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CONSTRUCTOR/CONTRACTOR CODE OF CONDUCT, RULES AND RESPONSIBILITIES

CODE OF CONDUCT

While at York University, contractors and contractor employees are expected to behave in a manner that is lawful and respectful of others. The Constructor/Contractor Code of Conduct has been designed to ensure that a consistent approach to contractor behaviour is achieved in order to provide a respectful and safe environment for all York University staff, faculty, students and visitors.

Identification Badges

The York University Project Representative¹ will arrange for identification badges for all contractors and contractor employees. Site supervisors will be provided with 'photo' identification badges. Identification badges are expected to be worn at all times by all on-site personnel, including visitors, while on York University property. Those found without their badge may be asked to leave the premises. The contractor will be responsible for all badges, must keep a record of who has been given a badge, and must be able to produce this record at any given time. The badges will remain the property of York University.

Dress Code

Constructors/Contractors² are required to wear appropriate work wear, hard hats and safety footwear on the project site. Articles of clothing shall be neat and tidy in appearance, and shall not display offensive language, symbols or graphics. The University has the right to decide if such clothing is inappropriate to be worn by workers under contract.

Appropriate Use of Language

When working on campus, Constructors/Contractors should act in a socially responsible manner. The Constructor/Contractor and Constructor/Contractor employees shall be respectful and sensitive to all members of the York community at all times. The use of profane, harassing or threatening behaviour (including language and gestures) is unacceptable, regardless of the actions of others. Respect, sensitivity and restraint should be shown at all times. In the event of an altercation, the Constructor/Contractor shall report the matter to their named York University Project Representative immediately.

Smoking and Alcohol Consumption

Smoking is not permitted in any enclosed area on campus, including outdoor areas that have an overhanging roof and more than two walls. Constructors/Contractors shall comply with all municipal, provincial and federal laws, including the Smoke-Free Ontario Act.

Alcohol is prohibited on all project sites, including staging and delivery areas, in parking lots and on the campus grounds. In accordance with provincial statutes and regulations, the University has designated locations for the consumption of alcoholic beverages (i.e. licensed restaurants and campus pubs)

¹ Project Representatives include, Project Coordinators, Project Managers, Maintenance Zone Supervisors, and Housing Operations managers/Supervisors who coordinate work on behalf of the university

² Contractors/Constructors include (but are not limited to) vendors of record and sub-contractors or agents

OTHER CONSTRUCTOR/CONTRACTOR RULES AND RESPONSIBILITIES

York University's Department of Campus Services and Business Operations has developed a series of "constructor/contractor rules and responsibilities" for all constructors/contractors undertaking construction, renovation, maintenance or other work on York University property. The intent of these rules and responsibilities is:

- 1) to ensure a safe working environment; and
- 2) to ensure work is undertaken in a consistent and structured manner.

Responding to Enquiries Raised by York Community Members

The Constructor/Contractor and Constructor/Contractor employees are asked not to discuss with or provide information about a project to any faculty, staff, student or visitor. If an individual has questions or concerns, the Constructor/Contractor shall direct him/her to their named York University Project Representative.

Care of University Property

It is expected that Constructor/Contractor and Constructor/Contractor employees will take every necessary precaution to protect the property of the University prior to starting work (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.). In situations where the Constructor/Contractor and Constructor/Contractor employees notice that valuables or personal belongings (e.g., wallets, keys, electronic devices) have been left by building occupants within or adjacent to the work area, the named York University Project Representative should be contacted to have items removed and secured before work is initiated or resumed.

The Constructor/Contractor shall not make use of any York University waste and recycling containers to dispose of unwanted materials. Approval must be given in writing from the named York University Project Representative before using any property that belongs to the University (e.g., equipment, material, etc.).

The Constructor/Contractor is responsible for securing and locking the work area at the end of each day and shall ensure that the work area is not left unattended unless it is secured.

The Constructor/Contractor is responsible for cleaning up the work area after completion of the work to the satisfaction of the named York University Project Representative.

Project Work in Interior of Occupied Buildings

York University requires that health and safety be a primary objective in every area of operation and that all Constructors/Contractors performing work within University premises comply with procedures, regulations and standards relating to health and safety.

Academic classes and research activity take precedent over all construction, renovation or maintenance work. Therefore, depending on the nature of the activities taking place in adjacent areas, there may be times when work may need to be rescheduled.

Any activity with excessive noise, dust, or fumes should be coordinated with the named York University Project Representative prior to the start of the work.

Audio devices, such as radios, shall not be used within or adjacent to the project area, including in interior corridors, foyers and atria that are adjacent to rooms/facilities used for teaching, examination, study, research and/or administration.

Upon completion of project work, the Constructor/Contractor is responsible for ensuring that the work area is cleaned up to the satisfaction of the named York University Project Representative – before faculty, staff and students can be allowed to occupy the space.

Accidents – Personal/Property Damage

The Constructor/Contractor is responsible for ensuring that the construction, renovation or maintenance project is managed in a safe and effective manner. If an accident occurs that results in personal injury or property damage, the Constructor/Contractor shall immediately contact:

1. For situations where people or property are at immediate risk, first call 911 directly; and then
2. Security Services (416-736-5333 or extension 33333) who will meet and escort emergency vehicles to the project site; and
3. The York University Project Representative.

Constructors/Contractors will be held financially responsible for any damages attributable to University furnishings, equipment, building or other property.

Health and Safety Information

At each project site, the Constructor/Contractor is responsible for ensuring a hazard free environment, including minimizing risks to York University faculty, staff, students and visitors. The Constructor/Contractor should post any relevant health and safety information related to the project site on the health and safety notice boards located outside of the work area, including Material Safety Data Sheets (MSDS), the Project Notification form, and contact telephone number of the York University Project Representative (the CSBO Project Coordinator or Maintenance Supervisor, etc.).

Also see Section 5: *York University Occupational Health & Safety Program for Constructors/Contractors*.

Before Starting Work (Permits and Notifications)

Before engaging in a construction, renovation or maintenance project, it is important that the University community is informed of project work that may have an impact on them -- including work taking place in neighbouring offices, departments or surrounding areas.

The Constructor/Contractor shall arrange and/or execute all necessary actions (e.g. permits, identifications, notifications, etc.), examples of which include but are not limited to the following:

Hot Work Permits

Hot Work Permits are required for any cutting, welding, soldering, etc. Hot Work Permits should be obtained from the Office of Building and Fire Code Compliance (CSBO) in Room 1070, Physical Resources Building before commencing any work referred to in Section 5.17 of the *Ontario Fire Code (Office the Fire Marshal of Ontario)*. A Daily Planned Hot Work Checklist must be completed as part of the application for a Hot Work Permit in the Office of Building and Fire Code Compliance before starting the work. (See sample of this form in Appendix C.) The Hot Work Permit application process shall be initiated preferably 48 hours before starting the actual hot work. York University requirements governing Hot Work activity will be issued with the Permit.

Fire Prevention Equipment Impairments

In accordance with the *Ontario Fire Code*, York University requires that 'notifications of shutdowns' of fire protective equipment including, automatic fire alarm, fire sprinkler, fire pump, fire house standpipe, fire hydrant, fire protection water main and other special fire extinguishing systems, must be approved in advance by the Office of Building and Fire Code Compliance, Room 1070 Physical Resources Building.

Fire prevention equipment impairments are to be arranged through the named York University Project Representative with the Office of Building and Fire Code Compliance. Before a sprinkler system or any fire protection equipment can be taken out of service, the Constructor/Contractor must complete the 'Fire Protection Equipment Impairment Checklist/Red Tag Permit Application' available in the Office of Building and Fire Code Compliance. (See sample of this form in Appendix D.)

Notifications

- **48 hours notice** is required for any special access to **occupied space**
- **48 hours notice** is required for any special access to **residences**
- **48 hours notice** is required for any special access to **Telecom rooms or labs**
- **48 hours notice** is required for shutdown of **any fire panel**
- **48 hours notice** is required for shutdown of **any sprinkler system**
- **48 hours notice** is required for weekend and/or after hours work
- **72 hours notice** is required for shutdown of **any electrical panel**
- **72 hours notice** is required for shutdown of **any electrical receptacles in occupied space that computers are connected to**
- **72 hours notice** is required for shutdown of **lighting panels/circuits in occupied space**

Exterior excavating or trenching is not permitted until all applicable "line locates" (e.g., gas line, telecommunication lines, water lines, etc.) have been undertaken and confirmation provided to the named York University Project Representative.

Parking

Constructors/Contractors shall work with their named York University Project Representative (the CSBO Project Coordinator or CSBO Maintenance Supervisor) and/or York's Parking Services to ensure that all Constructor/Contractor vehicles are parked in designated parking areas.

Special parking arrangements may be made for a Constructor/Contractor or supplier to deliver materials to a building (load and unload only) in consultation with the named York University Project Representative and York's Parking Services. Vehicles must be moved immediately after being loaded or unloaded. Failure to do so may result in the tagging and or towing of the vehicle.

See Section 4: *Parking for Contractors at York University*, in this manual for more information on parking.

Vehicles on Pedestrian Walkways

To ensure that pedestrians walking on campus are able do so safely, walkways (e.g. pedestrian pathways, asphalt, concrete or interlock surfaces in courtyards, patios, terraces), turf and planting bed areas adjacent to buildings, shall be kept clear of moving and parked vehicles, wherever possible. Constructors/contractors shall follow the York University Guideline on Operation of Vehicles on Campus Walkways.

A vehicle operator shall be held responsible for site damage costs attributed to unauthorized operation, standing or parking of vehicles on walkways, turf, or any other restricted areas.

ACCESS RULES FOR RENOVATION AND MAINTENANCE CONSTRUCTORS/CONTRACTORS

The following are regulations that Constructors/Contractors working on York University projects (renovation, construction or maintenance) must be aware of and abide by.

Access to the Job Site

- Once a contract is awarded to perform a renovation, new construction, maintenance or related work on one of the York University campuses, the Constructor/Contractor should contact the York University Project Representative for the project (normally a Project Coordinator, Project Manager or Maintenance Supervisor in the Department of the Campus Services and Business Operations) to discuss access rules.
- **The York University Project Representative is the principal contact for the Constructor/Contractor for any issues related to accessing the job site.**
- The York University Project Representative will arrange for the Constructor/Contractor to attend a pre-construction meeting with the University's Security Services in attendance.
- The pre-construction meeting is intended to inform the Constructor/Contractor about University's regulations that apply to Constructors/Contractors and to discuss specific issues such as parking arrangements, material delivery arrangements, fees, Occupational Health and Safety regulations, security requirements, emergency procedures, and access to the job site. At the pre-construction meeting, the York University Project Representative will also provide Security Services with the project work schedule that clearly outlines the project scope, timelines, and building access requirements.
- The York University Project Representative will arrange for identification badges for all Constructors/Contractors and Constructor/Contractor employees. Site supervisors will be provided with 'photo' identification badges. Identification badges are expected to be worn at all times by all on site personnel while on York University property – this also includes any person from outside the University who may be visiting the site. Those found without their badge may be asked to leave the premises.
- In order to have keys issued so that they can gain access to the job site, the Constructor/Contractor is required to provide a Clearance Letter (see details below), and complete the following forms:
 - York University Constructor/Contractor Indemnification and Key Agreement
 - York University Constructor/Contractor Acknowledgement and Undertaking
- Once these forms are completed the York University Project Representative will complete the necessary Key Request Form for each Constructor/Contractor supervisor (or other Constructor/Contractor principal) to whom a key will be issued so that they can gain access to the job site.

Master keys – For operational reasons it may be necessary for the York University Project Representative to issue a building master key or sub-master key to the Constructor's/Contractor's designated supervisor. In such a situation, the Constructor's/Contractor's designated supervisor is required to produce the master or sub-master key on demand (by York University Security Services), and to meet with the York University Project Representative at least once per week to demonstrate that they are still in possession of the master or sub-master key.

Clearance Letter - Police Background Checks for Key Holders

The Constructor/Contractor is required to provide a "Clearance Letter" (also known as a police check) for each of the Constructor's/Contractor's supervisors who will be managing the project on campus and to whom a key (or keys) will be issued to gain access to the job site. The individuals to whom keys are issued are deemed to be "key holders" by York University.

A Clearance Letter is a formal document produced on secure paper indicating that the subject of the inquiry has no criminal convictions in the National Repository of Criminal Records maintained by the Royal Canadian Mounted Police (RCMP).

A request for a Clearance Letter must be made in person at the individual's local or regional police services office. For more details contact the following:

- Toronto residents: www.torontopolice.on.ca
- Hamilton residents: www.hamiltonpolice.on.ca
- Durham Region residents: www.police.durham.on.ca
- Halton Region residents: www.hrps.on.ca
- Peel Region residents: www.peelpolice.on.ca
- York Region residents: www.police.york.on.ca

The Clearance Letter should be presented to the York University Project Representative before keys can be issued.

Regulations Regarding York University Keys and Job Site Access

- Keys provided to the Constructor/Contractor for the purpose of gaining access to the job site are issued to a Constructor/Contractor employee or principal under the individual's name.
- Keys issued to the Constructor/Contractor must not be transferred to a sub-contractor or any other Constructor/Contractor employee to whom the University has not officially issued the key(s).
- Once the York University Project Representative has obtained the keys, s/he will temporarily issue them to the Constructor's/Contractor's designated supervisor(s) in charge of the project, with a date of return specified.
- Keys issued to the Constructor's/Contractor's designated supervisor(s) must be returned to the York University Project Representative upon completion of work at the time specified when the keys were issued. Failure to return keys on time will be deemed a security breach, and appropriate actions will be taken by the University.
- Constructors/Contractors can return keys to the York University Project Representative. If the York University Project Representative is not available, keys can also be returned to Maintenance - Key Control, located in room 1066 Physical Resources Building during regular hours.
- York University keys issued to Constructors/Contractors shall be kept in a safe and secure location while in their care.
- York University keys shall not be duplicated.
- Constructors/Contractors shall not permit unauthorized personnel to access the project job site.
- Where the Constructor/Contractor requires access to the job site for sub-contractors or sub-trades, access can be arranged either by having:
 - the sub-contractor have a separate key issued under their name following the regulations of the University (as stated above); or
 - the Constructor's/Contractor's designated supervisor present on campus to provide access to the job site and to supervise the sub-contractors' or sub-trades' work.

YORK UNIVERSITY SECURITY SERVICES

The security and safety of York University property and community members requires the cooperation and support of the whole community. To achieve this, it is important that all Constructors/Contractors and workers are familiar with the campus and its buildings

The Security Control Centre is open 24-hours-a-day/365 days-a-year and houses a dispatch centre, Closed Circuit Television (CCTV), alarm monitoring equipment and a first aid station. The Security Control Centre ensures that appropriate community related security services and emergency response are available to the Keele and Glendon communities at all times.

Keele Campus:

228 William Small Centre
416-650-8000 or extension 58000 (Non-Urgent Matters)
416-736-5333 or extension 33333 (Urgent Matters)

Glendon Campus:

Greenhouse
416-650-8000 or Ext. 58000 (Non-Urgent Matters)
Phone: 416-736-5333 or Ext. 33333 (Urgent Matters)

To ensure that all requests for assistance are handled appropriately, please review the follow steps so that Security Service can response in a timely matter:

1. Call Security Services for immediate assistance;
2. Identify yourself;
3. Know the name of the building, the address of the building, the room number etc.; and
4. Provide details of the emergency so that appropriate personnel can be dispatched accordingly.

911 Emergencies

For situations where people or property are at immediate risk, (e.g., medical emergency, fire, crime in progress) contact 911 directly. Then follow up by contacting Security Services at 416-736-5333, who will meet and expedite emergency vehicles directly to the scene of the emergency so that valuable time is not lost searching for a particular building or location.

All of the pay phones on campus are programmed to call 911 and 416-736-5333 free of charge. Security Services will respond to all calls for service and has protocols in place relative to Emergency Services to get them to the location required quickly.

Identification Badges

As mentioned earlier, identification badges are expected to be worn at all times by all on-site personnel, including visitors, while on York University property. Those found without their badge may be asked to leave the premises. From time to time, Security staff will conduct random checks to ensure that all contract employees have York University authorized identification, and that only authorized personnel have access to the job site.

If an identification badge is lost or damaged, contact Security Services immediately at 416-736-5333. Then contact the York University Project Representative, so that a replacement badge can be issued.

Lost or stolen key cards and keys

Report lost or stolen keys immediately, contact Security Services at 416-736-5333. Security Services will make necessary arrangements to ensure the safety of York University community members and property.

Accessing the Job Site After Hours

Arrangements must be made in advance with the York University Project Representative, to access a job site outside of regular operating hours. Security Services will not permit access to a job site without formal authorization from the York University Project Representative, in advance.

PARKING FOR CONTRACTORS AT YORK UNIVERSITY

Parking Services understands that the needs of Constructors/Contractors vary from project to project. Whether the contract is for one day, one month or one year, Constructors/Contractors are encouraged to contact Parking Services or work with their York University Project Representative to make their parking arrangements prior to the start of the job.

Parking Rates

All Constructors/Contractors are responsible for paying for parking while working at the University. Below are rates based on 20010/11 that should be considered before reserving parking on campus.

Daily Rates (includes HST)

All charges include HST. If you have any questions, please contact Parking Services.

Parking Category	Lot	Cost (Maximum)	Weekday Evenings	Saturday	Sunday
Parking Garages	• York Lanes Parking Garage	\$2.50/half-hour (\$20.00 max)	\$2.50/half-hour (\$8.00 max after 6:00 p.m.)	\$7.00 flat	\$5.00 flat
	• Arboretum Parking Garage	\$2.25/half-hour (\$15.00 max)	\$2.25/half-hour (\$8.00 max after 6:00 p.m.)	\$7.00 flat	\$5.00 flat
	• Student Services Parking Garage				
Hourly Parking Lots	• Thompson Road West Lot	\$1.75/half-hour (\$15.00 max)		\$7.00 flat	\$5.00 flat
	• West Office Building East Lot				
	• Ottawa Road				
	• Assiniboine Road				
	• Seneca Lane				
	• Fine Arts Road				
	• Atkinson Road				
	• Physical Resources Lot				
	• Calumet Lot				
	• Atkinson Lot				
	• Metered Parking Spaces	\$1.50/half -hour (2-3 hours max)			
	• Northwest Gate Lot	\$1.75/half-hour (\$10.00 max)	\$1.75/half-hour (\$8.00 max after 5:00 p.m.)	\$5.00 flat	\$5.00 flat
Flat Fee Parking Lots	• Founders Road East Lot	\$10.00 flat	\$8.00 flat (after 5:00 p.m.)	\$5.00 flat	\$5.00 flat
Glendon Upper Lot	• A Lot	\$1.75/half-hour (\$15.00 max)		\$7.00 flat	\$5.00 flat
Glendon Lower Lot	• F Lot, G Lot	\$1.75/half-hour (\$10.00 max)		\$5.00 flat	\$5.00 flat

Permit Rates (does not include HST)

For permit information please refer to the parking Services web site at:

<http://www.yorku.ca/parking/permits.html>

Parking rates are in effect for the Summer/Fall/Winter 2010-11 parking permits. Parking rates are listed by category on the appropriate application form (see Attached 2010/2011 York University parking Permit Application). All Parking rates are subject to applicable taxes.

Rates and availability are subject to change without notice.

Frequently Asked Questions about Parking

1. How do I make special parking arrangements for my workers?

The York University Project Representative, in conjunction with Parking Services will work with you to discuss your parking needs, permit options, and billing.

For more assistance contact the Supervisor, Administration, Parking Services at 416-736-5591.

2. Where can I ask questions about parking and purchase a parking permit?

Parking permits are purchased at:

Parking Services
Room 222 William Small Centre
Tel: 416-736-5335

3. How do I purchase a parking permit?

Individuals applying for a parking permit

1. Complete an application form.
2. Provide a photocopy of their vehicle ownership (front and back) for all vehicles being registered.

NOTE: Permits will not be issued to individuals with outstanding parking violations.

4. How can I pay for a parking permit?

Payments should be made in person by:

- Cash/Cheque
- Debit
- Visa/MasterCard
- American Express
- Company Invoice

5. Can I park in restricted areas such as fire routes, loading docks, medical areas, etc.?

Locations where parking is strictly prohibited includes:

- All Fire Routes
- Medical Areas
- Loading Docks
- Reserved Day & Night Spaces
- On the roadway around the Harry W. Arthurs Common, York Blvd.

If you have not paid or purchased a parking permit, your vehicle may not be parked on campus.

6. Parking in hoarded areas?

Parking in hoarded areas of construction sites is permitted on a very limited basis. Allocation of space for parking adjacent to site trailers, material storage sites or containers and similar areas should be on an 'as-needed' basis. Parking requirements within the hoarded site must be

submitted to Parking Services for approval. Constructor/Contractor staff general parking on or within construction sites is not permitted unless authorized by Parking Services.

7. What do I do if I receive a parking violation?

Parking violations are payable upon issuance. Violations can be paid at any attended parking kiosk, at Parking Services, on the Web, or by telephone.

If you wish to dispute a violation, you can appeal the violation in writing within 5 business days of the issuance.

8. Parking Services can be contacted as follows:

General Inquires.....416-736-5335
Parking Violations416-736-5705

Parking Services website: <http://www.yorku.ca/parking>