

New School University

Contractor Standards

1) General Regulations

- **Conduct:** All contractors and their employees will refrain from any actions that are unlawful, discourteous or offensive. They will refrain from profane or insulting language and shall not engage in any activity that could be considered a breach of peace.
- **Courtesy:** All contractors and their employees are expected to be polite, courteous to all persons present in or outside any of the Universities buildings.
- **Fraternization:** All contractors and their employees are under no circumstances allowed to fraternize with Universities students or employees.
- **Smoking:** All contractors and their employees are not permitted to smoke in any of the campus buildings.
- **Appearance:** All contractors and their employees are to be dressed in a suitable manner. Anyone deemed not so will **not** be granted access to any Universities building.

The Contractor is responsible for his/her employees and any breach of these conditions can and will result in the removal of that person from the Universities premises.

The contractor will be held responsible for their employees and their actions could result in termination of the agreed upon contract.

2) Work done in/on or around campus buildings

- **Entering a building:** All contractors and their employees must sign in and show picture ID at the security desk each day before entrance to a building will be granted. Upon signing in, they will receive a contractor sticker that must be worn in a visible location on the front upper body at all times. If one of your employees is not wearing their contractor badge at any time, you will be financially penalized.
- **Burning, Brazing, Soldering, Cutting:** Any work to be done with an open flame or electric arch must be brought to the attention of the project manager, building supervisor or maintenance person in charge. Contractor must be knowledgeable that the fire alarm system is off line while working with an open flame or electric arch welder. Failure to do so will result in a stiff penalty for each occurrence. The contractor is responsible to notify a university staff person when this type work is completed.
- **Drilling and Cutting:** It is the contractor's responsibility to check the location of a proposed hole in walls, floors, ceilings with a visual inspection for existing electric lines, plumbing/sprinkler lines and/or phone wires or any obstruction in the way. If no such obstructions are visible a small inspection hole must be used to further the investigation. If you cause damage, you will be penalized, and the costs in this area can be very high. If there is any question about an obstruction, the contractor must inform the Facilities Department right away.
- **Damages to University Property or Equipment:** Contractor is responsible for damages caused by their work. All work remedies due to contractor damages will result in back charges to the contractor.

- **Fire Alarm Devices:** Contractors must be aware of fire alarm device locations. It is the responsibility of the contractor to coordinate covering and protecting of such devices along with the maintenance staff.
- **Dust Protections:** All contractors must insure that there is no dust or tracking of dust from their work area into public areas of the University. In the event that extensive dust will be generated, the contractor must provide a water pit and drying mat for shoes at the exit of workspace. In addition, passages of ingress and egress must be papered and the paper changed as needed.
- **66 West 12th Street 8th floor:** Contractor personnel are not allowed (unless instructed by Facilities Services personnel) on floor eight for any reason, including the use of restrooms.

3) Correspondence, Taxation

- **Tax exemption:** The University is exempt from paying sales tax. In this regard, contractor is not to charge for any sales tax materials installed on university property. Tax exempt forms are available in the Facilities Services office.

In the event of a problem or question concerning work, a representative of the Facilities Department must be contacted right away.

Please contact the Facilities Office at (212) 229-5456

- 1) Rich Vohnout, Project Manager (917) 731-5751
- 2) Tim Sheldon, Director (917) 217-7139
- 3) John Sparano, Facilities Manager (917) 417-8437

In signing this form, the contractor agrees to the policy and procedures herein for the New School University.

Please Print Name _____ Date _____

Contracting Firm _____

Signature _____