



ATENEUM DE MANILA UNIVERSITY
FACILITIES MANAGEMENT OFFICE

**Guidelines for Contractors and Workers
for Loyola Heights and APS Campuses**

(Revision nos. 2, June 2016)

1. **Objectives**

- 1.1 To ensure proper compliance with University policies on safety, security, AIS' sustainability and government mandated rules and regulations.
 - 1.1.1 ***Annex 1: Construction Safety Guidelines for The Implementation of Infrastructure Projects During the Covid-19 Public Health Crisis (Note: The guidelines were adopted from Department of Public Works and Highways Department Order no. 35 dated May 04, 2020)***
- 1.2 To ensure a safe, secure and conducive work environment within the project area and its immediate surroundings on campus.

2. **General Guidelines**

A. Safety and Sanitation Measures:

1. Absolutely no construction, addition and alteration, excavation, renovation, repairs, preventive maintenance works, etc. shall be allowed on campus without the approved Construction Work Clearance Form (CWCF). Unit / Offices in charge of projects may secure copies of this form from the Central Facilities Management Office (CFMO) for their necessary accomplishments and submission head of time. This requirement/procedure is usually discussed during any project's pre-commencement meeting.
2. Compliance to safety measures as required under the Occupational Safety and Health Standards such as providing the workers with the proper safety apparel i.e. Personal Protective Equipment (PPE) and devices at all times. (i.e. wearing of appropriate safety apparel and devices such as safety shoes, hand gloves, welding goggles, noise earplugs, body harness, hard hats and masks in line with corresponding construction work and nature of activity).
3. Issuance and wearing of authorized company uniform and valid ID's with photo for all authorized workers while on campus.
4. To ensure that construction site and access to it is safe, clean and presentable at all times to accommodate official visits/inspections by school representatives, project consultants, building permit officials, and guests.
5. To ensure that all works to be done will not cause any damage nor exceed the utility provision of buildings (power , communications and water supply) including that of the main power grid and all its equipment , the project management team should carry out the necessary coordination with the Central Facilities Management Office for assistance in the evaluation , site assessment and tapping point/s before any tapping of temporary / permanent power , water and communication requirements are made .
6. All excavation works for laying of pipes and conduits shall have a minimum depth of 600 millimeters from the finished grade line. This is to protect the pipe and conduit from future surface abrasion work and vibration. An electrical warning/caution tape should be laid along the entire stretch of the pipe length for proper identification and guidance for future excavation/construction works within the same site.
7. The project management or unit / office project proponent shall provide the CFMO the following documents for comment, evaluation/ approval.

- 7.1 Two (2) sets of Construction Documents (CD) and plans which include Architectural, Mechanical, Fire Protection and Detection and Alarm, Electrical and Auxiliary, Structural, Sanitary and Plumbing, etc as may be required. One (1) set will be returned back to the project proponent with CFMO's comment for the project contractor's necessary compliance.
 - 7.2 Safety and Hazard analysis and recommendation. This includes the safety organization at the project site, flow and response matrix in case of incident and or accident and profile of each safety officer.
 - 7.3 Contractor's company profile and portfolio.
8. Under the CWCF process, all necessary safety and security briefing and orientation of the contractor and all its personnel by the Campus Safety and Mobility Office (CSMO) prior to commencement of works needs to be accomplished.
 9. Welding equipment and other electric operated tools shall be provided with proper control switches, safety circuit breaker and sub-meter/s for power consumption monitoring (As a general rule and unless specified in terms of agreement, power consumption of high amperage electric tools is lodged against contractor's account.)
 10. For big projects that requires a large amount of workforce, the use of portable toilet (Portalet) for sanitation is highly recommended and should be cleaned regularly. The sewer waste shall be collected and disposed off outside authorized disposal facilities regularly.
 11. In cases of small to medium size renovation / construction works, the unit project proponent where the actual works are to be carried out may allow and assign the use of a particular toilet facility/ies provided that the contractor undertakes to assign a dedicated custodian for regularly cleaning and disinfectant as and when necessary. No form of bathing, washing of clothes, food containers, utensils, collection of water for mixing cement, etc other than specific toilet use will be allowed.
- B. Maintenance of job site:
1. Keep job site clean all the time and remove construction debris periodically.
 2. All construction debris and waste shall be disposed outside the campus at authorized disposal sites. ***The ADMU shall not be held responsible should any contractor be found to have violated any of the rules and regulations regarding improper waste disposal outside the campus.*** This also includes the excess excavated soil. Note: demolished structure with scrap value e.g. reinforced bar, metal door and jamb and windows among other are to be audited, documented and turn over to the project manager and or project proponent.
 3. Strictly no dumping and disposal of excess paint materials and its components (ie thinner , within the campus). Provide a container for washing off the paint brush and or roller for proper disposal outside the campus. This is also applicable in washing of hands with paint stains.
 4. Provide an appropriate office for project manager, construction office and workers quarter for their break time meal and changing room. Regular upkeep and housekeeping a must.
 5. Cooking is not allowed inside the campus and within the job site.
- C. Overnight stay / work.
- As a general rule, overnight stay and work beyond 10:00 p.m. on campus is strictly prohibited. However, in case of any special arrangements as may be required by the project, the contractor shall seek approval from the CFMO in writing (at least 2 days prior) through the Project Manager stating purpose, duration, details of personnel, supervisor, etc.) *(Pls. refer to ANNEX A; STAY-IN WORKERS GUIDELINES) Note: The guidelines were adopted from Policy for Stay in workers- SHS building project implemented by CSMO dated May 2016.*
- D. Materials and storage.

1. Provide appropriate storage area for construction materials (both contractor and owner supplied items) and ensure security of said area.
2. Secure Ateneo's prior clearance for any pull out of materials from construction site. Materials should be covered by a gate pass duly signed by contractor or his/her representative and countersigned by ADMU representative or authorized Construction / Project Manager.

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3. Presence on campus.

A. Company Uniform and ID with photo

1. Contractors and construction workers and construction-related workers are required:
 - 1.1 To have their company ID with photo at all times while on campus
2. Ateneo guards are instructed to spot check contractors and workers on their way to or from their job site. Those without their ID with photo will not be allowed on campus.

B. Working arrangements.

1. Workers will confine themselves within the job site & will be allowed outside the site only on official errands.
2. Unless so arranged with and authorized in writing by Ateneo, there shall be no work between 10:00 p.m. to 7:00 a.m. of the following day.
3. As a general rule, overnight stay of construction workers on campus is prohibited unless prior arrangements have been made. (Please refer to additional guidelines shown below.)

3.1 General House rules:

- Drinking of liquor and smoking is strictly not allowed inside the campus at any time.
- Stay-in workers who drink liquor outside the campus after working hours will not be allowed to enter the campus until they sober up the following day.
- Aside from workers, no one else is allowed in the construction site (family members, friends and those without official business)
- During off-construction period, workers shall confine themselves in their designated quarters unless they are on errands or out to buy food and other necessities. In general, school areas are off-limits to construction workers at any time.

C. Car park and parking arrangement

1. The designated parking shall be within allowed area as recommended and approved by CSMO in line with the campus traffic management scheme.
2. Car sticker for each service vehicle is required to allow to park inside the campus. A request for car sticker shall be submitted to the Central Facility management Office (CFMO). The CFMO shall endorse this request to the Campus safety and Mobility Office.

D. Time and Day schedule

1. The specified time and particular day of work schedule shall be arranged in such a way that there will be no disruptive noise / activity e.g. excavation of backhoe, drilling using jack hammer and pile hammer and among others that will hinder campus operation and cause disturbance to residences adjacent to the project site.

E. Ingress of heavy equipment / vehicle

1. All intended entry of heavy equipment / vehicles with more than 4 wheels stating gross vehicle weight shall go through the proper assessment and clearance by the Central Facility Management Office (CFMO) before allowing entry to the campus as certain University roads particularly those pedestrian crossing speed tables are designed to carry light vehicles only.
2. There should be no washing of concrete mixer or any related activities that will leave concrete residue and cement marks to any part of the campus.

