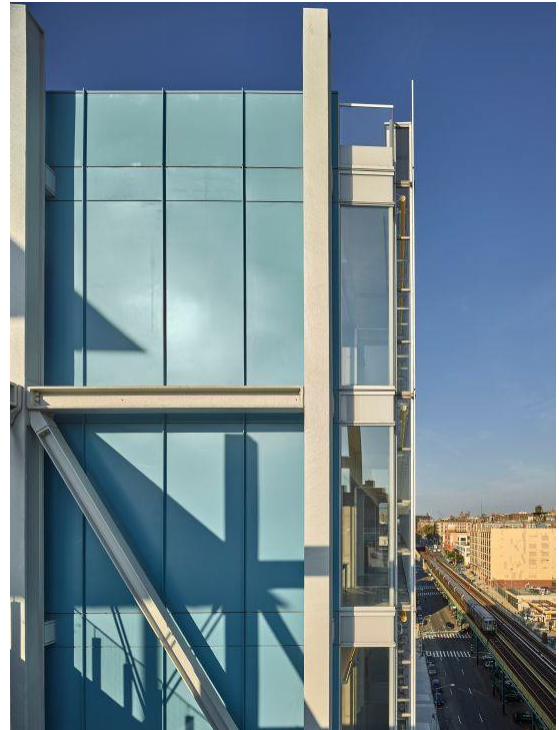


# Contractor Compliance Guideline Supplement

## Campus-Specific Procedures for Project Managers and Contractors

### Morningside Heights and Manhattanville Campuses



## 1. Utility Service Interruption (shut-downs and tie-ins)

Utility service interruptions include but are not limited to Mechanical Systems (Steam, Chilled Water, and Air-Handling Units), Electrical Systems, Plumbing Systems, Fire Protection Systems, Lab Fume Hood and Central Plant Systems

The Project Representative must complete the USI form and obtain necessary approvals:

### For Morningside Campus:

- See detailed procedure located at: <S:\CPM\1.3 - DESIGN + COMPLIANCE\PM RESOURCES> (“Preparing for Shutdowns and Tie-ins”)
- Obtain USI form from the Operations SharePoint site

### For Manhattanville Campus:

- Obtain form from Manhattanville Operations – Engineering Department/2<sup>nd</sup> floor Studebaker

## 2. Fire Protection Device Disabling

Fire alarm by-pass is required for any activity that can set off a fire alarm. Examples are hot work, smoke, dust, spraying, carpet removal, renovations, power washing, and working in the area of a sprinkler head. It takes time to perform by-passes. Plan ahead and don't assume a by-pass is in place.

The Project Representative must:

### For Morningside Campus:

- Submit work order at least 24 hours in advance
- Include start and end date & time, type of work, building, floor & area
- By-pass begins at 7:30 am unless requested earlier
- Call Fire Desk for verification of by-pass before starting work 212-854-4390

### For Manhattanville Campus:

- Submit work order and a Utility Service Interruption (USI) at least 48 hours in advance. If less than 48 hours or said request affects any campus system or affiliate, approval will be up to the discretion of the Director of Manhattanville Engineering, Building Manager, and the Manager of Fire Safety.
- Include start and end date & time, type of work, building, floor & area.
- By-pass will begin only after confirmation of by-pass request with an on-duty member of the Manhattanville Fire Safety Team.
- Call or visit the JLG Lobby Fire Safety Desk (212-853-3303) for verification before starting work.

### 3. Fire Alarm Testing

The Project Representative must:

For Morningside Campus:

- See detailed procedure located at: <S:\CPM\1.3 - DESIGN + COMPLIANCE\PM RESOURCES\Fire Alarm Resources\PM Resources> (“Fire Alarm PM Guidelines”)

For Manhattanville Campus:

- The Project Representative must alert the Fire Safety and Manhattanville Operations Engineering team.
- Filing for the fire alarm test for the FDNY Letter of Approval is submitted and arranged by the Electrical Contractor under the supervision of the Project Representative.
- Pre-testing is mandatory at least two weeks prior to the FDNY inspection and shall be witnessed by the Project Representative. Depending on the building, consideration should be given for classes, seminars, midterms, finals or any other building functions that may be taking place.
- All testing, inspections and paperwork are handled by the Project Representative, Electrical Contractor and Fire Alarm Vendor and all should be present the day of the inspection. Any remedy of pre-test deficiencies must be resolved prior to the fire alarm inspection.
- A copy of any post inspection paperwork, such as a Letter of Defect or Letter of Recommendation must be given to the Project Representative and Fire Safety, as well as the final Letter of Approval from FDNY.
- The Project Representative must notify Operations personnel to allow enough time for client notification, fire alarm bypass, and scheduling mechanic support personnel.

### 4. Hot Work Permits

Requirement for Hot Work on campus:

- Responsible Person (Contractor) must fill out and sign in designated areas
- Certificates of Fitness for Torch Operations and Fire Guard must be on person
- Hot Work Permit is valid for one day
- Hot Work Permit is to be returned to the Fire Desk at end of day within 30 minutes after completion of Hot Work
- Fire extinguisher must be present
- Fire guard must be on site
- Remove or protect combustibles within 35 ft.

For Morningside Campus:

- Obtained by the Project Representative (Authorizing Individual) at the Fire Desk in B-230 East Campus

For Manhattanville Campus:

- Obtained by project Representative (Authorizing Individual) at the Fire Desk/Jerome L. Greene Science Center Lobby; Manhattanville Operations Engineering Group

## 5. Asbestos

Use approved asbestos contractors – approved reporting has been established with:

- Consultants – Empire; Omega Environmental; SA Barcia; GZA; Cole
- Contractors – ACA Environmental; Degmor; ETS Environmental and Pinnacle Environmental

Create the ACP filing using [www.nyc.gov/dep/arts](http://www.nyc.gov/dep/arts). Use the following Building Owner information for the ACP filing:

Name: Board of Trustees for Columbia University in NYC  
Address: 410 W. 118th Street, New York NY 10027  
Contact Person: *Name of the Project Representative*,  
Tel: 212-854-9663, Fax: 212-851-042  
Email: [asbestoslead@columbia.edu](mailto:asbestoslead@columbia.edu)

## 6. Universal Waste

Universal waste may not be disposed of as regular trash. Universal waste that contractors may encounter on campus includes:

- Lamps
- Batteries
- Mercury Containing Devices

How to manage waste at the site:

- Each waste type must go into its own container
- Containers must be closed when not in use
- All waste must be inside the container.
- Label container "Universal Waste", content and accumulation start date. Cannot exceed 1 year on site
- Keep mercury containing devices at the project site

The Project Representative must:

### For Morningside Campus:

- For small jobs - Use Grove waste cages. The storage cages can be opened using a Mechanical Room Key. Pick up lamp containers from the cage. Place batteries in appropriate containers.
- For vendor service – Schedule vendor service contact Environmental Health and Safety - [hazmat@columbia.edu](mailto:hazmat@columbia.edu) to arrange for containers and disposal. Provide project location, estimated quantity, dates needed and chart string.

### For Manhattanville Campus:

- For small jobs – Place waste in containers located on Studebaker loading dock.
- For vendor service – Schedule vendor service contact Environmental Health and Safety - [hazmat@columbia.edu](mailto:hazmat@columbia.edu) to arrange for containers and disposal. Provide project location, estimated quantity, dates needed and chart string.

## 7. Other Regulated Waste

Building material waste is to be recycled or properly disposed by a licensed vendor. This includes:

- Electronic/Magnetic Ballasts
- PCB Containing Ballasts
- Used Electronics (Computers)
- Smoke detector
- Exit signs

Chemical waste is to be disposed by a licensed vendor.

This includes:

- Used oil
- Aerosol cans
- Solvents
- Paints

How to manage waste at the site:

- Each waste type must go into its own container
- Ballasts must be separated PCB/Non-PCB capacitors
- Containers must be closed when not in use
- All waste must be inside the container
- Keep chemical waste in its original container

How to arrange for disposal:

For all campuses, the Project Representative must:

- Contact EHS - [hazmat@columbia.edu](mailto:hazmat@columbia.edu) to arrange for containers and disposal. Provide project location, estimated quantity, dates needed and chart string.
- Schedule at least three weeks in advance.
- If waste is not disposed with Columbia University waste vendor, then contractor to provide copies of manifest, any analytical and name of disposal facility

## 8. Lead Paint Waste

Some waste may not be hazardous waste and can be managed as regular construction debris. Project representative to arrange for analytical testing of the composite waste. Testing must include the toxicity characteristic leaching procedure (TCLP) for lead analysis to determine if waste is hazardous.

For all campuses, the Project Representative must:

Contact EHS - [hazmat@columbia.edu](mailto:hazmat@columbia.edu) to arrange for containers and disposal if material is hazardous.

## 9. Contact Information

Facilities Compliance: [cufcompliance@columbia.edu](mailto:cufcompliance@columbia.edu)

Asbestos: [asbestoslead@columbia.edu](mailto:asbestoslead@columbia.edu)

Fire Life Safety: [firesafety@columbia.edu](mailto:firesafety@columbia.edu)