

**SALEM STATE UNIVERSITY VENDORS OF RECORD
WORKERS' SPECIFICATIONS**

This guide will help you in your relations with Salem State University. It was designed to assist you in performing your related activities. We would kindly appreciate it if you would familiarize yourself with these specifications and inform your staff of their existence. They go into effect immediately.

They will part of each new bid being awarded and they are also applicable to all existing contracts.

Please keep in mind that not every situation can be covered by a set of written policies. Vendors should use their judgment and common sense where the appropriate actions are not clear from the face of these policies.

Salem State University would like to thank you in advance for your support and cooperation. Should you have any questions regarding this matter, do not hesitate to give me a call.

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BEHAVIOR

1. Sexual harassment of any kind will be dealt with to the full extent of the law. Any contractor's employee in violation of the university policy on sexual harassment will be required to leave the university property.
2. No coarse or vulgar language.
3. Proper dress is required at all times.
 - a. Shirts, pants and shoes must be worn for safety.
 - b. Special equipment must be worn as appropriate (respirator, gloves, etc.)
4. If anyone asks you to stop working for any reason, stop and report to your supervisor or Salem State University representatives.
5. This is a NON-SMOKING campus.

WORK HABITS

1. Respect the privacy of students and employees.
2. Do not take items from rooms (chairs and tables).
3. Do not take items from desks, including pencils and paper.
4. Be sure hands are clean when removing or replacing ceiling panels. Ceiling tiles should be completely removed. If breakage occurs, the contractor is responsible for replacement.
5. Be considerate of university property when working. The contractor is responsible for any damage to the university facility, i.e., floors, rugs, furniture, as these things should be covered before prior to work commencement.
6. Do not store materials in main corridors or lobbies.
7. Communicate with facilities department personnel whenever possible regarding work location. If moving location, report it to facilities department.
8. Before any work is performed, report to director of facilities or appointed designee. For residence halls, report to director of residence life.
9. All work on the university's mechanical systems must be coordinated with the director of facilities.
10. Follow all state and local fire and safety regulations (especially those pertaining to welding, cutting and soldering, including welding curtain).
11. Be considerate of students and employees when working in their areas.
 - a. Noise
 - b. Disruption
 - c. Dust
12. Radios must be kept at a low volume in all work areas; otherwise their use will be prohibited.

PERFORMANCE STANDARDS

1. When job is finished, leave the area in a neat and clean condition.
2. Have a neat and clean work area when working in any of the Salem State University buildings.
3. Areas should be cleaned and remaining stock removed from premises upon completion of job.
4. Do not use roofs and machine rooms for storage purposes. (Only exception: roofers and ventilation contractors who have a need to be on the roof.)
5. Use designated elevators only. Notify university representatives as to special or late scheduled deliveries.
6. Contractor's work staff is limited and responsible to stay in work area when in dirty work clothes.
7. Do not turn equipment OFF or ON without notification.
8. Use plywood planks under ladders or staging on roofs.
9. Notify director of facilities regarding any roof penetrations.
10. Use of Salem State University dumpsters is NOT permitted. Contractor is responsible for removal of contractor's waste.
11. Use of Salem State University telephones is prohibited.