

**SECTION 01 35 13****ON-SITE PROJECT PROCEDURES****1.1 GENERAL**

- A. The Contractor shall wear appropriate work clothing and footwear while on site. This may include fire-rated clothing and footwear, if needed for the work being conducted. At a minimum, contractors must wear short sleeved shirts and long pants.

**1.2 ACCESS TO SITE**

- A. Access to Site: Access into the construction site will be available to the Contractor as approved by Dartmouth PM. Coordinate with Dartmouth PM to receive card access or key access to spaces required to access the project scope.
- B. Parking: Vehicles parked on Dartmouth property are subject to all Dartmouth rules and regulations. Coordinate with Dartmouth PM to obtain the necessary number of parking passes for the duration of construction. The Director of Transportation Services has final say over construction plans that impact parking and the safe flow of traffic and pedestrians in parking areas.
  - 1. Building Site: The Contractor and Dartmouth PM shall review and mutually agree to a parking plan within fenced staging areas.
  - 2. Driveways, Walkways and Entrances: In the event contractors require time to load/unload or receive deliveries at worksites, temporarily parked vehicles with flashers engaged are allowed while actively loading or unloading. A driver capable of moving the vehicle must be present at all times.
  - 3. Enforcement: Payment of fines and fees for enforcement action taken by Transportation Services for improper parking on campus is the responsibility of the individual the vehicle is registered to, unless the construction company wishes to pay instead. If a contractor or employee wishes to appeal a citation, instructions on how to appeal the citation are included on the citation upon issuance.
- C. Campus Access: In general, access to buildings outside the construction scope is restricted. Contractor shall not enter other campus buildings without prior permission from Dartmouth PM. Contractor's employees are restricted to the project site and approved parking areas. Use of Owner's facilities by Contractor, such as dining facilities and restrooms, is subject to approval by Dartmouth PM.
- D. Emergency Access: Contractor must maintain at all times emergency access / egress to / from the project site, and at no time shall the Contractor or Contractor's employees be allowed to block those areas designated for emergency use.

**1.3 COORDINATION WITH OCCUPANTS**

- A. Employee Identification: During construction work inside Owner-occupied facilities, Contractor shall provide identification to all employees and Subcontractors' employees working on the site and shall require the employees to display identification at all times.

- B. Occupied Space Considerations: The Contractor shall plan and manage the Work in a way that minimizes the impact of the construction on surrounding buildings, which include academic and public functions, as well as loading facilities. These surrounding buildings and the activities within are sensitive to noise, vibration and dust. Accordingly, Contractor must include in its bid the cost of taking appropriate stringent measures and using manpower, equipment and staging in a fashion that will minimize the vibration, noise and dust stemming from the construction activities. The use of smaller equipment, using water to control dust, using more workers with smaller tools, and other appropriate measures must be included in the bid.
1. Notify Dartmouth PM not less than seventy-two (72) hours in advance of activities that will affect Owner's operations.

#### 1.4 WORK RESTRICTIONS

- A. Local Restrictions: Comply with requirements of authorities having jurisdiction.
1. Town of Hanover:
    - a. All work performed in the Town of Hanover shall comply with current zoning ordinances, including but not limited to:
      - 1) 514 Noise Standards
      - 2) 715.5 Temporary Signs for Construction Purposes
    - b. The Town of Hanover may impose unusual and strict requirements concerning work hours, allowable times of truck access, heavily restricted and/or remote queuing for trucks, restricted access, truck routing, etc. The contractor's proposal shall take all this into account.
- B. On-Site Work Hours: Limit work to normal working hours of 7:00a.m. to 7:00 p.m., Monday through Friday, unless otherwise approved by the Dartmouth PM. Weekend work or other work outside of normal working hours must be reviewed and approved by the Dartmouth PM in advance. Utility shutdown work is strongly encouraged to be completed outside of normal business hours.
- C. Events: Coordinate with Dartmouth PM if construction shall occur during the events listed below:
1. Commencement: In general, there shall be no large deliveries or material removal Thursday through Sunday. No exterior work shall be permitted from Friday through Sunday.
  2. Student Move In: In general, there shall be no large deliveries or material removal Thursday through Sunday.
- D. Noise, Vibration, and Odors: As noted in "Coordination with Occupants," coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Dartmouth PM.
1. For projects with specific concerns regarding noise, vibration, and odors, the Dartmouth PM may require the Contractor to develop and submit a "Quiet Work Practices Plan" that identifies potential sources of noise and vibration and describes how these will be managed to minimize their impact on the surrounding spaces / buildings. The quiet work practices shall employ equipment (such as silenced compressors), techniques (such as noise control blankets), and planning (such as organizing work at a distance from adjacent spaces / buildings), to minimize noise and vibration. The Plan shall address the following, at a minimum:

- a. Source and source controls: List of equipment to be used, with noise levels at operator position and/or at 1 m. and identify strategies and methods for reducing noise levels and durations (e.g. sound barriers, screens, enclosures, or tents around activities and/or equipment (such as generators, concrete pumps, etc.) using noise reducing materials (such as Sound Seal Barrier and Quilted Fiberglass Absorber Composites)).
- b. Contractor shall assess all equipment and employ alternative equipment whenever possible. For example, a 4-inch grinder is less noisy than a 9-inch grinder; smaller horsepower cut-off saws produce less noise, etc.
- c. Locate noisy activities further away from the neighboring spaces / buildings.
- d. Contractor shall use modern equipment which has better engine insulation and mufflers. Also, Contractor shall properly maintain equipment to keep sound levels at a minimum.
- e. All jackhammers and pavement breakers shall be fitted with manufacturer's approved exhaust mufflers. All jackhammers and pavement breakers used at the construction site shall be enclosed with shields, acoustical barrier enclosures, or noise barriers.
- f. Electric or hydraulic powered equipment is usually quieter than a diesel-powered machine. Use alternate equipment. For example, electric tower cranes are quieter than diesel powered mobile cranes.
- g. The local power grid shall be used wherever feasible to limit generator noise. No generators larger than 25 KVA shall be used and, where a generator is necessary, it shall have a maximum noise muffling capacity.
- h. Powder actuated tools are permitted only if approved in advance in writing by Dartmouth PM. Contractor should plan to employ drilled and/or embedded anchors.

## 1.5 INTERRUPTION/IMPAIRMENT OF EXISTING FACILITIES

- A. Utility Shutdowns: Utility shutdowns shall be planned and executed to minimize disruption to Owner's operations. Contractor shall include in its bid such additional costs as after-hours and/or weekend work to minimize the disruption of Owner operations.
  - 1. Contractor shall be responsible for the notification of Dartmouth College PM and any applicable utility companies or municipalities for required central utility de-energizing or re-energizing required to perform their Work. Central utilities may include steam, condensate, chilled water, hot water, electric, water, fire protection, energy management systems, security, and information technology (IT) networks.
    - a. Contractor must notify Owner verbally and in writing not less than ten (10) working days prior to any interruption of existing utilities or services.
  - 2. Dartmouth PM will provide a Shutdown Request Form to be completed by the Contractor. Signage is required to be posted at all building entrances where the shutdown will occur.

- B. Damage of Existing Utilities: Contractor is to exercise care to avoid damaging active known utilities not scheduled to be relocated or demolished. Contractor is required to repair at no additional cost any damage to active known utilities resulting from the Contractor's operation.

## 1.6 DRUG-FREE CAMPUS AND WORKPLACE

- A. The Contractor must comply with Dartmouth College's Drug Free Campus and Workplace policy, as follows:
  - 1. COLLEGE POLICY ON ALCOHOL AND ILLICIT DRUGS  
Consistent with Drug Free Schools and Communities Act requirements, Dartmouth has implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Dartmouth will take disciplinary action against violators, consistent with federal, state, and local laws.
  - 2. DRUG-FREE WORKPLACE POLICY  
The Drug-Free Workplace Act of 1988 requires Dartmouth, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Dartmouth workplace. Dartmouth will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring an employee to participate in a drug abuse assistance or rehabilitation program.
  - 3. TOBACCO-FREE POLICY  
The Contractor must comply with Dartmouth College's Tobacco-Free policy, as follows:
    - a. Smoking and the use of tobacco products (to include smokeless tobacco) are prohibited in all facilities, grounds, vehicles or other areas owned, operated or occupied by Dartmouth with no exceptions. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common areas, elevators, hallways, Dartmouth-owned or leased vehicles, garages, restrooms, cafeterias or dining areas, residential spaces, employee lounges, conference rooms, and meeting rooms. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance ways and exit ways, and sports/recreational areas. Where Dartmouth buildings are adjacent to public sidewalks or streets, smoking and the use of tobacco products is prohibited on those public sidewalks and streets within twenty (20) feet of the entrance to the building.
    - b. The tobacco-free policy covers all smoking methods and the use of any tobacco-based product, including but not limited to cigarettes, cigars, cigarillos, hookahs, chewing tobacco, snuff, snus, dissolvable tobacco, and electronic smoking devices such as e-cigarettes, vaping products, and IQOS.
    - c. Compliance with this policy is the responsibility of all members and guests of the Dartmouth community. Any person with concerns about the implementation of or compliance with this policy should refer the matter to their immediate supervisor, manager, or dean for resolution. If the matter cannot be resolved at this level, the concern should be referred to the Office of Human Resources, Staff and Labor Relations, or the appropriate dean or vice president.

**1.7 WEAPONS, FIREARMS, FIREWORKS, AND PROJECTILES POLICY**

- A. The Contractor must comply with Dartmouth College's Weapons, Fire Arms, Fireworks, and Projectiles policy, as follows:
1. The possession, manufacture, transfer, sale, or use of weapons by anyone on Dartmouth Property or at any Dartmouth Event, without the explicit written authorization of the Dartmouth Director of DOSS (or designee), is expressly prohibited. Likewise, the possession, manufacture, transfer, sale, or use of weapons is prohibited while conducting Dartmouth business, whether or not on Dartmouth Property, or at a Dartmouth Event. This prohibition exists whether or not a federal or state license to possess the weapon has been issued to the possessor. The only exceptions to this policy are as follows:
    - a. Authorized law enforcement officers or authorized military personnel, in performance of their official duties, and to the extent they are legally permitted to possess weapons in the State of New Hampshire.
    - b. Employees legally permitted to possess weapons in the State of New Hampshire, and solely to the extent that such possession is necessary as a part of an academic, research, or work-related activity. Such use must have received prior written approval by the Director of DOSS or their designee.
    - c. Dartmouth-sanctioned employee groups or events where a weapon is required as part of the curriculum or activity. Such use must have received prior written approval by the Director of DOSS or their designee.
  2. Anyone possessing, manufacturing, transferring, selling, or using a weapon other than those in the exception categories listed above will be asked to immediately cease and desist and remove that weapon from Dartmouth Property or a Dartmouth Event.

**1.8 NON-DISCRIMINATION AND ANTI-HARRASSMENT POLICY AND RESOLUTION PROCEDURES**

- A. The Contractor must comply with Dartmouth College's Non-Discrimination and Anti-Harassment Policy and Resolution Procedures, as follows:

Dartmouth College, inclusive of all its schools and faculties ("Dartmouth"), does not discriminate on the basis of age, color, disability, ethnic origin, familial status, gender expression, gender identity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other category protected by applicable law, in its Education Program or Activity, as defined below.

In keeping with Dartmouth's educational mission and commitment to foster a learning, living, and working environment free from discrimination and harassment, this Policy and Procedures have been established and the authority to implement the Policy is delegated to the Office of Institutional Diversity and Equity ("OIDE"). This policy pertains to acts of Prohibited Conduct committed by Students, Faculty and Staff, Third Parties, and Invitees that occur within Dartmouth's Education Program or Activity.

All members of the Dartmouth community are encouraged to report instances of alleged harassment, discrimination, or retaliation. No adverse action will be taken against an individual who makes a good faith allegation of discrimination, harassment, or retaliation under this policy,

even if an investigation fails to substantiate the allegation. However, individuals who are found to have made dishonest statements or make statements with willful disregard for the truth during an investigation or enforcement procedure under this policy may be subject to disciplinary action.

Complaints of sexual and gender-based harassment and discrimination are governed by the Dartmouth College Sexual and Gender-Based Misconduct Policy. Inquiries about the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights in the United States Department of Education, or both.

Complaints related to accommodations under the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act ("Section 504") are governed by Dartmouth College Disability Accommodation Appeal Policy. Inquiries about the ADA and Section 504 appeals may be referred to the ADA/504 Coordinator. Any questions about the applicability of this policy will be decided by Dartmouth's ADA/504 Coordinator (ADAC).

Complaints related to alleged faculty misconduct in Arts and Sciences, Tuck School of Business, and Thayer School of Engineering Faculty that do not fall within the scope of this policy may be referred to the Faculty Grievance Processes located in their respective Faculty Handbooks.

Complaints related to alleged faculty and staff misconduct in the Geisel School of Medicine that do not fall within the scope of this policy may be referred to the Policy on Expectations for Professionalism for Faculty, Non-Faculty Academics, and Staff.

This Policy and Resolution Procedures do not replace, modify, or supersede the Agreement Concerning Academic Freedom, Tenure, and Responsibility of Faculty Members Voted by the Board of Trustees (January 15, 1971) after approval by the Faculty (October 19, 1970) as amended June 12, 2009, and as amended in the future (the Agreement) set forth in the Organization of the Faculty of Dartmouth College (OFDC). All disciplinary action that may arise from this Policy and Resolution Procedures shall continue to be covered by the Agreement.

This policy supplants the (a) Student Grievance Policy applicable to students enrolled in the College and Dartmouth's graduate and professional schools; and (b) the Equal Opportunity Grievance Procedures for Employees of Dartmouth.

**END OF SECTION 01 35 13**