SECTION 01 35 13.22
SPECIAL SCHOOLS' PROJECT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

General restrictions on access to and use of site and surroundings, and security procedures for tools, materials, and individuals within the work force.

1.02 SUPERVISION

A. Provide on-site supervision of construction personnel at all times.

B. A State Special School's Tennessee School for the Blind (TSB); Tennessee School for the Deaf (TSD); West Tennessee School for the Deaf (WTSD); and Alvin C. York Agricultural Institute (YAI) representative will be designated as the facility point of contact at the pre-construction meeting to assist the Contractor with any daily concerns while the work is in progress.

C. The Contractor shall be responsible for issuing any and all changes in the scope of the Work, and the State Special Schools' staff is not to direct the Contractor's Work in any way.

1.03 ACCESS TO SITE

A. Access is normally restricted to:

1. TSB - the period from 7:00am to 5:00pm, Monday through Friday;

2. TSD - the period from 8:00am to 4:30pm, Monday through Friday;

3. WTSD - the period from 7:30am to 4:30pm, Monday through Friday; and,

4. YAI - the period from 7:00am to 4:30pm, Monday through Friday.

The State Special Schools will allow additional hours at their discretion. Contractors shall provide the Designer and designated facility point of contact a schedule for the work, and upon approval of the schedule, shall provide forty-eight (48) hours notice with the exception of TSB which requires twenty-four (24) hours notice, before working evenings, week-ends, or holidays.

B. Contractor's access to site may be gained at:

1. TSB - through issuance of a visitor's pass from the procurement office located in Building 16;

2. TSD - the main security gate located at the east end of Island Home Boulevard;

3. WTSD - the Contractor shall inform the facility point of contact that the work crews are in the area, and in which building they are to be working; and,

4. YAI - will be either the high school office or maintenance building office. This will be determined by project.

C. Contractor shall be responsible to sign in on a daily basis. The State Special Schools may provide workmen with work badges while on site, however, Contractor's personnel will still be required to sign in at the security desk. The security desk will inform the facility point of contact that the work crews are in the area, and in which building they are to be working. Changes and additions to normal working schedules shall be communicated to the facility point of contact's office forty-eight (48) hours in advance of arrival of approved work, with the exception of TSB which requires twenty-four (24) hours notice.

D. The facility point of contact will endeavor to notify the Contractor as soon as possible if a situation exists which may preclude timely access to the buildings and/or site.

E. The Contractor and subcontractors are expected to enforce existing Tennessee Occupational Safety and Health Administration (TOSHA) standards for the protection of their workers and State Special School personnel and students. Hearing protection, hearing conservation and Material Safety Data Sheets (MSDS) shall be submitted to the facility point of contact prior to the introduction of any compounds being introduced to the campus. The above TOSHA standards are not to be considered as all inclusive, but are cited as examples.

1.04 USE OF SITE

A. Use of site shall be confined to the specific areas of Work. There shall be no access to other areas of the facility except as specifically approved by the respective State Special School's Superintendent.

B. The facility point of contact will identify an area for storage of materials to be utilized by the Contractor. This area shall be secured from the surrounding space using a minimum four foot (4'-0") orange nylon fence. The fence will remain tight with no sagging. All materials shall be contained within this space.

C. Vehicles: Work trucks are permitted on-site as needed. All vehicles must be locked; if they are capable of being fully locked, this includes tool compartments.

1.05 TOOLS AND MATERIALS

A. Contractor shall endeavor to introduce only necessary tools into the facility, and in the least possible number. At no time shall Contractor leave tools and/or materials unattended.

B. Hand tools shall be kept in Contractor's possession at all times when not properly stored. Tools shall be removed or placed in a locked toolbox, shed, trailer, or similar tool storage area.

C. Storage of hand tools at site will not be permitted unless such tools are securely stored in a manner acceptable to the facility point of contact. Contractor shall provide locks on all tool storage containers while on the premises and keep containers locked when not in use.

D. Do not give or loan tools or supplies to students or facility personnel. Do not accept anything from a student or facility personnel. Report thefts immediately to the security office. Do not offer advice; give money, candy, cigarettes, etc. to students or facility personnel.

E. Immediately report lost "Class A Tools" to the facility point of contact. The following partial list of general Class A Tools is considered to be hazardous and likely to be used in the abuse of self or others. "Class B Tools" are all other tools.

Blades of any kind	Ladder
Channel locks	Pliers
Chisels of any kind	Putty knife
Conduit bender	Rope
Crowbar	Sander or sandpaper
Cutters of any kind	Saw
Cutting tips	Shears
Drill	Snips
File	Soldering gun
Grinder	Stud gun
Hacksaw	Stud gun loads
Hammer	Vice grips
Impact gun	Wrecking bar
Knives of any kind	Wrench

F. The Contractor shall be responsible for the transportation, care, protection, and storage on site of his materials to the end that all materials shall be in perfect condition at the time of incorporation into the work. All storage and operations on the site shall be confined to areas that are coordinated with and authorized by the facility point of contact.

1.06 SEARCH AND SEIZURE

A. Facility point of contact may seize items that may pose a danger to the safety and security of the students or staff.

B. Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons (TCA 49-6-4204). The carrying of weapons, except by duly authorized law enforcement personnel, is strictly prohibited.

1.07 FACILITY PERSONNEL RULES

A. The Contractor or Contractor's employees shall immediately contact the facility point of contact or the security personnel concerning any problems with students or staff.

B. Identification of Personnel

An identification card will be provided to each construction employee who enters the facility. Workers will be required to show a valid driver's license, social security card, and verification of employment from the Contractor in order for card to be issued. Identification cards must be worn in plain sight at all times. If lost or stolen, employee must report to the security office for issuance of a new card. Identification cards (or pass) shall be returned to the security office upon completion of work or termination of employment.

C. Association with Students

1. Association with students is not permitted.

2. Trading in goods with students and staff is not permitted.

D. Do not bring items which are not required for performance of work, neither in personal vehicles nor on one's person. Remove unnecessary items from vehicles so that searches may proceed quickly.

E. Alcoholic Beverages, Weapons, Drugs, and Tobacco

1. Alcoholic beverages, weapons, and non-prescription drugs are not allowed on site. Persons caught introducing illegal or banned items onto the facility grounds will be turned over to the appropriate authorities having jurisdiction in the area.

2. Individuals using prescription medications are requested to bring only enough medication for one day at a time. Do not leave medications unsecured in vehicles.

3. No tobacco products usage, including eCigarettes, are allowed on campus.

F. Meals

1. Workers should bring their lunch or leave the facility to obtain meals. Food service to construction workers will not be provided.

2. If vending machines are available in the work area, they may be used while work is in progress as long as trash is removed from the work area and properly discarded.

G. Visitors - On site visitors of Contractor's employees are prohibited.

H. The Contractor, Contractor's employees, sub-contractors, and sub-contractor's employees upon directly or indirectly identifying a student shall keep such information confidential.

I. Background Checks

1. Contractors, at their own expense, must have completed Tennessee Bureau of Investigation (TBI) /Federal Bureau of Investigation (FBI) Tennessee Applicant Processing Services (TAPS) background checks on file for each employee performing services on the campus of any of the State Special Schools including: Tennessee School for the Deaf, West Tennessee School for the Deaf, Tennessee School for the Blind or York Agricultural Institute pursuant to TCA §49-5-413.

The following website may be used to check the Sex Offender Registry: www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

Any/all background checks must be current, which include, but is not limited to, dated from bid opening date through the life of the Project.

2. The school superintendent or designee has the right to refuse admittance/campus access to any individual.

3. Copies of all background checks shall be kept on-site in the construction superintendent's or designee's office. A confirmation copy will be provided to the superintendent of the special school or designee.

1.08 EMERGENCIES

If the State Special School declares a state of emergency, the Contractor may be:

A. Required to leave the premises, or

B. Confined to specific area for duration of the emergency.

1.09 POLICY STATEMENT ON WORKPLACE HARASSMENT

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all peoples to seek, obtain, and hold employment without being subject to illegal harassment in the workplace. It is the State's policy to provide an environment free of harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

The contractor shall be responsible for lawn, landscaping, and grounds maintenance inside the construction area enclosure fence during the execution of the work.

END OF SECTION