



# UNC Pembroke Contractor's Guidelines

## Preconstruction Information

Project Name \_\_\_\_\_

Notice to Proceed \_\_\_\_\_

Completion Date \_\_\_\_\_

Welcome to UNCP! We look forward to working with you to make this construction project a success. Working at UNCP requires cooperation with campus guidelines and consideration of the campus community. The following guidelines will help you and your crews do this successfully.



### Digging

All excavation on campus requires you to submit a Digging Permit (attached). This must be submitted 48 hours in advance. This allows UNCP to locate known utilities in the area where you will be digging. UNCP locates utilities owned by the University. You must still call NO CUTS to locate additional utilities.



### Keys

Please see the attached key policy. You may be issued building keys for the duration of your project, or you may check out keys daily. Contractors whose keys will be charged for keying of the building or area affected. If any utility is accidentally cut, please report it immediately to Facilities Operations.



### Building Clean Up

You are responsible for cleanup of all construction related debris, stains and damage. In occupied areas, cleanup shall occur daily, including not only sweeping, but dusting as necessary. Surroundings should be protected prior to construction in order to minimize cleanup and the potential for damage. Please note that you are responsible for removal of all trash and debris off site. Do not put these in the University dumpsters. You must also provide all cleaning supplies and tools. You may not borrow these from University custodians. Contractors who do not clean up their areas are subject to being billed for cleaning by University personnel.



### Weapons

Weapons of any type are not allowed on campus. It is a felony to bring a gun onto campus, even by accident. UNCP Police aggressively enforce this law.

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#### Delivery of Materials and Equipment to the Site

Please do not ship any materials or equipment to the University's Central Receiving site. They are not setup to receive this material, and your shipments will be returned, causing possible delays in your project. If you ship to UNCP, you must arrange for delivery to a specific building or jobsite, and have someone on site to receive the delivery.



#### Protection of Surroundings and People

You are responsible for continuous protection of the jobsite, and for all safety related matters pertaining to your project. Please ensure that pedestrians are protected, that the jobsite is secured from entry by unauthorized personnel. You are also responsible for all damage caused to areas adjacent to the jobsite that are unprotected, so it is best to install protection before damage occurs.



#### Harassment of Students, Faculty, Staff

Verbal or physical harassment of campus personnel is prohibited. Complaints regarding harassment will be investigated by the Facilities Planning & Construction Department and UNCP Police, and can result of expulsion of the offender from campus permanently, or in charges.

#### Parking and Vehicles

Vehicles bearing the logo or name of a contractor are allowed to park in designated parking spaces on campus without a parking permit. Private vehicles must display a permit, available for purchase in Lumbee Hall. Vehicles are not permitted to park on grassy areas or sidewalks. If access is required across sidewalks or grassy areas by



construction equipment, these areas must be protected from damage, or the contractor will be held responsible for repair or replacement of the areas.



## Utility Outages

All utility outages must be prearranged with the Facilities Planning & Construction and Facilities Operations at least two weeks in advance.



## Use of Building Toilet Facilities

Depending on your project, you may be allowed use of the building facilities in lieu of providing a Port-a-John on site. Please understand that this is a privilege. If bathrooms are left dirty or abused, you will be required to provide your own toilet facilities.