



SAGINAW VALLEY STATE UNIVERSITY

Contractor Guidelines

The safety policy of Saginaw Valley State University is to provide for the protection of personnel, students, visitors, facilities and the surrounding environment.

This guidebook is meant to familiarize contractors with SVSU and specific rules, policies and permits that are required when working on campus. It is not meant to replace the contractors' responsibility to provide a safe workplace and implement their own safety programs. Contractors working at SVSU are expected to comply with all applicable Federal, MIOSHA, MDEQ, State and Local regulations and laws in regards to safety in the construction trades. It is the contractor's responsibility to make their employees, subcontractors, and suppliers aware of the following:

Check-in – All contractors must check in at the Facilities Planning & Construction office in South Campus Complex building A prior to starting any project. Hours are 7 AM – 4:30 PM, Monday through Friday.

Campus Rules

1. Vehicles must observe the posted speed limit.
2. Smoking is not permitted in any University building or within 25' of any entrance. This includes buildings under construction.
3. Shirts will be worn at all times.
4. Firearms are not permitted on campus.
5. Contractors must use designated parking areas.
6. Driving on sidewalks is prohibited except in specific areas (map attached).
7. Contractors will observe all parking rules on campus. Tickets received for failure to observe these rules are the responsibility of the contractor. Tickets issued are part of the County court system.

Liability Insurance – Current copy must be provided before work can begin. The University must be listed as additionally insured.

Safety Plan – Contractor shall have a site specific safety plan for each SVSU project.

Keys – Keys are issued at the Facilities Planning & Construction office and must be returned at project completion. There is a drop box in the lobby to the right of the Facilities office for returning keys after office hours. Be sure to indicate the name of the individual and company returning the keys on the envelope provided.

Parking – Permits for parking may be obtained at the Facilities Planning & Construction office or at Campus Police.

Hot Work Permits – Hot work involving the use of open flames, welders, or spark producing equipment requires a hot work permit. This permit must be posted at the site of the hot work. Permits are available at the Facilities Planning & Construction Office (989-964-4080).

Fire Suppression Impairment (Sprinklers) – Contact the Facilities Planning & Construction (989-964-4080) before working on these systems. SVSU standard impairment form must be filled out and posted at the impairment.

Whenever the contractors work scope involves an impairment of the fire suppression system the contractor shall provide a continuous fire watch during the impairment period. The contractor should limit the impairment to the smallest area possible thru use of existing zone valves.

Fire Alarm System Impairment (Including Smoke Detectors) – Contact the Facilities Planning & Construction Office before working on these systems. SVSU standard impairment form must be filled out and posted at the impairment.

Underground Utilities – Before beginning any work involving excavation contact Miss Dig. SVSU is a part of the Miss Dig system.

Storm Water Management – Contractors are responsible for proper storm water management in compliance with the Federal Clean Water Act as administered by the MDEQ. Contractor's employees must be trained in storm water management and pollution prevention best management practices (BMPs) before performing related work on campus. Contractors performing excavation work on campus are required to have a certified storm water operator on staff. This certified storm water operator must complete all regulatory documentation related to construction controls and BMPs for soil erosion and sediment control. Copies of all soil erosion and sediment control inspection forms must be provided to the University. These documented inspections must be done on a weekly basis or within 24 hours of a precipitation event that creates runoff from the construction site. Any spills of a significant material must be prevented from entering the storm water system and cleaned up immediately. Work should stop and contact Facilities Planning & Construction.

Overhead Utilities – Maintain a minimum radial distance of 13' from the 138,000 volt transmission lines at Davis Rd. Maintain a minimum distance of 10' from the support towers.

Utility Interruptions – Contact Facilities Planning & Construction (989-964-4080) prior to any planned or possible interruptions of utilities. With some exceptions all utilities on campus are owned and maintained by SVSU. There are some private utilities on campus, please use the Miss Dig system as noted previously.

Lockout/Tagout – Contractors are responsible for complying with the OSHA lockout/tagout standard (the control of hazardous energy standard) when working on University equipment. Contact Facilities Planning & Construction if there are questions regarding the location of disconnecting devices. Lockouts must be called into Facilities Planning & Construction (989-964-4080). Call to lock and call when lock is removed. **If the lockout is more than one day, the contractor will need to fill out a long term lockout form. These are available at the facilities office.**

Confined Space – Contractors are responsible for complying with the applicable OSHA confined space entry standard when working in confined spaces on University property. Contractors must provide all equipment required for safe entry, including rescue equipment.

Equipment, Ladders and Tools – Contractors are responsible for bringing all equipment, ladders and tools necessary to perform their work. University equipment, ladders, and tools will not be provided or loaned to contractors.

Hazardous Material – If the contractor encounters possible hazardous material during excavation, stop work and immediately contact Facilities Planning & Construction. If the contractor encounters possible asbestos containing material, mercury or any other suspected hazardous material during the course of his work, stop work and contact Facilities Planning & Construction.

Traffic – Any contractor working in or around vehicular traffic shall wear a high visibility safety vest.

Emergency Numbers – Call 911 or from any campus phone call 9911.

First Aid – The closest medical facilities to campus are:

Med Express
989-583-0285
2970 Pierce Rd.
Saginaw, Michigan 48604

St. Mary's of Michigan Towne Center
989-497-3200
4599 Towne Centre Rd.
Saginaw, Michigan

Acknowledgment

I hereby acknowledge that I have received a copy of the Saginaw Valley State University Contractor Guidelines and agree to abide by the contents.

Project:_____

Name:_____ Cell Phone:_____

Title:_____

Company:_____

Storm Water Manager:_____ Certificate #_____

Fire Protection Fire Watcher_____ Cell Phone_____

Signed:_____

Date:_____

Facilities Planning and Construction Contact Information:

Facilities Planning and Construction Office: 989-964-4080

Senior Project Manager
Michael Pazdro: 989-964-4841 (office) ❖ 989-245-9743 (cell)

Project Manager
Kim Stevens: 989-964-7344 (office) ❖ 989-385-0699 (cell)

Project Manager
Carrie Davis: 989-864-4081 (office) ❖ 989-708-8186 (cell)