DFCM Policies and Procedures- Table of Contents

Emergency Response Policies

Building Evacuation Instructions Policy 61-01.0 2
Emergency Procedures Policy 61-02.0 3
Emergency Plan Policy 61-03.0 4
Emergency Response Policy 61-04.0 6
On-site Accidents Policy 61-05.0 10

Employee Policies

Alcoholic Beverages and Drugs Policy 62-01.0 13
Criminal History Checks Policy 62-02.0 14
DFCM On-call Staff Policy 62-03.0 19
Dress Guidelines Policy 62-04.0 22
Driver's License Policy 62-05.0 25
Incident Review Policy 62-06.0 26
Parking Policy 62-07.0 31
Radio Use Policy 62-08.0 32
Shift Differential Compensation for Snow Removal Call-out 62-09.0 33
State Vehicle Usage Policy 62-10.0 34
Telecommuting Policy (See DAS Telecommuting Policy)

Facilities Policies

Abuse of CEM Card Policy 63-01.0 38
Capital Improvement Request Policy 63-02.0 39
Christmas Trees in State-owned Buildings Policy 63-03.0 40
Roof Access Policy (Rule R23-14) 63-04.0 43
Flag Display Policy 63-05.0 46
Internal Procedure Assessment Policy 63-06.0 52
Access Card/Key Security Policy 63-07.0 54
Tools Policy 63-08.0 56
ADA Modifications Request Policy 63-09.0 57
Wireless In-Building Signal Improvement Policy 63-10.0 60
(This policy will be moved to the DFCM division-wide policy list when such is created.)
Facility Use Rules Rule (Rule R23-19) On Rules Website
Space Heater Authorization R23-19-4(5)(a) On Rules Website
Free Speech Activities (Rule R23-20) On Rules Website

Safety Policies

Fire Extinguisher Inspection Policy 64-01.0 69
Spent Lamp Disposal Policy 64-02.0 70
Safety Shoes and Boots Policy 64-03.0 73
Safety Glasses Policy 64-04.0 74
Hot Work Policy and Program 64-05.0 76
Lockout/Tagout Policy and Program 64-06.0 88
Confined Space Policy and Program 64-07.0 93

Building Evacuation Instructions Policy **61-01.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

When emergency situations arise, buildings must be evacuated. Building evacuation must be done as quickly and as orderly as possible to protect building occupants.

II. POLICY

Every building shall have an evacuation plan that shall be posted on each floor in an easily seen location. The evacuation plan shall indicate the exit that employees should use in the event of an emergency and include instructions not to use elevators during a building evacuation.

III. PROCEDURES

1. Each facility coordinator must develop building evacuation instructions for each facility, which shall include the following:
   - Assigned exits for building occupants to use in case an evacuation is necessary.
   - Assigned areas to which employees gather following a building evacuation.
   - Directions that all building occupants leave the building immediately through the nearest exit when an alarm sounds.
   - Elevators may not be used during a loss of power or fire.
2. The building evacuation instructions are posted in the main hallway of each floor.
3. Facility coordinators train emergency coordinators in building evacuation procedures.
4. Emergency coordinators convey building evacuation instructions to their co-workers as requested by the facility coordinator.
5. Under the direction of the facility coordinator, each building will have one scheduled evacuation per year. The date and time of the evacuation must be documented and retained for record keeping purposes.
6. Annually, the evacuation route shall be reviewed. If changes are needed, the posted plans shall be revised and a copy of the revised plan sent to the office specialist in State Office Building room 4130.
7. Any revised plans will be entered into the FDRP by the office specialist.

Emergency Procedures Policy **61-02.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

Effective preparations can minimize the confusion that arises in emergency situations and protect employees and building occupants. Emergency coordinators on each floor within each division convey information to their co-workers and provide assistance in the event of an emergency. Increasing the number of people in a facility who understands how to respond to emergencies provides greater protection to building occupants.

II. POLICY

Each facility coordinator shall establish an emergency coordinator for a building for each division located on each floor and provide training for each emergency coordinator. Additional emergency coordinators may be selected based on the size of the building and/or the number of building occupants.

III. PROCEDURES

1. In conjunction with the occupying agencies, the facility coordinator identifies one person from each agency for each floor of the facility to be an emergency coordinator. A facility coordinator may identify additional emergency coordinators based on the size of the facility or the number of building occupants.

2. The facility coordinator:
   - Will assist the emergency coordinator in preparation and planning of emergency response procedures for their facility
   - Will identify effective processes and procedures for the agency through communication and coordination with building and agency employees
   - Will update evacuation plans and identify areas of concern
   - Will give a copy of the *Emergency Coordinator Checklist* to the emergency coordinator

3. On an as needed basis, the facility coordinator meets with each emergency coordinator and provides additional information and training.

Emergency Plan Policy **61-03.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

Because natural disasters and building emergencies occur with little or no warning, a plan to deal with such emergencies must be in place prior to the event of an emergency. Planning is the best way to protect the lives of building occupants, should an emergency occur.

II. POLICY

Each facility coordinator shall create an emergency plan for each facility and keep a copy of the plan on-site at all times.

III. PROCEDURES

See attached procedures.

Emergency Plan Policy **61-03.0**

Effective Date 7-1-99

Revision Date 2-10-09

PROCEDURES

1. Describe the purpose of the emergency plan.

2. Ensure that correct information is located in FDRP to provide:

   A. Emergency phone numbers, to include:
      - Security
      - Police department
      - Fire department
      - Paramedics
      - Poison control
      - Questar Gas
      - Rocky Mountain Power
      - Facility coordinator

   B. Employee notification list, to include:
      - Home phone numbers
      - On-call cell phone numbers

   C. Emergency coordinator notification list, to include:
      - Names of emergency coordinators
      - Emergency coordinators' work locations
      - Work phone numbers
      - Home phone numbers

3. Describe how to evacuate the building, including the following instructions:
   - Leave the building quickly (Do not take time to pick up additional objects)
   - Use stairs not elevators, in a loss of power or fire
   - Instructions for a person trapped in a building
   - Instructions on assisting the disabled during evacuations
   - A written and visual description of evacuation points and exits
   - Any evacuation information on unique structures, such as a parking garage, etc.

4. Ensure employees receive the multi-colored emergency response booklets. Review with them the correct response for building occupants during the following emergencies:
   - Bomb threats and other threatening calls
   - Loss of power
   - Earthquake
   - Fire

5. FDRP needs to be updated every six months. The Facilities Management office specialist and research analyst will coordinate this in cooperation with facilities coordinators and their office technicians.

Emergency Response Policy **61-04.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

In an emergency Facilities Management employees may have different responsibilities from other building occupants. It is important for employees to react correctly to the range of potential problems in order to protect themselves, building occupants, and the facilities in which they work.

II. POLICY

Employees shall follow the appropriate chain of command, make proper notification, and follow established procedures during emergency situations.

III. PROCEDURES

See attached procedures.

Emergency Response Policy **61-04.0**

Effective Date 7-1-99

Revision Date 2-10-09

PROCEDURES

Employee Responsibilities Procedure

Power Outages

- Identify the source of the power outage.
- Attempt to repair the problem if the power loss is a result of equipment failure at the facility.
- Contact the utility company if the power loss results from a problem outside the facility.
- Inform the building's agency representative of the estimated length of loss of power.*

Earthquake

- During an earthquake seek shelter under heavy objects, such as desks or doorways, keeping away from windows or glass doors.
- After the alarm sounds evacuate the building assisting occupants as they exit.
- After the building has been cleared, cordon off the building so that no one can re-enter it.
- The building remains empty until assigned crews verify the building is safe for re-entry.
- Provide additional assistance as directed.

Fire

- After an alarm sounds, identify the area of the alarm and verify the existence of a fire.
- If no fire can be found, report it to a supervisor.
- If the fire is a small one (smaller than a wastebasket), attempt to extinguish it with a fire extinguisher.
- If the fire is large, evacuate the building assisting other building occupants as well.
- Remain outside the building, assisting with basic first aid, if necessary, and assist with other duties as assigned.
- Do not re-enter the building until it is cleared for re-entry.

Bomb Threat

- Conduct searches for suspicious items, as directed. DO NOT TOUCH UNKNOWN ITEMS.
- Assist with building evacuation if requested.

***Decisions to send employees home due to power outages are made by the division director or the designated department representative.**

The FM program director or the designated DFCM representative will notify the executive director's office that state employees have been sent home. The governor's office may be notified by the DFCM representative if requested by the executive director's office.

Emergency Response Policy **61-04.0**

Effective Date 7-1-99

Revision Date 2-10-09

Notification and Chain of Command Procedure

1. Each facility coordinator must:
   - Maintain an emergency response call list for DFCM employees.
   - Maintain a list of the emergency coordinators assigned by each occupying agency to assist in the event of an emergency.

2. Immediately following an emergency that appears to be life threatening to building occupants, the facility coordinator contacts 911 to report the emergency and then assists with the building evacuation, if necessary.

3. The facility coordinator notifies the program director and describes the emergency.

4. The program director classifies the emergency response, as required, high-level or low-level, depending on the situation. A high-level response would include natural disasters or other incidents, which threaten the lives and safety of the building occupants. A low-level response would include such emergencies as a broken water line that may damage the facility but does not threaten the safety of building occupants.

5. The program director contacts the DFCM division director, if necessary, and informs him/her of the emergency. The division director contacts additional parties as necessary.

Notification and Chain of Command Procedure

6. Based on the classification of the emergency, the facility coordinator proceeds with the following duties:

   High-level Reponses

   Homeland Security will establish a command post that may include the following:
   - Governor or representative
   - Division director
   - State Fire Marshal
   - National Guard
   - DFCM may also set up an internal command center

Emergency Response Policy **61-04.0**

Effective Date 7-1-99

Revision Date 2-10-09

FM employees assist with evacuation and basic first aid until Homeland Security gives further instructions. As information comes to the command post, Homeland Security disseminates information and give instructions.

- DFCM assists with the building evacuation and basic first aid, if necessary.
- DFCM representatives communicate the extent of the problem to emergency coordinators.
- A DFCM representative or the fire department determine if the building is safe for re-entry.
- A DFCM crew prepares the building for re-entry and seeks emergency procurements if necessary.

Low-level Response

- DFCM assists with the building evacuation and basic first aid, if necessary.
- DFCM representatives communicate the extent of the problem to emergency coordinators.
- A DFCM representative or the fire department determine if the building is safe for re-entry.
- A DFCM crew prepares the building for re-entry and seeks emergency procurement if necessary.

Eligibility and Compensation Requirements & Procedures for Employees During an Emergency Response

Requirements:

A. Employees will be compensated according to guidelines established by the Department of Human Resource Management.
B. Employees must respond within one hour of being called out.
C. Employees must adhere to the Department alcohol and drug policy, found under 'Employee Code of Conduct'. Policy Item 3 states, "Employees shall report to work fit for duty and will not be under the influence of alcohol or illegal drugs, or otherwise impaired due to abuse of prescribed drugs."
D. An employee that is not fit for duty under these guidelines must inform the caller so that another staff member may be contacted.

Procedures and Compensation:

A. When an employee is called out to work, actual time will be accrued and compensated.
B. A minimum of one-hour compensation will be given when an employee is called to respond.
C. Employees who work in excess of one hour while responding will only be compensated for the actual time worked.
D. Non-exempt FLSA employees may not carry a cell phone unless they are designated by their supervisor to be on-call.
E. Employees will be reimbursed mileage costs if called to respond.

On-site Accidents Policy **61-05.0**

Effective Date 7-1-99

Revision Date 5-7-09

I. PURPOSE

To ensure compliance with Utah Occupational Safety and Health (UOSH) requirements and state human resource rules when a serious or disabling injury occurs involving DFCM employees. When an accident occurs at a facility, it is vital to respond quickly to ensure that appropriate medical care is given and to obtain accurate information about the cause of the accident and any resulting injuries. This information is used to prevent such accidents from re-occurring and to provide an accurate record of the incident.

II. POLICY

Employees shall immediately inform the facility coordinator of accidents occurring on properties managed by Facilities Management. The facility coordinator shall call for medical attention and shall complete a DFCM *Accident Report* on the incident and inform the human resources representative of the need to complete a Workers Compensation report if an employee is involved. The facility coordinator also needs to inform the managing facility coordinator of the accident as well.

III. PROCEDURES

1. Immediately following an accident on the facility's premises, the facility coordinator, or another FM representative, is notified of the need to respond to the incident and complete an accident report.
2. After notification, the facility coordinator or FM representative goes immediately to the scene of the accident, taking a camera and *Accident Report*.
3. The facility coordinator contacts a security officer to provide medical attention and/or assessments of the injured person. If the facility does not have a security officer, 911 should be called to send medical assistance.
4. At the scene the facility coordinator:
   - Photographs the accident scene, surroundings, and any other pertinent information
   - Takes statements from the injured person and any witnesses
   - Completes the accident report

     If the accident involves an employee, the human resources representative is notified to complete a Workers Compensation claim. The employee is taken or goes to the nearest industrial preferred provider (each complex has a current listing).

5. After the accident report is complete, the facility coordinator:
   - Retains a copy of the *Accident Report* and original photos
   - Sends the original to DFCM's human resource technician
   - Sends a copy to Facilities Management's research analyst
6. If a "Notice of Claim" is filed because of the accident, the facility coordinator immediately notifies the MFC and the Division of Risk Management of the claim and sends a copy of the accident report to Risk Management.
7. When an accident occurs that meets the following requirements, it must be reported to UOSH within **eight** hours of the occurrence:
   - Fatality
   - Immediate in-patient hospitalization
   - Amputation past the first digit on hand or foot
   - Heat, chemical or electrical burns which result in temporary or permanent impairment to the body
   - Electrical shocks which result in a loss of consciousness or hospitalization
   - Major bone fractures
   - Any injury involving unconsciousness
   - Any injury or illness that may shorten the worker's life or significantly alter a normal physical or mental ability, such as visual or hearing impairment

DFCM Accident Report

Name:

Date:

Complex:

Location:

Narrative of Incident:

Names & Phone Numbers of Witnesses:

Attachments (photographs, written statements from witnesses, samples such as ripped carpet, hazardous materials, anything that is applicable) – Make note of:

Name and phone number of individual first on the scene:

How was notification made:

Time lapse from notification to investigation:

Names and phone numbers of investigation officers:

Alcoholic Beverages and Drugs Policy **62-01.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

To provide a safe environment for the public, state employees, and DFCM staff in state facilities.

II. POLICY

A. Under state law, the use, storage, or consumption of alcoholic beverages or drugs in a State-owned vehicle, public building, or public grounds is strictly prohibited except as authorized under Facilities Use Rule R23-19 (3).

B. Not withstanding Facility Use Rule R23-19 (3), any employee on on-call status is prohibited from consuming any type of alcoholic beverage or illegal drug.

C. Any employee on on-call status who consumes prescription drugs that may affect their ability to perform work related tasks shall notify their supervisor. Once notified, the supervisor shall arrange on-call coverage to accommodate the employee's need for prescription drug use. A doctor's authorization indicating the need for prescription drug use during on-call hours may be required.

Criminal History Check Policy **62-02.0**

Effective Date - 7-25-01

Revision Date – 10-1-12

I. PURPOSE

As a part of their job-related responsibilities, Facilities Management employees have access to sensitive state facilities and secure areas, such as corrective facilities, court complexes, information technology centers, etc. Criminal history information relating to specific positions may assist in determining if an individual should hold a position of trust.

II. POLICY

A. New Hire

As a part of the pre-employment evaluation, applicants being considered for employment at DFCM will be asked to sign a waiver permitting the Bureau of Criminal Identification (BCI) to conduct a background check. Failure to sign the waiver will eliminate the applicant as a candidate for the current position.

B. Current Employees

Annually, a criminal histories check will be conducted on Facilities Management employees in the following positions: apprentice maintenance worker, electronic specialist, journey maintenance specialist, journey electrician, journey heating and air conditioning specialist, office technician, custodian, maintenance specialist supervisor, building and grounds supervisor II, facility coordinator, journey boiler operator, lead project manager for Facilities Management, and program director for Facilities Management.

A signed waiver will be kept on file for each employee in the preceding positions. Failure to sign the waiver will result in restriction to sensitive areas of buildings and access to master keys, which may interfere with job performance and may result in corrective action.

C. Use of Information

Regardless of whether a prospective or current employee, only criminal offenses pertinent to employment qualifications will be reported. A past criminal offense may not necessarily jeopardize an offer of employment or continued employment.

Criminal History Check Policy **62-02.0**

Effective Date - 7-25-01

Revision Date – 10-1-12

Information generated by the criminal history check shall only be used under the following conditions:

- The use of the information is limited to the purpose of determining the worthiness of an individual to occupy a sensitive position.
- Decisions to not hire an individual will be based on whether the offense has a **direct** relation to the tasks they would be performing, **or** it is clear that the type of offense would prevent the individual from performing expected duties effectively. The information shall be delivered by mail to the managing facility coordinator or program director and shall not be disseminated to any other agency or person, If a job-related offense is identified, only essential information shall be given to the employee's supervisor. Either the managing facilities coordinator or the program director will contact the prospective employee and give them a chance to either explain the offense, and why they should still be considered for hiring, or correct any misinformation that may be in the system.
- Nothing about the offense will be communicated to the coordinator or supervisor. They will simply be informed that this person is or is not eligible to hire.
- The information will be destroyed when it is no longer needed for the purposes for which it was provided.
- All reasonable procedures will be made to protect criminal history information from unauthorized access, alteration, or destruction.
- Facilities management shall audit their procedures and handling of criminal history information.

D. Identification of a Job-related Offense

Facilities Management will consider how an identified offense impacts the employee's status on an individual case basis. Corrective and/or disciplinary action shall be determined based on how the offense directly relates to the employee's position of trust, access to secure building areas and the safety and well being of other Facilities Management staff, agency tenants, the general public and state property. Facilities Management will also consider whether or not the offense may prevent the employee from fulfilling their job duties effectively.

- Disciplinary and/or correction action may be considered in the case of, but is not limited to: A felony conviction under any federal, state or local law;
- Any crime involving moral turpitude

Criminal History Check Policy **62-02.0**

Effective Date - 7-25-01

Revision Date – 10-1-12

On an individual case basis, Facilities Management may also take appropriate administrative action for the time period during which a criminal matter is being adjudicated in regard to a federal, state or local criminal matter.

III. PROCEDURES

A. Applicants in the final stages of being considered for employment will sign a waiver for BCI to conduct a criminal history check.

B. If an offense is identified, the managing facilities coordinator or the program director will contact the individual or the employee and give them a chance to either explain the offense or correct any misinformation from the agency.

C. On an annual basis, the Research Analyst will ensure that a waiver is on file for each existing employee in the positions previously identified. By February of each year, an updated report will be run for criminal history only.

D. BCI will report to DFCM only offenses specifically associated with job-related functions.

- If offenses deemed associated with job-related responsibilities are identified in the background check, the employee will be contacted by the managing facilities coordinator or the program director, and given a chance to explain the offense, or correct any misinformation held by the agency.
- Each offense and its impact on job responsibilities will be evaluated and dealt with separately.
- If corrective and/or disciplinary action is warranted, FM will proceed in accordance with DHRM Rule R477.-10-2, *Corrective Action* and R477-11-1, *Disciplinary Action*.
- If the employee feels that the results of the check are in error, he or she may request further investigation to resolve the dispute.
- Restricted access to master keys, secure areas, or driving privileges, or other corrective and/or disciplinary action may result from identified offenses.

E. The managing facility coordinator will conduct a periodic audit of the handling of information generated by BCI.

Pre-Employment

Background Check Waiver Agreement

In connection with my application for employment with the Division of Facilities Construction and Management for a position which involves Facilities Management, I hereby authorize the afore named agency to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualifications.

In order to obtain this information, I understand that my full name and social security number is needed. DFCM agrees that the information I provide will be treated confidentially to the extent allowed by law.

I do hereby release all persons, firms, agencies, companies, groups or installations, whomsoever, from any damages of, or resulting from, furnishing such information. I further agree that a copy of this release shall function as an original. By signing below, I, and the DFCM representative agree that my social security number will be used for this purpose only, and that it will be kept confidential. I will be given a copy of this agreement upon request.

PROSPECTIVE EMPLOYEE'S FULL NAME: _____

PROSPECTIVE EMPLOYEE'S SOCIAL SECURITY #: _____

_____ _____

Prospective Employee Signature *Date*

_____ _____

DFCM Representative Signature *Date*

_____ _____

Agency Authorized Representative Signature *Date*

Employment

Background Check Waiver

In connection with my employment with the Division of Facilities Construction and Management for a position which involves Facilities Management, I hereby authorize the afore named agency to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualifications. I do hereby release all persons, firms, agencies, companies, groups or installations, whomsoever, from any damages of, or resulting from, furnishing such information. I further agree that a copy of this release shall function as an original.

_____ _____

Employee Signature *Date*

_____ _____

Witness Signature *Date*

_____ _____

Agency Authorized Representative Signature *Date*

DFCM On-call Staff Policy **62-03.0**

Effective Date 9-17-95

Revision Date 11-18-11

I. PURPOSE

To describe compensation and eligibility for on-call employees and provide a reference for recording actual time worked.

II. POLICY

A. On-call employees will be compensated according to guidelines established by the Department of Human Resource Management.

B. Only FLSA nonexempt employees are eligible for on-call compensation.

C. On-call compensation will accrue at a rate of one hour compensation for every twelve hours the employee is on-call.

D. **Weekday on-call hours** will be hours prior to 7:00am and after 5:00pm, Monday through Friday. Weekday compensation will be 1.16 hours.

E. **Weekend and holiday on-call hours** are Saturday and Sunday, and/or the 24-hour period associated with the calendar day (state-observed holiday). Holiday and weekend compensation will be two (2) hours.

F. Employees who are on-call during a state-observed holiday and work a 4 day per week, 10 hour per day schedule are required to supplement holiday leave with 2 hours annual or actual work. **These 2 hours MUST NOT be entered into the AiM timecard on the actual holiday. They are to be entered on any other day of the holiday work week.**

G. If called into work, actual hours worked **must be recorded on the day of occurrence.**

H. On-call status shall be designated by the supervisor and documented in UPM annually for the employee.

I. Employees must respond within one hour of being called out.

J. Any employee who is on-call is prohibited from consuming any type of alcoholic beverage or illegal drug.

K. Any employee who is on-call and is required to consume prescription drugs that may affect their ability to perform work related tasks shall notify their supervisor. Once notified, the supervisor shall arrange on-call coverage to accommodate the employee's need for prescription drug use. A doctor's authorization indicating the need for prescription drug use during on-call hours may be required.

DFCM On-call Staff Policy **62-03.0**

Effective Date 9-17-95

Revision Date 11-18-11

III. PROCEDURES

A. On-call hours and actual hours worked cannot be recorded for the same period of time.

B. A minimum of one hour compensation will be given when an employee is called out to work.

C. Response to incidental phone calls over a period of on-call hours will not be a basis for accumulation of one hour compensation for each phone call or computer access.

D. Incidental phone calls are those that require no immediate action by the employee and do not require any response at that time.

- These calls may be compensated on an accumulative basis; however, the employee must log and keep track of each call.
- Compensation will only be based on actual accumulated time in 15-minute increments.

E. Non-exempt FLSA employees may not carry a cell phone unless they are designated by their supervisor to be on-call.

F. Employees in an on-call status will be reimbursed mileage costs if called to work.

G. The following tables should be used to calculate on-call hours only to record.

H. Use Table A for week-day hours and Table B for holiday and weekend hours

I. If actually called in, the time is considered regular pay. These hours worked must be deducted from the on-call compensation. Do this by subtracting the number of hours worked during the on-call period from the hours in the on-call period, then divide the result by 12. These tables do the conversion for you.

DFCM On-call Staff Policy **62-03.0**

Effective Date 9-17-95

Revision Date 11-18-11

TABLE A HOURS CALLED OUT TO WORK	
MONDAY-FRIDAY	ON-CALL HOURS REPORTED
0	1.16
1	1.08
1.5	1.04
2	0.99
2.5	0.95
3	0.91
3.5	0.87
4	0.83
4.5	0.79
5	0.74
5.5	0.70
6	0.66
6.5	0.62
7	0.58
7.5	0.54
8	0.49
8.5	0.45
9	0.41
9.5	0.37
10	0.33
10.5	0.29
11	0.24
11.5	0.20
12	0.16

TABLE B HOURS CALLED OUT TO WORK	
HOLIDAYS, SATURDAY-SUNDAY	ON-CALL HOURS REPORTED
0	2.00
1	1.92
1.5	1.88
2	1.83
2.5	1.79
3	1.75
3.5	1.71
4	1.67
4.5	1.63
5	1.58
5.5	1.54
6	1.50
6.5	1.46
7	1.42
7.5	1.38
8	1.33
8.5	1.29
9	1.25
9.5	1.21
10	1.17
10.5	1.13
11	1.08
11.5	1.04
12	1.00

Dress Guidelines Policy **62-04.0**

Effective Date 7-1-99

Revision Date 12-11-12

I. PURPOSE

DFCM staff not only represent the division, but they also perform a wide range of duties. Therefore, specific employee assignments require specific dress guidelines. Safety is the top priority, followed by a neat professional appearance that is not distracting

II. POLICY

Employees shall wear the prescribed uniform for the task, in a neat, clean, professional manner

Employees violating DFCM dress guidelines will be subject to corrective action.

III. PROCEDURES

See attached procedures.

Dress Guidelines Policy **62-04.0**

Effective Date 7-1-99

Revision Date 1-27-10

PROCEDURES

Maintenance Staff

Definition
These dress guidelines apply to all maintenance staff and all members of our Electronics Resource Group. Maintenance staff includes all building trades staff, as well as maintenance supervisors.

Uniforms
- Employees required to wear uniforms must wear them throughout their shifts.
- All maintenance staff must wear the DFCM provided uniforms which meet the Hazard Risk Category (HRC) Rating of 2. These are flame resistant (FR) for Arc Flash hazards.
- Uniforms must be neat and clean.
- Uniforms are assigned at the facility coordinator's discretion.
- Employees are issued eleven uniforms.
- Pants that are part of the uniform must be long; short pants are not allowed.
- Pants must meet the HRC Rating of 2.

Damaged Uniforms
- Uniforms damaged on the job will be repaired or replaced at the expense of DFCM.
- If an employee loses or damages a uniform that has been issued, the employee must replace the uniform at his or her own expense.

Denim Jeans
- All employees at a facility must wear the same design or style of uniform.
- Jeans may be worn as part of the uniform at the discretion of the facility coordinator.
- Jeans must meet the HRC Rating of 2.
- If jeans are a part of the uniform, the jeans may not be faded or ripped.
- If jeans are selected as part of the uniform for a complex, only the denim jeans that are specified within the current statewide uniform contract are to be worn.
- If jeans are selected, they must be full length; short jeans are not allowed.

Hats
Hats are not required, but if a hat is worn, it must be clean, in good repair, and have no foul or provocative language. If the hat is a baseball style hat, it must be worn with the bill forward.

Uniform Shirts
- Shirts for the maintenance staff are supplied by DFCM, and shall meet the HRC Rating of 2.
- Employees are responsible for following the established laundering practices for their crew.
- Employees may purchase additional shirts at their own expense.

Exceptions
- The accepted standard of uniform will be the one chosen for the facility. Any exceptions to the uniform type will be considered on a case-by-case basis and must be approved by the Managing Facility Coordinator and the FM Assistant Director.
- Grounds staff are not required to wear FR clothing

Dress Guidelines Policy **62-04.0**

Effective Date 7-1-99

Revision Date 1-27-10

Grounds Staff

Uniforms

- Part-time employees are required to wear a DFCM issued shirt, which must be kept clean and in good repair without holes, tears, or stains. Pants worn by part-time employees must be full length, clean, without holes, tears, or stains.
- Full-time employees are required to wear DFCM issued shirt and full length pants that must be kept clean and in good repair without holes, tears, or stains.
- All shirts must be tucked in, belts must be worn, and all pants must be worn at the waist for both full and part time employees.
- Hats are not required, but if a hat is worn, it must be clean, in good repair, and have no foul or provocative language. If the hat is a baseball style hat, it must be worn with the bill forward.
- Employees provided with steel-toed shoes must wear them during work hours. Grounds crew employees may not observe casual Fridays. Gang-related clothing or accessories will not be permitted.
- All pants must be full length—shorts are not allowed.
- Grounds crews are not required to wear FR clothing or electrically safe work boots.

Hair

- Hair must be combed and neat.
- Beards must be kept clean, neat, and trimmed.
- Distracting shades of hair color (green, blue, etc.) or extreme hairstyles may be grounds for sending the employee home or requiring the employee to wear a hat.

Jewelry

- Jewelry, such as earrings and necklaces, may be worn if the jewelry does not create a safety hazard and does not interfere with safety equipment.
- With the exception of earrings, no other jewelry associated with body piercing may be worn during work time.

Violations of Dress Guidelines

Part-time employees

- The first two times an employee violates DFCM Dress Guidelines, he or she will be sent home to change clothes or otherwise conform to the dress guidelines.
- An employee will be terminated upon the third violation of the DFCM Dress Guidelines.

Full-time employees

- First instance of violation - the employee will be sent home with a documented, verbal warning.
- Second instance - the employee will receive a written warning.
- Third instance - further disciplinary action will be taken.

Driver's License Policy **62-05.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

The purpose of the following policy and procedure is to ensure that all employees driving State-owned vehicles have a valid Utah driver's license.

II. POLICY

State employees driving State-owned vehicles shall have a valid Utah driver's license. Any employee found to be driving a State-owned vehicle without a valid Utah driver's license shall be subject to corrective action.

III. PROCEDURES

A. On an annual basis, employees shall submit their full name and driver's license number to their supervisor.
B. New hires shall submit their full name and driver's license number to the human resource technician on the date of their hire.
C. The employees' names and driver's license numbers shall be submitted to the Utah Department of Motor Vehicles to confirm that all employees driving State-owned vehicles have valid Utah driver's licenses.
D. If an employee's license is suspended, revoked, or expired, the employee shall immediately notify his or her supervisor.
E. An employee found to be driving State-owned vehicles without a valid license will be subject to corrective action.
F. The following positions must maintain a valid driver's license to retain employment with DFCM:

Apprentice Maintenance Specialist
Assistant Director for Facilities Management
Building and Grounds Supervisor
Electronics Technical Specialist
Facility Coordinator
Grounds Keeper
Grounds Supervisor
Lead Auto Worker
Journey Auto Worker
Journey Maintenance/Construction Specialist
Journey Electrician
Journey Heating and Air Conditioning Specialist
Journey Plumber
Managing Facility Coordinator
Office Technician
Office Specialist
Program Director
Research Analyst

Incident Review Policy **62-06.0**

Effective Date 8-22-01

Revision Date 2-10-09

I. PURPOSE

Accidents by definition are unplanned, undesired events that result in personal injury or property damage. In order to understand the events leading up to such incidents and to be able to prevent similar situations from occurring, the following incident review process has been established.

II. POLICY

Incidents caused by DFCM staff or activities that result in OSHA recordable injuries to State employees or injuries to clients or other members of the public shall be reviewed by an internal incident review team. In addition, an internal incident review team shall review incidents resulting in damage to equipment totaling losses of $1,000 or more. Other documented incidents may be reviewed at the Facilities Management program director's discretion.

III. PROCEDURES

See attached definitions

Incident Review Policy **62-06.0**

Effective Date 7-1-99

Revision Date 2-10-09

PROCEDURES

A. Definitions

1. Damage shall be defined as harm to equipment or facilities owned by Facilities Management or equipment or facilities under the individual complex's responsibility.
2. Equipment shall be defined as tools, mechanical assets, facilities, etc.
3. Costs used in documenting incidents shall be determined by totaling replacement costs for equipment as well as in-house staff, vendor and/or contractor's labor costs. In addition, any other losses associated with the incident, such as downtime or computer losses, shall be included in the determination of cost.
4. The incident review team shall be defined as the team responsible for reviewing all incidents meeting the criterion established in Section II of this policy.
5. OSHA recordable injuries include the following:
   A. Injuries requiring first aid from a medical professional.
   B. Injuries resulting in unconsciousness or death.
   C. Injuries resulting in lost work time or reassignment of duties.

B. Damage to Equipment

1. Incidents resulting in less than $300 damage to equipment do not require documentation. If a series of related incidents take place with a cost totaling over $300 in damage, these incidents shall be documented with a *Supervisor's Report of Incident* and an *Employee's Report of Incident*. This documentation shall be submitted to the research analyst.
2. Incident resulting in damage to equipment ranging in cost form $301 to $999 shall be documented by submitting a *Supervisor's Report of Incident* and an *Employee's Report of Incident* to the research analyst. These incidents may be investigated at the discretion of the Facilities Management program director.
3. Incidents resulting in damage to equipment totaling $1000 or more shall be investigated by an internal incident review team. A *Supervisor's Report of Incident* and an *Employee's Report of Incident* shall be submitted to the research analyst and an incident review team shall be formed.

C. Injury to Persons

1. Any OSHA recordable injury shall be documented with a completed *Supervisor's Report of Incide*nt and an *Employee's Report of Incident*. These forms shall be submitted to the research analyst.

2. Injuries classified as OSHA recordable shall be reviewed by an incident review team.
3. Injuries to non-employees that result in a claim against the state because of an action or non-action by a DFCM employee shall be reviewed. Injuries that do not result in a claim against the state may be reviewed at the discretion of the program director of Facilities Management.

D. Incident Review Team

1. An incident review team shall consist of some or all of the following:
   A. Lead program manager for Facilities Management
   B. Program director for Facilities Management
   C. One facilities coordinator
   D. One knowledgeable peer
   E. Others as selected by the program director for Facilities Management
2. The incident review team shall examine the activities leading to the incident in question. The examination process shall include, but is not limited to, the following:
   A. Interviews with the employee, co-workers, supervisor, facility coordinator, and/or other witnesses
   B. A review of environmental factors that may have played a role in the incident
   C. A review of organizational factors that may have influenced the development of the incident
3. The incident review team shall review the activities leading to the incident in question and shall submit a confidential report that addresses the following components.
   A. Description of events
   B. Findings of fact
   C. Contributing factors
   D. An assignment of responsibility
   E. Recommendations for decreasing further risks
   F. Any other remaining issues important to an understanding of the incident.
4. The report shall be classified according to requirements of the Government Record Management Act.
5. The report shall be submitted to the Facilities Management program director.

E. Reporting

Supervisors shall report incidents involving damage to equipment or OSHA recordable injuries to the Facilities Management program director.

Employee's Report of Incident

Employee's Name _____ Employee Identification Number _____

Job Position/Title _____ Supervisor's Name _____

Date and Time of Incident _____

Location _____

Task being performed when incident occurred _____

_____

Date/Time Incident Reported _____ To Whom? _____

Name(s) of Witness(es) _____

Medical Treatment Required? Yes _____ No _____ Workdays Lost? Yes _____ No _____

Describe injuries _____

Describe damage to equipment _____

Describe how incident occurred _____

_____

_____

_____

What actions, events, or conditions contributed to this incident? _____

_____

_____

_____

What could have been done to prevent this incident? _____

_____

_____

_____

Employee's Signature _____ Date _____

Supervisor's Report of Incident

Employee's Name _____ Employee Identification Number _____

Job Position/Title _____ Supervisor's Name _____

Date and Time of Incident _____

Location _____

Task being performed when incident occurred _____

_____

Date/Time Incident Reported _____ To Whom? _____

Name(s) of Witness(es) _____

Accident resulted in: Injury _____ Fatality _____ Property Damage _____

First Aid Given? No _____ Yes _____ Explain: _____

Medical Treatment Required? Yes _____ No _____ Workdays Lost? Yes _____ No _____

Estimate of damage to equipment _____

Describe how incident occurred _____

_____

_____

_____

What actions, events, or conditions contributed to this incident? _____

_____

_____

_____

What could have been done to prevent this incident? _____

_____

_____

_____

Supervisor's Signature _____ Date _____

Parking Policy **62-07.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

Facilities Management employees travel to a variety of locations to complete their work assignments. During this travel all parking laws must be obeyed. Driving a state vehicle does not preclude employees from obeying all parking rules.

II. POLICY

Employees shall abide by the following adopted administrative rules.

III. PROCEDURES

General Parking Information

Facilities Management employees must follow all State, city, and county parking rules and regulations.

Parking Restrictions

Employees may not park in the following areas:

- Public stairs
- Entrances
- Walkways
- Red curbs
- Fire lanes
- Areas reserved for disabled persons

Loading Docks

Employees must follow the parking restrictions indicated at loading docks.

Parking Fines

Employees who violate parking regulations must pay any fines incurred and may be subject to disciplinary action.

Radio Use Policy **62-08.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

Radios are necessary for communicating between Facilities Management staff, as well as within and among complexes. The appropriate usage of radios ensures that they can be used when needed.

II. POLICY

Radios shall be used for communication between staff on work related issues and shall not be used for personal reasons.

III. PROCEDURES

Radio Usage

- Radios are to be used for work related purposes only and are not to be used for personal business.
- The person calling should always sign-off when a call on the radio is completed.
- Radio etiquette is to be followed at all times.
- The facility coordinator shall determine if staff should take radios home so they can be available for emergencies that arise while off-duty.

Abuse of Radio Privileges

If an employee abuses their radio privileges, the following corrective actions will occur:

- First offense- verbal warning
- Second offense- written warning
- Third offense- suspension
- Fourth offense- termination

Shift Differential Compensation for Snow Removal Call-out Policy 62-09.0

Effective Date 1-23-04

Revision Date 2-10-09

I. PURPOSE

To describe compensation for employees who are called into work early for snow removal.

II. POLICY

Employees who are called into work more than one hour prior to the beginning of their regular scheduled shift to respond for snow removal will be compensated $20 per occurrence over and above their regular wages. All procedures listed below must be met to qualify.

III. PROCEDURES

A. Positions eligible for shift differential compensation are all temporary and full time grounds, and maintenance personnel, including supervisory positions. Facility coordinators are not eligible.

B. Employees must be called into work by their supervisor, or other an employee designated by management, that results in the employee arriving to their designated work location at least one hour prior to the start of their regular scheduled shift. Employees who are called, but arrive less than one hour prior to their regular schedule are not eligible to receive shift differential compensation. Also, employees who voluntarily arrive early for their shift without being requested by their supervisor are not eligible.

C. When called in for snow removal under the conditions of this policy, the daily work shift will begin no sooner than when the employee arrives at their designated work location. Time responding to phone calls and travel time to work will not be charged as part of the daily work shift.

D. Full time employees who are eligible will record their time in Facility Focus as normal. Each facility coordinator will be responsible to track the days each employee was called in early for snow removal on the "Snow Removal Call-out Tracking Form." This form will designate which day(s) the employee was called in early for snow removal during the pay period. Temporary employees who do not enter time in Facility Focus will also be identified on this form. The "Snow Removal Call-out Tracking Form" will be signed and submitted at the end of each pay period.

E. All work scheduled and arranged for in advance is not eligible for shift differential compensation. In these situations, employees will be compensated in accordance with DHRM rules.

State Vehicle Usage Policy **62-10.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

This policy defines the use of state vehicles for commuting by employees of the Division of Facilities Construction and Management (DFCM).

II. POLICY

A. Definition – This policy addresses state vehicles used for commuting by employees where the *commute is the only personal use.* Commuting is defined as travel between the employee's home and place of work more than four times a month. The definition extends to vehicles that are driven between an employee's office or principal place of assignment to a location closer to the employee's home. The commute is considered personal use *even if the commute is required by the employer*.
The only exception to policy parts B6 and B7, Documentation and Taxation, is for those vehicles used on a 24-hour call basis. All other parts of this policy apply to such vehicles.

B. Approval

1. Because these are State-owned vehicles, the general rules for State-owned vehicles are applicable. Commuting in a State-owned vehicle is allowed only for approved usage. The commute use of a vehicle should be authorized in exceptional conditions and *should not be used for providing a fringe benefit to employees*.

2. The commute use of a vehicle must receive prior written approval from the division director and the Department of Administrative Services using a request for Assigned Vehicle, form MP-1, along with a Request For Commute Authorization, form MP-2. This approval is based on an identified need that complies with this policy. The approval is necessary for commute use of more than four times during a month. Appropriate commute approval, monitoring, and use of all state vehicles will be a primary responsibility of department and agency director. These directors will assure that state vehicle use is managed within the parameters and requirements of state law and policy. *Commute assignments must be reviewed and re-authorized in writing annually.*

3. When inappropriate commute use of vehicles is identified, the appropriate director will initiate immediate corrective action. Any employee found abusing the commute privilege, commuting in a state vehicle when the commute is unauthorized, or using the vehicle for any other unauthorized purpose, will be subject to corrective action. This corrective action shall, at a minimum, require the employee to reimburse the State for the number of commute miles or any other unauthorized miles traveled. Reimbursement shall be made at the current rate established by the Division of Finance. Further discipline may include suspension or termination, as outlined in the Department of Human Resource Management Rules.

4. An employee shall be approved for commute only when one or more of the following conditions exist:

A. The employee is on a 24-hour call. This condition of being on 24 hour-call does not mean that a car will always be provided to the employee. The division shall assess the situation and authorize a commute only for special conditions. For example, if the employee must be prepared to respond to an emergency and the vehicle is specially equipped, then a commute may be appropriate. A 24-hour on-call situation may be resolved by reimbursing the employee mileage if he or she is required to respond.

B. It is more practical for the employee to go directly to the work site than to go first to the office to obtain a vehicle. This condition is also subject to review by the department since it may be more practical for the employee to use his or her own vehicle. This condition should be approved only when regular and continuous travel to the work site is required.

C. The employee is required to perform duties before or after normal working hours and because the vehicle supports special equipment, it is not feasible to use a personal vehicle. For purposes of this policy, special equipment shall be defined by the department director and approved by the executive director, Department of Administrative Services.

5. Shelter of vehicle – Where practical, off-street shelter must be provided for the vehicle.

6. Documentation – The commute is considered taxable and usage must be documented and submitted every two weeks with the employee's time sheet on and Employee Reimbursement/Earnings Request, Form FI- 48.

7. Taxation

A. The commute, based on the Employee Reimbursement Earnings Request, Form FI-48, is considered a taxable fringe benefit.

B. The IRS stated value of the fringe benefit "income" is $1.50 per one-way commute and will be computed from the Employee Reimbursement/Earnings Request, form FI-48, and added to the employee's federal and state gross wages subject to FICA. The value will also be added to the W-2 wages. In cases of carpooling, the fringe benefit amount will be added to the income of each employee in the vehicle. (Each employee must complete the Employee Reimbursement/Earnings Request, form FI-48, for this commute.)

III. PROCEDURES

See attached procedures.

State Vehicle Usage Policy **62-10.0**

Effective Date 7-1-99

Revision Date 2-10-09

PROCEDURES

Responsibility	**Action**
Approval of Commute Use	
Division	Prepare a *Request for Assigned Vehicle,* form MP-1, and a *Request for Commute Authorization*, form MP-2, with the necessary division approval. Submit forms to the Department of Administrative Services. Upon approval, complete division *Commute Authorization* form and place in employee personnel file. Renewal of division *Commute Authorization* form is required annually.
Department of Administrative Services	Review and approve or reject the commuting assignment.
Taxation of Commute	
Division	Prepare an *Employee Reimbursement/Earnings Request*, form FI-48, and have it approved. Submit the with time sheet every two weeks, to the Division of Finance.
Division of Finance	Add the commute value to the employee's gross wages subject to FICA withholding for the pay period. Add the commute value to the employee's W-2 wages for federal and state taxation.

Commute Authorization Form

Division of Facilities Construction and Management

1. State vehicles shall only be used for official state business.
2. Authorized drivers shall obey all motor vehicle laws while operating a state vehicle.
3. State vehicles cannot be driven out of the state or travel outside the continental United States.
4. Unless otherwise authorized, the following are examples of the unauthorized use of a state vehicle.
   A. Transporting family, friends, pets, associates or other persons who are not state employees. Exceptions are consultants, vendors, etc. who are associated with projects or serving the interest of the state.
   B. Transporting acids, explosives, weapons, ammunition, hazardous materials and flammable materials. The transport of the above-referenced items or materials is deemed authorized when it specifically relates to the employment duties.
   C. Extending the length of time that the state vehicle is in the operator's possession beyond the time needed to complete the official purposes of the trip.
   D. Operating or being in actual physical control of a state vehicle in violation of Subsection 41-6-44(2), driving under the influence of alcohol, drugs or with specified or unsafe blood alcohol concentration.
   E. Operating a state vehicle for personal use. Generally, except for approved personal uses and when necessary for the performance of employment duties, the use of a state vehicle for activities such as shopping, participating in sporting events, hunting, fishing or any activity that is not included in the employee's job description, is not authorized.
   F. Using a state vehicle for personal convenience, such as when a personal vehicle is not operational.
5. Employee must complete Form FI 48, (Employee Reimbursement Earnings Request), and submit each pay period.
6. The unauthorized use of a state vehicle may result in the suspension or revocation of state driving privileges or be subject to corrective or disciplinary action.

Employee is authorized to commute in a state vehicle to and from various work locations to his or her

home located at _____

or an other approved location_____

Employee Signature _____ Date:_____

Supervisor Signature _____ Date:_____

Abuse of CEM Card Policy **63-01.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

The Comprehensive Emergency Management (CEM) Card is issued to specific DFCM employees who will need to travel to DFCM managed facilities if an emergency occurs. The CEM card allows employees to access areas secured by law enforcement agencies that are not available to the public.

II. POLICY

CEM cards are State property. Cards shall be used to respond to emergency situations only. They shall be used in the performance of work related duties and not for personal purposes. CEM cards shall not be loaned or given to others. Violations of this policy shall result in corrective action.

Capital Improvement Request Policy **63-02.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

Facilities Management relies upon the capital improvement request process to fund projects that total under $1.5 million and over $10,000. These funds are important to maintain buildings and provide for tenant comfort and satisfaction. However, the limited availability of funds demands that priorities for the project be established. The following procedure indicates factors that should be considered when identifying the capital improvement projects that should be requested and the process by which these funds are requested.

II. POLICY

Capital improvement requests should be based on a careful consideration of the following factors: architect/engineer evaluation, preventive maintenance, work orders, equipment life expectancy, maintenance history, etc.

III. PROCEDURES

1. Identify capital improvement building needs. Consider the following in this identification:
   - ISES database reports, if none, then A/E
   - Architectural and engineering evaluations
   - Anticipated life expectancy
   - Preventive maintenance needs
   - The ability to obtain parts in order to repair the equipment
   - The maintenance history
   - Work orders

2. Prioritize the needs that are identified for each building.
   - ISES reports are easily prioritized and can be printed and turned in.

3. Create a ‘needs’ summary for each project identified that includes the following information:
   - The name of the project and the location of the project
   - The type of project (general improvement, energy, life safety, etc.)
   - A justification of why the project is necessary, including the current condition and the potential problems that may result from failing to complete the project

4. For the top three projects in each building, obtain the following information:
   - An estimate of the cost for completing the project
   - The scope of anticipated work
   - Any other documentation that supports the need for the project
   - Forward this information by the first week in July to the research analyst in any format, spreadsheet, memo, hardcopy or email
   - Work with the research analyst to update and refine the capital improvement requests

Christmas Trees in State-owned Buildings Policy **63-03.0**

Effective Date 9-17-96

Revision Date 2-10-09

I. PURPOSE

The Division of Facilities Construction and Management and the Division of Risk Management along with the State Fire Marshal's office encourages agencies NOT to purchase live Christmas trees to be placed in their work areas. However, DFCM does recognize that certain traditions do exist in conjunction with the Christmas holiday season.

II POLICY

If an agency purchases a live/fresh Christmas tree, the agency must strictly adhere to the following:

1. State regulated public buildings include all places of assembly (50 or more occupants), school buildings (including all colleges and universities), all publicly owned buildings (city, county, and state), hospitals, nursing homes, and all penal facilities. Sections 11.303 and 25.103 of the Uniform Fire Code require all combustible decorations to be flame-retardant.
2. Trees must be properly treated with a flame-retardant approved by the State Fire Marshal. (See flame-retardant listing). **The agency assumes full responsibility.**
3. Trees shall bear a tag stating:
   - Date of placement in the building
   - Type of flame-retardant used
   - Name of person who applied the flame-retardant
   - Name of person affixing the tag to the tree

   Note: The vendor should give out tags at the time of purchase
4. The supportive device that holds a tree in an upright position shall be a type that is stable and that:
   - Does not damage or require removal of the tree stem base
   - Holds the tree securely and is of adequate size to avoid tipping over the tree
   - Is capable of containing a two-day minimum supply of water, covering the stem at least two inches; the quantity is specified in Table No. A-IV-B-1
5. Do not place Christmas trees in locations that could obstruct exit ways. It is recommended that locations other than corridors or exit ways be used.
6. Prior to setting up a tree, the trunk shall have a fresh butt cut on a diagonal at least one inch above the original cut.
7. Use hot tap water when first filling a support stand, and do not allow the stand to become dry of water. The tree shall be removed immediately if a stand becomes dry.

Christmas Trees in State-owned Buildings Policy **63-03.0**

Effective Date 9-17-96

Revision Date 2-10-09

8. Check the trees for dryness by the following method:
   Stand in front of a branch, grasp it with reasonable firm pressure, and pull your hand toward your body allowing the branch to slip through your grasp. If the needles fall off readily, the tree does not have adequate moisture content, and shall be removed immediately.
9. All tree decorations must be noncombustible or flame retardant. Candles and open flames are strictly prohibited.
10. Electrical decorations used on trees shall be UL listed in good condition without frayed wiring, loose connections, or broken sockets. Decorations must be used according to manufacturer's recommendations. Do not "gang" or plug together light strings beyond the recommendations, or plug extension cords together. Make sure the electrical circuits are not overloaded. If for some reason the manufacturer's operating and installation instructions are unavailable, assistance should be requested from the building engineer, the State Fire Marshal and/or the Division of Facilities Construction and Management.
11. Plug extension cords directly into a wall outlet. Do not "gang" or plug together cord after cord (referred to as "piggy backing"). Do not overload electrical circuits with too many lights or appliances. Do not use extension cords for permanent wiring, nor permanently attach to building surfaces or structural members.
12. Always turn off Christmas lights before leaving. Never leave lights on when no one is present.

DFCM encourages agencies to use artificial trees during the holiday season. If an agency purchases an artificial Christmas tree, the following rule must be strictly adhered to: artificial trees shall be listed flame retardant. Agencies shall keep evidence of this listing (packaging, labels, tags, etc.) shall be kept for the facility coordinator or facility management personnel to review.

The facility coordinator or the facility manager's personnel have the right to deem a tree unsafe and request that agency to remove the tree immediately if this policy is not strictly followed.

See below for DFCM recommended flame retardant products.

Christmas Trees in State-owned Buildings Policy **63-03.0**

Effective Date 9-17-96

Revision Date 2-10-09

Fire Retardant Treatment for Artificial Trees:
Inspecta-Shield Fire Retardant

Fire Retardant Treatment for Live Trees
Inspecta-Shield Fire Retardant Special Formulation for Live Trees*

N.Y. Fire-Shield, Inc.
P.O. Box 7305
Auburn, New York 13022

Toll-free phone number: 1-800-513-5134

Website: http://nyfs.com

Either product can be purchased in quantities of one gallon up to a 55-gallon drum.

*Product must specify for “live trees”. In addition, this formula does not contain a wetting agent.

Roof Access on DFCM Managed Buildings Policy **63-04.0**

Effective Date 11-1-12

Revision Date

I. PURPOSE

Procedures have been established by Administrative Rule to protect the integrity of the roofs on buildings managed by DFCM and to prevent accidents. These procedures dictate that access is restricted to authorized individuals.

II POLICY

Administrative Rule R23-14 requires that DFCM maintain control of, and restrict access to, the roofs of buildings we manage. Access can only be allowed to duly authorized persons. The Administrative Rule has specific requirements that must be met which are listed below.

A sample application/agreement and a sign to post which may be used is located on the following pages.

.

III PROCEDURES

1. The Facility Coordinator will maintain a register of those with access to their roofs
2. The register and the signed access forms need to be retained for no less than three years.
3. Individuals not employed with DFCM must complete and sign the roof access form.
4. DFCM, or the individual, must affirm they have been trained in and provide equipment for adequate fall protection according to the type of roofing system.
5. The 4130 Office will provide laminated copies of the Administrative Rule and Roof Access Sign for coordinator's use.
6. Refer to Administrative Rule R23-14 for further explanation.

ROOF ACCESS AGREEMENT FORM

My Signature Below Attests to the Following:

- That I (or my firm) will accept responsibility for and pay for the repair of, any damage resulting from my access onto this building's roof.
- I agree to hold the agency and the State of Utah harmless from any liability or claim resulting from my access onto this building's roof.
- I have obtained adequate fall protection training for the activity I will be performing on this roof.

DATE	NAME	FIRM NAME	TIME IN	TIME OUT

ACCESS TO ROOF IS UNAUTHORIZED

IF ACCESS IS REQUIRED CONTACT

Flag Display Policy **63-05.0**

Effective Date 7-1-99

Revision Date 2-11-09

I. PURPOSE

Because the United States flag and the Utah State flags are symbols of freedom and heritage, correct protocol must be followed for the display and care of these flags.

II. POLICY

The flags of the United States and the State of Utah shall be displayed and cared for in keeping with the following procedures. Only the President of the United States or the governor of the State of Utah may authorize flags to be flown at half-staff.

III. PROCEDURES

See attached procedure.

Flag Display Policy **63-05.0**

Effective Date 7-1-99

Revision Date 2-11-09

PROCEDURES

General Rules of Display

The United States Code *(U.S. Code, Title 4, Chapter 1, Section 7(c))* states:
"No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America…."

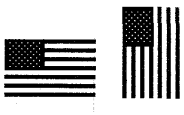
In other words the U.S. flag must always be the most prominent flag or pennant flown. This is not an option. Prominence is indicated by either flying the flag higher than other flags or by flying the flag to the right of all other flags. "Right" refers to the flag's *own* right.

For example, think of yourself as the flag. You are standing, facing an audience. If you are on the same level as other flags, instead of above them, those lesser flags will be on your left. If you look to your right, there is nothing there because you are in the position of prominence at the right-hand edge of the line of flags. In other words, you are positioned on the flag's own right and all the other flags are on the flag's own left. If you are in the audience, the American flag will therefore be positioned on the left. Also, the American flag should be the largest flag flown or, at the very least, roughly the same size as the largest flag flown.

Outdoor Display
Flags displayed twenty-four hours a day are illuminated after dark.

When displaying a flag from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.

When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

Flag Display Policy **63-05.0**

Effective Date 7-1-99

Revision Date 2-11-09

When the flag is displayed over the middle of the street, it should be suspended vertically union to the north in an east and west street or to the east in a north and south street.

Display with Other Flags

When flags of states, cities, localities or pennants of societies are flown on the same halyard with the flag of the US, the latter should always be at the peak.

When the flags are flown from adjacent staffs, U.S. flag should be hoisted first and lowered last. No such flag or pennant may be placed above the U. S. flag or to the U.S. flag's right.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

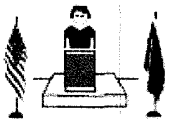
When it is displayed with another flag against a wall from crossed staffs, the flag should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

Flag Display Policy **63-05.0**

Effective Date 7-1-99

Revision Date 2-11-09

Display in Auditoriums and Indoors



When displayed from a staff, the U.S. flag holds a superior position in front of the audience and to the speaker's right as he/she faces the audience. Any other flag is flown to the left of the speaker or the right of the audience. If displayed flat, it should be displayed above and behind the speaker.

The flag should form a distinctive feature of the ceremony of the unveiling of a statue or monument, but it should never be used as the covering for the statue or monument.

When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

Half-Staff

Flags may be lowered to half staff only when the President of the United States directs, and then only after the governor of the State of Utah orders that flags be lowered to half-staff (see procedures below).

The flag, when flown at half-staff, is first raised to the top of the staff and then lowered to half-staff position. The flag is again raised to the top of the staff before being lowered for the day.

On Memorial Day the flag is displayed at half-staff until Noon and then raised to the top of the staff. The flag should be hoisted briskly and lowered ceremoniously. The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.

Procedures for Flying FM Flags at Half-Staff

A. Email or phone notification is received from the governor's office for flag lowering request.
B. The FM office specialist communicates the request to each complex, following the pre-determined procedure.

Flag Display Policy **63-05.0**

Effective Date 7-1-99

Revision Date 2-11-09

Care of Flags

New flags are obtained by contacting the FM office specialist in Room 4130 of the State Office Building and requesting a new flag. Damaged or dirty flags are returned to an FM office technician who will arrange for cleaning and repair if applicable. Facility Coordinators are responsible for maintaining the flags on their respective campuses.

The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

Options for Unserviceable Flags

1. The Boy Scouts of America will accept them either throughout the year, or in two shipments, early June or early December in preparation for the Summer and Winter Flag Retirement Camps. There is no charge for this service.

   Location:
   Matt Monroe
   Field Director/Director of Camping
   Boy Scouts of America
   Great Salt Lake Council
   5255 Foothill Blvd.
   Salt Lake City, UT 84113
   801-582-3663

   Times:
   Throughout the year or early June or early December
   Mon – Fri 8:30 to 5:30
   Saturday 9:00 to 1:00

2. A local scouting group or civic organization that staff is familiar with.

3. A non-profit organization called Flag Keepers (http://www.flagkeepers.org) will also provide disposal services for a fee.

Flag Display Policy **63-05.0**

Effective Date 7-1-99

Revision Date 2-11-09

Conduct during Hoisting, Lowering or Passing of Flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present, except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. Veterans, retirees, and active duty not in uniform should also render the military salute, according to the recently passed National Defense Authorization Act of 2009. Civilians should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

Respect for Flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor.

The flag should never:

- Be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- Touch anything beneath it, such as the ground, the floor, water, or merchandise.
- Carried flat or horizontally, but always aloft and free.
- Be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- Be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- Used as a covering for a ceiling.
- Have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- Be used as a receptacle for receiving, holding, carrying, or delivering anything.
- Be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed, or otherwise impressed on paper napkins, boxes, or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- Be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firefighters, police officers, and members of patriotic organizations.
  The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel, near the heart.

Internal Procedure Assessment Policy **63-06.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

Operation and maintenance agreements are contracts between Facilities Management (FM) and other state agencies to provide services. Internal procedure assessments verify that the services provided by FM to state agencies are being performed in a satisfactory manner.

Internal assessments are designed to provide feedback to facility staff and identify those areas that need additional attention. These assessments are performed by the preventive maintenance specialist and others as assigned, and focus on FM offices, facilities, and grounds.

II. POLICY

The preventive maintenance coordinator shall assess each building managed by Facilities Management annually.

III. PROCEDURES

See attached procedures.

Internal Procedure Assessment Policy **63-06.0**

Effective Date 7-1-99

Revision Date 2-10-09

PROCEDURES

1. The preventive maintenance (PM) coordinator identifies DFCM responsibilities outlined in the facility's operations and maintenance agreement. The PM coordinator may request that additional DFCM employees participate in the assessment.

2. The FM office is assessed, and includes the following:
   - Accident reports
   - Workers compensation claims
   - Chemical inventory list
   - MSDS file
   - Lockout/tagout logs
   - Lockout/tagout authorization
   - Training records (Some of these may be kept at the FM administrative offices, but should still be examined as part of the audit.)
   - Quality assessment audits

3. Facility is assessed, and includes the following:
   - Mechanical rooms and equipment
   - HVAC systems and energy management issues
   - Roof and roof equipment
   - Parking lots
   - Lighting
   - Janitorial (general cleanliness)
   - Store rooms
   - Fire protection system/fire extinguishers
   - Windows
   - Building exterior
   - Personal protective equipment

4. Grounds are assessed, and includes the following:
   - Lawn upkeep and quality
   - Overall maintenance of flower beds
   - Snow removal (promptness and quality)
   - Work areas (including the greenhouse)
   - Trimming and pruning of trees and shrubs
   - Entrances, curbs, and gutters
   - Stairs
   - Garbage containers and litter control
   - Loading docks
   - Leaf removal

5. A customer service survey is generated twice a year and sent to agency representatives. The resulting report serves as a reference for the facility coordinator and staff to identify deficiencies and celebrate successes.

6. The managing facility coordinator reviews the results of the assessment with the facility coordinator.

Access Card/Key Security Policy **63-07.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

The distribution of access cards/keys to building occupants is the responsibility of assigned Facilities Management employees. An integral part of building security includes the proper maintenance of these devices, including a confidential record and process for secure access card/key distribution.

II. POLICY

Facilities Management employees shall maintain a record of the access cards/keys distributed to building occupants. Facilities Management employees shall not loan out access cards/keys or duplicate them prior to or without the completion of the appropriate requisition process described in the following procedures.

III. PROCEDURES

Key Records

- All facilities must maintain a lock and key record for hard keys, indicating the key serial number, the corresponding facility locks, and key holder information.
- All facilities must maintain at least an electronic file for access cards, and have an appropriate and secure procedure for activation and issuance, as well as for deactivation and/or collection for terminated or resigned staff.
- Lock and key and access card records are confidential. Only authorized employees identified by each facility coordinator may access these records.

Key/Access Card Requests

- If a key is needed for a building occupant, a *Key Requisition Form* must be completed and submitted to DFCM.
- The immediate supervisor must sign a *Key Requisition Form*. The appropriate division director must sign requests for master keys.
- All keys must be stamped with a serial number prior to their distribution.
- Access cards must be requested in written form, (email preferred) by the employee's supervisor, with the areas of access being detailed in the communication.
- Each facility coordinator shall determine the detail of the process, including cost, availability of service, etc, and communicate such to their agencies.

Access Card/Key Security Policy **63-07.0**

Effective Date 7-1-99

Revision Date 2-10-09

Restrictions

- Keys/access cards may not be duplicated by key holders.
- Keys/access cards may not be loaned or transferred to others.
- If a key holder changes offices, DFCM will not issue a new key until the previously issued key is returned.
- Unauthorized duplications or loaning of keys/access cards by Facilities Management employees is grounds for corrective action, including verbal or written warnings, suspension without pay, or termination.

Lost Keys

- Lost keys/access cards are to be reported immediately to DFCM.
- If a key is lost, the person's name and the date of the loss are recorded.
- A duplicate key is issued.
- If a master key is lost, DFCM notifies the division director who determines if the area should be re-keyed.
- Upon the division director's request, the area is re-keyed and new keys are distributed to employees.
- Lost access cards shall be deactivated. The established practice of the complex shall be followed regarding replacement and cost of such.

Tools Policy **63-08.0**

Effective Date 7-1-99

Revision Date 9-22-09

I. PURPOSE

To clarify the proper use and care of state-owned tools and equipment. The use of tools and equipment is a fundamental part of maintaining facilities. To protect employees and enable them to complete their responsibilities effectively, state-owned tools and equipment must be maintained properly and accounted for at all times.

II. POLICY

Tools used in facilities shall be state-owned, well maintained, permanently labeled, and used correctly. State–owned tools and equipment are to be used only on state facilities and projects. State-owned tools and equipment are not available to be borrowed or used by DFCM employees for personal use. This also applies to all grounds tools and equipment.

III. PROCEDURES

Labeling Tools

All tools must either be inventoried or be permanently labeled in the manner prescribed by the facility coordinator of the complex.

Borrowing Tools from Other FM Facilities

- If tools from other facilities are needed to complete work assignments, employees must contact the supervisor of that facility to check out the needed tool.
- Tools borrowed from other facilities must be promptly returned and checked-in through the facility's supervisor.

Broken Tools

- Broken tools are returned to the facility supervisor to be repaired.
- Tools broken as a result of employee misconduct will be repaired or replaced at the employee's expense.

Borrowing Tools for Personal Use

- Borrowing of or using state-owned tools and equipment for personal use is not allowed under any circumstance.
- Violation of this policy by DFCM staff will result in disciplinary action being taken.
- Managers or supervisors approving of or allowing personal tool and equipment use by staff will also be subject to disciplinary action.

ADA Modification Requests Policy **63-09.0**

Effective Date June 30, 2010

Revision Date December 5, 2012

I. PURPOSE

Agency tenants request various building modifications to address a number of conditions in DFCM managed facilities. These may range from office temperature, office lighting, medical conditions, or ergonomic conditions. To address these conditions tenants may request altered lighting, space heaters or fans, desk setup, etc. These requests may or may not fall under the classification of an ADA accommodation. DFCM's responsibility in responding to these requests is first to ensure the space is functioning under the applicable building code's guidelines. This policy will detail the guidelines to be followed, and the course the tenant needs to take to request a change or modification that can be completed through us, or a more extensive ADA accommodation where other entities or resources may be involved.

II. POLICY

When a request for some type of office modification is received in a DFCM managed facility, the following procedure should be followed. The type of modification will determine what steps to take. If after performing the necessary tests and observations the tenant is not satisfied, then the DFCM staff member must refer the individual to the agency's ADA coordinator. If the tenant is not aware of whom their ADA coordinator is, their agency Human Resource (HR) representative can direct them.

The ADA coordinator will work with the tenant and DFCM staff and if satisfactory modifications cannot be made, a doctor's authorization will be required in some cases. This authorization will be handled completely by the agency's HR representative and/or the ADA coordinator. These authorizations are not to be requested by, or delivered to, DFCM. The HR department or ADA coordinator will receive the authorization and then make the proper request of DFCM to make the necessary modifications in the workspace. The type of modification and steps to address it are detailed in the following procedures.

III. PROCEDURES

Lighting Modification Request:

1. Using a light meter, test the area to verify it is within ASHRAE standards. Acceptable lighting levels for an office environment should fall within 30-50 foot candles. The ISF Energy Manager can assist with this measurement if needed.

2. If lighting is within standard and the tenant would still like to pursue a modification, inform the person that they need to complete a "Lighting Modification Form" and turn it into their agency ADA coordinator. The form can be located here. Make sure the person understands that DFCM will make necessary adjustments, but only after the documentation process has been completed through their ADA coordinator.

   A. If they do not know who their specific ADA coordinator is, inform them that they need to register the request with their specific HR representative.

Temperature Modification Request

1. Test temperature in area if possible to ensure it falls within the ASHRAE recommended operating temperature range (68 to 76 degrees Fahrenheit). If it is, and tenant is still uncomfortable, suggest they:

   - Adjust clothing by wearing sweaters and layered clothing if the space is too cold, or by wearing lightweight clothing and short-sleeves if the area is too warm.

   - Adjust blinds on windows with a southern exposure by closing the blinds when direct sunlight is causing excessive heat in an office.

2. If air temperature is within the recommended operating range and the tenant would like to pursue a modification, they should complete the "Temperature Modification Form" and turn it into their ADA coordinator. If space heaters are requested, staff should inform the agency that Rule R23-19-4(5) authorizes the use of space heaters only after a doctor has verified the medical related issue and upon the DFCM facility coordinator's approval.

3. Refer to DFCM Space Heater Authorization located in Rule R23-19-4(5) for the complete procedure for considering the use of space heaters.

Ergonomic Office Space Modification Request

1. Work with existing equipment, modifying Herman Miller paneling, work surfaces, shelving, walls, etc. as far as possible.

2. If tenant requires more extensive modification or special equipment, seating, computer accessories, etc., they must refer their request to their agency ADA coordinator.

ADA Modification Requests Policy **63-09.0**

Effective Date June 30, 2010

Revision Date December 5, 2012

Regardless of the Type of Request, DFCM Staff Needs to:

1. Document that a request was received, including date received, tenant name and accommodation requested.

   - If you desire, you can use the attached form to document that you have directed an agency tenant to submit their request to their agency ADA coordinator.

   OR

   - Send an email to Jake and Bruce informing them that the request was made, including date received, tenant name and accommodation requested, and that the individual was directed to register their issue with their respective ADA coordinator.

2. The agency ADA coordinator will work with the HR person and the employee, and if a legitimate issue is identified, and the accommodation cannot be made by making adjustments in their workstations, a doctor's authorization will need to be obtained.

   - You ARE NOT to receive the doctor's authorization. The agency's HR department receives it and keeps it in their files.

3. The agency's ADA coordinator or HR representative will notify Facilities Management that they have received the required doctors' authorization for whatever modification is determined necessary. DFCM will then work with the employee and agency to identify what solution would work best.

4. If major relighting, retrofitting, remodeling, or other specialized services are involved, the DFCM Energy Specialist and/or Risk Management or other appropriate contacts would be notified and their expertise called upon.

Cost Allocation

Based on the expense involved with making the accommodation, the requesting employees' agency may be required to fund the associated cost.

Wireless In-Building Signal Improvement Policy **63-10.0**

Effective Date 3-26-07

Revision Date 2-10-09

I. PURPOSE

To establish acceptable policy and procedures regarding third party cell site locations and wireless in-building signal improvement systems allowable in State-owned buildings under DFCM jurisdiction.

II. POLICY

A. Private Wireless Site Location

It is the position of the DFCM not to allow private sector cell site locations in or on State-owned or leased office buildings or their immediate surrounding property. This policy is based upon:

- Visual impairment of the facility and grounds
- Physical space requirements
- Roof access and damage
- Accessibility to equipment
- Power consumption and billing issues
- Ongoing management and access issues
- Potential building security

B. In-building Signal Improvement Systems

In-building signal improvement systems such as Distributed Antenna Systems (DAS) will only be allowed in state owned and/or leased facilities to the extent the system benefits the state users and financial support is available. Specific needs assessment and approval will be required of tenant agency(s) making the request for signal improvement in a building. Approval of a DAS system design, installation and contracts will be required in writing from both DFCM and DTS. All costs associated with EQUIPMENT, INSTALLATION, OPERATION AND MAINTENANCE AND SERVICING of the DAS will be solely at agency or vendor expense.

Types of in-building systems allowed in order of preference are:

a. Vendor Neutral Distributed Antenna System (DAS) - Vendor neutral system is defined as capable of supporting multi-vendor, multi-frequency signal improvement on a single distributed antenna system within a given facility.
b. Vendor Specific Distributed Antenna System (DAS) - Vendor specific system is defined as capable of supporting single-vendor, single-frequency signal improvement on a single specific distributed antenna system in a given frequency spectrum.

Wireless In-Building Signal Improvement Policy **63-10.0**

Effective Date 3-26-07

Revision Date 2-10-09

III. PROCEDURES

1. Tenant agency request submitted to DFCM or DTS for evaluation of signal strength or service coverage in a state occupied facility.
2. DTS to perform or coordinate the evaluation of signal strength/quality and coverage vs. tenant agency service needs.
3. Should results of signal evaluation warrant, DTS to perform or coordinate evaluation of DAS options and associated costs to meet the needs of the tenant agency(s) in the buildings.
4. Tenant agency, DFCM, DTS to determine the available space needs, and location for the DAS system that meets the requirements of the tenant agency.
5. Upon final system approval by DFCM, DTS, and tenant agency, an “In Building Wireless Communications Agreement” must be completed, signed by tenant agency, DFCM and DTS and filed with DFCM.
6. Upon final system design acceptance and document approval by DFCM, DTS, and tenant agency, the DAS system must be installed in compliance with the approved criteria as follows:
   A. DAS electronic passive or active components must not impair the function or service of the building to tenant(s).
   B. DAS electronic passive or active components must maintain a visual obscurity.
   C. DAS electronic passive or active components must not damage ceiling systems to include suspension grids, integrity of suspension systems or visual integrity of the ceiling system.
   D. Any ceiling tiles damaged as a result of DAS installation or mounting must be replaced at the expense of the installation company during and/or removal of the DAS.
   E. DAS electronic passive or active components must not damage roof systems in any way. Any costs associated to correct or repair damage will be the responsibility of service provider.
   F. Connectivity of the DAS to a donor signal via existing common carrier entrance facilities as the preferred method of donor signal access for vendor systems.
   G. Power connectivity and agreed billing is performed as defined in the “In Building Wireless communications Agreement.”
   H. Cable installed to connect remote antennas to the DAS electronic passive or active components must be code compliant and installed in compliance to code to include support and or suspension of the cable.
7. If installed DAS system is ever removed from the building, it will be the responsibility of tenant agency/vendor to restore building to its original condition.

IV. Agreement Form

The attached agreement form shall be used except as modified by DFCM.

IN-BUILDING TELECOMMUNICATIONS AGREEMENT

This IN-BUILDING TELECOMMUNICATIONS AGREEMENT ("Agreement") is by and between State of Utah Department of Administrative Services, Division of Facilities Construction Management ("Customer"), and _____Wireless ("Company") authorized to do business in the State of Utah and with a registered agent in the State of Utah, for the installation and operation of wireless communications facilities ("Company installed equipment") at Customer's place of business, _____address_____, Salt Lake City, Utah 84114 ("Premises"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Purpose and Use

Customer has entered into a Master Customer Service Agreement ("Sales Agreement") with Company for wireless telecommunication service. The parties desire to supplement its wireless telecommunication service by having Company install and operate the Company installed service (signal enhancement) equipment described below on the Premises.

A. Allowed Use:

Customer grants Company the right to install, replace, upgrade, operate, maintain and repair the Company installed equipment, which shall be as described in Exhibit "A", together with all necessary or convenient appurtenances at the location described in Exhibit "A" and at reasonable times and methods allowed by the DFCM administrator. Customer hereby represents and warrants that Customer has all necessary rights and permissions from all necessary parties, including landlords, mortgagees, or property management companies for the placement of the Company installed equipment on the Premises. Exhibit "A" describes the type of equipment being installed, the location of the equipment, the connectivity of the equipment for service, the reasonably estimated power usage, as well as the start and completion dates of installation. The performance of services under this Agreement by Company shall not interfere with any use of the State of Utah of its facilities or grounds, as well as any other utility or services, current or future, provided to the State of Utah.

B. Ownership

Customer acknowledges that the Company is the sole and exclusive owner of the Company installed equipment, and Customer waives any and all rights, including lien rights, to the Company installed equipment. Notwithstanding this, Customer reserves the right to remove or shut down the Company installed equipment or work of Company under any emergency circumstance, necessity for the operation of the government of the State of Utah, or after Company fails to act after the expiration of a reasonable time period to provide the services contemplated by this Agreement. Customer shall provide Company 24 hours advance notice in order to allow

Company to perform such removal, alteration, or shutting down of the Company's equipment, unless the emergency does not allow for such time period in the reasonable opinion of the Customer.

C. As Is

Customer makes no representations or warranties regarding the conditions of the State facilities, Company accepts the facilities "as is" and Company may perform reasonable tests of the work areas to assure itself that they can safely perform the work under this Agreement. Any such tests must be as customarily performed in the industry and must be during times approved by the Customer in advance of the times of entry and exiting of the Customer's facilities. Any such testing shall be at Company's sole expense. Any disturbance of Customer's facilities or any damage resulting from such tests, including to anyone for whom Customer may be liable, shall be promptly remediated by Company in accordance with practices customary in the industry and also subject to paragraph (6) of this Agreement, "Hold Harmless/Indemnification.

2. Term

This Agreement shall continue for a period of two (2) years (the "Term"). However, Customer or Company may terminate at any time if the Sales Agreement is terminated, or if Company fails to provide the services contemplated by this Agreement or if the terms of this Agreement cannot be met for any period exceeding seven (7) days after notice. In the event of such termination, Company shall remove its Company installed equipment within thirty days following termination, at a time mutually agreeable with the DFCM coordinator and shall remove such equipment in such a manner as to protect the property of the State of Utah as well as person(s) and shall reimburse the State of Utah for any actual and reasonable expenses incurred by the State of Utah for reparations due to such removal. This Agreement may continue after the Term if agreed to by the State of Utah – DFCM coordinator as a result of negotiations and a new agreement signed with DFCM. The Customer shall not be obligated in any way to continue this Agreement at any time after the Term without an agreement to an extension in writing with provisions acceptable to the DFCM Coordinator. Notwithstanding any other provision of this Agreement, this Agreement shall terminate after thirty days notice delivered to Company from Customer if such termination is necessary due to the Utah Legislature, State building board, DFCM, or any other authorized State entity making a determination through legislation, resolution or other action, that the Building or facility be sold, remodeled, or demolished at some time in the future. Upon making such determination by the Utah Legislature, this Agreement shall automatically terminate unless a new agreement is entered into by the DFCM Coordinator.

3. Access

Company shall have access to, over and across a portion of the Premises to enable Company to exercise its rights hereunder, including, egress and telecommunication and utility connections to and

from the Company installed equipment provided that Company must inform the DFCM coordinator in advance of such access and that such access and work pursuant thereto must be done in a manner to create the least amount of disturbance to governmental business and must comply with reasonable time limitations placed by the DFCM Coordinator in order to minimize or eliminate such real or potential disturbances. Such allowed access is described in Exhibit "A." The names of all personnel shall be identified in advance to the DFCM Coordinator and the Coordinator may impose any security requirements necessary for the Building, grounds, and facilities.

4. Utilities

Company shall have the right to connect up electrical power for the Company installed equipment as described in Exhibit "A" from a mutually agreed upon source on or about the Premises, and Customer shall have the right to bill the Company for such electrical usage and 15 percent administration costs above such usage, which bill shall be paid within 30 days of being received by Company. Company shall install, connect and maintain telecommunication lines on the Premises at Company's expense and shall include any such ongoing monthly cost being borne by the Company.

5. Hold Harmless/ Indemnification

Company agrees to defend, indemnify and hold the other Customer harmless from claims, causes of action, demands or other liability, including environmental remediation claims (collectively "Claims") arising from the indemnifying party's wrongful acts or negligence on or about the Premises, including anyone for whom the indemnifying party is liable for, except to the extent such Claims are due to the negligence or wrongful acts of the indemnified party, its employees, agents or independent contractors at any tier. This indemnification shall survive the termination of this Agreement. Nothing in this agreement shall waive the Customer's rights under the Utah Governmental Immunity Act or any applicable statute of limitation or repose. Notwithstanding this paragraph or any other provision of this Agreement, any approval, implied or express, or allowance, implied or expressed, by Customer or any other person or entity of an action or activity to be undertaken by Company shall not be considered as a negligent or wrongful act of Customer for any purpose of this paragraph or under this Agreement.

6. Independent Contractor

The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement and that the Company has the ability to control and direct the performance and details of its work, the Customer being interested only in the results obtained under this Agreement.

7. Standard of Care

The services of Company, its employees or anyone for whom Company may be liable, if any, shall be performed in accordance with and judged solely by the standard of care exercised by members of their respective professions having substantial experience providing similar services on projects similar in type, magnitude and complexity to the services or work that is the subject of this Agreement. The Company shall be liable to the Customer or the State of Utah for claims, liabilities, additional burdens, penalties, damages or third party claims to the extent caused by acts, errors or omissions that do not meet this standard of care.

8. Laws, Codes, and Regulations

Company and its employees or anyone for whom Company is liable shall comply with all applicable laws, codes, rules, regulations, ordinances and quality requirements applicable to any work under this Agreement.

9. Customer, Director or State of Utah Reviews, Limitations

The right of the Customer, the DFCM coordinator, and State entity or person, or any entity/user to perform reviews, other reviews and/or comment upon the work of the Company, as well as any approval by the Customer or DFCM Coordinator, shall not be construed as relieving the Company from its professional and legal responsibility for services required under this Agreement. No review by the Customer, the DFCM Coordinator or any entity/user, approval or acceptance, or payment for any of the services required under this Agreement shall be construed to operate as a waiver by the Customer, the DFCM Coordinator or the State of Utah of any right under this Agreement or of any cause of action arising out of the performance or nonperformance of this Agreement, and the Company shall be and remain liable to the Customer or State of Utah in accordance with applicable law for all damages to the Customer or State of Utah caused by the Company's wrongful acts, errors and/or omissions, including anyone for whom the Company may be liable.

10. Discrimination and Sexual Harassment

Pursuant to the laws of the State of Utah, the Company, or any person acting on behalf thereof, will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, ancestry or national origin or in any manner that would violate the American with Disabilities Act (ADA). To the extent applicable, said persons will comply with all provisions of Executive Order No. 11246 dated September 24, 1965 and rules, regulations, orders, instructions, designations and other directives promulgated pursuant thereto. The Company or anyone for whose act Company may be liable, shall not act in any manner as would violate the laws, regulations and policies of the United States or the State of Utah prohibiting sexual harassment.

11. Notice

All notice pursuant to this Agreement shall be in writing and be delivered via next day business delivery by a nationally recognized overnight carrier to the address set forth below under the respective party's signature.

12. Miscellaneous

A. This Agreement, including Exhibit "A" attached and incorporated by reference as is fully stated herein, constitutes the entire agreement and understanding of the parties, and supersedes all offers and negotiations. There are no representations or understandings of any kind not set forth herein.

B. Any amendments to this Agreement must be in writing and executed by both parties. Each party covenants and warrants to the other party that it has the full right, power and authority to execute this Agreement.

C. Subject to written approval of Customer, which approval may not be unreasonable withheld, Company may assign this Agreement to a parent, subsidiary or affiliate of Company or to an entity that is merged or consolidated with Company or acquires a controlling ownership interest in Company, upon notice to Customer.

D. This Agreement shall be construed in accordance with the laws of the State of Utah. Venue for any legal proceeding shall be in Salt Lake County, State of Utah. Prior to the filing of any litigation, the parties shall engage in a good faith mediation or expert report alternative dispute resolution process in an effort to amicably resolved the dispute.

E. In the event of litigation, the substantially prevailing party shall be entitled to reasonable attorney fees and costs.

F. Each party, including the person signing the Agreement, hereby represent that they are duly authorized to enter into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this the _____day of _____, 2010.

CUSTOMER:

DFCM
STATE OF UTAH

By: _____

Date: _____
Its: Facilities Director for DFCM

Address: 4110 State Office Building
Salt Lake City, Utah 84114

_____

Approved as to Form:
Date _____

_____
Alan S. Bachman
Assistant Attorney General

Reviewed by DTS Representative:

_____
Title: _____
Date: _____

COMPANY:

_____ Wireless,
_____ address,
dba _____ Wireless

By: _____

Date: _____
Its: Company Representative - Network

Address _____
_____

Attn:

Exhibit A

Facility or State of Utah Building Name

Exhibit A shall include the following documents:

1. Proposal and Scope of Work Document consisting of:
   A. System Description
   B. Detailed interconnect diagram
   C. Equipment description to include location of proposed equipment::
      i. Mount type: 1) 19" mounting Rack may be required *supplied and installed by the company.*
      ii. Wall mount type *supplied and installed by the company.*
      iii. Volume of Equipment type in a given location *supplied and installed by the company*.
      iv. Location of Antenna and/or Access points in the facility *to be supplied and installed by the company.*

2. Detailed Bill of Materials
   A.

Fire Extinguisher Inspection Policy **64-01.0**

Effective Date 7-1-99

Revision Date 2-10-09

I. PURPOSE

The fire extinguishers in facilities must be in good condition to protect building occupants in emergency situations. To ensure that all fire extinguishers will work when needed, a consistent inspection program is necessary.

II. POLICY

A licensed fire extinguisher inspector shall inspect every fire extinguisher located in state facilities once a year. Facilities Management employees shall conduct a visual inspection of fire extinguishers once a month. Facility coordinators shall retain yearly fire extinguisher inspection records for two years.

III. PROCEDURES

Yearly Inspections

A licensed fire extinguisher inspector must inspect every fire extinguisher located in state facilities once a year. A Facilities Management employee who is a licensed inspector or a vendor under a PD contract can perform these inspections.

Monthly Inspections

State facility maintenance personnel must conduct a visual inspection of fire extinguishers once a month. This check includes:

- Ensuring that the extinguisher has not been moved or used
- Checking for a current tag
- Checking for leaks
- Ensuring that the extinguisher's gauge indicates that it is fully charged

New Tags, License Renewals

- The office specialist in the State Office Building Room 4130 will acquire replacement tags when needed.
- Fire extinguisher inspector certification and licensure must be updated annually. The 4130 office specialist performs this task.

Spent Lamp Disposal Policy **64-02.0**

Effective Date 7-1-99

Revision Date 2-19-09

I. PURPOSE

Fluorescent lighting is the standard in DFCM-managed facilities. Although much more efficient than standard lighting, fluorescent lighting contains a level of mercury that is harmful to humans and the environment. Improvements have been made in lamp technology and “green-tipped” fluorescent light tubes are now available, that contain a much lower level of mercury. These lamps (Philips Alto or comparable) have become the standard in DFCM-managed facilities.

40 CFR 261.5 allows an entity (generator) to be known as a conditionally exempt small quantity generator if the amount of mercury that would be disposed of in a month would be less than 100 kilograms. The mercury in these tubes and the amount being disposed of in a month would fit this requirement, so they may be disposed of as normal waste. However, the tubes should be disposed of in a container that would not allow breakage.

Standard fluorescent light bulbs (silver or black-tipped) are considered hazardous waste, and must be recycled. According to the 2005 UT Administrative Code R315-16, these lamps qualify as “universal waste”. This allows a more convenient method of recycling then previously required, which will be detailed in our procedures.

II. POLICY

All spent “green-tipped” fluorescent lamps must be disposed of in a container that prevents breakage, and may be treated as normal waste. All spent lamps containing mercury (silver and black-tipped) and any other mercury-containing building components shall be recycled.

III. PROCEDURES

See attached procedures.

Spent Lamp Disposal Policy **64-02.0**

Effective Date 7-1-99

Revision Date 2-19-09

PROCEDURES

All Facilities

1. **All "green-tipped" lamps (such as, Philips Alto) must be packaged in a contained that resists breakage (preferably the original package) and then can be disposed of as normal waste.**

2. All lamps containing mercury must be recycled. These include:
   - Fluorescent tubes with silver or black tips of all lengths
   - Compact fluorescent lamps
   - High Intensity Discharge (HID) lamps
     - Mercury vapor
     - Metal halide
     - High-pressure sodium

3. After the lamps are spent, store in the original box. If not packed properly, the fee is much higher.

4. Label the box as "Universal Waster- Lamp(s)". As long as the lamps are delivered to a recycling location within one year, no other documentation is necessary.

5. Allowing the boxes to accumulate for more than a year imposes additional restrictions and record keeping. It is recommended to not choose this option. However, if chosen, the following procedure must be followed:
   - Label the box with the earliest date that any universal waste item was received or placed in the box
   - Mark or label each individual item (lamp, ballast, etc.) with the date it was received or placed in the box
   - Maintain an inventory system on-site that identifies the earliest date that any universal waster item was received
   - Place the universal waste in a specific accumulation area and identify the earliest date that any item in the area was received, or
   - Any other method which clearly demonstrates how long the waster has accumulated
   - Use one of the following options to dispose of the lamps

Spent Lamp Disposal Policy **64-02.0**

Effective Date 7-1-99

Revision Date 2-19-09

Options for Recycling Lamps

Facilities around Salt Lake City

- The boxes can be taken to the landfill located at 6030 West California Avenue (1400 South). A fee will be charged—currently .10 per foot.
- Veolia and Clean Harbors have a State contract to pick up and dispose of the lamps, for a fee.

Facilities Outside of Salt Lake City

- Veolia and Clean Harbors have a State contract to pick up and dispose of the lamps, for a fee.
- For Tooele, the Tooele Transfer Station at 47 South Main Street in Tooele will accept them for a per load fee.
- For Southern Utah, the South Valley Solid Waste District/Springville Transfer Station located west of I-15 on 400 South in Springville, will accept them for a fee.
- For Northern Utah, Stone Castle Recycling, located at Building D, Freeport Center in Clearfield, will accept them for a fee.

Safety Shoes and Boots Policy **64-03.0**

Effective Date 7-1-99

Revision Date 12-11-12

I. PURPOSE

All facilities contain many hazards that can injure employee's feet. Safety shoes or boots, available in a variety of styles, protect employees from these hazards.

II. POLICY

All Building Maintenance Supervisors and Building Maintenance employees shall wear electrically safe, steel or composite toe, hard sole, full leather shoes or boots. The electrically safe designation must be up to 600 volts. If medical conditions preclude the use of safety shoes or boots, a medical clearance is required and other approved safety devices designed to protect the feet shall be used.

III. PROCEDURES

Safety Shoes or Boots

Employees must wear the designated safety shoes or boots throughout their entire work shift.

Purchasing Shoes or Boots

- Acceptable shoes may be purchased from the vendor holding the current state contract or a vendor of the employee's choice.
- The facility coordinator must approve each request for replacement boots or shoes. Boots or shoes needing replacing must be presented to the facility coordinator for approval before a purchase is made.
- Safety shoes or boots meeting the appropriate requirements for the position will be provided on an as needed basis, no more frequently than one pair annually.
- DFCM will cover the cost up to $150.00 per pair. If an employee selects shoes or boots that exceed the $150.00, the employee must pay the excess amount. If an employee requires a more expensive type of shoe or boot due to medical reasons, Facilities Management will pay the total cost of the shoes or boots. A doctor's written statement verifying the medical need must be provided by the employee to the facility coordinator prior to the purchase of the footwear. Employees who cannot wear the designated safety shoe or boot due to a medical condition must submit a doctor's written statement and use another form of foot protection that provides similar protection.

Damaged Shoes or Boots

- Shoes or boots damaged because of misuse or abuse will be replaced at the employee's expense.
- If employees lose shoes or boots that have been purchased by Facilities Management, employees must replace them at their own expense.

Snow Removal Boots

Boots that are provided for snow removal must be left at the work site and used only when performing snow removal tasks.

Facility Coordinator

Appropriate protective footwear will be provided for the Facility Coordinators on an as-needed basis.

Exceptions

Employees that do not perform electrical duties such as grounds maintenance employees will be granted an exception. They will be required to wear appropriate protection for their particular duties, i.e., composite or steel toed work boots. All approval requirements outlined above will apply.

Safety Glasses Policy **64-04.0**

Effective Date 7-1-99

Revision Date 8-22-13

I. PURPOSE

Many of the activities required to maintain facilities create hazards for employee's eyes and may damage traditional eyeglasses. To protect employee's eyesight, DFCM will cover the entire purchase of safety glasses for employees who require prescription lenses, as long as the amount can be considered reasonable.

II. POLICY

DFCM shall provide safety glasses at no cost to the employee. Cost shall not exceed $250 per occurrence. New glasses may be purchased when the employee's prescription changes, not to exceed one pair of safety glasses per fiscal year. The employee shall be mindful of the style of frame, and refrain from choosing an expensive style that does not contribute to the functionality of the glasses. Employees also should be aware that they should not choose to pay for UV protection. That is built directly into the safety lens, so do not accept an additional charge for it.

Reimbursement for unique vision conditions where total cost will exceed $250 will be considered on a case-by-case basis. Management approval will be required prior to purchase.

DFCM shall repair or replace safety glasses damaged in work related activities. Safety glasses damaged in non-work related activities shall be repaired or replaced at the employee's expense.

Employees should be aware that if needed, eye exams cost from $50 - $75. It is suggested that they seek the most cost effective option – the employee's chosen eye care provider may be the best, covered by insurance. They are then able to bring the prescription to the chosen vendor to fill.

III. PROCEDURES

1. Receive approval from the supervisor or facility coordinator to purchase safety glasses.

2. Ensure that the provider can furnish industrial quality safety lenses that comply with ANZI standards. Polycarbonate lenses at the required thickness comply with this standard. The provider will be aware if they can comply.

3. Obtain an estimate. If the total amount is under $250, glasses can be purchased and the employee can submit the receipt to be reimbursed to FM 4130 Office. Wholesale Optical and Eye Masters are the preferred providers, although the employee is not required to use them.

4. If the total amount is above $250, the employee must request approval through their supervisor before proceeding. The supervisor can contact the Managing Facilities Coordinator or the Program Director for approval. These instances will be considered on a case-by-case basis. Management or the Research Analyst can be contacted with any questions.

Safety Glasses Policy **64-04.0**

Effective Date 7-1-99

Revision Date 8-22-13

5. DFCM will cover the cost of the following as part of the eyewear package, and expects employees to use reasonable discretion in considering features and costs:

   - Safety frames
   - Safety lenses (polycarbonate with safety stamp)
   - Scratch coating
   - Permanent or detachable side guards
   - Anti-reflective coating
   - Transition lenses

6. New safety glasses may be purchased when the employee's prescription changes, but not more than once per fiscal year. Employees are responsible for repairing or replacing safety glasses damaged during non-work related activities. DFCM will repair or replace safety glasses damaged during work related activities.

Hot Work Policy **64-05.0**

Effective Date 11-09

Revision Date

CITATION REFERENCE: OSHA CFR 29 Part 1910.252; NFPA 51B, 2009 EDITION

I. PURPOSE

Facilities Management (FM) employees often are required to perform Hot Work. Hot Work is considered all temporary operations involving open flames or producing heat and/or sparks, which includes, but is not limited to, grinding/cutting, brazing, soldering; thawing frozen pipes by torch; and torch applied roofing and welding.

This activity presents a significant opportunity for fire and injury. Following the guidelines set forth in OSHA CFR 29 Part 1910.252, and in compliance with NFPA 51B, 2009 Edition, FM requires that all precautions of the following program must be applied prior to commencing any welding or hot work by FM employees or outside contractors.

In order to protect employees, contractors and the general public from hazards accompanying Hot Work activities, the following Hot Work Program has been adopted.

II. POLICY

All DFCM employees and contractors on DFCM managed facility property shall conform to the procedures described in the DFCM Hot Work Program.

III. PROCEDURES

1.0 All facilities shall comply with procedures described in the Hot Work Program. Any employee authorized as a Permit Authorizing Individual, a Hot Work Operator and a Fire Watch will be trained in the proper use of this program.

2.0 Training will consist of the following:

2.1 View the Interactive PowerPoint Training Program

2.2 Obtain the successful completion certificate

2.3 Read the Hot Work Program

2.4 Submit the Hot Work Training Certificate with the DFCM Administrative office, sending it to Priscilla Anderson or Allyson Spevak.

2.5 Appoint two Permit Authorizing Individuals (PAI's) per complex, and share this information with crew members.

2.6 When performing Hot Work, each entity, PAI, HWO & Fire Watch, need to know just what their duties and responsibilities are.

3.0 Also included in the Program is the required Permit and signage, which must be printed out and posted before Hot Work is authorized to commence.

Hot Work Policy **64-05.0**

Effective Date 11-09

Revision Date

CITATION REFERENCE: OSHA CFR 29 Part 1910.252; NFPA 51B, 2009 EDITION

1.0 Purpose

1.1 Facilities Management (FM) employees often are required to perform Hot Work, which includes any activity producing heat or sparks. This presents a significant opportunity for fire and injury. In compliance with NFPA 51B, 2009, FM requires that all precautions of this program must be applied prior to commencing any welding or hot work by FM employees or outside contractors.

2.0 Definitions of Hot Work Procedures and Requirements

2.1 Hot Work: any activity involving open flames or producing heat and/or sparks. This includes, but is not limited to, grinding/cutting, brazing, soldering; thawing frozen pipes by torch; and torch applied roofing and welding.

2.1.1 Examples of Hot Work: Cutting, brazing, soldering, thawing frozen pipes by torch, torch applied roofing, grinding and welding.

2.1.2 Special Hazard Occupancies: Any area containing flammable liquids, dust accumulation, gases, plastics, rubber and paper products.

2.2 Designated Area: An area where hot work may be performed without the need for a permit to be assigned. For the use of FM personnel and any outside contractors, it has been determined that there will be no “designated areas.” Therefore, when performing “Hot Work” a permit must always be obtained.

2.3 Permit Authorizing Individual(s) (PAI): In conjunction with management, responsible for the safe operation of Hot Work activities. There shall be two PAI’s established per FM complex.

2.4 Hot Work Operator (HWO) This includes outside contractors: The individual responsible for completing the hot work, under the direction of the PAI(s).

2.5 Fire Watch: Individual assigned to watch the area for sparks, or any other unsafe conditions. This may also be the HWO under certain conditions.

2.6 Welding Blanket: A heat-resistant fabric designed to cover and protect machinery and to prevent ignition of combustibles such as wood. Intended to lie horizontally on the equipment and protect against light to moderate exposures from chipping, grinding, heat treating, sand blasting and light horizontal welding.

2.7 Welding Curtain: A heat-resistant fabric designed to prevent sparks from escaping a confined area. Intended to vertically hang, and will protect from light to moderate exposures resulting from chipping, grinding, heat treating, sand blasting and light horizontal welding.

2.8 Welding Pads: A heat-resistant fabric designed to be placed directly under a Hot Work operation to prevent the ignition of combustibles. Intended to lie underneath horizontally, and protects from severe exposures resulting from molten substances or heavy horizontal welding.

Hot Work Policy **64-05.0**

Effective Date 11-09

Revision Date

CITATION REFERENCE: OSHA CFR 29 Part 1910.252; NFPA 51B, 2009 EDITION

3.0 Training

3.1 All FM personnel will be trained in correct procedures of identifying hot work, obtaining the authorization and permit, and functioning in the assigned capacity of PAI, HWO, or Fire Watch.

Training will consist of:

3.1.1 Completion of on-line Hot Work PowerPoint, and Quiz.

3.1.2 Review of DFCM Hot Work Program

3.1.3 Establishment of responsibilities of Hot Work, i.e., PAI, HWO, or Fire Watch.

Before Hot Work is Authorized

4.0 Management (Facility Coordinator and/or Supervisor and/or PAI must consider before Hot Work is authorized:

4.1 Is there an acceptable alternative to Hot Work?

4.2 Remember that DFCM has no “Designated Areas.” So, a Hot Work Permit is always required.

4.3 Is the proposed work to be performed in a permissible area? If so, there in no authorization, and a permit will not be issued.

4.3.1 Nonpermissable areas are those:

4.3.1.a. Where sprinklers are impaired

4.3.1.b. In the presence of explosive atmospheres

4.3.1.c. In the presence of equipment that may contain explosive materials

4.3.1.d. Where combustible dust could accumulate

4.3.1.e. On walls of combustible sandwich-type panel construction

4.4 Is the proposed work to be performed in a permissible area? If so, a permit is required.

4.5 Management and/or PAI shall insure that all involved in the Hot Work operations, including contractors, are familiar with the provisions of this standard. Management and PAI are responsible for the safe operations of Hot Work activity.

4.5.1 All those involved (contractors) in the Hot Work need to be advised about site-specific flammable materials, hazardous processes or condition, or other potential fire hazards.

4.5.2 Before starting any work, contractors & their clients shall discuss the planned project, with the type of Hot Work to be performed and the hazards in the area.

4.6 Possible alternatives to Hot Work may be:

4.6.1 Mechanical removal and relocation of frozen piping to a heated area

4.6.2 Manual hydraulic shears

4.6.3 Mechanical bolting

4.6.4 Screwed, flanged, or clamped pipe

4.6.5 Reciprocating saw

4.6.6 Mechanical pipe cutter

4.6.7 Approved self-drilling or compressed air-actuated fastners

5.0 Documentation Process

5.1 Since there shall be no designated areas for Hot Work in DFCM managed facilities, all Hot Work is required to have an authorizing written Hot Work Permit issued before beginning work. Part of the permit is the attached sign(s) which must be posted as well as the Permit.

5.1.1 The work area must be made fire-safe either by removing or protecting combustibles

from ignition sources.

5.1.2 While the Hot Work is being performed, signs must be posted designating the area as a Hot Work area. Post as many as needed to inform anyone of the need for caution.

5.1.3 A copy of the signed Hot Work Permit must be posted before Hot Work can be performed.

5.1.4 Hot work will not be permitted in areas where sprinklers are impaired, in the presence of explosive atmospheres, in the presence of equipment that may contain explosive materials, or where combustible dust could accumulate, or on walls of combustible sandwich-type panel construction.

5.1.5 Before a Hot Work Permit is issued, the PAI must ensure the following has occurred:

5.1.5.a Hot Work equipment is in satisfactory operating condition and good repair. Otherwise it is taken out of service.

5.1.5.b Combustible materials (paper clippings, wood shavings, etc.) on the floor are swept off for a radius of 35 ft (11m).

5.1.5.c Wet down, cover with wet sand, or cover with fire-retardant or non-combustible material combustible floors and protect from electric shock those operating welding equipment. The material must be a UL Listed or approved welding curtain, blanket, pad, or equivalent.

5.1.5.d Relocate all combustibles at least 35 ft in all directions from the work site, unless impractical, then they must be covered with fire-retardant or non-combustible material. The material must be made tight to prevent sparks from entering area.

5.1.5.e Cover or seal cracks in walls and floors or ducts within a 35 ft radius with fire-retardant or non-combustible material.

5.1.5.f Shield or shut down conveyor systems.

5.1.5.g Shield walls, partitions, ceilings or roofs, including preventing ignition of combustibles on the other side of walls or ceilings being worked on, or else provide a Fire Watch for that area.

5.1.5.h Do not attempt Hot Work on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible sandwich-type panel construction.

5.1.5.i Make sure that Hot Work on pipes or metal in contact with walls will not cause ignition.

5.1.5.j The appropriate type of fire protection equipment must be immediately available at the work area. It must be fully charged and operable.

5.1.5.k Connect existing fire hose lines. They are not required to be unrolled or charged.

5.1.5.l Cover sprinkler heads close to the Hot Work with a wet rag and uncover when finished – make special efforts to avoid accidentally tripping fire detection or suppression systems.

5.1.5.m Protect nearby personnel from heat, sparks, slag, etc. Extend the distance from the Hot Work if necessary to protect them.

5.1.5.n If the tools, equipment, etc. used to conduct the Hot Work is known to be incapable of emitting heat sparks, slag, etc., to the limits planned for (35 feet) then the distance can be reduced. These distances need to be described on the Permit.

5.1.5.o Determine the length of time Permit is valid.

5.1.5.p Inspect the area at least once per day while the Permit is in effect to ensure the area is fire-safe.

5.1.5.q Permit is filled out, all check boxes are completed, and signs are posted.

5.1.6 After completion of Hot Work,, successful and safe inspection of area, cancellation of Hot Work Permit and removal of signs, PAI must file the cancelled permit with the appropriate maintenance office supervisor.

5.1.7 PAI must inspect area before leaving for the day to detect any smoldering flames.

6.0 Supervisor or Permit Authorizing Individual(s) Responsibilities There shall be two PAI's established per FM complex. The PAI(s) shall:

6.1 Ensure the safety of the Hot Work operator and Fire Watch by considering PPE needed, flammable materials present, hazardous materials present, other potential fire hazards present in the work location or other special hazards beyond Hot Work.

6.2 Ensure the protection of combustibles, or reschedule hot work so that operations do not expose combustibles to ignition.

6.2.1. If not possible, PAI can decide not to perform the hot work at this site.

6.2.2 Another option is to schedule Hot Work operations so that exposure of combustibles to ignition will not occur during the Hot Work operation.

6.3 Determine that adequate fire protection equipment is available and in safe operating condition.

6.4 Determine if a Fire Watch is required and if so, is available.

6.5 Inspect the area at least once a day while Hot Work is being performed to ensure it is still fire-safe. Stop Hot Work if unsafe conditions develop.

6.6 Check one half hour after completion of Hot Work for smoldering fires if Fire Watch is not needed.

6.7 Determine length of time permit is valid, and post the signed Hot Work Permit and all needed signs at the work site.

6.8 Cancel Hot Work Permit after inspection of area and finding area safe and secure. Remove signage.

Hot Work Policy **64-05.0**

Effective Date 11-09

Revision Date

CITATION REFERENCE: OSHA CFR 29 Part 1910.252; NFPA 51B, 2009 EDITION

7.0 Hot Work Operator (HWO) Responsibilities (This includes outside contractors) The HWO must handle equipment safely and not endanger lives and property. The HWO shall:

7.1 Have the PAI's approval and signed permit prior to performing Hot Work. HWO must also sign permit on appropriate space before commencing work.

7.2 Ensure all equipment is in safe operating condition, and if not, get repaired prior to use, or put out of service.

7.3 Ensure that fire protection equipment is available in area.

7.4 Stop work if unsafe conditions develop, and notify PAI for reassessment of the situation.

8.0 Fire Watch This may also be the PAI under certain conditions. Where the HWO is a third party vendor, FM must provide the Fire Watch.

8.1 A Fire Watch shall be required by the PAI when Hot Work is performed in a location where other than a minor fire might develop or where the following conditions exist:

8.1.1 Combustible materials in building construction or contents are closer than 35 ft (11 mm) to the point of operation.

8.1.2 Combustible materials are more than 35 ft (11 m) away from the point of operation but are easily ignited by sparks.

8.1.3 Wall or floor openings within an 35 ft (11 m) radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors.

8.1.4 Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.

8.2 The Fire Watch shall:

8.2.1 Be trained to understand the hazards of the work site and of Hot Work.

8.2.2 Ensure that safe conditions are maintained during Hot Work operations

8.2.3 Stop Hot Work operations if unsafe conditions develop

8.2.4 Have fire protection equipment available, and be familiar with the facilities and procedures for sounding an alarm in case of a fire.

8.2.5 Watch for fires in all exposed areas and try to extinguish them only when it is within their capacity. Otherwise, they must sound the alarm immediately. More than one is required if the operation cannot be directly observed by the initial fire watch.

8.2.6 Check Hot Work area one half hour after completion of work.

8.2.7 Sign permit after initial inspection of area (before Hot Work is completed) and after completion of Hot Work and successful Fire Watch inspection of area has been completed (minimum of 30 minutes after completion).

8.2.8 Perform other duties, but none that distract them from fire watch responsibilities.

9.0 Summary of Hot Work Procedures

9.1 FM recognizes that there is a mutual responsibility for safety in Hot Work procedures between management, contractors, the PAI, HWO, and Fire Watch. When Hot Work needs to be performed, FM should follow these procedures.

9.1.1 Determine if the work can be done any other way besides using Hot Work methods. If determined necessary, and approved by the supervisor or facility coordinator, proceed according to DFCM Hot Work Program

9.1.2 The PAI, HWO, Fire Watch are determined and communicated with so everyone understands the possible hazards, protection needed, and any restrictions. If contractors are involved, they must be completely informed and must understand they must follow DFCM Standards.

9.1.3 PAI inspects the Hot Work area, equipment, walls, ceilings, floor coverings as stated in Section 4.0 and 5.0. If determined permissible, PAI must complete, obtain all signatures, sign and post a written Hot Work Permit, and post as many signs as needed to inform others in the area.

9.1.4 The appointed HWO, after being authorized by the PAI, follows the procedures as stated in Section 5.0, proceeds with the Hot Work, and reports to the PAI upon completion of Hot Work.

9.1.5 If a separate Fire Watch is determined necessary, the Fire Watch completes tasks as referred to in Section 8.0, and reports to the PAI upon completion of Fire Watch activities. Fire Watch signs Permit before HWO begins, and after successful and safe inspection of area is completed (minimum of 30 minutes after Hot Work is completed).

9.1.6 PAI re-inspects area to insure safety, waiting at least one half hour after Hot Work is complete, signs off on Permit, removes signage and cancels Hot Work Permit if area is safe and secure.

9.1.7 PAI files cancelled Permit with the applicable maintenance office.

9.1.8 PAI must check the area one more time before leaving for the day to verify there are no smoldering flames or embers.

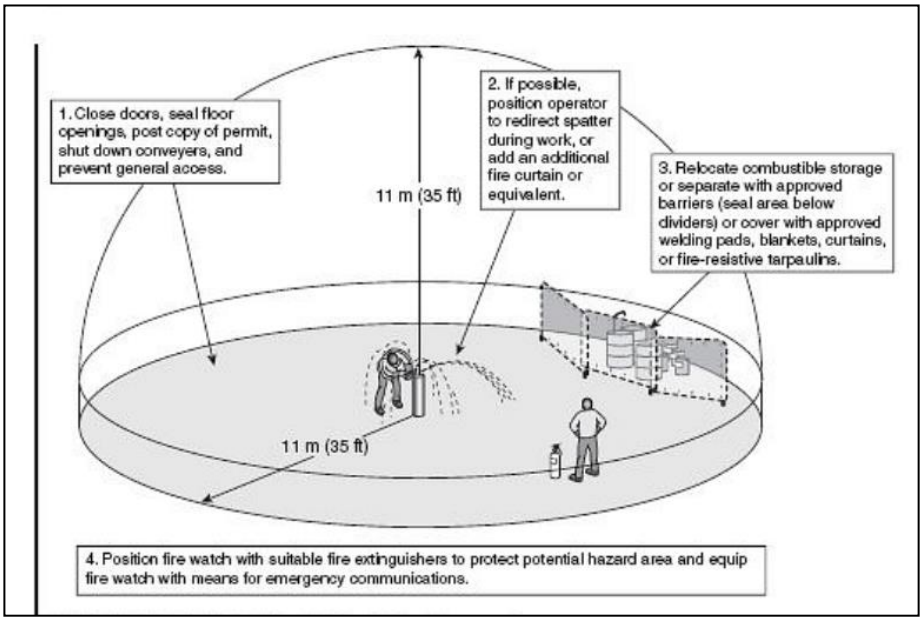
Hot Work Policy **64-05.0**

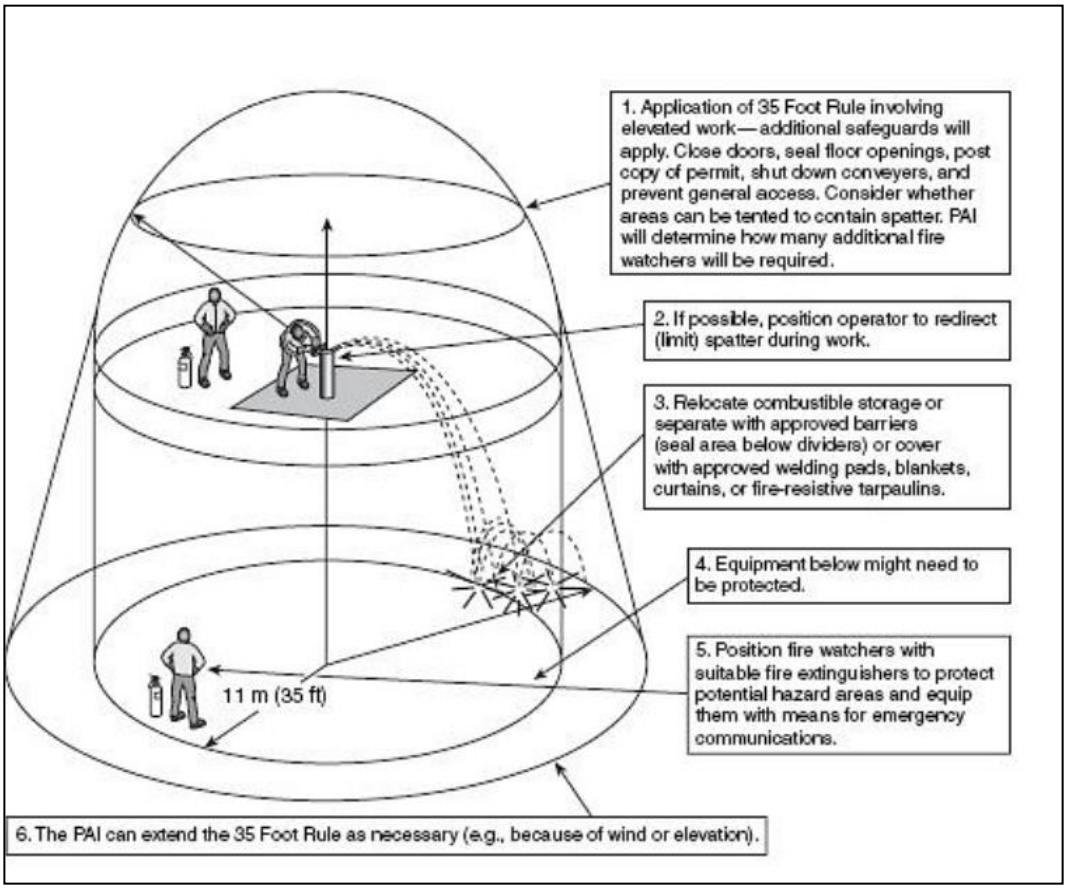
Effective Date 11-09

Revision Date

CITATION REFERENCE: **OSHA CFR 29 Part 1910.252; NFPA 51B, 2009 EDITION**

10. 0 Illustration of the 35-foot rule





DFCM HOT WORK PERMIT

For operations involving open flames or producing heat and/or sparks

Complete form and post in vicinity of hot work. Post attached sign in vicinity of hot work.

Date Time Started Time Completed	**This location has been examined , precautions marked on the checklist below have been taken, and permission is granted for this work**
Location (Be Specific)	Signature – Permit Authorizing Individual (PAI)
Description of Work	Signature – Hot Work Operator (HWO)
THIS PERMIT IS GOOD FOR ONE DAY ONLY	Signature – Fire Watch

☐ **Sprinklers and hose streams in service/operable.**

☐ **Hot Work equipment in good condition (e.g., power source, welding leads, torches, etc.)**

☐ **Multi-purpose fire extinguisher and/or water pump can.**

REQUIREMENTS WITHIN 35 FEET OF WORK

☐ Floors swept down & trash removed – no dust, lint, debris, flammable liquids and oily deposits.

☐ Protect from electrical shock when floors are wet.

☐ Explosive atmosphere in area eliminated.

☐ Combustible floors (e.g., wood, tile, carpeting) wet down, covered with damp sand or fire blankets.

☐ Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards, or metal shields.

☐ All wall and floor openings covered.

☐ Ducts & conveyers that might carry sparks covered, protected, or shut down.

☐ Walkways protected beneath hot work.

WORK ON WALLS OR CEILINGS

☐ Combustibles moved away from other side of wall.

☐ Construction is noncombustible

WORK IN CONFINED SPACES

☐ Confined space cleaned of all combustibles (example: grease, oil, flammable vapors).

☐ Pressurized vessels, piping, equipment removed, isolated and vented.

☐ Containers purged of flammable liquids/vapors.

Hot Work Permit **64-05.0**

Effective Date 11-09

FIRE WATCH/HOT WORK AREA MONITORING

☐ Fire Watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.

☐ Fire Watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers in area

☐ Fire Watch is trained in use of this equipment and familiar with location of sounding alarm.

☐ Fire Watch may be required for opposite side of walls, above, and below floors and ceilings.

FIRE WATCH SIGNOFF: Work are and all adjacent areas to which sparks and heat might have spread were inspected during the Fire Watch period and found to be fire safe. Signed:
FINAL CHECKUP (Minimum 30 minutes after Hot Work): Work area was monitored for _____ hours following Hot Work and Found fire safe Signed:

WARNING!

HOT WORK IN PROGRESS

WATCH FOR FIRE!

IN CASE OF AN EMERGENCY

CONTACT DFCM OFFICE

CALL: _____

AT: _____

Lockout/Tagout Policy **64-06.0**

Effective Date 1-1-97

Revision Date 8-12-09

I. PURPOSE

The proper control of all types of energy is vital to the safety of DFCM employees. Uncontrolled energy, regardless of its form, can result in damage to equipment and cause harm to employees. To ensure that the necessary steps are taken to lockout/tagout equipment, to prevent the accidental release of energy, and to conform to all OSHA equirements, the following energy control plan has been adopted.

II. POLICY

All DFCM employees shall conform to the procedures described in the Risk Management Energy Control - Lockout/Tagout Program.

III. PROCEDURES

All facilities shall comply to procedures described in DFCM's Energy Control - Lockout/Tagout Program. All employees authorized to perform lockout/tagout will be trained in the proper use of the Energy Control - Lockout/Tagout Program.

Lockout/Tagout Program **64-06.0**

Effective Date 1-1-97

Revision Date 8-12-09

Energy Control Program

1.0 Purpose

1.1 The purpose of the Lockout/Tagout Program is to protect employees from the accidental release of hazardous energy during service and maintenance activities and to conform to all OSHA standards.

1.2 The Energy Control Program shall be enforced at all times and used when isolating equipment from sources of energy. Strict compliance with the Energy Control Program is required to ensure safety for all Facilities Management employees.

2.0 Procedure for the Lockout/Tagout of Equipment

2.1 Identify the need for a lockout/tagout.

2.1.1 During the process of receiving and assigning a work order, the supervisor or Facilities Coordinator shall determine if a lockout/tagout is required. However, employees shall conduct a lockout/tagout whenever necessary, regardless of specific instructions to do so.

2.1.2 A list of the employees authorized to conduct a lockout/tagout along with their corresponding job titles will be kept in the Lockout/Tagout Program Manual located at each facility and be maintained by the Facility Coordinator.

2.1.3 A lockout/tagout is not necessary for work on electrical equipment in which the employee has sole control of the plug, and the plug is the only method of energization for the equipment.

2.2 Inform all affected employees of the impending lockout/tagout.

2.2.1 At the beginning of each work shift, the supervisor shall inform affected employees that a lockout/tagout is impending or is in effect.

2.2.2 A list of affected employees, their job titles, and a method of notification will be

kept in the Lockout/Tagout Program Manual at each facility and shall be maintained by the Facility Coordinator.

2.2.3 Active Lockout/Tagout Logs shall be kept in the Log Box and be available for inspection to provide detailed information about the lockout/tagout, should an employee need this information.

2.3 Assign the work order.

2.3.1 The supervisor shall assign the work order and the accompanying lockout/tagout to a qualified craftsperson authorized to lockout/tagout equipment.

2.4 The assigned craftsperson and the supervisor shall complete the applicable portions of the Lockout/Tagout Log.

2.5 The assigned craftsperson shall isolate the energy source.

2.6 Implement the lockout/tagout and place the locks/tags.

2.6.1 After placing the locks/tags, relieve, disconnect, restrain, or otherwise render safe all potentially hazardous stored or residual energy. Remember that if its possible that the stored energy would reaccumulate during the repair, that you need to verify that the energy is isolated until the repair or maintenance is complete.

2.6.2 Prior to starting work on the machine or equipment, the craftsperson shall test to verify that the energy source is isolated, and the piece of equipment is deenergized.

2.6.3 If there is any doubt that all employees that may use the equipment are not aware of the lockout/tagout, notify them of the lockout/tagout

2.7 Complete the work order.

2.8 Inspect and test work.

2.9 Prepare for release from lockout/tagout

2.9.1 The craftsperson shall inspect the work area to insure it is clear from nonessential items

2.9.2 The craftsperson shall ensure that machine or equipment components are intact.

2.9.3 The craftsperson shall ensure that all employees are safely positioned or removed from the area.

2.10 Remove the lockout or tagout devices.

2.10.1 The craftsperson shall remove the lock and tag from the equipment and return the appropriate energy isolating device to its proper position.

2.10.2 The craftsperson shall test the equipment, and remove their tools and equipment from the work area.

2.10.3 Upon removal of lockout/tagout devices, and after checking and/or testing the equipment, the craftsperson shall notify employees that use the equipment that is is now clear and safe to operate.

2.10.4 If an employee participating in a lockout/tagout has a medical emergency or for some other reason has left the facility and cannot be reached by radio or phone, the Facility Coordinator may remove the lock if necessary. The Facility Coordinator shall indicate the removal on the Lockout/Tagout Log and shall notify the employee that the lockout/tagout has been removed as soon as contact is made.

2.11 Complete remaining portions of the Lockout/Tagout Log. The individual log has an automatically generated “Log No.” in the upper right hand corner. This number needs to be transferred to the LOTO Record Sheet which remains in the supervisor’s binder.

2.12 Group lockout/tagout.

2.12.1 If more than one individual is required to lockout or tagout equipment, each shall place his or her own personal lock or tag on the energy isolating device.

2.12.2 When an energy isolating device cannot accept multiple locks or tags, a hasp may be used.

2.12.3 If a lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Employees will then use their own locks to secure the box or cabinet.

2.12.4 Employees no longer needing to maintain their lockout/tagout protection will remove their locks or tags from the box or cabinet.

2.12.5 A list of the employees authorized to conduct group lockout/tagouts and their accompanying job titles will be located in the Lockout/Tagout Program Manual at each facility and shall be maintained by the Facility Coordinator.

2.12.6 See Section 3.7 for the procedure to remove another employee's lock.

3.0 Work Done by Contractors

3.1 The supervisor shall inform Facilities Management employees that outside personnel will be performing a lockout/tagout.

3.2 The supervisor shall complete a Lockout/Tagout Log and request the contractor's signature on the Log, indicating that he or she has been advised about the energy associated with the equipment and the appropriate means to isolate it.

3.3 After the work has been finished and the lockout/tagout removed, the contractor shall complete the Lockout/Tagout Log verifying that the locks and tags have been removed and the equipment has been returned to its proper position.

3.4 If it becomes necessary to remove a lock or tag placed by a contractor, the Facility Coordinator shall contact the contractor to get the lockout/tagout removed. If no contact can be made and it is absolutely necessary to operate the equipment, the Facility Coordinator shall remove the lock or tag. As soon as contact can be made, the Facility Coordinator shall inform the contractor that the lockout/tagout has been removed.

3.5 Temporary Lifting of Locks and Tags.

3.5.1 Under certain circumstances, it may be justified to lift a lock or tag, perform an

operation, and then replace the lock or tag after ensuring that the locked component has been returned to the correct position.

3.5.2 Only emergency conditions warrant the temporary lifting of locks or tags. Facility Coordinators must be consulted before any temporary lifting of locks or tags is attempted.

4.0 Tags and Tagouts

4.1 Tag and Tagout Limitations.

4.1.1 Tags are essentially warning devices affixed to energy isolating devices. They do not provide the physical restraint on those devices provided by a lock. Tags may evoke a false sense of security and their meaning needs to be understood as a part of the overall energy control plan.

4.1.2 When a tag is attached to an energy isolating means, it is only to be removed by the person who is responsible for it, and it is never to be bypassed or ignored.

4.1.3 Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area.

4.1.4 Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

5.0 Audit Procedure

5.1 Lockout/Tagout Logs shall be kept at each facility.

5.2 An annual audit of the Lockout/Tagout Program shall be conducted by the Preventive Maintenance Coordinator. This will include random checks throughout the year of the logs and/or summary sheets.

6.0 Training

6.1 All employees shall be trained annually in the Lockout/Tagout Program.

Confined Space Policy **64-07.0**

Effective Date 1-95

Revision Date 5-12-10

I. PURPOSE

Confined spaces, due to their hazardous nature, pose a particular danger to those employees required to enter them. A variety of atmospheric, biological, and material hazards may be present in these spaces, which are not intended nor designed for continual occupation by employees.

Confined space entry poses a significant threat to DFCM staff because it is not performed on a regular basis. This makes it difficult to establish and remember safe habits when entering and completing work in them. DFCM hopes that the recent training and hands-on experience will assist in reminding staff of the importance of following the correct procedures.

Because the risk in working with confined spaces most often comes from minimizing the potential dangers, it is important to follow the correct procedure each time. If you fail to follow it once, with no consequences, it can become the new standard, putting your co-workers and yourself at risk. So, it is important to perform the task the same way each time.

Part of the dilemma in determining the safest way to enter a space is determining whether it is a "permit-required" confined space or not. However, this becomes more clear if we remember that atmospheric conditions are the biggest factor in determining whether the confined space is permit-required or not. If we consider that a ***potential for hazard*** makes it a ***permit-required*** confined space, it helps in this determination.

In order to protect employees from the hazards of entering confined spaces and to conform to OSHA requirements, the following Permit Required Confined Space Program has been adopted.

II. POLICY

All DFCM employees shall conform to the procedures described in the Risk Management Permit Required Confined Space Program.

III. PROCEDURES

All facilities shall comply with procedures described in the Permit Required Confined Space Program. All employees authorized as entrants, attendants, and entry supervisors will be trained in the proper use of this program.

Confined Space Program **64-07.0**

Effective Date 1-95

Revision Date 5-12-10

1.0 Purpose

1.1 Facilities Management (FM) employees work in and around facilities that have confined space. Because of various chemical and physical properties, these spaces may cause death or serious injuries to employees who enter them. Additionally, entries into confined spaces pose a significant threat to FM staff because it is not performed on a regular basis. This makes it difficult to establish and remember safe habits when entering and completing work in them. The recent training and hands-on experience should assist in reminding staff of the importance of following the correct procedures.

As emphasized during training, minimizing the potential dangers increases the risk involved, so it is important to follow the correct procedure each time. Failure to follow it once with no consequences can easily become the new standard, putting everyone at risk. So, it is important to perform the task the same way each time.

This Confined Space Program has been developed and established to identify, evaluate, and control such space. More importantly, this program details procedures and responsibilities for entering and working within confined space. Adherence to the policies and directives contained in this program is mandatory for all DFCM employees.

2.0 Classification of Permit Required Confined Space Areas

2.1 Each facility maintained by Facilities Management shall be evaluated for confined space areas. Spaces possessing the following characteristics shall be classified as confined space:

2.1.1 Configured and sized to allow an employee to enter the space and perform the assigned work.

2.1.2 Limited or restricted means for entry or exit.

2.1.3 Designed for occasional rather than continuous employee occupancy.

2.2 Part of the dilemma in determining the safest way to enter a space is determining whether it is a “permit-required” confined space or not. Remembering that atmospheric conditions are the biggest factor in determining whether the confined space is permit-required or not helps. We should remember that a *potential for hazard* makes it a *permit-required* confined space. Therefore, confined space areas with one or more of the following characteristics shall be classified as Permit Required Confined Space and shall be subject to the procedures described in this program.

2.2.1 The presence of a hazardous atmosphere or the potential to contain one.

2.2.2 The presence of a material that has the potential for engulfing an entrant.

2.2.3 An internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.

2.2.4 Any other serious safety or health hazard.

2.3 All spaces classified as Permit Required Confined Space shall be subject to the procedures described in this program.

2.4 A Confined Space Information Sheet shall be developed for each confined space in each facility and shall be kept in that facility’s Confined Space Program section in their Risk Control Manual or in a separate file used only for this purpose.

2.5 All permit required confined space shall be labeled with a posted danger sign.

2.6 Employees shall *never* enter any permit required confined space areas before receiving an Entry Permit and completing all other applicable procedures described in this program.

3.0 Entry Procedures

3.1 All employees participating in the entry procedure shall be notified that they are entering a confined space.

3.2 The Entry Supervisor shall assign five (5) employees (preferably) to the following confined space entry positions:

3.2.1 Entrant(s) to enter the permit space and complete the required work.

3.2.2 Attendants to monitor the space and entrants, operate the belay system, and operate the winch system.

3.2.3 To conduct a confined space entry, there must be a minimum of three people (can include the entry supervisor), but five is preferable.

3.3 All employees authorized to work in or near permit spaces shall have been previously trained for confined space entry as specified in Training, Section 12.0.

3.4 There shall be no smoking in or around the confined space.

3.5 Prior to entry, the entry supervisor shall complete an Entry Permit.

3.6 The completed Entry Permit shall be posted near the entrance to the confined space.

3.7 While working in Permit Required Confined Spaces, employers shall follow applicable procedures described in DFCM's Lockout/Tagout and Personal Protective Equipment Programs.

3.8 Remember that any chemical that is marked IDLH (Immediately Dangerous to Life or Health) on the chemical's MSDS *cannot be used in a confined space*

3.9 The Entry Permit shall be canceled by the entry supervisor when one of the following circumstances exist:

3.9.1 The work allowed by the Entry Permit has been completed.

3.9.2 A condition prohibited by the Entry Permit arises in or near the permit space.

3.10 Each canceled Entry Permit shall be kept in DFCM's Permit Required Confined Space Program section of their Risk Control Manual for at least one (1) year to be reviewed in the annual evaluation of the program.

3.11 Any problems, such as the discovery of unexpected hazards, the development of a hazardous atmosphere or an injury to an employee, encountered during an entry operation shall be indicated on the Entry Permit and shall be detailed on a Confined Space Incident Review so that appropriate corrections can be made. The Confined Space Incident Review shall be submitted to the Research Analyst.

3.12 All equipment necessary for permit required confined space entry shall be gathered and prepared prior to entry.

3.13 All confined space entries performed by grounds employees must be attended by the Grounds Supervisor.

4.0 Hazardous Atmosphere Confined Space

4.1 If a space is classified as a Hazardous Atmosphere Confined Space, employees shall complete the following actions before entering the space:

4.1.1 Obtain a Confined Space Permit.

4.1.2 Conduct internal atmospheric testing for oxygen content, flammable gases and vapors, and toxic air contaminants where necessary and record the results of the testing on the Confined Space Permit.

4.1.3 If hot work is to be performed, a Hot Work Permit must be obtained, after the area is inspected by the Maintenance Supervisor.

4.1.4 See Policy No. 64-05.0 of the DFCM Policy Manual for the Hot Work Program and Permit. Hot Work, includes, but is not limited to cutting, welding, etc., and is always a *permit-required activity.*

4.1.4.1 Hot Work includes not only welding, but any activity during which a spark may be produced, or other combustible event may occur.

4.1.4.2 This can include cutting, welding, drilling, sawing, etc. Supervisor should consider what has been in the space previous to performing the hot work. Could there have been an ignitable substance that may not yet be cleared?

4.1.4.3 DFCM Hot Work requirements will still be in place, so supervisor must ensure that work is shut down 30 minutes before the supervisor leaves the space, to insure that no sparks ignite.

4.1.5 If the atmosphere within the space is acceptable, and the appropriate permits have been obtained, employees may enter the space to proceed with their assigned work tasks.

4.1.6 If a hazardous atmosphere does exist, employees may not enter the space and must begin continuous forced air ventilation as described in Section 5.5.

4.1.7 After ventilation and testing indicates that the internal atmosphere is safe for entry, the test results shall be recorded, and employees may enter the space to proceed with their assigned tasks.

4.1.8 While employees are present in the space, the internal atmosphere shall be tested continuously.

4.1.9 Forced air ventilation shall continue until all employees have exited the space.

Confined Space Program **64-07.0**

Effective Date 1-95

Revision Date 5-12-10

5.0 Atmospheric Testing

5.1 If the Confined Space Information Sheet indicates that atmospheric testing is required, the atmosphere outside the confined space shall be tested for atmospheric contamination first.

5.2 If this testing indicates acceptable entry conditions, the entrance to the space can be opened. After the entrance cover is removed, a barrier such as a railing or temporary cover shall be placed around the space.

5.2.1 Acceptable entry condition limits can be found on the Entry Permit, as well as below:

Permissible Entry Levels for Gases	
TESTS TO BE TAKEN	PERMISSIBLE ENTRY LEVEL
Percent Of Oxygen	19.5% to 23.5%
Lower Flammable Limit	Under 10%
Carbon Monoxide	+35 PPM
Carbon Dioxide	5000 PPM PEL TWA
Aromatic Hydrocarbon	+ 1 PPM * 5PPM
Hydrogen Cyanide	(Skin) * 4PPM
Hydrogen Sulfide	+10 PPM *15PPM
Sulfur Dioxide	+ 2 PPM * 5PPM
Ammonia	*35 PPM

Definitions of Terms in Using the Sensor	
TERM	DEFINITION
PEL	Permissable exposure limit
TWA	Time-weighted average (the amount of time you spend exposed determines whether it is a hazard or not)
LEL	Lower Explosive Limit
STEL	Short Term Exposure Limit
IDLH	Immediately Dangerous to Life and Health

5.2.2 + 8 hr Time Weighted Average: Employee can work in area 8 hours (longer with appropriate respiratory protection)

5.2.3 *Employee can only work in the area up to 15 minutes

5.3 The internal atmosphere shall be tested from outside the confined space with a calibrated direct-reading instrument at different heights in the following order:

5.3.1 Oxygen content. (Failure to test for oxygen content first may result in inaccurate test results for other hazards since an oxygen deficient atmosphere may affect the testing instrument.)

5.3.2 Flammable gases, vapors, and mist.

5.3.3 Toxic air contaminants.

5.4 Employees shall *not* enter a permit space if acceptable entry conditions are not met.

5.5 If a hazardous atmosphere is detected during atmospheric testing, forced ventilation shall be used to eliminate it and used continuously throughout entry.

6.0 Detection of Hazards During Entry

6.1 If an unexpected hazard arises or a condition prohibited by the Confined Space Information Sheet is detected during an entry operation:

6.1.1 Each entrant shall leave the space immediately.

6.1.2 The Entry Permit shall be canceled.

6.1.3 A Confined Space Incident Review shall be completed to assess the development of the hazard and prevent a similar occurrence.

6.1.4 Forced ventilation or more permanent measures shall be implemented to protect employees from the hazard.

6.1.5 Testing and/or inspections shall be completed to verify the successful elimination of hazards before any subsequent entry takes place.

6.1.6 If an attendant begins an extraction because they suspect the entrant is having difficulty, they must complete it, speak to the entrant face-to-face, observe their behavior and make certain conditions are safe. If it is determined that conditions are safe, the entrant can be allowed to re-enter the space.

7.0 Duties of Authorized Entrants

7.1 Review the applicable Confined Space Information Sheet.

7.2 Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure. (See Section 5.2.1 Permissible Entry Levels for Gases and Definitions of Terms in Using the Sensor).

7.3 Help inspect proper setup of equipment.

7.4 Perform any needed lockout/tagout.

7.5 Know the proper use of the personal protective equipment required for entry, ensure it is donned correctly. Don fall protection correctly.

7.6 Become clear with hand/rope signals to be used with attendant.

7.7 Make sure space has been tested and that sensor is attached securely. Clarify how to read it. Make sure everything is ready before you start.

7.8 Enter space, conduct work.

7.8.1 Remain in communication with the attendant so the attendant can monitor the entry situation and give orders to evacuate if necessary.

7.9 Alert the attendant whenever:

7.9.1 The entrant recognizes any warning sign or symptom of exposure to a hazard.

7.9.2 The entrant detects a prohibited condition.

7.10 Exit from the permit space as quickly as possible whenever:

7.10.1 An order to evacuate is given by the attendant or the entry supervisor.

7.10.2 The entrant recognizes any warning sign or symptom of exposure to a hazard.

7.10.3 An evacuation alarm is activated.

8.0 Duties of Attendants

8.1 Review the applicable Confined Space Information Sheet.

8.2 Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms and consequences of exposure to a hazard. (See Section 5.2.1 Permissible Entry Levels for Gases and Definitions of Terms in Using the Sensor).

8.3 Help inspect equipment and make sure set-up is correct.

8.4 Calibrate sensor in good air, test space. Initiate ventilation if needed.

8.5 Attach monitor to entrant.

8.6 Make sure entrant has fall protection donned correctly. Attach belay line and hoist to entrant.

8.7 Become clear with hand/rope signals with the entrant.

8.7.1 Either hoist entrant or monitor the hoisting.

8.8 Be aware of the possible behavioral effects of hazard exposure in authorized entrants.

8.9 Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the names listed on the Entry Permit accurately identify who is in the permit space.

8.10 Remain outside the permit space during entry operations until relieved by another attendant.

8.10.1 Only as a last resort, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations or relieved of their duties as an attendant and become authorized entrants.

8.10.2 If the attendant has not been trained for rescue operations in confined spaces or is not designated as an authorized entrant, he or she may *not* enter the space for any reason.

8.11 Communicate by radio with authorized entrants to monitor entrant status and to alert entrants of the need to evacuate the space, if necessary.

8.12 Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space. Order the authorized entrants to evacuate the permit space immediately under any of the following conditions:

8.12.1 Detection of a prohibited condition.

8.12.2 Detection of the behavioral effects of hazard exposure in an authorized entrant.

8.12.3 Detection of a situation outside the space that could endanger the authorized entrant.

8.12.4 The inability to perform one or more of the duties of an entrant (Described in Section 7.0).

8.13 Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from the permit space.

8.14 Take the following actions when unauthorized persons approach or enter a permit space in which entry is underway:

8.14.1 Warn the unauthorized persons that they must stay away from the permit space.

8.14.2 Advise the unauthorized persons that they must exit immediately if they have entered the permit space.

8.14.3 Inform the authorized entrants and the entry supervisor that an unauthorized

person has entered the permit space.

8.15 Perform non-entry rescue when necessary.

8.16 Avoid any duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

9.0 Duties of Entry Supervisors

9.1 Review the applicable Confined Space Information Sheet.

9.2 Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure. (See Section 5.2.1 Permissible Entry Levels for Gases and Definitions of Terms in Using the Sensor).

9.3 Initiate the Entry Permit, determine all procedures that will be done, and how they will be done. Make sure everyone understands what needs to be done. It is preferred that five participants complete the entrance, but no less than three participants.

9.4 Check that the appropriate information has been recorded on the Entry Permit and is correct, that tests have been conducted, and all necessary equipment is in place and inspected before signing the permit to authorize entry. Assign participants.

9.5 Post Entry Permit

9.6 Terminate the entry and cancel the permit if necessary.

9.7 Verify that rescue services are available if internal rescue teams are to be used and that the means for summoning them are operable.

9.8 Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations.

9.9 Ensure that the correct atmospheric testing is done at specified time intervals.

9.10 Ensure that whenever responsibility for a permit space entry operation is transferred to another entry supervisor, entry operations remain consistent with terms of the entry permit.

9.11 After entry is completed, and equipment is returned, the Confined Space Permit is filed in the maintenance office.

10.0 Termination of Entry Operations

10.1 If hazards arise at any time during an entry operation, the entrants shall evacuate the space and terminate the entry until the hazards have been eliminated as described in Detection of Hazardous Environment During Entry Operation (Section 5.0).

10.2 When the assigned work is satisfactorily completed, the authorized entrants shall terminate the entry operation using the following steps:

10.2.1 Remove lockout/tagout, if applicable, following lockout/tagout procedures.

10.2.2 Check to ensure that the maintenance or repair of equipment was successful.

10.2.3 Remove any maintenance equipment brought into the permit area.

10.2.4 Clean the area, if necessary.

10.2.5 Exit the permit space with rescue and testing and maintenance equipment.

10.2.6 Remove the barrier prohibiting entry to the permit space.

10.2.7 Lock or otherwise secure the entrance to the space.

10.2.8 Inspect personal protective equipment.

10.3 The entry supervisor shall cancel the Entry Permit, add any additional information required, and return the permit to the Confined Space Program Manual, or file in the Maintenance Office, as preferred by Facilities Coordinator. Hot Work Permits must be terminated according to the procedures in Policy No. 64-05.0.

11.0 Reclassification as a Non-Permit Confined Space

11.1 If all hazards in a permit required confined space are eliminated, the space may be reclassified by the Research Analyst, in conjunction with the appropriate Facility Coordinator and the Program Director of Facilities Management.

12.0 Training

12.1 Training shall be provided at the following times:

12.1.1 Before the employee is first assigned to duties in permit required confined spaces.

12.1.2 Before there is a change in assigned duties associated with permit required confined spaces.

12.1.3 Before there is a change in permit space operations that present a hazard about which an employee has not previously been trained.

12.1.4 Whenever the Facility Coordinator, Research Analyst, or Program Director of Facilities Management has reason to believe either that there are deviations from the permit space entry procedures required in this standard or that there are inadequacies in the employees' knowledge or use of these procedures.

12.2 Facilities Management shall certify that each employee has received the appropriate training. This training record shall include each employee's name, the signature or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees.

13.0 Rescue and Emergency Service

13.1 Non-entry rescue is the safest and preferred means of rescue. Tripods shall be used for non-entry rescue.

13.2 If an emergency situation arises in which an entrant cannot be rescued with a tripod, the fire department shall be called to provide rescue services.

13.3 If the Fire Department is required to perform permit space rescue, the Facility Coordinator, supervisor, or entry supervisor shall:

13.3.1 Inform the Fire Department of the hazards rescuers may confront when called on to perform rescue in the confined space.

13.3.2 Allow access into any spaces from which rescue can be made.

13.4 In some particularly hazardous spaces, the fire department can be notified prior to entrance to provide standby rescue assistance.

13.5 Retrieval systems shall meet the following requirements:

13.5.1 Each authorized entrant shall use a chest or full body harness with a retrieval line.

13.5.2 The other end of the retrieval line shall be attached to a tripod.

13.5.3 There will be a secondary back-up belay line attached to the tripod as well.

Confined Space Program **64-07.0**

Effective Date 1-95

Revision Date 5-12-10

14.0 Contractors in Permit-Required Confined Space

14.1 When Facilities Management acts as host employer for a contractor performing permit space entry work, the Facilities Coordinator or entry supervisor shall do the following:

14.1.1 Give the contractor a copy of the Confined Space Information Sheet for the applicable space.

14.1.2 Require that the contractor follow a confined space program which satisfies OSHA requirements and meets or exceeds DFCM's Confined Space Program standards.

14.1.3 Coordinate entry operations with the contractor when both contracted and DFCM employees will be working in or near permit spaces.

14.1.4 Debrief the contractor after entry.

14.1.5 May request the contractor's documentation to verify compliance.

15.0 Authorized Equipment to be Used in Permit-Required Confined Space

15.1 All equipment used during a DFCM confined space entry must have a UL rating. It is not required to have an MSHA rating.

15.2 Sensor Use

15.2.1 When testing the space, the "Peaks Page" may be used. Set the sensor appropriately, lower into space, then check the results to verify absence of harmful gases.

15.2.2 When charging sensor battery, ensure the area is well-ventilated. You should check the back-up for the fan system. Use the gas meter to test the area for hydrogen, and ventilate space if needed.

15.3 Rope Strength

15.3.1 Ropes need to be kern mantle, 11mm thick, able to hold 9500 lbs.

15.4 Carabineer

15.4.1 Carabineer must be 22.2 kn = 5,000 lbs.

16.0 Review of Permit Required Confined Space

16.1 Entry Permits shall be reviewed annually by the Facilities Program Director.

16.2 The Permit Required Confined Space Program shall be reviewed by the Facilities Program Director as needed. If areas classified as permit required confined space are not entered during the twelve month period, no review is necessary.