

VANDERBILT UNIVERSITY MEDICAL CENTER

PLANNING | DESIGN | CONSTRUCTION

SUBJECT: MECHANICAL AND ELECTRICAL ROOM CLEANLINESS AND SECURITY POLICY

POLICY #PDC- 019

EFFECTIVE DATE: January 31, 2007

Revised Date: 25 JUNE 2019

POLICY

All construction managers, contractors, and subcontractors who perform work in mechanical, electrical, and tel/data rooms within Vanderbilt University Medical Center (VUMC) are responsible to perform the work in accordance with the guidelines set forth in this policy

PROCEDURE

To establish cleanliness and security guidelines for construction managers, contractors and subcontractors who perform work in Vanderbilt University Medical Center's (VUMC) mechanical and electrical rooms for PLANNING | DESIGN | CONSTRUCTION (PDC).

I. Specific Information

- A. The construction manager/contractor/subcontractor will not perform work or store any materials, supplies or equipment in any mechanical, electrical or tel/data room on the Medical Center campus without first receiving prior authorization to do so from the appropriate PDC Construction Coordinator.

- B. The construction manager/contractor/subcontractor will contact the appropriate PDC Construction Coordinator to discuss the contractor's proposed work well in advance of performing work or storing materials in any mechanical, electrical or tel/data room. This discussion should include the following:
 - 1. Contractor's scope of work.
 - 2. Location of the work.
 - 3. Egress to and from the mechanical or electrical room.
 - 4. 24 hour access by Facilities Management to all existing equipment in the room.
 - 5. Security of the mechanical or electrical room.
 - 6. Contractor's methods to maintain cleanliness and organization while performing work in the room.
 - 7. Location of the contractor's equipment and supplies.
 - 8. Anticipated duration of the work.
 - 9. Methods used to protect existing equipment in the room.

- C. The contractor is responsible for maintaining 24 hour security of the mechanical/electrical room while performing work or storing supplies in the room. Doors to the mechanical, electrical and tel/data rooms must remain locked at all times. The contractor's access to these rooms must

be coordinated through the PDC Construction Coordinator. The contractor will obtain keys to these rooms from the PDC Construction Coordinator only. The contractor will not obtain mechanical/electrical room keys from any other persons or departments. If the Construction Coordinator deems it necessary to issue a mechanical or electrical room key to the contractor, it will be done so in accordance with the "Planning Design Construction Contractors Key and Access Card Request Policy". A link to the "Contractors Key and Access Card Request Policy" is located in the "II. Cross References" section of this policy.

- D. If the circumstances require it, the Construction Coordinator may instruct the contractor to supply and install a temporary push button combination lock on the mechanical room door. This push button lock must include a "Yale" compatible key override which can be keyed by the Campus Key Shop to allow Facilities Management access to the room via the appropriate Facilities Management' mechanical/electrical room key. At the completion of the work, the contractor will be responsible for the replacement of the original lock on the mechanical/electrical room door.
- E. The contractor shall not change, swap, or alter, a mechanical/electrical room door lock without prior authorization from the PDC Construction Coordinator.
- F. The contractor shall not at any time block or wedge open a mechanical/electrical room door lock or keep the door from closing and locking properly.
- G. The contractor is responsible to immediately report to the PDC Construction Coordinator 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.
- H. At no time will mechanical, electrical and tel/data rooms be used for break or eating areas.
- I. No chairs or radios (other than two-way radios) are allowed in mechanical, electrical and tel/data rooms.
- J. No newspapers, food, drink cans/bottles or microwaves are allowed in mechanical, electrical and tel/data rooms.
- K. The contractor is responsible for the protection of the existing mechanical/electrical room equipment throughout his performance of work in these rooms.
- L. **The contractor is responsible for the repair or replacement of any equipment, fixtures, walls, wall finishes, floors or floor finishes that are damaged due to the contractor's work in the mechanical/electrical rooms.**

- M. The contractor is responsible to store all material, supplies and equipment in an orderly fashion within the boundaries of the area that is designated by the PDC Construction Coordinator. Stored materials and supplies must not be allowed to expand past these boundaries.
- N. When supplies, materials or equipment are stored in a mechanical/electrical room, the contractor/subcontractor is required to post a notice at this location which includes the project name, contractor's company name, project supervisor's name and mobile telephone number.
- O. The contractor is 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 clean-up of any mechanical or electrical equipment, the contractor must discuss the proposed method of clean up with the PDC Construction Coordinator.
- P. The contractor is required to use floor sweep material when sweeping mechanical/electrical room floors.
- Q. The contractor is responsible for the immediate clean up of any dust or debris outside of the work area which is generated by the work or stored equipment/materials in the mechanical/electrical room.
- R. The contractor is responsible for the final clean up of the mechanical/electrical room at the completion of the contractor's work in the room.
- S. The contractor is responsible to contact the PDC Construction Coordinator to schedule a final inspection of the mechanical/electrical or tel/data room at the completion of work.