	Engineering & Facilities Procedure	Number 271.00
	MUSC Construction and Project Management Job Site Procedure	Page 1 of 4
		Next Review Date: 7-1-2017

POLICY


All Project Coordinators which includes Shop Supervisors, Building Engineers, Project Engineering, Contractors, and Subcontractors who perform work in mechanical, electrical and designated project areas both indoors and outdoors (including roofs) and telecom/data rooms within the Medical University of South Carolina (MUSC), are responsible to perform the work in accordance with the guidelines set forth in this policy.

PROCEDURE


To establish cleanliness and safety guidelines for work performed in Medical University of South Carolina (MUSC) spaces.

I. Specific Information

- A. Contractors, MUSC Shops or Zone Mechanics will not perform work or store any construction materials, supplies or equipment in any mechanical, electrical or telecom/data room on the Medical University campus without first receiving prior authorization to do so from the appropriate Engineering and Facilities Engineering Manager, Director or Building Engineer.
- B. Contractors, MUSC Shops or Zone Mechanics will insure that no blocks or wedges are used to keep doors from closing and locking properly.
- C. Contractors, MUSC Shops or Zone Mechanics are responsible to immediately report to the appropriate E&F Engineering Manager or Director of any broken mechanical/electrical room door handles, locks, closers, sprung hinges or any other situations that would keep the door from properly opening, closing or locking.
- D. At no time will the construction area be used as a break or eating area. No newspapers, food, drink cans / bottles or microwaves are allowed in construction areas.
- E. No chairs or radios (other than two-way radios) are allowed in construction areas or mechanical spaces.
- F. Contractors, MUSC Shops or Zone Mechanics are responsible for the protection of the existing construction areas equipment throughout his performance of work in these rooms.

	Engineering & Facilities Procedure	Number 271.00
	MUSC Construction and Project Management Job Site Procedure	Page 2 of 4
		Next Review Date: 7-1-2017

- G. Contractors, MUSC Shops or Zone Mechanics are responsible for the repair or replacement of any equipment, fixtures, walls, wall finishes, floors or floor finishes that are damaged from the construction employees working in the area.
- H. Contractors, MUSC Shops or Zone Mechanics are responsible for storage of all material, supplies and equipment in an orderly fashion within the boundaries of the construction area. Stored materials and supplies are not to expand past the project boundaries.
- I. When supplies, materials or equipment are stored in a construction area, the Contractors, MUSC Shops or Zone Mechanics are required to post a notice at entrances location which includes the project name, shop, Zone or contractor's name, project supervisor's name and telephone number. (See enclosed Project Permit)
- J. Contractors, MUSC Shops or Zone Mechanics are responsible for the continuous daily clean-up of all dust or other debris caused by the contractor's work, stored equipment and supplies in the mechanical/electrical rooms. Prior to performing final clean-up of any mechanical or electrical equipment, the Project Coordinator must discuss the proposed method of clean up with the appropriate Engineering and Facilities Manager or Director.
- K. All exterior laydown and equipment storage areas must be cordoned off with yellow caution and tape and the material must be identified with a project form.
- L. Contractors or MUSC Shops and Zone Mechanics are required to use floor sweeping compound when sweeping mechanical/electrical room floors.
- M. Contractors or MUSC Shops and Zone Mechanics are responsible for the immediate cleanup of any dust or debris outside of the work area generated by the work or stored equipment/materials in the mechanical/electrical room.
- N. All Spare Parts and Attic Items are the responsibility of the Business Manager who will take ownership of the materials.
- O. Contractors, MUSC Shops or Zone Mechanics are responsible for the final clean-up of the Construction Area at the completion of the project work. All metal scrap must be taken to the to MUSC's scarp mental dumpster located behind the Student Wellness Center if a contractor supplied dumpster is not available. All floors must be swept and clean (Refer to K). All trash removal is the responsible of the Contractors or MUSC Shops and Zone Mechanics.

	Engineering & Facilities Procedure	Number 271.00
	MUSC Construction and Project Management Job Site Procedure	Page 3 of 4
		Next Review Date: 7-1-2017

- P. Contractors, MUSC Shops or Zone Mechanics are responsible to contact the E&F Safety Manager to schedule a final inspection of the construction area at the completion of work.
- Q. The MUSC construction inspectors are responsible for inspecting the construction areas weekly for cleanliness and damage and reporting this information to the Project Engineer for resolution. Construction inspectors and Building Engineers are also responsible for the cleanliness of the construction area before the contractor leaves the premises.
- R. The MUSC Safety Manager is responsible for the overall cleanliness and organization of all contracted job sites.
- S. MUSC's quality inspector will inspect construction areas bi-weekly and report forward results to the MUSC Safety Manager.

MUSC ENGINEERING AND FACILITIES CONFIDENTIAL: The information contained herein is the property of MUSC and is strictly confidential. Except as expressly authorized in writing by MUSC, the holder shall keep all information contained herein confidential, shall disclose the information only to its employees with a need to know, and shall protect the information from disclosure and dissemination to third parties. Except as expressly authorized in writing by MUSC, the holder is granted no rights to use the information contained herein and the information may be changed at any time. If you have received this document in error, please notify the sender and destroy it immediately.

Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

Approved By:		Effective Date:
<hr/> Greg Weigle Chief Facilities Officer Engineering & Facilities	<hr/> Mark Brown Facilities Operations Director Engineering & Facilities	April 1, 2016
<hr/> Julie Ham Facilities Maintenance Director Engineering & Facilities	<hr/> Phil Mauney Director of Design Engineering & Facilities	

MUSC Engineering and Facilities Project Permit

Project Name: _____

Contractor, Zone or Shop: _____

Project Leader: _____

Phone Number: _____

Area of Work: _____

Outside Storage of Materials: YES NO

Start Date: _____

Estimated Completion Date: _____