' Compensation Experience Modification Rate for the last three (3) years.**
- 2. Employee safety training records for the current year for the specific job task.**
- 3. Current Safety Program with a signed statement that the contractor's safety program complies with applicable OSHA Standards.**

VI. Contractors Safety Orientation

A. Prior to the beginning of any project, all contractors shall:

Attend a safety orientation that is provided by the Department of Safety, Facilities Planning & Construction, and/or Department of Facilities. The focus will be on:

- Emergency telephone numbers at the Medical Center.
- Location of hazardous materials and chemical wastes that are in close proximity to the project. This will also include SDS.
- Location of asbestos and lead materials.
- Job site safety inspection.
- Permit requirements for all confined space entry, hot work, fire system and above ceiling work.
- Smoking Policy at the Medical Center.
- Provide the name and telephone number of their project supervisor.

VII. Contractor/Vendor Specific Rules

A. General

1. All contractors must comply with applicable federal, state, and local, standards, and/or their own safety policies.
2. Questions regarding the interpretation of this policy must be directed to the Department of Safety.
3. The following represent minimum requirements, however, the Medical Center may wish to exceed them in several ways.

B. Fire Protection

1. At all new construction and renovation, appropriate size and type of approved fire extinguishers must be placed in such a manner that they will be visible and accessible at all times. All fire extinguishers at the job site must be inspected monthly and maintained annually per NFPA 10.
2. The number of on-site fire extinguishers will be determined by the Director of Safety or his designee.
3. All existing fire protection will be continuously maintained or, in lieu thereof, other measures shall be taken which will provide equivalent safety as determined by the Director of Safety, or his designee.
4. If a sprinkler system has to be placed out of service, due to a construction project, **ONLY THE FIRE PROTECTION PLUMBERS CAN PLACE A SPRINKLER SYSTEM OUT OF SERVICE. Also, ONLY THE AFFECTED SPRINKLER ZONE SHALL BE PLACED OUT OF SERVICE.**
5. The Department of Safety will be notified one (1) week in advance of any planned interruption of any existing fire protection or detection system.

C. Hazardous Work

1. All work presenting an increased danger to the facility from fire or explosion will be reviewed with the Director of Safety, or his designee before the start of such work.

D. Stairwells and Corridors

1. Existing stairwells and approved means of egress (corridors) will be maintained free from obstructions and must remain accessible at all times.

E. Flammable or Explosive Substances or Equipment

1. Flammable or explosive substances or equipment will not be introduced into the facility. Such materials will be permitted only if the condition of use and safeguards provided are that which will not create any additional danger or handicap to egress beyond the normally permissible conditions in the building.

F. Alterations/penetrations of structural members (floors, walls, ceilings and structural steel)

- The alterations/penetrations of any structural member will be sealed or fireproofed with an approved fire-resistant material having a resistive rating equivalent to the existing components of the structural member. All materials used will be UL/FM approved. The design or system number will be documented and kept in the project file for reference. (Please refer to the Facilities policies and procedures #30-29 that are available in BOC and the Facilities office for detailed penetration requirements.)
- All alterations/penetrations on any structural members will be sealed or fireproofed at the end of each shift. This may necessitate the temporary use of mineral wool or other suitable noncombustible materials. Fiberglass-type insulation is not permitted.

G. Smoking

1. All employees and contractors shall be instructed that tobacco use is not permitted on campus as described in Hospital Policy A-6.

H. Housekeeping

1. All debris, trash or left over materials will be kept to a minimum and not allowed to accumulate within the facility. This may necessitate daily removal.
2. Left over loose materials will be removed from the topside of the ceiling tile.
3. Ceiling tile removed to perform a task will be replaced at the completion of work.

I. Tarps and Covers

1. All tarps and covers will be fire retardant treated or made of a noncombustible material.

J. Welding, Cutting and Hot Work (see FP-06SPM)

1. Before doing cutting, welding or hot work, contractors shall outline, to the Safety Director, or his designee, the procedures they propose to follow and to state when and where the work will be done.
2. The Safety Director, or his designee, may inspect the work area prior to issuing a "Hot Work" permit.
3. Contractors shall not do any hot work which is not covered by a hot work permit.
4. The contractor is responsible for providing the proper fire extinguisher(s) during a construction project.

5. A copy of the Policy on Cutting, Welding and Hot Work Permit will be provided to the worker.

K. Liquefied Petroleum and Acetylene Gases

1. All working supplies of L.P. and acetylene gases will be removed from the facility at the end of each work day.
2. The aggregate accumulation of cylinders at any one work area will not exceed the cylinder(s) actually connected for use.
3. All cylinders will be secured in an upright position.
4. Transfer of compressed or liquefied gases from one gas container to another is prohibited.

L. Temporary Partitions

1. All temporary partitions will be constructed of noncombustible and/or fire retardant materials.
2. Consideration will be given to the placement of partitions so as not to obstruct existing fire protection or means of egress.
3. The placement of partitions which will encroach into an occupied area will need the approval of the Director, Department of Safety or his designee, prior to the erection of such partitions.

M. Storage of Materials, Supplies and Cylinders

1. No equipment, tools, or materials shall be stored in the corridor and stairwells.
2. Temporary storage of materials shall be coordinated with the Project Manager.
3. Combustible items are prohibited in any mechanical room, electrical closet or other similar areas.
4. All compressed gas cylinders must be stored in an appropriate container and must be secured in an upright position.

N. Fire and Emergencies

1. Upon the discovery of a fire, appropriate action will be taken to confine, control and extinguish it.
2. Immediate notification of any fire or emergency will be given to the Medical Center's BOC Operator (dial 8888).
3. The Medical Center's fire and emergency telephone number will be posted at all telephones installed for use by the contractor.

O. Contaminated Areas

1. Contaminated areas will be decontaminated prior to the start of any job. Contractors will coordinate these activities with the Department of Facilities and the Director of Safety, or their designee.

P. Barricades

1. Work involving walkways, roadways, storm drains, curbs, manholes, etc., shall be barricaded.
2. Barricades when used on roadways and/or parking lots, from dusk to dawn, will be appropriately marked with warning flashers sufficient in number to readily identify and warn of obstructions or existing hazards.

Q. Gasoline Powered Equipment

1. Gasoline powered equipment will not be used within any building.

R. Hand Tools

1. Use each tool correctly and for the purpose it was intended. If you don't have the right tool with you - don't improvise.
2. Keep tools in good condition.
3. Put tools away when you are through with them.
4. Safety glasses must be worn by all persons using impact tools such as chisels, punches, etc.
5. Be careful with edged tools. Do not keep edged tools loose in a common workbox, or thrown onto a bench.

S. Power Tools

1. Safety glasses must be worn by all persons using power tools.
2. All power tools must be either grounded or double-insulated.
3. Inspect all power tools before using them to make sure they are in good operating condition.
4. Power tools are to be used only by staff that supervisors have authorized to use them.
5. Do not drag power cords through water, oil, or over sharp metal edges.
6. Guards on stationary power tools must be kept in place.
7. Whenever possible, suspend cords overhead if there is traffic which may run (or trip) over them.
8. Do not use tools with frayed cords, broken plugs, or other damage. Have them repaired before further use.

9. Clean tools only with non-flammable safety solvents.
10. Disconnect power cords whenever changing blades or otherwise working on power tools.
11. Be extra cautious when using power tools while on a ladder or scaffold.
12. Always shut off valves or switches when working on electrical systems. Apply warning tags and locks at lockout points such as fuse boxes and control panels.
13. Do not overload electrical circuits. Never fuse too heavily. Electrical wiring is to be done only by a qualified electrician.

T. Ladder Safety

1. Wood ladders must never be painted over. Painted ladders must be discarded promptly, if found.
2. Wood ladders must be free from large checks, shakes, decay or knots.
3. Promptly tag defective ladders for repair or destruction.
4. Never use metal ladders when working on or around electrical devices or wiring, or where they (or the person on them) may come into contact with electricity.
5. Ladders must have non-slip bases.
6. Never use ladders as scaffolds.
7. Do not climb ladders with both hands filled with materials.
8. Always face the ladder.
9. Do not lean over too far.
10. Never stand on the top two (2) rungs of a ladder.
11. Rope off public areas and/or place warning signs wherever ladders are being used.

U. Machinery

1. All equipment must have appropriate guards. Never remove guards that are provided.
2. All flywheels, gears and other rotating parts of machines must be guarded against contact unless they are higher than seven (7) feet from the floor. Guards may not have openings larger than 1/2 inch.
3. Table saws must be equipped with a splinter and kick-back preventer.

V. Painting and Spraying

1. A "No Smoking" rule must be enforced in paint and wood shops, and other locations where paints and thinners are used or stored.

2. Fire extinguishers must be available wherever flammable paints or thinners are used or stored.
3. When spray-painting, a face mask and gloves shall be worn.
4. Gasoline powered air compressors should not be used indoors.

W. Electrical Safety

1. The Project Manager shall make sure that a contractor implements its own electrical safety procedures.
2. The Project Manager shall make the contractor to be aware of the following HMC electrical safety procedures:
 - No unqualified person shall tamper with electrical circuit breakers, fuse boxes, alter existing wiring or install electrical wiring.
 - Only qualified employees shall be notified and required to correct electrical trouble on equipment.
 - Live parts shall be de-energized before work begins unless it introduces additional hazard or is unfeasible to do so.
 - Circuits shall not be de-energized if it would cause interruption to life support equipment, disable fire alarm systems, shutdown of ventilation equipment in hazardous locations or removal of illumination for an area.
 - Lockout/Tag out procedures shall be enforced to isolate de-energized equipment or circuits before repair begins. See SA-16SPM for Medical Center LOTO Procedures.
 - Barricades shall be placed around exposed live parts to avoid contact with them.
 - All qualified persons shall use personal protective equipment when working with electrical devices.
 - All qualified persons shall be trained before working with electrical parts.

X. Machine Guarding

1. All moving parts of equipment shall be properly guarded during installation, repairs, adjustment, etc.

Y. Lockout and Tag out

1. The Project Manager shall make sure that a contractor implements its own lockout and tag out procedures. A copy of the contractor LOTO program shall be submitted to the Project Manager prior to start of the project.
2. The Project Manager shall make the contractor aware of the following HMC LOTO procedures:
 - Notification of shutdown shall be provided to the affected department.
 - Switches, valves, etc., shall be used to shut down the equipment or machine.
 - The energy source of the equipment or machine shall be isolated.
 - Lockout and tag out the affected equipment or machine.
 - Switches, valves, etc., shall be used to shut down the equipment or machine.
 - Repair the affected equipment or machine.
 - Restore the affected equipment or machine back to device after the repair is completed.

- Notify the affected department that the equipment or machine is back in service.

Z. Confine Space Entry

Each contractor who is retained to perform work that will require permit confined space entry shall:

1. Coordinate entry operations with the Project Manager when both the contractor and the HMC personnel will be working in or near permit confined spaces.

2. Provide the list of the rescue team to the Project Manager.

3. Complete environmental air monitoring before, during, and after the project.

4. Provide a copy of the confined space program to the Project Manager.

5. A partial list of permit required confined space at the Medical Center includes:

* Sanitary sewer manholes * Surge tanks * Electrical manholes * Deaerator tanks * Storm water manholes * Mud and steam drums (boilers) * Telecommunication manholes * Boilers * Elevator pits * Water softener tanks * Sump pits * Refrigeration storage tank * Upper incinerator chamber * Cooling tower condenser water pump pits * Chilled water storage tank * Fuel oil storage tank * Cooling towers * Lower incinerator chamber * Water meter reading vaults * Etc.

AA. Asbestos

1. The Project Manager and the contractor shall coordinate planned renovation and/or construction projects involving asbestos with the Department of Safety and Penn State University, Environmental Health & Safety.

2. The Project Manager shall ensure that all renovation, demolition, remodeling, etc., projects involving the disturbance of building materials installed before 1981 are preceded by an inspection/survey to determine the presence of asbestos. Building materials not inspected/surveyed are presumed to contain asbestos material.

3. The Project Manager shall ensure that all renovation, demolition, remodeling, etc. projects that involve the disturbance of asbestos are preceded by an asbestos abatement project performed by a contractor on the Penn State University pre-qualified list of asbestos abatement contractors. Environmental monitoring firms shall be selected from the Penn State University pre-qualified list of monitoring/inspection firms.

4. All asbestos abatement projects and activities shall be performed in accordance with the Medical Center policy "Asbestos Management and Control " (HM-01SPM) and the specifications prepared by Penn State University, Environmental Health & Safety which are located in the Department of Safety.

BB. Lead

1. The Project Manager and the contractor shall coordinate the lead project with the Department of Safety.

2. All activities involving lead shall be conducted in accordance with federal, state and local requirements.

CC. Hazard Communication

1. In accordance with OSHA Hazard Communication Standards, the Project Manager shall inform contractors of any hazardous materials present in the job area.
2. Once the above information is provided to the contractor, he or she shall communicate the hazardous conditions to his/her employees.

DD. Safety Data Sheets (SDS)

1. The contractor shall maintain SDS on-site for all hazardous chemicals used or stored at the job site.
2. The contractor shall provide copies of the SDS to the Project Manager.
3. The Project Manager shall send copies of the SDS to the Department of Safety prior to the start of the project.

EE. Personal Protective Equipment

1. The Contractor shall ensure that their employees wear protective equipment such as hard hats, gloves, ear muffs, goggles, etc., when working at the job site. The HMC Project Managers shall advise the contractor regarding the violation of this requirement.

FF. Trenches and Excavations

1. The contractor shall coordinate trenches and excavation work with the Project Manager and the Department of Facilities to assure the correct procedure for shutting down utilities is followed.
2. Trenches that are more than four (4) feet deep shall have ladders or steps to aid in escaping the trench.
3. Daily inspection of excavations shall be made by the contractor. If, at any time, there is evidence of a possible cave-in or slide, all work shall cease until necessary safeguards are in place.

GG. Scaffolds

1. Contractors shall implement the general OSHA requirements for scaffolds unless a specific requirement for a particular type of scaffold is more applicable.

HH. Cranes and Hoists

1. Mobile cranes, including power shovels, portable crane derricks, or similar equipment, shall not be operated within 10 feet of overhead electric power lines.
2. Areas where cranes and hoists are being used shall be barricaded by the contractor.
3. Contractor's employees working around cranes and hoists shall wear appropriate personal protective equipment.
4. The contractor shall implement OSHA general requirements for cranes and hoists.

II. Fall Protection (See SA-13SPM)

1. All contractors working on a project at HMC that is six (6) feet or more above a lower level, shall have in place one or more of the following fall protection devices to protect their employees:

- Guardrail
- Personal Fall Arrest Systems
- Safety Net

2. Guardrails

- All guardrails shall be at least 42 inches high with a 21 inch mid-rail and four (4) inch toe board within 1/4 " of the platform.
- All guardrails shall be visually inspected prior to use by employees. The Department of Safety may request the inspection documentation during the project.
- Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- When guardrail systems are used at holes, ramps, and runways, they shall be erected on all unprotected sides or edges of the hole.
- Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected frequently to maintain the 200-pounds strength requirements.

3. Personal Fall Arrest Systems

Personal fall arrest systems and their use shall comply with the provisions set forth below:

- Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system. The use of a body belt in a positioning device system is acceptable.
- Effective January 1, 1998, only locking type snaphooks shall be used on all personal fall arrest systems.
- Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000-pounds.
- When vertical lifelines are used, each employee shall be attached to a separate lifeline. * Ropes, harnesses and lifelines shall be protected from being cut or abraded.
- Ropes, harnesses and lifelines shall be made from synthetic fibers.
- All ropes, harnesses and lifelines shall be inspected prior to use by employees. The Department of Safety may request the inspection documentation during the project.
- Defective ropes, harnesses and lifelines shall be removed from service.
- Anchorages shall support the employee attached to it.
- The installation and use of ropes and lifelines shall meet applicable OSHA Standard.

4. Safety Nets

Safety net systems and their use comply with the following provisions:

- Safety nets shall be installed under the walking/working surface on which employees are working.
- All safety nets shall be inspected prior to use by employees. The Department of Safety may request the inspection documentation during the project.

- Defective safety nets shall not be used but, to be removed from service.
- The installation and use of safety nets shall meet applicable OSHA Standard.


VIII. Reference Procedures

- A. OSHA 1910 and 1926
- B. National Fire Protection Association (NFPA)
- B. The Joint Commission Regulations and Standards

IX. Responsibility for Review

- A. Property/Equipment/Utilities Subcommittee
- B. Department of Safety

Last revision: 4/15

ABOVE CEILING COMPLIANCE POLICY	PENNSTATE HERSHEY  Milton S. Hershey Medical Center
Hospital Administrative Policy	Policy Number: A-96 HAM
Replaces: August 2014	Effective: April 2016
Authorized: Alan Brechbill Executive Director	
Approved: Marvin Smith Director of Facilities	

BACKGROUND:

The Penn State Milton S. Hershey Medical Center (PSHMC) is committed to remaining in compliance with The Joint Commission (TJC), Center for Medicare/Medicaid Services (CMS), and Pennsylvania Department of Health (DOH) requirements for protecting patients, staff and visitors through proper installation of building life safety components.

All penetrations in fire/smoke rated walls and floor slabs between occupied floors must be properly sealed to prevent the transmission of fire and smoke as well as to maintain the rating of the barrier. Penetration sealing must be completed using approved materials and be performed by personnel trained in accordance with manufacturer's requirements. This policy shall apply to all Penn State Hershey Medical Center and Penn State College of Medicine owned buildings.

All wires, cables, pipes, ducting, etc., must be properly installed in interstitial spaces between ceilings and floor slabs so that they do not create a hazard to life safety and are within applicable codes and regulations. At no time will any item be suspended from or supported by any component of the sprinkler system.

PURPOSE:

To establish procedures for all employees, contractors, and vendors working for or under the jurisdiction of PSHMC to properly seal all penetrations in fire/smoke rated barriers and floor slabs AND to ensure all cabling is properly installed to meet applicable codes and regulations. This policy will:

- Outline PSHMC's expectation regarding the integrity of all penetrations through fire/smoke-rated walls/partitions and floor assemblies.
- Provide requirements for the proper installation of wire, cables, pipes, conduits, ductwork, etc.
- Provide guidelines and requirements when installing or maintaining above ceiling infrastructure that support telecommunications/data transfer, clinical monitoring systems, facility support systems, and other clinical or non-clinical applications.

- Ensure that all work performed within PSHMC facilities complies with applicable building and life safety codes and to assign responsibility for work performed by HMC personnel, as well as outside vendors and contractors.
- This policy covers ALL penetrations and cable management, regardless of whether they are above a ceiling or not, as in cases where there is no suspended ceiling. For this purpose, the term “above ceiling” is meant to be generic.

POLICY:

1. The Safety Department will establish and maintain a position entitled PSHMC Building Compliance Coordinator. The Building Compliance Coordinator shall ensure adherence to this policy by all parties performing above ceiling work. The Building Compliance Coordinator shall issue permits for all above ceiling work.
2. This institution interprets the term “above ceiling work” to mean: making of any type of new penetration, working with existing penetrations and/or the redirection, addition or deletion of any utilities, systems, or components. See number 8 below to further define these terms.
3. Work that can be excluded from a permit includes routine maintenance, single location minimal adjustments and minimal repairs to utilities, systems or components. Some examples listed below including but not limited to:
 - a. Replacing valves
 - b. Adjusting dampers
 - c. Replacing damper actuators
 - d. Replacing light ballasts
 - e. Replacing ceiling tiles
4. This policy applies to ALL personnel performing any type of work within the facility.
5. No above ceiling work shall be performed without the following:
 - a. **Above Ceiling Work Permit** - issued by the Building Compliance Coordinator after completing a Construction Safety Risk Assessment. Per the Interim Life Safety Measures (ILSM) Program for Fire System Maintenance, Life Safety Code (FP-07SPM).
 - b. **Infection Control Construction Permit** - issued by the Infection Control Department in accordance with Construction, Renovation, and Maintenance Infection Control Program Policy (III-14).
6. Work above ceilings in occupied patient rooms is never allowed.
7. IF A PENETRATION CANNOT BE PROPERLY FIRE STOPPED, THE PENETRATION SHALL NOT BE MADE.

8. Departments requiring services involving the installation, upgrade, replacement, addition or modification to the following systems and/or applications shall coordinate their request through the Building Compliance Coordinator:
 - a. Information systems technology applications including, but not limited to, telephone, data, communication, intercom, paging, nurse call, television, dictation, and security systems, etc.
 - b. Clinical Engineering applications including, but not limited to, monitoring systems, CCTV, and telemetry systems, etc.
 - c. Maintenance and engineering applications including, but not limited to, electrical, mechanical and plumbing (includes med gases and tube systems), fire alarm, building automation, and sprinkler systems, etc.
9. Departments responsible for coordinating installations shall obtain all appropriate permits prior to commencing work. Permits shall be prominently displayed at the entrance of all infection control barriers or infection control cubes or shall be in the possession of the person performing the work at all times while work is underway.
10. All penetrations of fire/smoke rated assemblies shall be properly protected using UL rated 3M fire-stopping systems. No other manufacturer is authorized without prior permission granted by the PSHMC Wall Penetrations Committee. When viewed as a unit, the building component, penetrating item, and sealing materials shall be considered a rated fire-stop system. All penetration sealing systems utilized will carry a UL rating equivalent to the building component being penetrated.
11. All personnel installing fire-stopping systems shall be properly trained in accordance with manufacturer's requirements and maintain a current manufacturer's certification. The department coordinating the work is responsible for ensuring workers are properly certified.
12. No data cable, co-axial, signal wire, or other low voltage cable may be installed through a rated barrier without first installing a re-enterable, UL rated pass-thru device containing the same rating as the wall being penetrated. All pass-thru devices shall be installed in accordance with manufacturer's instructions.
13. Persons entering existing fire-stopping systems shall install a tag for each penetration. These tags will be silver in color, minimum size of 2" x 4" and indelible. Examples include McMaster-Carr part # 1692T34, or Brady stock B-906, part # 87643. The tag will be attached to the penetrating device (pipe, conduit, ductwork, etc.) on one side of the penetration using a mechanical wire. The tag shall contain the following information:
 - a. Company name.
 - b. Date of installation.
 - c. Permit number, as assigned by the Building Compliance Coordinator.
 - d. Room number nearest to the penetration.
 - e. Manufacturer's system designation information.
14. Any penetration through a rated barrier, whether temporary or permanent, shall be properly sealed at the end of each work shift. Temporary patches may be in place for no more than 24 hours.

15. Current fire and smoke plans are available from the Facilities Department upon request. Where fire and smoke floor plans do not exist or where the proper rating is unclear, sealing requirements shall be determined by the Building Compliance Coordinator.
16. Where a pre-approved, UL listed fire stopping system does not exist for a particular penetration, the Building Compliance Coordinator shall obtain an Engineering Judgment from an acceptable manufacturer. The Building Compliance Coordinator shall indefinitely retain all Engineering Judgments.
17. All cables, wires (high or low voltage), pipes, ductwork, conduits, etc. shall be properly supported in accordance with manufacturers recommendations, applicable codes, and/or industry accepted best practices.
18. New systems may be supported by existing hangers, trapeze apparatus', all-thread, etc.; only where the system is deemed of adequate strength to support the existing loads plus all the new loads applied.
19. No systems shall be supported by ceiling grid tie wires except for flex electrical cabling serving lighting that is integral to the ceiling system.
20. AT NO TIME SHALL ANY ITEM BE SUSPENDED FROM OR SUPPORTED BY A SPRINKLER/MEDGAS PIPE, SPRINKLER/MEDGAS PIPE SUPPORT, OR SPRINKLER HEAD/ MEDGAS OUTLET.
21. All structural steel fireproofing material removed so as to install hangers or other systems shall be promptly and properly replaced by trained personnel.
22. Failure of staff or vendors/contractors to comply with this policy may result in disciplinary action to include: written warnings, fines, and/or termination; as well as liability for costs incurred by PSHMC to correct deficiencies and damages caused by improper work.

PROCEDURE:

Department Coordinating Work:

1. Using the permit application contained within this policy, secure all appropriate permits prior to commencing work and ensure permits are properly displayed and enforced.
2. Ensure all personnel performing above ceiling work first attend the PSHMC mandated Safety and ICRA training and properly display proof of attendance.
3. Ensure all personnel installing fire-stopping systems maintain current certification in accordance with manufacturers' requirements.
4. Coordinate daily supervision of work activities and ensure compliance with the provisions of current policies and permits. Verify compliance through random inspection of work being performed.
5. Verify inspection of work with the Building Compliance Coordinator. The personnel performing the work shall have a representative present during final inspection to demonstrate compliance with this policy.

6. Verify that progress/final payments to outside vendors/contractors are only authorized for work that complies with this policy.

Employee/Vendor/Contractor Performing Work

1. Perform all work in accordance with the provisions of this policy.
2. Verify that all work complies with applicable building codes.
3. If required schedule final inspection with the department coordinating the work and the Building Compliance Coordinator.
4. When requested, provide copies of manufacturers' technical data and UL fire rating assembly certification for all penetrations through fire/smoke rated assemblies, i.e., walls, ceilings, floors, etc.
5. Provide copies of current certifications for personnel installing fire-stopping systems.
6. Provide floor plans with locations of penetrations and tag numbers.

Obtaining Above Ceiling Permit

Thoroughly assess the project area to determine if any work will be needed above the ceiling. If work is required an Above Ceiling Work Permit must be submitted. You can find the form here: http://www.opp.psu.edu/planning-construction/design_and_construction_standards/standards-and-forms, or request the form from the Building Compliance Coordinator (BCC).

1. The Above Ceiling Work Permit Request Form, Section A and B must be filled out and provided to the Building Compliance Coordinator no later than two (2) days before the start of work above the ceiling.
2. The requestor is to fill out Section A and provide to the project manager or supervisor who will then complete Section B and forward the request to the Building Compliance Coordinator. Email is the only acceptable way to provide the request to the Building Compliance Coordinator, see contact information below.

Email: AboveCeilingPermits@hmc.psu.edu

3. The Building Compliance Coordinator will then send the Approved form back to the requestor along with the permit.
4. A permit placard will be issued by the BCC. The placard is to be attached to the ICRA barrier or infection control cubes, taped to the ladder being used or somewhere easily seen at the entrance point.
5. Section D of the Permit Request form will also need to be on site and initialed before the work area is left unattended, for every occurrence, if the final installation of the smoke/fire proofing system has not yet been made.

Building Compliance Coordinator

1. Coordinate the above ceiling permit process with personnel performing above ceiling work.

2. Maintain copies of personnel training certifications. Notify the Project Manager or Supervisor of work being performed by workers with expired certifications.
3. Perform periodic surveys of work in progress and report findings/deficiencies to the installer **AND** the department responsible for performing the work.
4. When requested by the department performing the work, verify that all work conforms to the permit requirements prior to progress/final payments to outside vendors/contractors.
5. Conduct random and final inspections to verify that work complies with all applicable codes and regulations.
6. Periodically review changes to local, state and federal codes and update policies as required.
7. Develop and maintain an ongoing summary of all identified deficiencies. Submit a monthly summary of all deficiencies, including corrective action taken, to the Director of Facilities and the Director of Safety on a monthly basis.
8. Maintain up-to-date inventory of all fire-stop system identification tags.

HMC Purchases Department

1. Monitor purchase order requests and notify the Building Compliance Coordinator and department requesting the work of work that may fall under this policy.

REFERENCES:

- Construction, Renovation, and Maintenance Infection Control Program Policy (III-14)
- Interim Life Safety Measures (ILSM) Program for Fire System Maintenance, Life Safety Code (FP-07SPM)
- Construction Safety Requirements for Contractors & Vendors (FP-04SPM)

PERSON RESPONSIBLE FOR REVIEW OF POLICY:

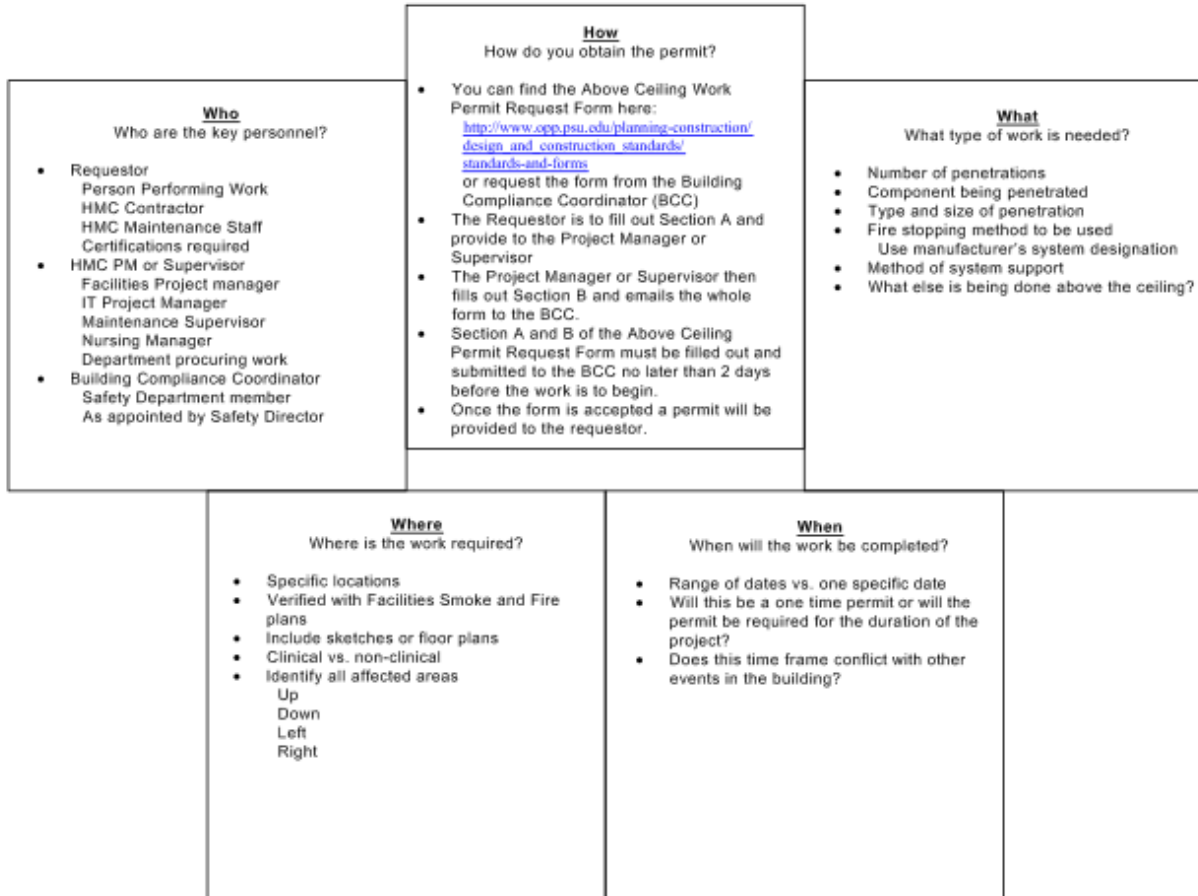
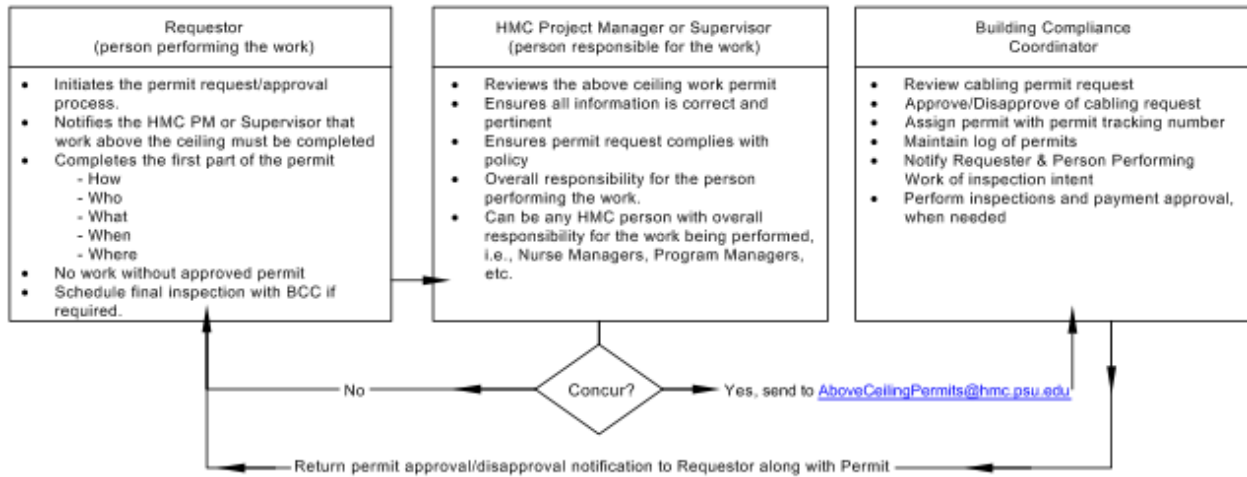
Associate Director, Facilities Planning and Construction

Reviewed: 10/11, 4/13, 8/14, 4/16

Revised: 10/11, 4/13, 8/14, 4/16

Hospital Administrative Policy	Policy Number: A-96 HAM
Above Ceiling Compliance Policy (replaces Penetrations Policy 30-29 and Inaccessible Wall Penetrations Policy 30-33)	Effective: April, 2016

Above Ceiling Work Request Permit Process



PSHMC Above Ceiling Work Permit Request Form

Section A	Planned	<input type="checkbox"/>	Emergency (see below)	<input type="checkbox"/>	Date Submitted	
Requestor				Project/Ticket Number		
Company/Dept.				Phone		
Name of Person(s) Performing Work				Firestop Certification Number On File	Yes	<input type="checkbox"/>
					No	<input type="checkbox"/>
System Category: To be installed or modified:						
<input type="checkbox"/>	Data	<input type="checkbox"/>	Security	<input type="checkbox"/>	Electric low or high voltage	
<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	CCTV/ Patient Monitoring	
<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Television	<input type="checkbox"/>	Other (Describe System)	
How will system be supported?						
<input type="checkbox"/>	From deck above		<input type="checkbox"/>	Existing cable tray/ J-hook		
<input type="checkbox"/>	Existing pipe or conduit rack		<input type="checkbox"/>	New cable tray/ J-hook		
<input type="checkbox"/>	New pipe or conduit rack		<input type="checkbox"/>	Other (Describe Support)		
<input type="checkbox"/>	Wall mounted					
Origination:		Intervening Rooms:			Termination:	
Scope of work and specific location by floor/dept./room (attach floor plan if necessary)						

Section B	HMC Project Manager or Supervisor	Name:						
		Dept.:						
Does this work require PA DOH or L&I Approval?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, has approval been received?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does this work require an ICRA Plan?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, has approval been received?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does this work require ILSM Approval?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, has approval been received?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will there be any outside wall / roof penetrations?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, has approval been received?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does this request conform to the approved scope of work?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

When will work be performed?					
Date:	From:		Time:	From:	
	To:			To:	
Project Manager/Supervisor Signature:				Date	
Please send Above Ceiling Work Request Form to AboveCeilingPermits@hmc.psu.edu					

Section C		Building Compliance Coordinator Permit Approval			
Approved		<input type="checkbox"/>	Disapproved	<input type="checkbox"/>	Permit Number
This work will	<input type="checkbox"/>	will not	<input type="checkbox"/>	require inspection by the Building Compliance Coordinator.	
Payment for this work will	<input type="checkbox"/>	will not	<input type="checkbox"/>	require Building Compliance Coordinator's approval.	
Building Compliance Coordinator's signature				Date	

Section D		Completion Checklist (all items required before area is left unattended)			
		Penetrations of Fire and Smoke barriers have been properly sealed			
		Sleeves and conduit stub-outs in corridor walls are smoke sealed			
		Building/ Roof penetrations have been properly sealed			
		Installed system(s) are properly supported			
		Installed system(s) are appropriately tagged and logged			
		The ceiling tiles have been inspected and replaced as necessary			
		The area has been properly cleaned			
If required in section C, Building Compliance Coordinator's approval					
Building Compliance Coordinator's Signature				Date	
Please contact the Building Compliance Coordinator if you have any questions completing this request. Phone: 531-0003 ex. 285098 Pager: 0638 Safety Department: 531-7297 Email: SBowers2@hmc.psu.edu					
An emergency is defined as the loss of an essential service that negatively impacts staff, patient and visitor safety and wellbeing.					