



Salem Academy and College Physical Plant Procedures for Contractors

I. PURPOSE

The purpose of this departmental procedure is to set requirements for contractors and vendors contracted by Salem Academy and College (Salem) through the Physical Plant such that the Salem community may immediately identify workers who are working on campus, where they are working, suitability, and who is authorized to be on campus. The enforcement of this departmental policy will help to enhance overall campus safety and security.

II. SCOPE

This guideline applies to all contractors and vendors hired through the Salem Academy and College Physical Plant who perform work on the campus or any satellite building(s). It does not apply to contractors and vendors that are making deliveries to campus.

III. DEFINITIONS

- **Contractor or Vendor** - A person or entity who, as part of an independent business, provides recurring, on-campus contract services to the Salem Academy and College Physical Plant. Also referred to as worker(s).
- **Normal Workday**- The daily work hours are between 8:00 am and 5:00 pm Monday through Friday except holidays. Seasonal and special hours may apply, and workers shall confirm work hours with the Executive Director of Operations before beginning work.

IV. RESPONSIBILITIES FOR CHECK-IN

Contractors/Vendors are responsible for ensuring their employees and sub-contractors adhere to these procedures. Specific responsibilities include:

- Workers must report to the Physical Plant front desk and sign the contractor/vendor check-in log before beginning work on campus each day.
- Contractors will be assigned authorized Salem contractor outerwear for each of its workers. Each worker, including subcontractors, must conspicuously wear authorized Salem contractor outerwear while working on campus.
- Workers must obtain parking permits daily from the Physical Plant for each vehicle brought to campus. Parking permits must be returned at the end of the day.
- For work inside a residential building, workers will be issued service notification tags to hang to notify occupants of work occurring in the building or room.
- Personal Protective Equipment (PPE) is required to complete the assigned scope of work safely and will vary depending on the hazards present. However, the minimum PPE that labor hire, service technicians, and construction workers are required to wear to complete desired work without injury safely shall conform to industry guidelines and standards and practices.
- Contractors must notify the Executive Director of Operations of any damaged, lost, or stolen Salem issued Contractor/Vendor identifying paperwork and garments.

V. INSURANCE

- All Contractors/Vendors must provide a current certificate of insurance coverage to the Salem Academy and College before performing any work.
- No contract will be considered valid until insurance criteria have been agreed upon and complied with.

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VI. SAFETY

- All workers must abide by the Salem Physical Plant Policy on Contractor Requirements as a condition of performing services for Salem.
- No contractor/vendor will manipulate any switches, controls, valves, or instruments on Salem property without the prior approval of the Salem Executive Director of Operations.
- Workers shall ensure that all equipment brought onto Salem property is in safe working order and all safety features are functioning at all times.

VII. HOUSEKEEPING

- Workers must maintain good housekeeping while on Salem property.
- Workers must keep work areas neat, clean, orderly, and free of excess trash and debris and never block walkways, stairs, exits or create a tripping hazard.
- When a project is complete, the job site must be left neat, clean, and orderly.
- Workers must park in designated parking areas only.

VIII. SALEM EQUIPMENT USE

- If a contractor must use Salem Academy and College equipment such as lifts, ladders, and tools, the contractor shall obtain approval from the Physical Plant.
- Return all equipment to its home location clean.
- Responsibility for Loss or Damage. The borrower is responsible for reimbursing any loss or damage to the equipment from the time the borrower takes possession of it until it is returned to the control of the Salem Academy and College Physical Plant.

IX. CAMPUS ACCESS

- As needed, workers may request a building key from the Physical Plant front desk.
- Before receiving keys, the contractor must sign a release agreeing to deduct funds from their fee if a key is lost, forcing doors to be re-keyed: \$500 Key Replacement Fee; \$100 Card Access Replacement Fee.
- Most student-resident halls and rooms utilize a code-entry system. Contractors/vendors doing work in these locations will obtain the code from the Physical Plant office on a plain slip of paper. These codes are not to be written on any other document that would identify the location it operates. Upon completion of the work, contractors shall return the code to the Physical Plant office, where it will be shredded.
- Upon completion of work, contractors shall return keys as soon as practical and before leaving campus.
- Report lost keys immediately (within the same business day) to the Executive Director of Operations because of the sensitivity of some of the locations that keys can open. Contractors are responsible for all costs associated with re-keying such an area if a key is lost or stolen.
- The temporary assignment of keys shall be pre-arranged and approved by the Executive Director of Operations.
- Keys/cards and access codes are to be returned before the end of the business day. Keys/cards reissued as needed.
- Access to restricted areas shall require workers always to have an escort.
- Any work performed outside regular workday hours shall be approved and prearranged by the Executive Director of Operations.

X. ENTERING LIVING QUARTERS AND RESTROOMS

Entering living quarters on campus should be viewed as entering someone's home to provide service. It is an intrusion of their privacy.

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The following procedures should be adhered to:

- Wear authorized Salem contractor/vendor outwear.
- Any time when entering, moving in/out of residence halls, contractors are to announce their presence in a pronounced voice. "CONTRACTOR ON THE HALL."
- Knock on the door, call out and wait for an answer. Do this at least twice.
- Call out again while entering the room.
- Do NOT enter a room or apartment if you hear someone inside, but no one answers. Notify ALL occupants, i.e., all room and suitemates, when entering a room. Ask if anyone else is in the room or suite.
- Ask the occupant(s) if they prefer the work to be completed at an alternate time.
- Hang the service notification tags at the entry to the room or building to notify that work is in progress or completed.

XI. CONTROLLED SUBSTANCES

Alcoholic beverages and controlled substances are strictly prohibited on Salem Academy and College property. Failure to comply with this rule shall result in the immediate and permanent expulsion of all offending personnel. In the event of illegal substances, the local authorities will be contacted.

Smoking and tobacco use are prohibited on campus grounds, including e-cigarettes. There are designated areas for the use of tobacco products. Workers are to inquire with the Executive Director of Operations about said location(s) if desired.

XII. PERSONAL CONDUCT/LANGUAGE

The college strives to maintain a courteous and respectful environment for students and employees. SALEM expects all workers to act professionally and use good judgment with the choice of language and clothing while on campus.

XIII. ADHERENCE TO APPLICABLE LAWS AND REGULATIONS

All work performed for Salem and work within the Old Salem district will be completed following applicable federal, state, and local laws, ordinances, regulations, and Salem policies and procedures. It is the responsibility of the Contractor/Vendor to be familiar with all such Old Salem and other laws, ordinances, regulations, and policies and procedures.

XIV. REPORTING

Report all violations of these procedures IMMEDIATELY to the SALEM Project Manager and Executive Director of Operations.

XV. BACKGROUND CHECK

Each Contractor/Vendor must complete a background check per Salem guidelines and procedures before performing services.

XVI. HEALTH AND SAFETY PROTOCOLS

While performing services, Contractors/Vendors must comply with all Salem health and safety policies and protocols that apply to employees.

XVII. EFFECTIVE DATE

These procedures are effective as of January 1, 2022.

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**Salem Academy and College Physical Plant Procedures for Contractors
Receipt and Acknowledgement Form**

The contractor hereby certifies that it has received, read, and understands Salem Academy and College's Physical Plant Procedures for Contractors. The contractor agrees to abide by all terms of the Procedures while working on campus and further agrees to enforce the procedures as to all of the Contractor's representatives, employees, subcontractors, and suppliers.

Contractor Name (print) _____

Project Name (print) _____

Contractor Representative (print) _____

Contractor Representative (signature) _____

Contractor Representative contact information (address)

Mobile Phone: (____) _____

College Representative (print) _____

Date _____