



INDIANA UNIVERSITY

## IUPUI & IUPUC CONTRACTOR OPERATING GUIDELINES

<https://cfs.iupui.edu/contractor.html>

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All prime contractors and all subcontractors are bound by the same provisions of the contract as the prime. These guidelines are prepared to assist the contractors in understanding their responsibilities concerning contract administration for facility projects on campuses in Indianapolis (IUPUI) and Columbus (IUPUC).

### **Prior To Start Of Work**

#### **Purchase Orders**

- Contractors shall not commence work on the IUPUI - IUPUC campus or provide equipment or materials until provided a valid Purchase Order by the University Purchasing department or unless otherwise authorized by the IU Project Manager.
- The Certificate of Insurance and Worker's Compensation Certificate must be received in the Procurement Office at 1410 Indiana Avenue, Indianapolis, IN 46202 upon receipt of the Purchase Order.
  - Please refer to the following University website for further information:
    - <https://inlocc.iu.edu/ConstructionCertificates.cfm>

#### **Scope of Work**

- All contracted work is specified and determined by a "Scope of Work" that shall be provided by the IU Project Manager along with the purchase order. This scope may be in the form of written specifications, blue prints, drawings or verbal communication. The Contractor shall NOT make any changes to the "Scope of Work" without express consent and approval by the IU Project Manager. Specific scopes of work will vary on a project-by-project basis

### **Correspondence and Communication**

- Correspondence must contain the CFS work order number, IU project number, and building identification as listed in project documents or directed by the IU Project Manager.
- Items sent through mail or some other delivery method shall be sent with a transmittal containing the following information: CFS work order number, IU project number, building identification, project name, send date, recipient when applicable, and contents of the package.
- Direction changing scope or detailing of the contract documents shall only come from the IU Project Manager.
- Contractor shall provide shop drawings, submittals and other data when requested by the IU Project Manager.
- Emergency phone numbers for contractor and subcontractors that can be reached 24 hours per day, 7 days per week shall be provided and updated as needed.

### **Project Construction Schedule**

- The Contractor is responsible to submit a schedule for review and approval prior to the start of work. Please review the project documents for the complete list of requirements and as directed by the IU Project Manager.
- Updated progress schedules shall be submitted throughout the duration of the project.
- Schedules are to include the Start and Substantial Completion date, Inspection/Observations, Final Punch and Substantial Completion date per contract.

### **Parking and Site Access**

- Contractor is responsible for costs to park and complying with IU parking regulations and restrictions. Contractor utility vehicles in use as an aid to construction may be on site as approved by IU Project Manager and Parking Services.
- Each IU campus has its own parking regulations. Contractor may find additional information on the IU website with information for each campus.
  - All on campus parking requires purchase of a permit.
  - IUPUI allows contractor to purchase a vendor service permit. All other permits are to be for lot parking which is provided off Indiana Ave, north of the IUPUI campus. Shuttle transportation is provided by the university.
  - <https://parking.iu.edu/>
- Ticketing and towing implications are the Contractors to address and pay.

### **Rules & Regulations**

- A field supervisor shall be assigned by contractors and on site for the project. They shall be reachable by phone and shall be on site when work is being performed supervising sub-contractors and GC employees.
- General
  - Absolutely no entertainment radios (this includes: headphones, I-Pods, and MP3 Players)
  - Absolutely no tobacco products are allowed
  - Under no circumstances will sexual harassment be tolerated. Violators will be asked to vacate the premises immediately.
  - Contractor use of Owner tools, equipment (ladders, lifts, carts, etc.) and material are prohibited unless authorized by IU Project Manager.
  - Contractors and vendors shall remain properly clothed at all times
    - No shorts, No sleeveless shirts, No offensive language on clothing
- Construction Site
  - Protection of University property, adjacent areas, vehicles and pedestrians, whether written or implied, is the responsibility of the Contractor, his subcontractors, and persons employed by each.

- All construction activities need to remain within the construction limits
- In the event of a building alarm the contractors are required to evacuate
- Construction fencing (if required) shall be coordinated with the IU Project Manager.
  - **The Contractor shall furnish, erect and properly maintain a temporary “chain link fence”, complete with privacy fabric, top and bottom horizontal support, man and vehicle gates as appropriate for the project conditions. Fence shall be 6’ HT minimum galvanized chain link. Fabric shall be Red in color similar to pantone 201, minimum 80% privacy, knitted HDPE UV polyethylene or PVC construction. Fencing shall remain in place until substantial completion or as directed by the Owner to be removed.**
- Construction site is to be cleaned daily and kept orderly
- Water, vacuums or other means must be used to prevent dust migration when cutting and/or grinding.
- Dumpster location shall be coordinated with IU Project Manager
- Site/Building access shall be coordinated with the IU Project Manager
  - After Hours Entry Form must be submitted and approved prior to afterhours work

### **Environmental Health and Safety**

- Refer to the IU Contractor Safety Manual for guidance
  - <https://protect.iu.edu/doc/environmental-health/IU%20Contractor%20Safety%20Procedures%20Manual%20.pdf>
- Indoor air requirements are to be maintained during interior renovations in occupied buildings.
- Contractor Project Managers and Field Supervisors must complete the eTraining by Environmental Health and Safety (EH&S) before commencing work on site. This includes asbestos training for work to be completed in buildings built prior to January 1, 1981.
- Contact EH&S and IU Project Manager if hazardous materials are suspected on the construction site. IU will complete abatement of known hazardous materials prior to Contractor work, or as otherwise noted in the contract documents.
- Resources and information available at EH&S website: <https://ehs.iupui.edu/>
- Training is located at: <https://expand.iu.edu/browse/e-training/ehs/courses/contractor-safety-2020>

### **Shut-Down Procedures**

- **Shut-Down requests shall be submitted 72 business hours** before any required shutdown to IU Project Manager.
- Requests that are made with less than the 72 hours and are not able to be approved shall not give reason to extended schedules or issue a change order.
- Do not shut-off any existing services without Shut-Down request approval. This includes but not limited to utilities, MEP, alarm systems, access, parking spaces and sidewalks.

### **Hot Work Permits**

- Required through the shutdown procedure.
- **72 hours prior to cutting or welding**, the Contractor's designated fire safety supervisor shall complete tag and post onsite.
- The Contractor is responsible for completing the tag and complying with NFPA.
- Each area where hot work is performed requires a separate Hot Work Permit.
- Hot Work Permits must be filled out daily and cannot serve for multiple days.
- <https://inlocc.iu.edu/Policies/HotWork.cfm>

### **Warranty**

- The Contractor or sub-contractor agrees to remedy any defects due to faulty materials, equipment, or workmanship at no cost to the University and shall be financially responsible for any damages to University property resulting from such defects for a period of two (2) years from the date of "substantial completion" unless otherwise specified and agreed to in writing. Additionally, all guarantees from material and equipment manufacturers shall pass to the University at final payment.

### **Risk Management / Fire Protection - Office of Insurance, Loss Control & Claims (INLOCC)**

- Call 812-855-9758 for questions or for a list of contacts for the different campuses go to :  
<https://inlocc.iu.edu/Policies/emergcontact.cfm>
  - IUPUI – Rodney Johnson – 317-274-8951
  - IU All others- Mel Lane – 812-855-9758
- Fire protection design drawings and supporting calculations submitted to the State shall also be submitted simultaneously and electronically (PDF) to:
  - IUPUI Todd Zaharaes at Travelers Insurance. [tzahares@travelers.com](mailto:tzahares@travelers.com)
  - IU all other campuses -Tom Pappas at Travelers Insurance. [tpappas2@travelers.com](mailto:tpappas2@travelers.com)
- Refer to INLOCC Loss and Accident attachment for the INLOCC Loss and Accident form to be filled out by the Contractor to submit an insurance claim for loss or accident.

## **Utilities**

- Contact Indiana Underground Plant Protection Services at 1-800-382-5544 to locate all utilities owned by the City in which you are working at least **three (3)** business days prior to digging.  
  
IUPUI & IUPUC Indiana 811, (811 or 800-382-5544)
  - IUPUI Utilities Department will be notified to locate University owned utilities for the IUPUI campus.
- Hand digging is required within a three (3) foot area on either side of the utility paint marks or flags to verify or expose all underground utilities.
- Storm water - Ensure Rule 5 & IDEM requirements are followed.
- **Notice of 72 business hours is required on all shutdown requests.**

## **University Departments, Service Contacts and Information**

- Visit the IUPUI Campus Facility Services (CFS) website: <https://cfs.iupui.edu/>
  - **IUPUI & IUPUC Campus Facility Services Phone: 317-278-1900**
  - IUPUI & IUPUC Parking Services: 317-274-4232
  - IUPUI Police (Emergency): 317-274-7911
  - IUPUI Police (non-emergency): 317-274-2058
  - IUPUC Police (Emergency): 911
  - IUPUI & IUPUC Environmental Health and Safety: 317-274-2005

Attachment A

■ **IUPUI Shut Down Request Form**

■ **Allow 72 business hours to process**

- Project Identification: \_\_\_\_\_
- Requester (Name, Company): \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Project Start Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Project End Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Building/Buildings to be affected: \_\_\_\_\_
- Floor, Room to be affected: \_\_\_\_\_
- Work Location Description: \_\_\_\_\_
- Work Description: \_\_\_\_\_
- \_\_\_\_\_

- |  |   |  |  |   |                                      |
|--|---|--|--|---|--------------------------------------|
| <input type="checkbox"/> Chiller Water   | <input type="checkbox"/> Compressed Air   | <input type="checkbox"/> Deionized Water       | <input type="checkbox"/> Domestic Water - Cold | <input type="checkbox"/> Domestic Water - Hot | <input type="checkbox"/> Electric    |
| <input type="checkbox"/> Emergency Power | <input type="checkbox"/> Escalator        | <input type="checkbox"/> Hot Water Heat System | <input type="checkbox"/> HVAC System           | <input type="checkbox"/> Natural Gas          | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Side Walk       | <input type="checkbox"/> Steam            | <input type="checkbox"/> Street                | <input type="checkbox"/> Vacuum                | <input type="checkbox"/> Other Service        | <input type="checkbox"/> Elevator    |
| <input type="checkbox"/> Smoke Detector  | <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Fire Alarm            |  |   |                                      |

- \_\_\_\_\_
- **Services:**
- **Hot Work/ Smoke Detection/ Fire Suppression/ Fire Alarm Permit**
- Description of work: \_\_\_\_\_
- Location for Posting Red Slip: \_\_\_\_\_
- Hot Work By, Contractor#: \_\_\_\_\_
- Fire Watch By, Contractor#: \_\_\_\_\_
- \_\_\_\_\_
- **Additional Notes:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Attachment B

### Hot Work Permits

For information only. Permits are issued via Shutdown Request Form/Project Coordination

**DANGER**  
**PRECAUTIONS TO PREVENT FIRES**

**DO NOT CUT OR WELD UNTIL THE FOLLOWING PRECAUTIONS HAVE BEEN TAKEN**

Check each item

- ☐ 1. The work area was personally examined.
- ☐ 2. Sprinkler system is in operation.
- ☐ 3. There are no flammable liquids or unpurged tanks in the area.
- ☐ 4. The job will be confined to the area described on permit.
- ☐ 5. Floors are clean.
- ☐ 6. All combustibles have been located 35 feet from the job area and/or protected.
- ☐ 7. All floor and wall openings within 35 feet have been covered tightly.
- ☐ 8. Fire watchers have been assigned to the area and know how to give alarm.
- ☐ 9. Ample extinguishing equipment for immediate use has been provided.
- ☐ 10. All cutting and welding equipment was found to be in good repair.

This section is to be completed by the supervisor and kept at the work site.

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**FINAL CHECK-UP**

The work area was observed for at least 30 minutes after work was completed and found fire safe.

Signed \_\_\_\_\_

**TRAVELERS**

No. \_\_\_\_\_

**PERMIT**  
**FOR CUTTING AND WELDING**  
**IMPORTANT - Follow precautions on reverse side**

Building _____	Date _____
Dept./Area _____	Floor _____

Work to be done \_\_\_\_\_

Time Started _____	Completed _____
--------------------	-----------------

Operator Name \_\_\_\_\_

Assigned Fire Watch Name \_\_\_\_\_

Fire Watch Signature \_\_\_\_\_

Fire Watch Start Time _____	Fire Watch End Time _____
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All items on reverse side have been checked

SIGNED (Responsible for authorizing welding and cutting) _____	Title _____
--	-------------

Permit Expires \_\_\_\_\_

File for Risk Control's Review

**TRAVELERS**

This section is to be completed by the supervisor and kept at the work site.

**CUTTING/WELDING PERMIT**

Permit Issue Date \_\_\_\_\_

Location \_\_\_\_\_

**TRAVELERS**

50055 Rev. 4-11 (SEE REVERSE SIDE) No. \_\_\_\_\_



## Attachment C

Should be submitted prior to 3:30 p.m. of day of activity

# After Hours Building Entry Request

1. It will be responsibility of Zone Maintenance to provide access to the building at the said time and location.
2. All contractors must have an After Hours Building Entry Form with them as well as proper contractor identification.
3. If Zone Maintenance does not arrive, the Police Department can be reached at 317-274-7971 for access into the buildings. (Be sure the Police understand this is for building access)
4. The contractor shall meet Zone Maintenance promptly at the meeting location. IF THE CONTRACTOR IS MORE THAN 10 MINUTES LATE ZONE MAINTENANCE WILL NOT WAIT.
5. In case of Emergency call: A. Zone Maintenance Dispatch: 317-278-1900. B. Campus Police 317-274-7911.

## Request Details:

Contractor \_\_\_\_\_

Contractor Email \_\_\_\_\_

Building \_\_\_\_\_

Room or Area \_\_\_\_\_

Dates of Work \_\_\_\_\_

Meeting Time \_\_\_\_\_

Meeting Location \_\_\_\_\_

UAO Project # \_\_\_\_\_

Additional Information \_\_\_\_\_

# Reporting of Construction Losses and Accidents

## Scope

This applies to all University construction projects.

## Procedural Statement

Damage to property or injury to persons that occur during the course of construction of any Indiana University project shall be reported immediately to the Office of Insurance, Loss Control & Claims (INLOCC) and the University Owner's Representative's Office.

## Reason for Procedures

These procedures are necessary to minimize loss from incidents involving personal or property damage at construction sites.

## Procedures

The responsibility to report a construction loss is assigned to the project manager or, in the event the project manager is not present at the time of the incident, to his or her designee. This applies to both outside contractors and Indiana University employees.

1. For incidents involving property:
  - a. If damage is anticipated to exceed \$50,000, or for incidents where damage is ongoing, or in the case of other special circumstances deemed qualifying by the project manager, contact shall be made with INLOCC (see **Emergency Contacts**) no matter what the time of day or day of the week.
  - b. If damages is anticipated to be greater than \$25,000 but less than \$50,000, contact shall be made during normal working hours but including weekends and holidays. (email **INLOCC@iu.edu**)
  - c. If damage is anticipated to be less than \$25,000, contact shall be made during normal office hours.
2. For incidents involving personal injury:
  - a. If the injury is severe (broken back, multiple broken limbs, death, etc.) or if there are multiple serious injuries, contact shall be made with INLOCC (see **Emergency Contacts**) no matter what the time of day or day of the week.
  - b. If the injury is serious and is likely to require hospitalization, contact (email **INLOCC@iu.edu**) shall be made during normal working hours but including weekends and holidays.
  - c. If the injury is minor, contact shall be made during normal office hours.

## Definitions

**Immediately:** The definition of "immediate" when applied to the notification requirement depends upon the type of incident and the anticipated extent of loss.