



THE UNIVERSITY OF NEW MEXICO HOSPITALS
at the HEALTH SCIENCES CENTER
CLINICAL OPERATIONS

**EXPECTATIONS FOR
CONTRACTORS DURING
CONSTRUCTION**

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INTRODUCTION:

To ensure the health and safety of the patients, employees within UNM Hospitals and contractors, the safety standards listed within this document must be understood and followed by all contractors and sub-contractors working within UNM Hospitals, including off-site components managed by UNM Hospitals. These expectations, supplement the Project Specification Manual and the AIA and CSI Construction Contract Documents.

The Contractor is accountable for ensuring that Sub-contractors adhere to safety standards detailed in this information packet as well as those discussed at the pre-construction and progress meetings.

³ & R Q W U D F W R U Vs' document refers to all General Contractors, Sub-Contractor, On-Site Supplier/Installers, staff and employees.

Mandatory Requirement: UNMH Environment of Care (EC) Training and Certification must be completed prior to starting UNMH construction projects by all F R Q W U Subcontractors and all of their employees working on site. All contractors shall obtain UNMH ID Badges that indicate this certification and wear it at all times while working on UNMH property. EC Training is available on line.

In addition to adhering to the expectations listed within this packet, Contractors shall comply with all applicable governing or licensing agency regulations including but not limited to:

CODES, UNMH POLICIES/ PROCEDURES

The contractor shall perform all work in compliance with all Building and Construction Codes adopted by the State of New Mexico, including all codes and associated amendments adopted as part of the New Mexico Administrative Code (NMAC). In particular the contractors shall be knowledgeable of the requirements of NMAC Title 14 Housing and Construction, and Title 7, Health. Links to the NMAC can be found on the **New Mexico Regulation & Licensing Department** website.

As of 4/11/2012, the Construction Industries Division indicated that they enforce the following codes:

- x 2009 New Mexico Commercial & Residential Building Code
- x 2009 International Building Code
- x 2009 International Existing Building Code
- x 2009 International Residential Code
- x 2009 Solar Energy Code (IAPMO)
- x 2009 NM Energy Conservation Code
- x ICC/ANSI A117-2003
- x 2009 New Mexico Plumbing and Mechanical Code
- x 2009 Uniform Mechanical Code (IAPMO)
- x 2009 Uniform Plumbing Code (IAPMO)
- x 2009 Uniform Swimming Pool, Spa and Hot Tub Code
- x 2011 New Mexico Electrical Code
- x 2011 National Electrical Code
- x 2008 National Electrical Safety Code

The contractor shall meet the requirements of the Codes currently under enforcement by CID unless other versions are indicated on CID approved Construction Documents for the specific project. It is recommended that the contractor review the sections of NMAC that are specific to Healthcare

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The Contractor is responsible for compliance with NFPA 241, Standard for Safeguards for Fire Protection of Buildings Under Construction, Alteration and Demolition Operations.

In the event of a fire or smoke at the worksite, contractors shall be familiar with the **RACE** procedures:

- R**. Rescue people from immediate area if safe to do so.
- A**. Alert people in area, Dial **455** to inform PBX (hospital operators) of the fire (dial 911 at offsite locations), pull the nearest fire alarm pull station
- C**. Contain the fire by closing all doors in the area.
Shut-off gas cylinders at the work site being used for construction purposes only.

Fire exits shall not be blocked. UNMH Life Safety, UNMH

Contractor and Sub-contractors working on the project are properly badged with current security badges.

It LV WKH & RQWUDFWRUV¶ UHVSQRVLELOLW\ WR VHFUXH HTXLS the work site each day. Storage of materials will be determined by Facilities Management, Plant Engineering, or Facility Planning and the Contractor during the Pre-construction Meeting.

The Security Badging Office is located on the first floor, Main Hospital, North of the Urgent Care Clinic. The office hours are 7:30 A.M. to 3:00 P.M. Security can be contacted after 3:00 PM by dialing 272-2160 (dispatch).

Construction area keys shall be obtained through the Security Office. Contractors shall provide the Security Office with two sets of keys to areas that are locked by the contractor and are not keyed to the hospital lock system. A \$10 fee per lost key and a \$50 fee per lock to re-key or change a lock in connection with a key being lost or stolen. The Contractor will be charged for expenses incurred as a result of the loss or inappropriate use of keys issued. The contractor will be responsible for loaner keys until returned to the Security Department by the end of the work day issued.

Construction workers shall remain within the construction site. They are not permitted in other patient care areas of the hospital unescorted. Entrance to and exiting from the construction site will be discussed with Security, Facilities Planning, and Facility Management during the Preconstruction Meeting. kers shall red

Plant Utility Management (Domestic water/sewer, plumbing and Electrical) 272-1070

General Maintenance (all building maintenance less plumbing and electrical) 272-0458

Emergency Numbers

Location	Emergency Type	Dial #
UH Main Hospital, BBRP, ACC		

Accidents resulting

Contractors will adhere to 29 CFR 1926 Construction Standards
Contractors will adhere to 29 CFR 1910 General Industry

In accordance with The Joint Commission (TJC) requirements and the **Guidelines for the Design and Construction of Healthcare Facilities**, UNM Hospitals will assess and document mitigation efforts for likely issues relative to infection control, dust and debris, odors, noise, outages, which may develop during a construction project. The assessment process starts early in the planning stages for a project and is formally documented.

Debris transported through the hospital will be securely covered. Containers will be cleaned before entering the hospital and on exiting the construction site to prevent tracking in and out of the hospital. Transport should occur during lowest activity periods. Routing and timing will be coordinated with Facility Planning or Facilities Management.

The Contractor will follow any additional infection control requirements as indicated by any of the following: Project Manager, Epidemiology, Safety, Life Safety, or Facilities Engineering.

Noise

Construction noise transmits easily throughout patient care areas. Caution should be used when making loud noises and the probability of such disturbances should be communicated by the Contractor to Facility Planning in order to provide timely communication of such activities to the departments/areas affected. There may be times when noise and vibration disrupts a medical procedure and warrants a temporary shutdown of work. Only designated UNM Hospitals Facility Planning or Facility Management staff can authorize a work shut-down for this purpose. Details will be determined during the Pre-Construction meeting.

AM/FM radios, CD/tape players, amplified headphones are prohibited at the construction site.

Odors

The use of adhesives or other chemicals emitting strong odors must be reviewed with Safety prior to use in order for ventilation issues to be addressed. Cutting, welding, patching or other activities that emit odors will be coordinated with Safety, Facilities Planning and Facilities Management to minimize fire hazard and air contaminant infiltration into occupied areas.

Inspections

The Contractor is responsible for ensuring the construction site is safely maintained and the workers are following the standards for personal protective equipment (PPE) 7 K H F R Q W U D F W R U ¶ V V L W conduct and document a daily site safety inspection using a checklist approved by UH Safety, Safety, Epidemiology, Plant Engineering and/or Facilities personnel will periodically inspect the construction site. Issues will be communicated to the Contractor through the Project Manager. SDS, and other construction documents, including the daily check list, are to be kept at the construction site and maintained in the project ¶ Blue Book. Check list are to be kept current. **The contractor shall have W K H L U F R P S D Q n ¶ in the Job Site and available.**

Flammable Liquids

The contractor will notify the Project Manager prior to bringing or using any flammable liquids into a UNM Hospitals facility. If the contractor has prior knowledge of using flammable liquids during construction, the contractor Z L O O S U R Y L G H 6 ' 6 ¶ V D W W K H 3 U H y

Hazardous Chemicals

Whenever possible, nontoxic materials are to be purchased and used during construction. The contracting employer shall provide appropriate personal protective equipment (PPE) to the construction workers as needed

Chemicals shall be properly stored when not in use. Storage of materials/chemicals is to be coordinated with Facilities Planning or Facilities Management and UNMH Safety Department.

The Contractor will ensure that a **Safety Data Sheet** is provided to the Safety Department for each chemical (solvents, adhesives, etc.) brought onto the worksite as required by OSHA Hazard Communication Standard. CFR 1910.1200 - SDS can be faxed to the UNMH Safety Department @ 272-0257

Cylinder Safety

All cylinders shall be properly labeled. All cylinders shall be kept in the upright position and properly secured. 29CFR 1910.253

Hot Work

All work involving welding, cutting or brazing equipment shall be required to have an approved permit on site and signed by UNMH Safety or UNMH Facilities Supervisor. The operator performing hot work and the supervisor of the hot work will be present at the risk assessment in order to issue the hot work permit. The hot work permit is to be posted in a conspicuous space at the construction site and a copy of the hot work permit shall be placed within the Construction Blue Book. The individuals responsible for authorizing hot work shall inspect the area before welding, cutting or hot work is performed. Combustible materials shall not be stored in areas where hot work occurs. Fire Watch listed on Hot Work Permit must be followed after Hot Work is completed. Work should be stopped one

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Equipment Safety

The contractor will ensure safe operation of tools as stated in 29 CFR 1910 Subpart P-Hand & Portable Power Tools and Other Hand Held Equipment.

Housekeeping

The Contractor is responsible for ensuring the construction site is managed in order to maintain a safe environment. Debris shall not be allowed to accumulate and shall be removed at least daily and in such a manner to minimize dust at the construction site and during transport to the nearest exit. The Contractor is responsible for all construction debris removal and proper disposal. Wipe/clean carts and tools prior to bringing to construction site and when removing from site. All dust, dirt, and debris will be removed in covered containers. The Contractor shall supply covered container(s). The Contractor is required to make arrangement with Facilities Management for obtaining dumpsters as needed.

Personal Protective Equipment

Follow OSHA Regulations.

Facility Guidelines & Expectations for Contractors

UNM Hospitals Facility Guidelines & Expectations For Contractors

(Name of the General/Prime Contracting Construction Firm)

Hereby agrees to have all of the above mentioned General/Prime Contractor employees and all sub contractor employees who are contracted by the above mentioned General/Prime Contractor abide by the contents of these Facility Guidelines & Expectations for Contractors during the course of all construction operations at the University of New Mexico Health Sciences Center.

(Print Name)

(Authorized Construction Firm Representative Signature)

Date