



CONTRACTOR POLICY

CONTRACTOR CHECK IN

- Contractors must **sign in** on the contractor check-in log at the Physical Plant front desk prior to beginning work on campus each day.
- Contractors will be assigned authorized **contractor ID nametags** for each of its employees. Each contractor employee must keep their ID nametag visible while working on Campus.
- Contractors must obtain Contractor **Parking Permits** on a daily basis from the Physical Plant for each vehicle brought to campus. Parking Permits must be returned at the end of the day.
- For work inside a residential building, Contractors will be given **door tags** to notify occupants that work is occurring in the building or room.

INSURANCE

- All Contractors must provide to the Hope College Physical Plant a current Certificate of Insurance coverage before performing any work.
- No contract will be considered until insurance criteria has been agreed upon and complied with.

SAFETY

- All Contractors must abide by the Hope College Contractor Safety Policy available from the Physical Plant.
- No contractor will manipulate any switches, controls, valves or instruments of Hope property without the prior approval of the Hope Project Manager.
- Contractors shall ensure that all equipment brought onto college property is in safe working order, all safety features are functioning, and the equipment is maintained in this condition.

HOUSEKEEPING

- Contractors must maintain good housekeeping while on Hope property.
- Contractors must keep work areas neat, clean, orderly and free of excess trash and debris and never block walkways, stairs, exits, or create a tripping hazard.
- When a project is completed the job site must be left neat, clean and orderly.
- Contractors must park in designated parking areas only.

HOPE COLLEGE EQUIPMENT USE

- In the event a contractor must use Hope College's equipment such as lifts, ladders and tools, the contractor shall
 - Obtain approval from the Physical Plant
 - Return all equipment to its home location clean.
 - Reimburse Hope College for any damage to its property and/or equipment due to contractor use.

CAMPUS ACCESS

- As needed, contractors may request a building key from the Physical Plant front desk.
- Prior to receiving keys, a release must be signed by the contractor agreeing to deduct funds from their fee if a key is lost, forcing doors to be re-keyed: \$500 Key Replacement Fee; \$100 Card Access Replacement Fee
- Most student-resident cottages and apartments utilize a code-entry system. Contractors doing work in these locations will obtain the code from the Physical Plant office on a plain slip of paper. These codes are not to be written on any other document that would identify the location it operates. Upon completion of the work, the paper should be returned to the Physical Plant office where it will be shredded.
- **Keys shall be returned as soon as the work is completed or the contractor leaves campus.**
- Because of the sensitivity of some of the locations that keys can open; costing up to several hundred thousand dollars to re-key such an area if a key is lost or stolen, it is important to report lost keys immediately (within the same business day) to the Campus Safety Department.
- The temporary assignment of keys for special circumstances must be arranged with the key control officer of the Campus Safety Department and approved by the Director of Campus Safety & Director of the Physical Plant.
- **Keys/cards and access codes must be returned when before the end of the business day.** Keys/cards may be checked out again the following work day.

ENTERING LIVING QUARTERS AND RESTROOMS

Entering living quarters on campus should be viewed as entering someone's home to provide service. It is an intrusion of their privacy.

The following procedures should be implemented in routine situations:

- Wear an authorized contractor **ID nametag**.
- Knock on the door, call out and wait for an answer. Do this at least twice.
- Call out again while entering the room.
- Do NOT enter a room or apartment if you hear someone inside, but no one answers.

- Notify ALL occupants, i.e. all room and/or suite mates, when entering a room. Ask if anyone else is in the room and/or suite.
- Ask the occupant(s) if they would prefer the work be done at an alternate time.
- Hang the **door tag** at the entry to the room or house to give notice that work is in progress.

SUBSTANCE ABUSE

Alcoholic beverages and controlled substances are strictly prohibited on Hope College property. Failure to comply with this rule shall result in the immediate and permanent expulsion of all offending personnel. In the event of illegal substances, the local authorities will be contacted.

SMOKING POLICY

Smoking and tobacco use is prohibited on campus grounds including e-cigarettes.

PERSONAL CONDUCT/LANGUAGE

The college strives to maintain a courteous and respectful environment for students and employees. Hope expects all Contractors to act professionally and use good judgment in choice of language and clothing while on campus.

REPORTING

Report all incidents related to any items above IMMEDIATELY to the Hope Project Manager or Physical Plant office.