General Requirements, Project Specific

- Vendor shall use trained personnel directly employed or supervised by Vendor's Company.
- The purposed site supervisor shall have a minimum of three (3) years' experience with Current license in compliance of (e.g., Chillers) HVAC systems
- The Vendor shall provide telephone and cell phone or pager numbers of proposed Supervisor and Company Principle, so that, TVBH may contact Vendor during the course of this project.
- Maintaining Records/Reporting: The Vendor shall maintain a complete set of records of each scheduled preventive maintenance inspection including, but not limited to inspection dates, items checked, repairs, maintenance performed, problems noted and a statement of accounts with the following information: Scheduled inspection charge for the current period and the accumulated total to date; and repair charges for the current period and the accumulated total to date.
- Following completion of each scheduled inspection or repair, the contractor shall review with the facility contact person (or designee) the details of the work just completed and any recommendations for necessary repairs or improvements to the system. Within one (1) week following a scheduled inspection or repair, the contractor shall file a written report that lists all repair needs and deficiencies, that provides a copy of the inspection log that covers the information specified. The list of technicians shall be included in the report with and certification or licenses listed.
- Refer to "General Services Agreement" (attached) for requirements prior to executing the Agreement.
- For access to NON-PATIENT locked areas, contractor keys shall be obtained only with prior arrangements through the Plant Services/ Maintenance Department, Ext. 5301
- Contractors shall Sign In/Out at the Plant Services Department. Keys needed for accessing areas to perform work must also be signed out and returned to Plant Services Department when contractor signs out after work completion. Regular work hours are 7:30 AM to 4:00 PM Monday through Friday. Any work performed outside of the regular work hours must have prior approval by the Director of Plant Services or Chief Operating Officer. During long-term capital projects, keys will be issued to the contractor for the duration of the project. All keys must be surrendered to Plant Services upon completion of projects.
- When entering locked areas ensure the area remains locked. Service area entry must be used when entering patient's living units. DO NOT let anyone out of a locked area. Staff members have keys for entry/exit of locked areas.
- Ensure all tools and equipment are secured safely (lockable tool storage box) while on grounds. This also involves while work is in process, i.e. cutting blades, small hand tools etc.
- Fire lanes must be maintained. If roadways need blocked, prior notice must be given to Protective Service Department. All vehicles and contents must be secured when unattended. This includes tools and materials.
- In the case of utility interruptions, three working day notice must be given before any interruption. All requests shall include: when, what, where and how.
- Fire alarm and/or sprinkler system interruptions must be reported in advance to the hospital's Protective Service/Safety Officer.
- Any contractor who penetrates a rated fire or smoke separation wall to install conduit, ductwork, piping, or other material must seal the opening. An above ceiling work permit must be completed prior to closing up the area. All penetrations shall be fire stopped/sealed using the "3M" procedures and protocols. Record of completion of the work to be submitted to TVBH Safety Officer.
- Contractor procedures for work area isolation/separation from occupied areas and dust control, are as follows:
- Lead/Prime Contractor shall isolate HVAC in area of work. All supply and return air vents shall be covered with two layers of 6 mil flame retardant polyethylene.
- Lead/Prime Contractor shall create an enclosed work area that is depressurized and has a minimum of two air changes per hour or two HEPA equipped filtration devices in operation at all times. Isolation includes, but is not limited to: flame retardant poly covering of all common spaces above and below ceiling; all barriers shall be framed w/ metal studs at a minimum of 24 inch on center; barriers shall be constructed out of flame retardant materials. Contractor to review

drawings and specifications for other requirements. The contractor shall comply with the most stringent procedures.

- All Contractors shall follow the Interim Life Safety measures and train all workers in those procedures/requirements. Contractor shall supply TVBH with documentation of training.
- All stored materials shall be properly covered and no materials shall be exposed to outside environment.
- If cutting, sawing, or drilling is required as part of an installation, Contractor must use safeguards to ensure that dust is contained. Precautions should also be taken when transporting material and tools within the facility to contain dust and dirt that could increase risk of infection.
- Project Isolation. Lead Contractor shall construct a one hour separation from slab to slab between the area of work and other occupied areas in the hospital
- Noise Attenuation. Occupied areas adjacent to construction zones shall not exceed noise levels of 80db.
- Movement of construction debris inside the hospital shall be in covered containers by contractor.
- All traffic laws must be obeyed; foot traffic has the right of way on all roads.
- It is the contractor's responsibility to comply with applicable OSHA requirements. A hot work permit is required for all torch cutting, welding, or brazing operations.
- TVBH Columbus Campus a smoke free, tobacco free environment. Smoking or other tobacco use is not permitted on hospital grounds.
- Any emergencies should be reported to the TVBH operator via in-house phones. Dial 5555....Do not call 911 on a personal cellular phone.
- When working in patient occupied areas, a Plant Services/Maintenance staff person must accompany contractor personnel.
- Cameras are not permitted on grounds. Prior authorization for camera use must be obtained from the CEO or Police Chief and communicated to Protective Services Department and be with a designated escort.
- All patients must be provided treatment in a confidential environment. It is violation of Federal Law to disclose the identity of patients at TVBH, or disclose any information about the patients treated at TVBH to anyone outside of the hospital. Anyone found to have disclosed this type of information shall be prosecuted to the extent of the law.
- Contractors and sub-contractors shall submit the following forms for any employee that works at TVBH: Audit of Contractor and Volunteer Personnel and Assurance of Protected Health Information Agreement.
- In order to protect patient's confidentiality we ask individuals involved in capital and\or preventive maintenance projects who observe anything regarding patients and patient care not share information off of the hospital grounds. Interaction and conversation with patients is discouraged and must be kept at a minimum; however observation of patients involved in inappropriate activity should be brought to TVBH's attention.
- The hospital appreciates your cooperation with these requirements. The hospital wishes to work with you to assure a safe well-completed project. Questions may be addressed to the Associate or Plant Services Director at extension 5301.