

CONTRACTOR HANDBOOK

Revised 02.25.2025

Company Name: _____

Contractor License #: _____

Insurance # and Coverage: _____

Project Manager/Supervisor: _____

Email: _____ Phone: _____

Contact #1: _____

Email: _____ Phone: _____

Contact #2: _____

Email: _____ Phone: _____

Emergency Contact: _____

Email: _____ Phone: _____

Type of work to be performed: _____

CONTACT INFORMATION

UUH FM Construction Management Team

UHealthConstruction@utah.edu

Department Phone Numbers

Hospital Safety	Phone: 801-585-6121
Infection Control	Phone: 801-581-2706
Fire Marshal	Phone: 801-585-0383
Campus Police	Phone: 801-585-2677
FM Building Operators	Phone: 801-581-2187
FM Safety	Phone: 801-585-9964

CONTRACTOR GUIDELINES AND RESPONSIBILITIES

Dress Code & Professional Conduct

These guidelines outline the minimum requirement for a professional appearance. A member of the management team shall retain the discretion to set standards at a higher level for contractors/sub-contractors, based on patient contact or job function.

1. Shoes – Closed-toe shoes are required. Work boots are preferred, but thick-soled tennis shoes are allowed. Please make sure that tennis shoes have a solid grip on the sole.
2. Pants – Pants must be in good condition with no holes. Undergarments must be covered.
3. Shirts – Long sleeve shirts, short sleeve shirts and t-shirts are allowed. Sleeveless tops of any kind including tube-tops, tank tops, spaghetti-strap, halter tops, athletic tops, revealing or see-through fabrics exposing the shoulders, chest or back are not permitted at any time.
4. Clothing with language or graphics that are vulgar, sexually explicit or may otherwise be offensive will not be allowed at any time. In addition to the above listed guidelines all appropriate personal protective equipment shall be utilized as needed to ensure the safety of all individuals on the job site.
5. University of Utah Health expects all companies, company employees, contract employees, and vendors who are working in any facility, building or property to always maintain a professional image.
6. It is necessary to maintain a quiet and relaxed atmosphere within University of Utah Health Care facilities for the health and well-being of the patients, visitors, and staff. To that objective, the contractor/subcontractor is charged to reduce noise created by their work as much as possible. Abusive, suggestive, or profane language or actions shall not be permitted or tolerated.
7. It is necessary for all contractors/subcontractors to be professional and respectful to others. Violence and harassment will not be tolerated. Violence includes not only physical contact but threats, bullying and stalking.

ID Badges

University of Utah Health ID badges are required for all contractors/subcontractors while on the property. ID badges must be visible at all times and must be worn above the sternum. ID badges shall be purchased by the contractor and/or sub-contractor and cannot be shared among employees. ID badges will be activated at the discretion of a member of the University Project Management Team.

HIPAA

The contractor shall adhere to all HIPAA rules and regulations described at the following web site: Non-Employee HIPAA Training <https://healthcare.utah.edu/patient-privacy/students>

All contractors must complete the HIPAA training and email the certificate to the University of Utah Health Compliance & Training team.

Facility Keys

Facility keys will be issued at the discretion of a member of the University Project Management Team. All keys must be signed for by the individual that will be responsible for the keys. The contractor/sub-contractor and the contractor's personnel who have been assigned keys must ensure that these keys are kept in their possession at all times. The loss of any facility key must be immediately brought to the attention of a member of the University Project Management Team. The individual that is responsible for the lost key will be financially responsible for the re-keying of any doors that may be opened by the lost key. **Every issued key must be returned at the completion of the project.**

Parking

For parking information and permits, please contact Commuter services:

Commuter Services

1901 E South Campus DR
Room 101 SLC, UT 84112
801-581-6415
parkingpermits@utah.edu
<https://commuterservices.utah.edu/>

Smoking

The University of Utah is a smoke- and tobacco-free campus, including all University of Utah Health hospitals and clinics. See Policy: https://regulations.utah.edu/_resources/documents/ppm-archive/4/Tobacco_Free_Guidelines.pdf

Drugs and Alcohol

University of Utah Health does not tolerate either possession of or use of alcoholic beverages or illicit drugs on its premises. This includes contractors/subcontractors coming to University of Utah Health facilities under the influence of either or both.

Safety

1. All contractors/subcontractors will be required to complete an ICRA (Infection Control Risk Assessment) class prior to starting any work.
2. A copy of the ICRA paperwork must be on the job and followed at all times. For a copy of the ICRA or required guidelines, please contact a member of the University Project Management Team.
3. A copy of the ALSM (Alternative Life Safety Measure) must be on the job and followed at all times. For a copy of the ALSM or required guidelines please contact a member of the University Project Management Team.
4. OSHA 1926 guidelines must be followed at all times to ensure the safety of our patients, visitors, and staff.
5. Lockout/Tagout Procedures must be followed at all times. All utility shutdowns must have at least a 72 hour notice and the proper permit. Notifications must be made to the affected staff and area. Please contact a member of the University Project Management Team for help in the obtaining proper paperwork prior to any utility shutdowns. Utility shutdowns include but are not limited to electrical, domestic water, chilled water, steam, med gas, natural gas, HVAC, mechanical piping, building automation, elevator, pneumatic tube and nurse call. These shutdowns may require a pace plan.
6. Hot Works Permit from the U Project Management Team will be required for any cutting, welding, brazing, soldering or any open flame. Permit must be posted on the job site and expires after 24 hours.
7. Above Ceiling Work Permit will be required for any work above the ceiling grid or sheetrock lid outside of the job site. Permits are also required to work in mechanical spaces. See Required Training section below for how to obtain permit.
8. Barrier Work Authorization Permits will be required for any penetrations outside the job site that passes through a smoke or fire-rated assembly. See Required Training section below for how to obtain permit.
9. Roof Access training will be required for anyone accessing the roof. All roof work requires a roof access permit.

Required Training

The Facilities Management Compliance Team will provide training on the policies related to Lockout/Tagout, Hot Works, Above Ceiling Work, Barrier Work, and Roof Access. All contractors/sub-contractors are required to complete this online training prior to working in a U of U Health facility.

For more information, please contact:

UUHFMCompliance@utah.edu

Permits/Authorizations/Shutdowns/Notices

Please contact a member of the University Project Management Team for questions, paperwork, or information for the following items:

- Energized Electrical
- Shutdown Notice
- Asbestos Removal Notice
- Above Ceiling Work
- Barrier Work Authorization
- Hot Works
- Pace Plan

I agree to follow all guidelines, processes and responsibilities outlined in this Contractor Handbook. I understand that if any of the requirements are not met the job may be shutdown, the contract may be terminated and I may be asked to leave the property until all requirements are met.

Sign: _____

Print Name: _____

Date: _____