

**SECTION 01 35 13.17
YOUTH DEVELOPMENT CENTER 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 facility representative will be designated at the Pre-Construction Meeting to assist the Contractor with any daily concerns or complaints while the work is in progress.
- C.** The Contractor is to remember that the Designer is responsible for issuing any/all changes in the scope of work, and that the facility staff is not to direct the Contractor's work in any way.

1.03 ACCESS TO SITE

- A.** Access is normally restricted to the period from 7:00 am to 7:00 pm every day. The facility will allow additional hours at their discretion. Contractor shall provide the Designer and designated Facility Superintendent a schedule for the work, and upon approval of the schedule, shall provide 48 hours notice before working evenings, Saturdays, Sundays, or Holidays.
- B.** Contractor's access to site shall be determined by a facility representative. The facility may provide workmen on the crews work badges while on site; however, the contractor's personnel will still be required to sign in at the Security Gate. The Security Gate will inform the Facility Superintendent that the work crews are in the area, and to which building they are to be working on. Changes and additions to normal working schedules shall be communicated to the Facility Superintendent's office 48 hours upon approval of work being approved by the Facility Superintendent and Designer. Random access to and from the site will not be permitted.
- C.** Facility Superintendent will endeavor to notify the Contractor as soon as possible if a situation exists which may preclude timely access to the site.

1.04 USE OF SITE

- A.** Use of site shall be confined to the specific area of work. There shall be no access to other areas of the facility except as specifically approved by the Facility Superintendent.
- B.** Vehicles
 - 1.** Work trucks are permitted on-site as needed if they are capable of being fully locked, including tool compartments.
 - 2.** Job trailers may be located within the fenced area of the facility if they are enclosed by a separate fence and are capable of being fully locked; however, if the site is within a secure perimeter of an operational facility, on-site storage is discouraged.
 - 3.** Personal vehicles shall be parked outside the secure perimeter of the facility.
 - 4.** Vehicles entering the site will be required to await an escort and remain in the company of the escort.

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 or materials unattended around the perimeter of the building. Each toolbox entering the facility shall have a pre-written inventory for its contents. Inventories will be checked by the Facility Superintendent's designee at the security gate.

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- 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 outside the secure perimeter at the end of each workday. Ramset tools may be stored on site, however, "shots" shall be removed daily and all spent shot accounted for.
- C.** Storage of hand tools at site will not be permitted unless such tools are securely stored in a manner acceptable to the Facility Superintendent. The Facility Superintendent will designate an area for tool storage. Contractor shall provide locks on all his tool storage containers while on the premises and keep containers locked when not being used. Coordinate use of materials stored on site with the Facility Superintendent for work after normal hours.
- D.** Do not give or loan tools or supplies to a students or office personnel. Do not accept anything from a students or personnel. Report thefts immediately. Do not offer advice; give money, candy cigarettes, etc., to students or staff. Report thefts or verbal harassment to the Facility Superintendent after each instance.
- E.** Immediately report lost Class "A" tools to Facility Superintendent. The following partial list (General) is of Class "A" tools, which are considered to be hazardous and likely to be used in an escape, for abuse of self or others. Class "B" tools are all other tools:

Axe	load binder
bits of any kind	lock pick
blades of any kind	mask
channel locks	masonry hawk
cheater pipe	mechanical puller
cheater bars	melting ladle
chisels of any kind	pipe pusher
come-along	pipe wrench
conduit bender	pliers
Crowbar	putty knife
cutters of any kind	rope
cutting tips	sander or sandpaper
Drill	saw
File	scaffold
floor jack	shears
Grinder	snips
Hacksaw	soldering gun
Hammer	stud gun
hex-t-set key	stud gun loads
hoist and chain	torch head
hydraulic jack	vice grips
impact gun	welding tips
knives of any kind	whet stone
ladder	wrecking bar
lathe	wrench

- F.** The Contractor shall be responsible for the transportation, care, protection and storage on the site of his materials. All storage and construction operations conducted on the site shall be confined to areas that are coordinated with, and authorized by the Facility Superintendent.
- G.** When re-roofing buildings, police perimeter of building on a daily basis prior to leaving the area and pick up nails, screws, bolts, and other construction debris from the lawn areas. Dispose of debris off site.

1.06 SEARCH AND SEIZURE

- A.** Individuals, vehicles and facilities are subject to search at discretion of the Facility Superintendent.
- B.** Facility Superintendent may seize items that may pose a danger to the safety and security of the students or facility staff.

1.07 PERSONNEL RULES

- A.** The Contractor or Contractor's employees shall immediately contact the Facility Superintendent for security concerning any problems with students or staff.
- B.** 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. Orientation will be provided by the Facility Superintendent or his designated representative. Prior orientation in the course of another project cannot substitute for orientation for this project.
 - 2.** Contractor shall coordinate scheduling individuals for orientation. The Facility Superintendent will determine the form of orientation.
- C.** Identification of Personnel
 - 1.** Identify for the Facility Superintendent, promptly upon their employ, persons who have been previously convicted of a felony, who have previously been incarcerated in the facility, or who have a family member currently incarcerated at the facility. The Facility Superintendent may require such persons to be excluded from working on the premises.
 - 2.** An identification card (or pass) may be provided to each construction employee who enters the secure confines of 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, report to the Facility Superintendent for issuance of a new card. Identification cards (or pass) shall be returned to the Facility Superintendent upon completion of work or termination of employment.
 - 3.** If card (or pass) is provided by the facility, the Contractor's employee's will be required to wear the identification where visible at all times while on site.
 - 4.** Construction workers may be required to wear appropriate identification inside correctional facilities, which may consist of:
 - a.** Headwear of specific color,
 - b.** Shirt and/or vest of a specific color, and
 - c.** Other appropriate apparel designated by the Facility Superintendent.
 - 5.** Construction workers may be required to receive a ultra-violet ink stamp to facilitate processing egress.
- D.** Association with students:
 - 1.** Association with students is not permitted, and
 - 2.** Trafficking or trading in goods with students and staff is not permitted.
- E.** 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.
- F.** Alcoholic Beverages, Weapons, and Drugs
 - 1.** Alcoholic beverages, weapons, and non-prescription drugs are not allowed on site. Persons caught introducing illegal or banned items onto the grounds of a state penal institution are prosecuted.
 - 2.** Individuals using prescription medications shall fill out a form, suitable to the Facility Superintendent identifying themselves and their medications, and receive approval of Facility Superintendent before bringing prescription medications on site. Facility Superintendent may require verification of prescription. Facility Superintendent may

refuse to permit prescriptions medications on site. Only enough medication for one day may be brought on site. Do not leave medications unsecured in vehicles. Contractor's superintendent shall keep a copy of the form on file.

G. 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, they will be identified in orientation. Trash is removed from the work area and properly discarded.

H. Visitors: On site visitors of Contractor's employees are prohibited.

I. The Contractor, Contractor's employees, subcontractors and subcontractor's employees upon directly or indirectly identify any student shall keep all information regarding that student confidential.

1.08 EMERGENCIES:

If the Facility Superintendent declares a state of emergency, Contractor may be:

- A.** Required to leave premises, or
- B.** Confined to a specific area for duration of emergency.

END OF SECTION