

**SECTION 01 14 00**  
**MTSU SITE ACCESS AND USE OF THE PREMISES**

**F. SITE ACCESS AND USE OF THE PREMISES**

The Contractor is responsible for his or her employees, agents, consultants and guests. If prohibited conduct occurs, the contractor shall take all necessary steps to stop and prevent any future occurrence. Any breach of these conditions will result in the removal of the person responsible from the University's premises. Prohibited actions can result in termination of any contract or agreement with MTSU.

**1. SAFETY**

MTSU expects that contractor's employees and subcontractors to be aware of the general contractor's safety plan and act according to the plan in the case of an emergency.

Accidents – Personal or Property Damage: The safety of any employee, agent, consultants, student, staff member or guest of the University or the contractor is a primary obligation of the contractor. The contractor shall manage any construction, renovation, maintenance or other work in a safe and effective manner.

For personal injury call 911 and then call your MTSU Facilities Administrative PM. For property damage or unexpected utility outage call your MTSU Facilities Administrative PM.

Campus Police (615) 898-2424

**2. OCCUPANCY DURNING CONSTRUCTION**

**a. Work hours**

Normal working hours are 24/7.

Facilities Services reserves the right to limit contractor work schedules to accommodate residential, academic, sports, and special event schedules.

**b. Campus academic calendar and sports schedules**

Facilities Services reserves the right to determine actual work schedules to accommodate academic and sports and other special events.

**3. WORKER CONDUCT**

**a. Interaction with students, employees, and public**

MTSU is a diverse academic institution, and it is critical that all contractors and their employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all students, staff, faculty, guests, or visitors.

Contractors and their employees shall not engage in behavior that is rude, threatening, or offensive. Contractors shall not use profane or insulting language or engage in harassment of any type, especially sexual harassment. This includes staring, leering, gawking, abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior. Roughhousing, fighting, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on campus is grounds for removal or arrest.

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If contractors and their employees are victims of harassment, attempts to impede their work, or if they witness or encounter trespassers to the work site, they are to contact the site supervisor who in turn shall immediately notify the Campus Police at (615) 898-2424.

Contractors and their employees shall not respond to harassment or engage trespassers in any manner other than notifying a trespasser that they are entering a restricted and hazardous work area.

Contractors and their employees shall not fraternize or socialize with University students or employees.

**b. Weapons, Tobacco, Alcohol & Drugs**

No Weapons, Alcohol, or Drugs: MTSU prohibits the use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled dangerous substance by any contractor or contractor's employee. MTSU will report offenders to the Campus Police for arrest or removal.

Tobacco: Do not use tobacco on campus. Use in their personal vehicle is permitted.

**c. Worker Attire and Appearance**

Contractors and their employees are required to wear appropriate work wear, hard hats and safety footwear according to the contractor's, State, and Federal Safety and PPE requirements while on campus. Articles of clothing shall not display offensive or inappropriate language, symbols or graphics. The University has the right to decide if such clothing is inappropriate.

**d. Campus dining facilities**

Contractors and their employees shall not enter or use campus dining areas.

**e. Campus restrooms and non-worksite buildings**

Contractors and their employees shall not use campus bathrooms or enter any building or structure that is not designated as part of the work.

**f. Campus transportation**

Contractors and their employees shall not use university busses or other university owned conveyance. While driving on campus contractors shall obey all traffic laws. The maximum speed limit on campus is 15 mph.

Avoid driving on pathways and sidewalks if at all possible. If you must use a pathway or sidewalk, speed cannot exceed 5 mph, and pedestrians always have the right-of-way. If you have difficulty finding access to a worksite at a campus building, please contact the Facilities Services Office to talk with someone who can show you the safest, most accessible route.

**4. FACILITIES AVAILABLE TO CONTRACTORS AND SITE SECURITY**

**a. Site Security**

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General Work

10.3.2017 CPCA s011400

**Site Access**

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Secure all areas, materials, and tools when leaving the area at any time during the day or at the end of the day. Contractor is responsible for loss of tools or materials

**b. Lay-down area and staging area**

The Facilities Services Office will designate a secure and proper area in which to stage equipment and materials for construction.

**c. Parking**

All vehicles used in the completion of work on the Middle Tennessee State University campus shall display a valid Middle Tennessee State University parking permit. Obtaining parking permit is the responsibility of contractor. The Facilities PM will identify Job site Parking. Utility vehicles such as work vans must be parked in a valid parking space or designated area. All vehicles brought to the campus must comply with all Middle Tennessee State University Parking regulations. Obtain a copy of the regulations from the Parking Office. Fines for tickets issued to employees, vendors, subcontracts, etc., are the responsibility of the Contractor.

**d. Utilities**

Contractors are responsible for providing utilities as needed for construction unless otherwise agreed with Facilities Services.

**e. Elevators and stairs**

Special care shall be taken when transporting tools and materials via finished stairs and elevators. Contractors shall pad elevator walls so that they will not be accidentally damaged during construction.

### **5. BUILDING ACCESS**

**a. Reporting to Facilities Services before Work**

The Contractor or Consultant shall provide MTSU Facilities PM advance notice of work in order to allow time to schedule the work with the affected area of the campus. The PM must approve of all work schedules before work starts.

Improper use of keys, combinations or other means of access to both common and private areas on campus can result in a risk of harm to the safety and security of students and staff. As a result, contractors and their employees shall strictly safeguard keys and adhere to any requirements related to building access.

The Facilities PM will issue keys to the Contractor.

Return keys to Facilities PM at the end of each workday and retrieve them each morning; unless the Facilities Services PM approves long-term check out.

The contractor is responsible for keys issued and will pay the cost of re-keying all locking hardware that lost keys fit. This cost can be substantial.

Never loan keys to another individual. They are the responsibility of the person who has signed for them.

Do not prop-open doors in work areas. The contractor is responsible for theft and vandalism as a result of propped doors or lost keys.

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Student room doors in all residence halls shall remain locked at all times when the university is in session or students are in residence. A university employee will escort workers who need access to occupied dorms. Each contractor who accesses a room to do work shall ensure that the door is locked each time he or she leaves the room.

Do not disrupt existing building security or fire detection systems or relocated devices without the express written consent of the University

**6. SAFETY AND HAZARDOUS MATERIALS**

**a. Cleanup**

The Contractor shall at all times keep the premises and adjacent areas free from accumulations of waste material or rubbish. The Contractor shall dispose of all packaging and installation debris and shall provide cleaning equipment such as vacuums, cleaning cloths, and cleaning solution. Do not use University waste containers. Clean interior work areas at the end of the work shift. At the completion of the work, the Contractor shall remove from and about the premises and adjacent areas, all rubbish; tools used for work and surplus materials and shall make the area ready for use.

**b. Safety**

MTSU requires that the contractor conduct work in compliance with applicable MTSU, municipal, county, State, and federal safety regulations and code requirements. If you have questions or concerns regarding these regulations or codes, contact the Designer of record or the Facilities PM.

**c. Hazardous Materials**

MTSU will strictly enforce the proper handling and disposal of all hazardous materials, such as, but not limited to paint cans, paint related materials and other containers of chemicals or solvents.

Failure to comply will result in suspension of permission to enter or work in the Facility.

The Contractor is responsible for any fines, costs or administrative charges as a result of any action by the contractor or contractor's employees that violate State, federal or local law.

**7. CARE OF UNIVERSITY PROPERTY**

**a. Protecting Installed Constructions**

Contractors shall take every necessary precaution to protect the property of the University. (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.). Contact the Facilities PM in situations where valuables or personal belongings (e.g., wallets, keys, or phones) have been left by building occupants within or adjacent to the work area to have the items removed and secured before work resumes.

**b. Temporary Fencing**

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The University must approve any temporary construction fencing before installation: six (6) foot, chain link is typical.

**c. Protection of Trees**

Use fencing to protect trees in construction areas. The University allows no activity, traffic, or storage of materials under the “drip line” of trees without approval of Facilities PM. Specific tree protection guidelines are available for those projects that encroach on trees.