

# Williams College Facilities Work Rules

## REVISED – June 2009

### AA/EOE

#### **MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES**

It is the policy of Williams College to pursue any and all appropriate action to ensure that Minority and Women-Owned Business Enterprises, (i.e., independent business concerns which are at least 51 percent owned and controlled by minority group members (citizens of the United States or permanent residents who are Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan Native), or women, whose ownerships in the concerns are real, substantial and continuing and who have and exercise the authority to independently control the decisions of the concerns), are given the opportunity to participate in the Williams College construction program. Accordingly, Williams College seeks the cooperation of all bidders in carrying out this policy and the bidder to whom the Contract for the Project is awarded shall exercise its best efforts in soliciting and obtaining the participation of Minority and Women-Owned Business Enterprises as subcontractors and suppliers thereon. For contracts of \$1,000,000 or more, the Contractor shall provide a report (sample form available upon request) to the attention of the Project Manager, on its efforts and on the percentage of the project budget(s) being carried out by such Enterprises. These reports are subject to periodic review by the Office of the Vice President for Strategic Planning and Diversity. Periodically Williams College and the Contractor will seek availability data on Minority and Women-Owned Business Enterprises in the local and regional areas, through appropriate agencies such as chambers of commerce or boards of trade, offices of state employment or economic affairs, etc.

#### **MINORITIES AND WOMEN PARTICIPATION**

It is the policy of Williams College to affirmatively seek the participation of minorities and women within the various categories of employment at the College. Consequently, Williams College seeks the cooperation of all bidders in carrying out this policy and the contractors to whom projects are awarded shall exercise their best efforts in soliciting and obtaining the participation of minority and women in their work force. For contracts of \$1,000,000 or more, the Contractor shall submit quarterly reports (sample form available upon request) to Williams College showing minority and women work force participation including trainees for each occupation utilized in the work on an occupation-by-occupation basis including trainees. These reports are subject to periodic review by the Office of the Vice President for Strategic Planning and Diversity. The minority and women work force participation for each occupation is to be expressed as a percentage equal to the person-hours of training and employment of minority and women employees used by the Contractor and any sub-contractor in that occupation divided by the total person-hours of training and employment of all workers (including supervisory personnel) used by the Contractor and any sub-contractor in that occupation.

Periodically Williams College and the Contractor will seek availability data on minority and women in the local and regional population and as available, in the workforce.

### **ASBESTOES AND LEAD PAINT NOTIFICATION**

Any Scope of Work involving demolition requires a release from the Project Manager that an assessment of the work site for asbestos and lead paint has been completed. Any removal of asbestos or lead paint must be performed by individuals licensed in such procedure.

### **CLEANING**

The contractor shall maintain a clean, orderly site at all times. Keep all roads and walks clear of debris and dirt caused by the Work during the entire term of the Contract. Repair or replace all public and private streets, roads, drives, walks, curbs, plantings, trees, lawns and other improvements damaged during the course of the Project. Work areas must be cleaned when work is completed. Any damages, including to interior finishes or building contents will be the responsibility of the Contractor.

### **CLOTHING**

Shirts and long pants must be worn while working on this project. Shorts will not be allowed. All Contractors shall wear a College-issued ID card when working in occupied buildings.

### **COMPRESSED GAS CYLINDERS**

All propane cylinders must be stored outside. Under no exceptions should propane cylinders be stored in a building. Restrain compressed gas cylinders securely with a chain, belt, or stand at all times to prevent them from falling over. Secure the cylinder above its center of gravity (~2/3 up the

cylinder). Whenever the gas cylinder is not in use or is being moved, the valve cap must be securely attached and at all other times unless a regulator is attached to the cylinder. Flammable gases must be stored separately from oxygen and combustible materials by at least 20 feet.

#### **CONFINED SPACE ENTRY, SUPERVISION AND TRAINING**

Any work involving the need to enter a confined space must be supervised by an employee of the College who has completed the Williams College Confined Space Awareness Training and must be performed in full compliance with all policies and procedures

#### **DELIVERIES**

Deliveries to the jobsite shall enter and leave the campus through a route to provide the least negative impact on campus and town roads. Loading and unloading shall be done in such a way that campus and town traffic is not impeded. Coordinate delivery of large items with the Project Manager, Williams College and local authorities. No deliveries will be accepted by the College's Receiving Department (Facilities Stockroom). All deliveries must be made to the jobsite or other drop-off points as arranged with and approved by the Project Manager and the College. Vehicles will remain at the jobsite or drop-off point only for the time required for loading or unloading. Parking of delivery vehicles on campus is not allowed.

#### **DUST**

Dust must be controlled by utilizing chutes and enclosed dumpsters when removing debris from the building. Water sprinklers and other methods shall be used as required to minimize dust. All furniture and building contents must be covered and protected from dust.

#### **EMERGENCY RESPONSE**

In the event of a construction accident that may involve injuries and transport to the hospital, the following process is to be followed:

1. Call 911. Provide name of caller and company, address of accident and any pertinent information such as number hurt, location to best access the site, etc. If there are sufficient people to manage the incident, stay on the line with the 911 dispatcher until a police cruiser responds. The dispatcher is located in the Williamstown Police Department but will also dispatch fire and ambulance vehicles as needed.
2. Call Security – 597-4444.
3. Call Williams College Project Manager
4. Call the Office of Safety and Environmental Compliance at 597-2406.

#### **HARDHATS**

Hardhats are required at all times when within the boundaries of the construction site. All on-site personnel shall at all times wear an approved hard hat clearly indicating their name and the name of their company or organization.

#### **HAZARDOUS MATERIALS NOTIFICATION**

If, at any time, materials that are suspected to be hazardous are encountered, work must cease immediately and the Project Superintendent and the College's Project Manager notified. Such materials include but are not limited to asbestos, PCB's, oils, refrigerants, and bio-hazardous waste.

#### **HOT WORKS PERMITTING**

Any work done on campus using a heat gun, torch or a welder will be required to have a "hot works permit." The permits can be obtained from the Office of Safety and Environmental Compliance and special provisions can be made for long term projects. Please contact the Office to make arrangements. *Please Note: Any work done outside using a heat source for paint removal, roof repairs, etc. requires a burn permit from the Williamstown Fire Department in conjunction with the College hot works permit. Note: The Office of EH&S will secure any such permits.*

#### **HOURS OF WORK**

Hours of work shall be 8:00am until 6:00pm, Monday through Friday. Weekend and off-hours work will be allowed only by special arrangement with and at the sole discretion of the College.

#### **IDLING EQUIPMENT**

It is a violation of MGL Chapter 90, Section 16A for any motor vehicle to idle longer than five minutes unless the vehicle is being serviced, is a delivery vehicle for which engine power is necessary for the delivery, or the vehicle is in operation for which associate power need is required. Therefore, unnecessary idling of equipment is prohibited.

## **KEY ISSUANCE**

All key requests must be submitted on a Williams College Authorization Form and must be signed by the Project Manager. Building campus Master Keys will only be issued when access cannot be obtained through the occupants, and when practical, access will be provided by the Project Manager rather than issuing a key to the Contractor. Keys must be returned on the day of issuance unless otherwise authorized by the Project Manager. Allow 24 hours for processing requests. Keys may be picked up at the front office in Facilities between the hours of 8 AM and 4 PM, unless alternative arrangements are made with the Project Manager.

## **LOCKOUT / TAGOUT**

Any work involving the servicing and maintenance of machines and equipment in which the unexpected start up or energization of the machines or equipment, or release of stored energy could cause injury or harm to employees can proceed only under the supervision of a Williams College employee trained in Lockout/Tagout procedures, and in full compliance with such policies and procedures.

## **NOISE**

No unnecessary noise or disruption will be tolerated or permitted. College activities continue year round on the campus, and adjacent neighborhoods consist of private residences. Shouting and unnecessary running or idling of equipment will not be allowed.

## **OIL CONTAINING EQUIPMENT**

Any time a new piece of equipment that contains oil is installed, the Contractor must submit the following information to the Project Manager:

1. Location of new equipment
2. The amount of oil in the equipment
3. Location of floor drains in proximity to the equipment
4. Necessity of secondary containment

When an existing piece of equipment is removed, the Contractor must submit the following information to the Project Manager:

1. The location of the old equipment
2. The quantity of oil
3. The name of the contractor who will be removing the oil.

## **OWNER'S SCHEDULE**

All Contractor activity must be coordinated with the Project Manager to ensure minimal impact to College operations. The Contractor's activity on campus is restricted during the following dates:

1. College Commencement Weekend: No work allowed.
2. Alumni Reunion Weekend: Quiet work only on Thursday and Friday. No work allowed on Saturday and Sunday.
3. Reading and Exam Periods: The College reserves the right to limit work to quiet work only during these periods.
4. Other Scheduled Events: Coordinate with the Owner's Project Manager.

Unscheduled events may occur on campus which will impact the Contractor's use of the project area or the Work of the Contract. Coordinate with the Owner's Project Manager for unscheduled events or additional work restrictions.

## **PARKING**

It should not be assumed that parking for this project will be adjacent to or convenient to the project. Parking of construction personnel vehicles will be at a remote location up to ½ mile from the site. The College will not provide shuttle service. Parking of construction personnel vehicles on any other land or property will be subject to ticketing, fines, booting and/or towing at the vehicle owner's expense.

## **RADIOS AND MUSIC**

No radios or other musical devices will be allowed on site. This includes personal listening devices such as CD Walkmans, iPods, etc. Such devices are considered a hazard on the construction site. No texting or cell phone use permitted while operating equipment.

## **REFRIGERANT CONTAINING EQUIPMENT**

The Contractor shall be responsible and accountable for compliance with the EPA Clean Air Act (CAA) Section 608, 40 CFR Part 82 and any state and local codes for all refrigerant-related work. Contractor shall ensure that all contractor employees are made aware of these practices prior to beginning work on refrigerant containing equipment.

Contractor shall provide only proper level EPA certified technicians using EPA certified and registered recovery/recycling units to perform work on new and existing Williams College refrigerant equipment.

Refer to Williams College Regulatory Contractor Guidelines for Refrigerant Containing Equipment for additional requirements. A copy of this document can be obtained from the Project Manager, from the Williams College Office of Safety and Environmental Compliance, or at <http://www.williams.edu/admin/facilities>.

## **RUNOFF**

Any site or landscape disturbance on Williams College property, regardless of size, shall follow and conform to all local, state and national regulatory guidelines regarding stormwater management, including implementations of all best management practices relating to existing and proposed stormwater devices.

## **SAFETY**

The Contractor is responsible for compliance with all federal, state, and local safety regulations. The Project Manager may require a work safety plan be submitted prior to work beginning.

## **SCAFFOLDING**

All scaffolding, staging, ladders, etc. and their use must fully comply with all OSHA requirements and standards.

## **SECURITY**

The Contractor is solely responsible for security within the work area, and for all of its equipment, materials, vehicles and Work on or off site.

## **SERVICE INTERRUPTIONS**

Interruption of utility services which will affect other College facilities or functions must be coordinated a minimum of ten days in advance with the College's Project Manager. Frequently this work may have to be performed for off hours (early morning, late night or weekend) timeslots.

## **SEXUAL HARASSMENT**

The Contractor and Subcontractors shall be responsible and accountable for their employees, suppliers, subcontractors, and their employees, with regard to their conduct during the performance of the Work. Specifically, persons involved in the performance of the Work shall not physically or verbally abuse or harass the students, staff, visitors to the College, or other workers. Such conduct shall be grounds for immediate dismissal from the project. Sexual harassment is illegal under both State and federal Law. In some cases it may lead to prosecution under the Criminal Sexual Conduct Law.

## **SMOKING AND TOBACCO PRODUCTS**

No tobacco products of any kind may be used inside or within 25' of any College building.

## **SPILLS**

All spills (petroleum, chemical, sewer breaks, etc.), regardless of quantity, must be reported immediately to the Project Manager and the Office of Safety and Environmental Compliance (597-2406). Any fines incurred as a result of failure to notify the College immediately will be the responsibility of the Contractor.

Upon a Spill or Release of Petroleum based Products or Chemicals the Contractor must:

1. Take measures to stop the release if safe to do so (e.g., shut valves, stop transfer operations).
2. Immediately confine leaked material with absorbents, sand or by other means if such actions can be done so safely.
3. Identify the product/material involved in the spill using the MSDS' obtained from the Contractor's on-site file.

All Sewer Releases and Backups must be reported to the Project Manager and the Office of Safety and Environmental Compliance.

**NOTE:** For a release during non-working hours please contact Campus Security and they will contact someone from the Safety and Environmental Compliance office to complete notifications. If for some reason they are unable to contact someone from our office, please contact the MA DEP and follow up with notification to the Office of Safety and Environmental Compliance.

Department of Environmental Protection 24 hour emergency response number 1-888-304-1133  
1133 Western Regional Office Fax (413) 784-1149  
436 Dwight Street  
Springfield, MA 01103  
Phone (413)784-1100

## **SUSTAINABILITY**

Williams College is dedicated to the principles of environmental sustainability. Contractors at Williams College will be expected to promote these goals in the following ways:

- reducing emissions of greenhouse gases by increasing energy efficiency in their work practices and selecting energy efficient products.
- reducing impact on water systems by minimizing water use in buildings and on grounds, and by managing storm-water runoff
- selecting materials that have low VOCs, are manufactured locally with recycled materials, and that are durable
- selecting materials with minimal packaging
- minimizing the use of disposal materials
- reducing reusing, and recycling materials whenever possible

The Project Manager may request a sustainability work plan before authorizing work to proceed. The Williams College sustainability policy can be found at [http://www.williams.edu/resources/sustainability/sustainability\\_principles.php](http://www.williams.edu/resources/sustainability/sustainability_principles.php). Hard copies are available upon request.

## **TRASH REMOVAL/RECYCLING**

All waste removal is the responsibility of the Contractor unless specifically excluded in the Contract Documents. Unauthorized use of Williams College receptacles (including dumpsters and compactors) will result in a reduction of contract payment equal to the estimated cost to remove the refuse.

All building material shall be screened for recyclable materials and any recyclable material shall be removed to the appropriate recycling facility.

All fluorescent bulbs that are removed during work must be boxed and labeled as universal waste and recycled in compliance with Williams College policies.

All waste disposal practices shall be in accordance with Massachusetts Department of Environmental Protection Regulations: 310 CMR 19.017: Waste Disposal Ban Regulation

## **USE OR ENTRY INTO OTHER COLLEGE BUILDINGS**

There shall be no entry into other College buildings without the permission and supervision of the Project Manager.

## **USE OR ENTRY INTO RESIDENCE HALLS**

No access to dormitories or co-ops will be allowed without the presence and supervision of a Williams College employee. Access to student bedrooms shall be coordinated ahead of time with the students occupying the room. All Contractors shall wear a College-issued ID card when working in occupied buildings.

## **VEHICULAR TRAFFIC ON CAMPUS**

Construction vehicles and equipment shall obey all posted speed limits and other traffic restrictions. Construction vehicles and equipment shall stop for all pedestrians. Pedestrians always have the right of way.