SECTION 01 35 13.16
DETENTION PROJECT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

General administrative, security procedural requirements and restrictions for Contractors regarding access to and use of the Tennessee Department of Correction Project site and surrounding areas; and security procedures for Contractor tools, materials, and individuals.

1.02 DEFINITIONS

A. Lockdown – A condition within the Department of Correction that ALL (except emergency) movement ceases; an institutional count time is the most frequent use.

B. Owner – State of Tennessee, Department of General Services for the Department of Correction.

C. State of Emergency – Event or condition impacting the security of the facility or safety of staff, inmates or Contractors.

D. TDOC – Tennessee Department of Correction.

1.03 SUPERVISION

A. Contractor shall provide on-site supervision of construction personnel at all times.

B. Contractor shall at all times have a minimum of one (1) person at each separate work site or work crew capable of communication in English with the facility staff.

1.04 PROJECT/SITE CONDITIONS/REQUIREMENTS

A. Prior to mobilization of construction personnel to the site, Contractor shall ensure that personnel, subcontractors, material suppliers, etc. review the requirements of this Section.

B. The Contractor shall require that all personnel, subcontractors, material suppliers, etc. who will enter TDOC property certify their awareness of and familiarity with the requirements of this Section during orientation to the institution.

C. The Warden is the chief administrator of the TDOC institution and the Project site. The Warden has full and final supervision over all institution operations and the Contractor usage of the site. The Warden may delegate certain responsibilities held, as presented in this Section, to one or more designees identified by the Warden.

D. The Warden/designee may provide the Contractor's Superintendent with an institutional radio for communication. Superintendent shall turn in radio to designated staff upon leaving the premises each day.

E. The Warden/designee may approve the use of a single cellular telephone by the Contractor’s Superintendent, only.

F. The Contractor shall provide to the Warden primary and alternate emergency contact information of individuals (Superintendent and/or foreman) to be notified during non-working hours if an event impacting the institution has occurred which warrants their notification.

G. Security Procedures Orientation

1. Each individual who enters the site on behalf of the Contractor, including but not limited to, subcontractors and material suppliers, shall have received a Security Procedures Orientation for the Project. The Warden/designee will provide orientation. Prior orientation in the course of another project cannot substitute for orientation for this Project.

2. Contractor shall coordinate scheduling individuals for orientation.

3. Warden will determine duration of the orientation and its agenda.

4. Contractor shall provide an interpreter, if required.

5. The institution will provide ten (10) Security Procedure Orientations at no charge to the Contractor. Each Orientation meeting may accommodate as many employees as requested by the Contractor. Orientations in excess of the ten (10) meetings will be charged to the Contractor at a rate of three hundred dollars ($300.00) per session.

H. Contractor shall not request direction, Project documents clarification, or approval from institution staff, security escorts or other on-site personnel. The Owner's Project Manager is the Owner's designated on-site representative during construction and is the only party authorized to direct changes to the scope, cost or Contract time of the Project.

1.05 SURROUNDING SITE CONDITION SURVEY

A. Prior to commencing the Work, the Contractor and TDOC representatives shall tour the Project site and surrounding areas together to examine and record existing conditions of adjacent buildings, roadways, and other applicable areas. The Contractor shall photograph and videotape, in sufficient detail, the existing interior and/or exterior building conditions and grounds of all areas that will be affected by construction and access routes to substantiate existing conditions that might otherwise be construed as damage caused by the Contractor. Date all material and deliver a copy to the Owner and TDOC within seven (7) days following the Notice to Proceed. This record shall serve as a basis for determination of subsequent damage due to Contractor's operations. Any cracks, sags, or damage to the adjacent buildings and improvements not noted in the original survey, but subsequently discovered, shall be reported to Owner's Representative and TDOC.

B. The Contractor shall be responsible for any construction related damage, required repair and/or replacement to existing facilities or property including landscaping, paving, security systems (including but not limited to, fencing and fiber optics), roads and sidewalks unless it is verified that the damage was a previously existing condition. Any damages shall be repaired or replaced with materials equivalent to the original work and is subject to the satisfaction of the Owner's Representative and TDOC.

C. Photo-documentation of special, secure areas may require special handling and storage. TDOC will identify when these circumstances are present and how the photo-documentation will be handled (Also see Section 1.10 H).

1.06 EMERGENCIES

A. If the Warden declares a state of emergency, Contractor may be:

1. Required to leave premises, or

2. Confined to a specific area for duration of emergency.

B. Emergencies that may impact access to the institution or limit access within the secure perimeter include, but not limited to:

1. Fog, inclement weather or natural disaster;

2. Food, medical, or transportation emergencies;

3. Disturbance, inmate work stoppage, inmate escape, inmate hunger strike or hostage situation; and,

4. Bomb threat, chemical spill, fire, or institution evacuation.

C. At the Warden's discretion and depending on the level of emergency, the Contractor may be permitted to work at the job-site trailer/staging area(s) or other institution areas outside the secure perimeter.

D. Any incident requiring police or ambulance service should be reported to the Warden/designee immediately following the notification of emergency responders.

1.07 ACCESS TO SITE

A. Access is normally restricted to the period from 7:00 AM to 7:00 PM every weekday during daylight hours only. The Warden may vary these hours at their discretion. Contractor shall provide the Warden a minimum of forty-eight (48) hours notice before working on Saturdays, Sundays or State of Tennessee holidays. If the institution is officially closed due to an emergency condition or other State of Tennessee requirement, the Contractor will not be allowed to work.

B. During institution "inmate count times", the Contractor will not be allowed to move construction employees between inmate secure zones within the institution's secure perimeter or be allowed access to the Sallyport/Vehicle Gate area(s).

C. Contractor shall access site through a single point designated by the Warden. Random access to and from the Project site will not be permitted. Fixed times for arrival and departure of most construction forces, as a group, should be established by mutual agreement between Contractor and the Warden. Changes and additions to normal working schedules shall be communicated to the Warden a minimum of forty-eight (48) hours in advance.

D. Sallyport/Vehicle Gate Access Procedures:

1. During the pre-bid/construction conferences the Warden may identify specific windows of time that would be the least disruptive to the institution for the movement of workers and/or materials through the Sallyport/Vehicle Gate in order to best accommodate the Contractor. Additional security staff may be assigned to assist with the processing procedures during the designated times.

2. The Contractor shall provide legibly written inventories of all tools entering the Sallyport/Vehicle Gate. Documentation shall be by storage box and vehicle.

3. The Contractor shall provide all required vehicle information in written form to the Sallyport officer. All vehicles will be searched. This search shall include all compartments, under the hood, and in other areas where contraband is likely to be hidden.

4. Construction workers attempting to enter the Sallyport/Vehicle Gate without an approved background check will not be permitted access to the site.

E. The Warden/designee will endeavor to notify the Contractor as soon as possible if a situation exists which may preclude timely access to or use of the Project site.

1.08 SECURITY

A. Security Officer Escort:

The Warden may establish a Construction Security point of contact to work with the Contractor and provide liaison between the construction Project and the facility. This staff security officer will be provided for normal work hours.

1. Normal Schedule – A block of hours scheduled between the hours of 7:00 AM to 7:00 PM during daylight hours as approved by the Warden. Up to four (4) security officers will be provided for normal work hours. Two (2) additional security officers may be provided (for limited duration) during normal work hours for vehicle escort when concrete placement or other intensive sally port traffic operations take place. The Contractor shall submit a written request to the Warden or designee for use of these additional officers a minimum of forty-eight (48) hours prior to their intended use.

2. Normal Work Hours – Security escorts shall be provided for five (5) eight (8)-hour shifts per work week. Additional escorts and/or overtime hours for security escorts may be provided at the discretion of the Warden. Costs for additional escorts and overtime hours shall be charged to the Contractor by the institution.

3. Extended Schedule – All hours requested by the Contractor and approved by the Warden to extend work during hours of darkness or on weekends or holidays. During extended hours only two (2) security escort officers (one (1) per crew) will be made available. The

Contractor shall submit a written request to the Warden or designee for use of these officers a minimum of forty-eight (48) hours prior to their intended use.

4. The Contractor can purchase a limited quantity of additional security escorts in the following time increments in compliance with the following:

a. The dates and times that additional security escorts are available, and the quantities of escorts that are available are at the sole discretion of the Warden. The requirements of the facility will not be superseded by the needs of the Contractor;

b. Payment(s) for additional escorts shall be made directly to the institution by the Contractor on a monthly basis at the following rates per escort:

4 hours =	$ 95.00
8 hours =	$189.00
10 hours =	$237.00

c. Overtime (more than forty (40) hours/week) shall be charged at one and one-half (1 ½) times the block rates and shall also be the same block minimum time increments.

d. Payments shall be made monthly to the institution. Payments over thirty (30) days past due shall incur interest per the General Conditions.

e. Additional security escorts required for non-conforming Contract corrective work will not be provided at no-cost to the Contractor. The Contractor shall be responsible for all escort costs in blocks of time as per 1.08 4.b. above.

5. Contractor shall endeavor to notify the Warden of non-workdays. Failure to provide notification within eight (8) hours of a scheduled work assignment/work day or failure to fully utilize the staffing scheduled may result in overtime costs incurred by the institution to be charged to the Contractor.

6. The correctional officer(s) assigned as a security escort has specific TDOC responsibilities to include (but not limited to):

a. Accountability and security of civilian workers within the institution;

b. Accountability of tools and equipment introduced into the institution;

c. Security of all vehicles and fuels (escort may hold the keys or install a disabling device to the vehicle);

d. Separation of the inmate general population should workers require access to inmate accessible areas; and,

e. Maintaining communication with Central Control.

7. Security escorts shall not participate in construction activities, receive construction materials or remove construction materials, either demolished or surplused, from the Project site.

B. The Contractor shall restrict the access of all persons entering upon the Owner's property in connection with the Work to the agreed upon access route, procedures and to the actual site of the Work.

C. The Contractor shall restrict activities of employees to authorized areas. Contractor employees shall not enter other institution buildings unless it is directly related to the Work of this Project.

D. The Warden may conduct random vehicle searches on all vehicles entering TDOC property. Institutional entrances are posted with prohibited items, i.e., weapons, drugs, alcohol, cell phones, tobacco products, etc. Vehicle searches may be conducted with the use of detection dogs. If weapons, drugs, ammunition, or alcohol are found in a construction worker's vehicle, the owner operator is subject to arrest by local authorities and may be restricted from return to TDOC property. Persons with valid handgun carry permits are also prohibited from having their weapon on the TDOC property.

E. Individuals, vehicles, and construction facilities are subject to search at discretion of the Warden/designee. Searches of individuals may include strip search at the discretion of the Warden.

F. The Contractor shall, at the direction of the Warden, be required to make available keys for any on-site job trailers, storage boxes, equipment containers, etc. The Warden may require searches of these items or facilities at any time.

G. All institutional areas are subject to video and audio surveillance at the direction and discretion of the Warden.

1.09 IDENTIFICATION OF CONTRACTOR'S PERSONNEL

A. All personnel shall be subject to a fingerprint background check conducted by the institution prior to being permitted to enter the institution. The Contractor/employee shall complete a Contractor Pre-Access Questionnaire form completing all indicated background check information. Additionally, the Contractor/employee will be available to the institution to be fingerprinted as scheduled by the institution. Background check forms provided by the Warden/designee must be completed prior to Contractor's mobilization to the site. Fingerprint background checks will be performed on employees, delivery drivers and vehicle operators employed by the Contractor, subcontractors and vendors. Any consistent driver that frequents the Project site will require a background check. Contractor should assume that background checks will take a minimum of seven (7) business days to complete. The Contractor shall notify the Warden and complete the background check forms for all replacement and/or new employees, drivers, etc. not identified in the initial list of site personnel. Background checks may be repeated on any employee at any time. Any subsequent information, such as a recent arrest, may result in denial of access.

B. A valid driver's license number, social security number, date of birth and/or other similar information is required for a background check. Background information will not be disclosed to or discussed with the Contractor. Per applicable laws and TDOC policy, background information will remain confidential.

C. The Contractor shall identify for the Warden, promptly upon their employ, persons who have been previously convicted of a felony, incarcerated, or who have a family member currently incarcerated at the institution. Warden may require such persons to be excluded from working on the premises.

D. Denial of access decisions by the Warden will be final and non-negotiable.

E. The Contractor shall notify the Warden immediately upon dismissal or arrest of an employee, but no later than forty-eight (48) hours from the time the Contractor is informed. The Warden shall decide if the employee may continue to have access to institutional property.

F. An identification card (or pass) may be provided to each construction worker who enters the secure confines of the institution. Workers will be required to show a valid government issued photo identification card in order for a card to be issued. Identification cards shall be worn in plain sight at all times. If lost or stolen, report to the Warden for issuance of a new card. Identification cards shall be returned to the Warden upon completion of work or termination of employment. The cost of replacement cards/ identification shall be the Contractor's responsibility.

G. Construction Worker Apparel

1. Construction workers may be required to wear appropriate identification and clothing inside correctional facilities, which may consist of or be limited by:

- **a.** Headwear of a specific color,
- **b.** Shirt and/or vest of a specific color,
- **c.** Other appropriate apparel as designated by the Warden/designee, and
- **d.** Wearing of camouflaged clothing is not allowed.

2. Apparel depicting gang colors or symbols, contraband or inappropriate activity is not permitted. (An example would be a shirt or hat advertising beer or drug paraphernalia, etc.)

H. Construction workers shall be required to receive an ultraviolet ink stamp to facilitate processing egress.

1.10 JOB CONDITIONS

A. Items that are not required for performance of Work are not permitted. All unnecessary items must be removed from vehicles so that searches may proceed quickly.

B. The Contractor shall maintain safe, clean and ADA compliant fire exit paths of travel for building occupants, visitors, and staff at all times.

C. Association with inmates

1. Interaction with inmates is not permitted.

2. Trafficking or trading in goods and other items as listed in subparagraph 1.10 D. below with inmates is not permitted.

3. The Department of Correction adheres to a policy of Zero Tolerance regarding workplace relationships with inmates; see TN Code Annotated 41-21-241.

D. Tobacco Products, Alcoholic Beverages, Cell Phones, Weapons, Cash and Drugs

1. All areas within the TDOC site are designated as NO SMOKING/TOBACCO FREE areas. The Contractor shall not allow any workers to use or to have in their possession tobacco products or tobacco related paraphernalia within the secure perimeter of the institution. All tobacco related items must remained locked in the workers vehicle while on TDOC property.

2. Alcoholic beverages, weapons, and illegal drugs are not allowed on TDOC property. Persons caught introducing illegal or banned items onto the grounds of a TDOC institution are subject to confiscation of the disallowed items, removal from the site, termination of site access privileges and prosecution.

3. Individuals requiring prescription medications during the workday shall be required to produce the medication in the original packaging from the pharmacy with the prescription name and dosage (see TCA 39-16-201) and fill out a form, suitable to Warden, identifying them and their medication(s). The Contractor's Superintendent shall maintain a copy of the form(s) on file. Approval from the Warden/designee must be received before the medication(s) are allowed on site. Warden may require verification of prescription(s) / medication(s). Warden may refuse to permit prescription/medications on site. Only enough medication for one (1) day may be brought on site. Contractor's Superintendent shall keep a copy of the form on file. It is highly encouraged, if possible, that medications be taken at a time that allows for medications to be left outside the secure perimeter. Narcotic medications will not be allowed on the secure compound.

E. Meals

1. Workers may be required to leave the institution facilities to obtain meals. On-site meals may be allowed to enter the institution at the Warden's discretion and if in compliance with TDOC and institutional policies. Food service for construction workers is not available at the facility unless so modified by the Warden during the Pre-Bid Conference and noted in a follow-up addendum.

2. No food or beverages will be allowed through the checkpoint. Workers may purchase food and beverages from vending machines in the visitation area.

3. If vending machines are available, they will be identified at the Pre-Construction Conference. Vending Machines are generally cashless. Purchase cards may be purchased from the institution.

F. No cell phones (except as noted above), beepers, or other telecommunication devices as defined by TCA Section 39-16-201 as amended will be allowed through building checkpoints without approval of the Warden or designee.

G. Without the Warden's prior written approval, no computers, laptops, PDA's, cameras, or other similar computer electronic devices will be allowed inside the security perimeters or through building and site checkpoints.

H. Contractor required construction photographs, digital or otherwise, taken inside TDOC facilities or of the Project site and buildings shall become the property of TDOC and shall not be used for purposes other than as progress photos and other than construction related reports without the express written permission of the Warden and the TDOC Director of Facilities, Planning and Construction. Any photographs, digital and print that include inmate faces shall be immediately destroyed and not used or printed for any purpose. These requirements shall include photographs taken or construction photos used by the Contractor's subcontractors, vendors, etc. Use of finished construction photographs, to include web-based use, will not be allowed unless approved in advance by the TDOC Director of Facilities, Planning and Construction.

1.11 TOOLS AND MATERIALS

A. A Class A tool is defined as any instrument that could be utilized:

1. To attempt an escape,

2. As a weapon, and

3. To fabricate other materials into a weapon.

B. Contractor shall make a concerted effort to introduce only necessary Class A tools into the facility, and in the least possible number. Each toolbox and tool pouch entering the facility shall have a pre-written inventory for its contents. TDOC staff will check tool, equipment and material inventories at all egress and exit control points. Lack of tool accountability is the primary cause for delay when processing through control points.

C. Tools shall be kept in a secure (locked) toolbox when not in use and shall be inventoried on a daily basis to insure complete and total accountability. The Warden/designee may conduct an inventory of storage containers at any time as determined necessary.

D. 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 outside the secure perimeter at the end of each workday. While the tools are being used, they shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from institutional property. Any missing tools, devices, cell-phones, radios, etc., are to be reported promptly to the Sallyport Officer and security escorts.

E. Ramset tools may be stored on site; however, "shots" shall be removed daily from the TDOC site and all spent shot accounted for by the Contractor. Special procedures will be developed with the institution concerning cutting pliers, bolt cutters, hacksaws, and welding or cutting equipment.

F. Storage of hand tools within the security perimeter is NOT permitted. Warden/designee will designate an area for tool storage. Contractor shall provide a tool storage container and lock, a tool inventory, and provide a key to the Warden/designee until removal of container. The Warden/designee may conduct an inventory of storage containers at any time as determined necessary. The Warden may determine that a TDOC padlock and key controlled by the escort officer be required. The Contractor must maintain a complete and accurate list of all of the tools. Tools in locked tool storage containers shall be stored and organized in such a manner acceptable to the Warden/designee to facilitate ease of inventory, i.e. shadow boards or other acceptable method of tool storage. If at any time the Contractor fails to maintain acceptable organization of any tool storage container, the Contractor may be required to remove the tool storage container from the site. If tools are removed from the storage container for any reason (maintenance, repair, removal from the site, etc.), the tool inventory list for the specific storage container must be immediately updated to indicate that the tool is no longer part of the inventory.

G. Workers shall not accept anything from an inmate or provide any tools or supplies to an inmate. Inmates are not permitted access to construction documents and related papers. Any theft should be reported immediately.

H. Immediately report lost tools to the Warden/designee. If a tool is lost, the Contractor and all workers will not be allowed to leave the compound until the tool is accounted for or recovered. Example: A declaration that a tool is under a concrete pour or went out with a load of construction debris is NOT acceptable methods of accountability.

I. All ladders shall be removed from inside the secure perimeter on a daily basis.

1. Any ladder not in use within the secure perimeter shall be stored and secured to a fixed object with a chain and padlock. The security escort may ask to control the padlock key.

2. No ladder shall be left unattended at any time within the secure perimeter. Security escorts shall not be utilized to monitor ladder access or use.

3. All portable man-lift equipment shall be secured outside the security perimeter when not in use.

J. Contractor shall be required to submit Material Safety Data Sheets (MSDS) to the Facility Safety Officer (FSO) for any product, chemicals, and materials brought onto TDOC property. Contractor shall review MSDS information and requirements for MSDS data submittal to the institution's Facility Safety Officer prior to the start of Work.

1.12 CONTRACTOR USE OF PREMISES AND PRISON OCCUPANCY

A. Use of the premises by Contractor will be limited to the 'Site/Project Boundaries' as identified in the Contract Documents to include temporary facilities, and reasonable access thereto. Space for staging Work, employee parking and related operations of Contractor and Contractor's employees may be provided, subject to availability. Coordinate use of premises under direction of the Warden.

B. The Contractor is advised that the Project site(s) are or will be active correctional facilities or other prison related areas, and they shall take all necessary precautions to assure the safety of the staff and inmates, State of Tennessee employees, visitors and other contractors day and night. The Contractor shall at all time conduct operations as to insure the least inconvenience and the greatest amount of safety and security for the State's use of other nearby areas by inmates, State of Tennessee employees and the general public. The Contractor acknowledges that there are inherent dangers involved while working at a prison and TDOC will use ordinary care to keep the premises reasonably safe during the Contractor's access to the Work site.

C. The Contractor shall coordinate their work with the institution's routine daily schedule (counts, meals, work call, etc.), and shall schedule and carry out its work such that the normal operations of the facility are given first priority. This applies particularly to noise, utility, and security systems outages and restriction of access. Such construction operations shall frequently be carried on outside of the normal Contractor's working hours, and by overtime, weekend, and holiday work.

D. For renovation projects, if the site is within a secure perimeter of an operational institution, job trailers and storage trailers/units shall be located outside the secured perimeter of the institution facility as directed by the Warden. With the Warden's approval, job trailers may be located within the secure perimeter of the institution if they are enclosed by a separate fence and are capable of being fully locked. The Warden shall approve all fencing details.

E. Provide and erect before any work begins, and maintain during the progress of the Work, all necessary dust partitions, protective and security barriers, warning signals, exit and directional signage and lighting. The extent of this work and details of construction shall be in accordance with the requirements of all Federal, State, and local ordinances, codes and requirements; and shall meet the approval of all authorities having jurisdiction and the Warden.

F. Provide isolation of Project work areas from occupied area(s) with barricades, plastic sheeting, plywood security walls, or temporary dust partition walls. The Contractor shall provide and maintain necessary barriers and protective devices to control access to the Work areas and to contain all work and storage areas such that adjoining building spaces, including walkways, corridors, stairs and doorways, remain accessible for the institution's use but not accessible to the inmate population.

G. Control traffic to/from the Work area(s) and occupied area(s) to prevent disruptions to the normal facility operation.

H. Modify HVAC equipment to pressurize occupied non-work area(s) to prevent the migration of offensive materials and odors from Work area(s). Blank-off outside air intakes and/or return air grilles to prevent distribution of offensive materials and odors into occupied non-work areas. Contractor shall confirm design CFM for all spaces affected by modifications and adjustments made to existing systems, and re-balance HVAC system(s) for all systems modified during construction.

I. The use of any “air hammers” or other impact equipment that will cause excessive noise or vibration shall be strictly prohibited during normal operational hours. Except for special situations where prior approval from the Warden/designee has been granted, the use of power impact tools for demolition is strictly prohibited inside occupied buildings.

J. The use of any gasoline/kerosene/diesel-powered equipment inside occupied buildings shall be strictly prohibited, unless authorized by the Warden/designee.

K. Exercise the utmost care to protect existing security systems, equipment, furniture, building finishes, site features and landscaping etc. from damage. Contractor shall report damage immediately, but no later than the end of the workday, to the Warden. Repair of security system cabling and cameras, lighting systems, fiber optic cabling and other critical systems shall be made immediately, and the costs of temporary replacement systems and TDOC labor, as needed, shall be the responsibility of the Contractor.

L. Any portion of the existing buildings, furniture, equipment, etc. or existing utility and security services not included as part of the Work of this Contract or any portion of the Work damaged because of failure to provide the protection required, shall be removed and replaced with new materials and construction at the Contractor's expense. The Work shall be accomplished subject to the Warden’s approval.

M. If the Contractor makes arrangements for closure of a corridor, hallway, egress routes, sidewalks, streets, etc. which provides access to other parts of the institution’s, building or office areas; the Contractor shall make provisions for alternative access to such other nearby areas. These proposed arrangements shall be acceptable to all authorities having jurisdiction and the Warden.

N. Institutional staff shall not receive deliveries for the Contractor or for the Project. The Contractor shall receive all Project related materials at their job site office or off-site, as required.

O. The Contractor, subcontractors, or their employees shall not use TDOC equipment or tools.

1.13 TRANSPORTATION FACILITIES

A. Provide adequate protection for lawns, curbs, and sidewalks over which trucks and equipment pass to reach the Project site(s). Repair and replace all damaged lawns, curbs, sidewalks, and roadways at no cost to the Owner.

B. Contractor shall provide flagmen and traffic control management while using areas of the Project site or outside the Project limits. The Contractor shall be responsible for maintaining pedestrian and vehicular traffic on local roads adjacent to and directly leading to and/or through the areas that are affected by the construction Project. Prior to changing any traffic patterns, the Contractor shall submit a Maintenance-of-Traffic Plan identifying how the vehicular and pedestrian traffic flows will be modified, subject to the review and approval by the Warden, TDOC and authorities having jurisdiction. The Contractor shall provide proper signage and personnel to identify and manage temporary roadway relocations or locations where traffic may be impacted.

C. Contractor’s Vehicles

1. Personal vehicles for Contractor’s employees shall be parked outside the secure perimeter of the facility or to an off-site area as designated by the Warden. Parking permits may be required for all construction personnel and business vehicles. For any vehicles that are to be left overnight, the license number and numbers of vehicles must

be reported to the Warden/designee on a daily basis. All vehicles left overnight shall be made inoperable.

2. Do not permit contractor related vehicles to park on any street or other area of the State's property except in the area(s) so designated by the Warden/designee.

3. Vehicles and/or equipment, which cannot be taken outside the perimeter for refueling, will be refueled using gas cans. Once the refueling is completed the gas cans are to be removed from inside the security perimeter. No fuel tanks are permitted to be stored inside the security perimeter.

4. Work trucks, with logos and company names clearly visible, necessary to the progress of the Project (as determined by the Warden) will be permitted on-site (within the secured perimeter) as needed if they are capable of being fully locked, including fuel tanks and tool compartments.

5. Vehicles entering the security perimeter site will be required to await an escort and remain in the company of the escort.

6. All vehicles shall be locked at all times. Any vehicle determined by the Warden to be a security threat or represents what could be a threat will not be allowed on state property.

7. All drivers shall have a valid driver's license. Vehicle drivers without a valid driver's license will not be granted access to TDOC property and may be banned from the site and subject to arrest by local authorities.

D. Construction Equipment:

1. "Street worthy" vehicles such as automobiles or trucks may not be stored within the secure perimeter during extended hours. Material delivery vehicles shall enter the compound, be unloaded, and depart the compound immediately after completion of the delivery. Tractors such as farm tractors and flat bed wagons are preferred for hauling materials from the staging area to the Work area inside the secure perimeter.

2. Pending Warden's approval, during normal work hours, the Contractor's Superintendent may park one "street worthy" truck inside the security perimeter near the Work area. The vehicle shall be locked and the ignition key held by the security officer during the time the vehicle is parked. The vehicle shall have a locking gas cap.

1.14 WORK SEQUENCE

A. The Work shall be executed to minimize disruption of activities at the Project site(s) or buildings. Contractor shall submit a written and graphic plan for staging of demolition work, staging of Work, layout and location of material staging areas, location of dust prevention partitions, security and any required system outages within seven (7) calendar days from the Notice to Proceed date. The Plan shall be reviewed, revised as required and approved prior to initiation of Work at site.

B. The Warden shall be notified in writing seventy-two (72) hours prior to any utility, communication, electronic security device(s) and systems, or HVAC system cut-off. The required notification of a cut-off or interruptions shall include, but not be limited to, service(s) to be cut-off, the expected impact on the facility, the date and time of the cut-off and the anticipated duration of the cut-off. Notification shall pertain to all or any portion of the Project site(s), institution buildings, adjacent State of Tennessee sites, or private properties required by the progress of the Work. The Warden shall have final approval of the exact time for and duration of any proposed shutdown.

1. Utility shut-downs or cut-offs impacting Central Control, medical and kitchen areas shall required a minimum of five (5) workdays notice and approval of the Warden.

2. The Facility Safety Officer (FSO) and Facility Manager shall be notified to inspect and to determine that normal fire protection and utilities have been restored.

3. Excessive scheduling of utility shutdowns or repeated requests to schedule and subsequent cancellation or re-scheduling of shut downs may be subject to back-charges to the Contractor by the institution.

4. Contractor shall not close-up, conceal or seal above ceiling spaces, utility chases or wall cavities without inspection and sign-off by the Warden or their designee. Provide the Warden a minimum of twenty-four (24)-hour notice of all required inspections. Failure to receive approval prior to concealment shall require the Contractor to provide adequate, as defined by the Warden, "open space" to inspect the concealed area before further work can proceed. Costs to repair/patch "open space" inspection holes shall be the Contractor's responsibility.

1.15 JOB SIGNS AND PUBLICITY RELEASES

A. Advertising Signage: The use or installation of Contractor or subcontractor advertising signage is prohibited. Do not display such advertising or job signs except as may be required for identification and deliveries.

B. Owner-Furnished Warning Signs: Whenever required by the TDOC On-site Representative, TDOC furnished warning signs shall be posted in areas as directed.

C. The Contractor, subcontractors, vendors, material suppliers, etc. shall not release any information, story, photograph, plan or drawing relating information about the Project to anyone, including the press or other public communications mediums.

1.16 CARE OF EXISTING FACILITIES

A. The Contractor shall be responsible for repair or replacement of existing facilities including any landscaping, paving, security and fencing systems, roads and sidewalks damaged as a result of the performance of the Work. Any facilities or finishes damaged shall be repaired or replaced with materials and workmanship equivalent to that employed in executing the original work and to the satisfaction of the TDOC and Owner's Representative.

B. The Contractor shall take care not to overload the existing structure by storing material, erecting shoring, placing equipment or other materials upon or against the building.

1.17 SPECIAL PAYMENT APPLICATION REQUIREMENTS

Refer to Section 01 29 73 – Schedule of Values, sub-paragraph 1.02 D; the Contractor's payment application's Schedule of Valves shall to sub-divided and sub-totaled for each individual or distinct Project work area or building as necessary for TDOC accounting or grant reporting.

SECTION END