



# RULES OF THE STATION

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### **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.** All work on the contract shall be performed between 8:00 am and 4:30pm Monday through Friday, excluding National Holidays, unless approved in writing by the Contracting Officer. 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 contact person. This includes those interruptions required by the contract. Construction contracts include provisions for maintaining utility systems or providing temporary facilities. Utility shutdowns shall be done on weekends. Requests for utility shutdowns shall reach the contact person at least 30 days before the scheduled work. Any EMERGENCY REQUIRING AN IMMEDIATE SHUTDOWN WILL BE REPORTED IMMEDIATELY to the contact person. The contact person will in turn immediately notify the Engineering Office and the appropriate Chief, Facilities and Operations. 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.
- C. **INTERIM LIFE SAFETY MEASURES.** If a Fire Alarm system is out of service for more than 4 hours, or if a Sprinkler system is out of service for more than 4 hours, then this shall require the contractor to implement Interim Life Safety Measures in accordance with the latest issue of the VA Palo Alto Health Care System Memorandum SAFE 07-23.
- D. **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 and protective equipment that may be required.
- E. **TELEPHONES.** Contractors may provide their own telephone, or pay telephones are available at many locations throughout the VA Palo Alto Health Care System for public use including contractors and the contract workers. 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 contact person 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. Smoking is prohibited in elevators and corridors. Elevators will not be used during an emergency.
- G. **TOILETS.** The Contractor is to provide their own toilet facilities, however, the contact person 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 that is away from buildings 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 Health Care System Police. Some areas may be reserved for Health Care System operations only during certain hours.
- K. **FEDERAL POLICE**. The Health Care System 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 usually require an appearance in the Federal District Court and/or payment of a fine. FOR THE SAFETY OF PATIENTS speed limits, other driving and parking codes are strictly enforced.
- 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** 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.
- O. **RECREATIONAL FACILITIES** such as swimming pools, gym, tennis courts, etc. Are not to be used by Contractors or Contractor's workers. Contractors and workers, in proper attire, are permitted to use the canteen for breaks and lunch and to purchase incidentals in the Canteen Store.

- 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 STORM 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.
- U. **FIREARMS AND EXPLOSIVES.** Possession of firearms, ammunitions, explosive devices and any hand held item that may be considered an offensive weapon is strictly prohibited. This includes carrying such items in vehicles.
- V. **SMOKING POLICY.** Smoking is prohibited in all Health Care System Buildings particularly in corridors, elevators, offices and patient areas, except in designated areas.

- W. **LOST AND FOUND**. Any article or money found on the premises should be delivered immediately to the contact person or the Health Care System Police for safekeeping. Anyone losing an article or money should contact the Health Care System Police 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, cutting metal studs or other such burning operations will obtain a burning permit from the Occupational Health and Safety Office, extension 65894. Welding and/or burning operations are allowed only during normal working hours.
- Z. **LOW VOLTAGE CABLE INSTALLATION**: The contractor shall install low voltage cable in raceways 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.
- BB. **INJURY ACCIDENTS**: The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 from a pay phone (or use an outside line) for emergency medical assistance and notify the contact person and the Health Care System Police.
- 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.
- 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 (or accomplished after hours) 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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