



RULES OF THE STATION

DEPARTMENT OF VETERANS AFFAIRS PALO ALTO HEALTH CARE SYSTEM

The guidelines published in this issue are for the use and convenience of construction and maintenance contractors, vendors and others performing contract work at all Divisions of the VA Palo Alto Health Care System.

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- A. **CONTRACT WORK HOURS.** Normal available core work hours for the contract are from 7:00a.m. To 4:30 p.m. Monday through Friday, unless noted otherwise. Work may also being performed based upon project requirements (off normal working hour & weekend), excluding national holidays. The (10) holidays observed by the Federal Government are:

New Years Day	Presidents Day
Martin Luther King's Birthday	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

.Contractors may request, in writing, approval to work other hours or weekends. Except for emergencies, the contract person should receive such requests two weeks before the scheduled work. When possible, Contractors will submit emergency requests at least two days before the scheduled work.

- B. **UTILITIES.** No utility service such as water, gas, medical air and gas, steam, sewer, electric, fire protection or communication shall be interrupted without prior approval of the COTR. This includes those interruptions required by the contract. Construction contracts include provisions for maintaining utility systems or providing temporary facilities. Written requests for utility shutdowns shall be completed by the contractor and submitted to the COTR at least two weeks before the scheduled work. Lock-out / tag-out (LOTO) must be follow Health Care System Memorandum No. 138-09-28, on any disruption or shut-down of any energy source. Any EMERGENCY REQUIRING AN IMMEDIATE SHUTDOWN WILL BE REPORTED IMMEDIATELY to the COTR. The COTR will in turn immediately notify the Engineering Office and the appropriate Chief, Maintenance and Repair or site designee. The Contractor will prepare and forward to the Chief, Engineering Service, a written report of the situation, why it happened, a schedule of any further corrective work needed, and what, if any steps are being taken to prevent a recurrence. The request for utility shutdown is found in **Attachment A, A1, A2, and A3**

- C. **PROTECTIVE CLOTHING/EQUIPMENT.** All workers will wear and/or use protective clothing and gear when required. This includes hard hats, goggles, protective shoes, gloves, masks or breathing apparatus, etc. The Contractor shall provide any protective equipment that may be required.
- D. **SECURED WORKSITES** Contractor will be responsible to secure their worksite and provide construction safety and/or infection control barriers, including but not limited to temporary fencing, trench covers, etc. wherever work could cause injury to workers, visitors, VA personnel, or dependents. The Contractor shall conform to the rules and regulations as set forth by OSHA Safety and Health Standards, 29 CFR Part 1926 - Safety and Health Regulations for Construction and Title 8, California Administrative Code - Construction Standards. When the standards differ, the more restrictive standard shall apply. Construction site signage is required. Construction sites outside of existing structures shall be enclosed by 6 feet tall metal fencing. Examples of such fencing is found on **Attachment B**

- E. **TELEPHONES.** Contractors will provide their own telephones. Government telephones will not be used for private business or personal calls. Contractors or their workers may use the Government telephones to call/page the contact person, the Engineering Service office, or when authorized by the contact person - to call their office concerning contract matters. Telephone calls for contract workers will not be accepted by the Health Care System.
- F. **ELEVATORS/CORRIDORS.** Contractors and workers may use corridors and elevators for travel to and from the job sites when in proper attire (shirt and shoes required) provided they don't track mud, wet cement or any form of "dirt" into the buildings. The COTR will assign specific routes, times and elevators to use for transportation of materials and equipment. The Contractor will clean-up any mess caused by their workmen. Elevators will not be used during an emergency.
- G. **TOILETS.** The Contractor is to provide their own toilet facilities, however, the COTR will advise the Contractor which toilet facilities (if available) may be used by the Contractor's workmen. The Contractor will ensure that the facilities are kept clean and will be responsible for any damage done by the Contractor's workers.
- H. **PARKING/TRAFFIC.** Specific parking areas may be assigned for workers on larger construction projects. Workers on smaller construction or maintenance contracts may use any parking space that is not reserved if no parking area is designated. Contractors, including maintenance contractors and workers are specifically prohibited from parking in those spaces reserved for Engineering Vehicles or lawn areas. Further, the Contractor is not to "back in" the space.
- I. **DELIVERIES.** The contact person will assign routes for the delivery of materials and supplies to the job site. The Contractor or construction traffic will not block any Health Care System road or street, walk or building egress without requesting approval in a timely manner.
- J. **LOADING/UNLOADING.** Building loading docks and landings may be used to load or unload construction materials when approved by the contact person. However, any vehicle left unattended for more than a few minutes may be cited by the VA Police. Some areas may be reserved for Health Care System operations only during certain hours.
- K. **VA POLICE.** The VA Police are Federal Police Officers with full authority to make arrests, investigate crime, and to issue citations. Citations issued for driving, parking violations or other offenses may require an appearance in the Federal District Court and/or payment of a fine. FOR THE SAFETY OF PATIENTS, speed limits and other driving and parking codes are strictly enforced. The speed limit on VA roads is 15 MPH under ideal conditions. In parking lots, the speed limit is 5 MPH.
- L. **LOCKED AREAS.** The Contractor is to coordinate access to locked areas with the contact person, including obtaining keys required for access to work sites. All buildings at the Health Care System are locked during other than normal work hours. When the Contractor has approval to work other than normal work hours, he will need to make arrangements for his workers to have access to job sites.
- M. **OPERATIONS AND STORAGE AREAS** will be confined to areas designated by the contract or approved in writing by the contact person or the Contacting Officer. The Government will not be responsible for any tools, equipment or

materials left or stored on Government facilities, unless exceptions are provided in the contract.

- N. **CONSTRUCTION WASTE AND DEBRIS** is the property of the contractor and will not be disposed of on station or in Health Care System trash containers or dumpsters. The Contractor may provide his own bin or dumpster, however, the use and location of such must be approved in writing by the contract person. Construction waste and debris will not be accumulated in corridors or other building areas where it might cause a fire or safety hazard. Debris will be covered when taken from work sites to dump area. This is critical when carried through patient care areas.
- O. **RECREATIONAL FACILITIES** such as swimming pools, gym, tennis courts, etc. are not to be used by Contractors or Contractor's workers.
- P. **DISPOSAL OF HAZARDOUS MATERIALS.** Several buildings at the VAPAHCS contain asbestos containing materials (ACM). Some typical types of materials found to contain ACMs are pipe insulation, transit wall panels, floor tile, linoleum backing, floor/roof mastics and others. Contractors are required to communicate this information to all of their employees and subcontractors that will be working at any of the VAPAHCS sites, and failure to do so could result in OSHA citation(s). **Contractors are also required to alert the VAPAHCS immediately in the event any known or suspected ACM is accidentally disturbed or will need to be disturbed before proceeding with work.** If not indicated in the contract drawings, known locations of ACMs can be determined from the current VAPAHCS asbestos survey. Disposal of any hazardous or potentially hazardous materials in sanitary or storm sewer systems or on Health Care System grounds is strictly prohibited. Hazardous materials, such as asbestos materials, used cleaning solutions and other harmful chemicals shall be disposed of in accordance with State and/or local laws and regulations. In case of an accidental spill of hazardous materials, the contractor is expected to take immediate action to contain the spill and at the same time notify the C.O.T.R./Contracting Officer of the spill. Action should be taken to mitigate the situation until you receive direction from the VAPAHCS Quality Management personnel.
- Q. **WASH DOWN.** Washing leftover cement, plaster, paint, oil or grease, solvents, etc. into any drains and the washing down of cement trucks or other delivery vehicles is strictly prohibited. **REPORT ANY ACIDENTAL SPILLS THAT MAY RUN INTO STORN DRAINS IMMEDIATELY TO THE ENGINEERING SERVICE AT EXTENSION 62468.** Even accidental spills, particularly those not immediately controlled or contained, may result in legal action by local or state authorities against the responsible parties.
- R. **REMOVAL OF GOVERNMENT PROPERTY**, including empty boxes, crates, wood, etc. is prohibited, except approved by the Chief, Supply Service. Contractors or vendors taking Government equipment off station for repairs will notify the contact person of such action. In most cases, a receipt will be required.
- S. **SEXUAL HARASSMENT** is strictly prohibited. This includes deliberate or unsolicited verbal comments or gestures of a sexual nature, unwelcome sexual advances, requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature.

- T. **DRUGS AND ALCOHOL.** Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly prohibited. Used appropriately, over the counter medications such as Tylenol or Aspirin would be okay.
- U. **CONTRABAND.** Contraband is any item prohibited by Federal Law on VA grounds. These items also include any item or material that a person might use in a threatening manner. Examples include, but are not limited to:
- Firearms, BB guns, CO2 guns, pellet guns, slings, slingshots, blowguns, and starter pistols.
 - Knives with overall blade length in excess of 3.0 inches, including, but not limited to lock blades, pocket knives, cane swords, and machetes.
 - Explosive materials/Flammables: fireworks, gunpowder, ammunition, butane, propane, and lighter fluid.
 - Other weapons: mace, taser, martial arts equipment, tear agent, and Spears.
 - Illegal/Illicit substances: alcohol, drugs, and drug paraphernalia.
- V. **SMOKING POLICY.** Smoking is prohibited in all Health Care System Buildings particularly in corridors, elevators, offices and patient areas, except in designated areas. Smoking is generally not permitted within 35 feet of an entrance to a VA health care building or office building that is routinely used by patients, residents, employees or staff.
- W. **LOST AND FOUND.** Any article or money found on the premises should be delivered immediately to the contact person or Volunteer Services for safekeeping. Anyone losing an article or money should contact the Volunteer Service Lost and Found Department to determine if it has been turned in.
- X. **SMOKE/FIRE BARRIER PENETRATIONS.** Any penetrations to smoke or fire barrier walls, ceiling or floor slabs shall be properly sealed immediately. We recommend Hilti Fire Stop 601 or 635 for walls and ceilings and Hilti Fire Stop 657 for floor penetrations.
- Y. **WELDING AND/OR BURNING:** Any person planning welding or other such burning operations will in advance, obtain a 24 hour burning permit from the Safety Office, extension 65894. Welding and/or burning operations are allowed only during normal working hours. Sample of the burn permit is found on **Attachment C**
- Z. **LOW VOLTAGE CABLE INSTALLATION:** The contractor shall install low voltage cable in raceways trays whenever practical, only after scheduling the work with the contact person. Whenever feasible, low voltage cables to be in the ceiling will be installed before the ceiling tile is installed.
- AA. **OCCUPATIONAL HEALTH AND SAFETY:** Contractors and their employees are expected to comply with and are subject to applicable OSHA and CAL-OSHA regulations as at any construction site. Contractor's On-site Superintendent shall conduct daily construction site safety reviews using **Attachment D**
- BB. **INJURY ACCIDENTS:** The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 for emergency medical assistance and notify the VA Police at extension 65500 at Palo Alto.
- CC. **DAMAGE TO GOVERNMENT PROPERTY** caused by the Contractor or his workmen, whether accidental or incidental to the work, shall be corrected

immediately at the Contractor's expense. This includes damage to lawns, shrubbery, irrigation systems, curbs, etc. Caused by construction vehicles/traffic and other operations.

- DD. **DUST AND FUME CONTROL** will be exercised on all construction operations. Workers will be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building intake system. Appropriate dust barriers will be utilized to mitigate dust entering into patient areas and/or the HVAC System. Barriers will be approved by Infection Control prior to work commencing. If Safety requires a more stringent barrier, the more stringent barrier will apply with Infection Control requirements are also satisfied.
- EE. **NOISE** will be held to a minimum at all times. Jack-hammering, core drilling and other noisy or disturbing operations may have to be rescheduled to avoid interfering with surgery or other programs. OSHA standards related to decibels are a requirement in any event.
- FF. **ROADS & WALKS**. Any debris dropped along egress from the station will be cleaned up immediately. Mud and dirt on roads and walks will be cleaned up as soon as the construction operation is complete or at the end of each day.
- GG. **FIRE SAFETY PRECAUTIONS**. Contractors are expected to comply with all fire safety precautions. In the event of a fire or during regular fire drill, the contractor must vacate the construction site within the zone affected.

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