

Pepperdine University Real Estate Operations Building Contractor's Rules and Regulations

- 1. Normal Working Hours:** 8:00AM - 5:00PM Monday through Friday. Work on Saturdays, Sundays and Federal Holidays are not permitted. No deliveries or loud noise before 11:30 AM on Wednesdays in the vicinity of Firestone Field House the central campus, or that can be heard in those vicinities, during the school year (*August 30 through April*).
- 2. Safety Requirements:** Contractor is responsible for control of all vehicle and pedestrian traffic control and safety in the work area. The contractor shall supply all personnel, barricades, warning devices and signs required to insure reasonable safety precaution. Contractor shall abide by all applicable OSHA regulations, Pepperdine lockout /tagout, hot work and fire envelope, and DigAlert at all times. Contractor shall coordinate with University representative and provide fire watch for min. 4 hours after work is complete.
- 3. Contractor Vehicles:** The contractor's name, telephone number, and vehicle number shall be visibly displayed on its vehicles. If, at any time while on University property, fuel, motor oil, hydraulic fluid or other vehicle fluids, leaks or spills from contractor's vehicle, the driver is to immediately report the incident to the campus contact. Should the spill be the contractor's fault, and depending on the size of the spill, contractor may be required to reimburse the University for the cost of the clean-up.
- 4. Reporting Requirements:** Contractor will be required to report an occurrence or observation of damage to University property, public relations problems, hazardous conditions, or any work assignment that will not be completed as agreed immediately to the campus contact.
- 5. Construction zone:** Secure materials and equipment, with fencing and/or containers at all times. Staging areas outside of construction zone require advance approval. Provide all trenches and similar hazards with barricades, or cover plates as appropriate, to prevent accidents. All protection measures shall be in place whenever the contractor is not present and in control of the work site. Contractor shall follow OSHA standards.
- 6. Road encroachment, parking restrictions:** Coordination with Pepperdine University Real Estate Operations (REO) and Public Safety (through REO) and a 72 hours notice is required for any parking restrictions or road encroachment for any on-campus project.
- 7. Materials and equipment deliveries:** For all on-campus projects, material deliveries, except concrete must arrive through Seaver Drive gate only. Concrete deliveries through John Tyler gate only. Deliveries may not arrive before 8:00 AM (no waiting outside gates).
- 8. Finishes:** Unless otherwise stipulated, materials and finishes shall match existing in type and quality. If existing materials and finishes are substandard, contractor shall coordinate with REO representative and after approval provide industry standard.

9. **Existing utilities:** Contractor shall request help (through REO) from Facilities Management and Planning's (FMP) to locate existing utilities at least 3 business days in advance, and call Public Utility locators(Digalert) as necessary.
10. **Water:** Project depending and when applicable with prior REO approval, water is available from LA County Waterworks District 29 hydrants with meter from the District (fee required), or from certain University hydrants with advance notice. Verify sources of all construction utilities before bid.
11. **Best Management Practices (BMPs):** Contractor shall abide by all required best management practices, including storm water pollution prevention Plan (SWPPP) and Standard Urban Water Management Plan (SUSMP) when applicable.
12. **Sanitary facilities:** Provided by contractor or available depending on project.
13. **Behavior:** University policies strictly prohibit alcohol, drugs, foul language, and any form of sexual harassment.