

# **Building and Grounds Maintenance Service**

## **Scope of Work**

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## **BACKGROUND**

The Facility Service Provider is responsible for Facility Management Program, the Owner's Corporate policy compliance, and document management associated. The Facility Management Program is a vital part of the THE OWNERS organization's ability to be productive and meet corporate objectives. It, partnering with all of the facility departments is a vital part of manufacturing and employee productivity. The Facility Management Program will work with all departments to support certain Owner standards. The basis for meeting those goals are described in the scope of work that follows.

## **SCOPE OF OVERVIEW**

This intent of this package is to explain the service requirements for the Site Building and Grounds in whole. The intent is for all equipment to be maintained per manufactures and code requirements to achieve world class performance. Immediate priority will be given to all utility systems with "system running status" deemed critical. Normal maintenance is expected for all building assets and repairs due to fatigue and failure not associated with lack of maintenance will be covered as an episodic event and extra cost to the Purchase Order.

## **Service Philosophy and Objectives**

- The Owner strives to create a clean, safe, and professional environment throughout the company. This
- Culture is present in every operational process. Every employee shares this belief and
- Incorporates this attitude into their daily work practices. By maintaining this culture, each
- Employees contribute to the common goal of maintaining an injury free, productive workplace.

## **Pillars of the Program**

The Facility Manager will provide multiple programs to meet service objectives. The program will include;

- Maintenance Training Programs
- Department Auditing
- Train the trainer
- Benchmarking and tracking performance

- Others as determined necessary to meet THE OWNER goals

## Definitions

- *Buyer* – Chrysler Purchasing Division is the buyer.
- *FSSP* – Facility System Service Provider will manage all outside service contracts for the facility. (also referred to as Contractor or Facility Manager)
- *SP- Service Provider* (also referred to as Subcontractor or vendor)
  - The contract service provider awarded the contract to support the The Owner’s facility is considered to be a partner with the remaining departments. The facility will have multiple Service Partners providing daily services to support the production needs of the facility. These contractors will be working as one team for one cause. Each contractor is a “Co-Partner of the other.
- *Criminal Background Check* – The contractor will research each employee’s background for criminal records. That research will be a seven-year record and will include any and all counties of residence for the past 7 years. No employee of any contractor will be permitted on the premises with a felony record, without written consent by the FSSP. The contractor will notify the FSSP of all instances where an employee is assigned to the facility and has a criminal record including misdemeanors, but excluding driving offenses. The contractor will ensure that the resident history accounts for all period of time for the past 7 years.
- *Drug Test Policy* – Each contractor is required to have a drug testing policy in place. That Drug testing policy will include drug testing prior to working on THE OWNER property, and drug testing for any individual involved in a work place accident resulting in personal injury and/or asset damage. The drug testing policy must provide the Service Partner with the right to perform random Drug Test.
- *THE OWNER - Chrysler Yucca Site Operations-*
- *OEM* - Original Equipment Manufacturing
- *CM* – Construction Manager
- *A/E* – Architect Engineer
- *Rearrangement* – Any routine maintenance task over 4 hours.
- *N.I.C.* – Not in contract
- *N.F.P.A.* – National Fire Protection Association

## SCOPE

The Service Provider agrees to provide all labor, necessary to render scheduled services as specified frequencies require and respond to all related work orders regarding PM’s. Extra scope work orders will be addressed only with surplus time of team members. A list of building programming and asset information is supplied in the attached exhibits.

**The service provider will be responsible for the following services:**

*Building Substructure Maintenance*

**Foundation (Exposed)**

- Inspect yearly for cracks, deteriorations, and erosions and report accordingly

**Basements and Pits (exposed)**

- Inspect annually or during downtime for crack deteriorations or erosions and report accordingly

*Building Shell Maintenance*

**Superstructure**

- Floors
  - Inspect annually for cracks, deteriorations, or erosions and repair accordingly. Major floor finish deteriorations will be reported to Owner representative for recommended corrective action. Floor cracks will require specific owner preferred Pleurae Aliphatic joint sealant.
  - Any floor repairs must use THE OWNER approved
- Walls (Interior and Exterior)
  - Inspect annually for deteriorations.
- Louvers – inspect and clean annually.
  - Extra inspection required in spring cottonwood season in Midwest locations.
- Windows
  - Inspect annually for deteriorations.
- Doors (Follow Recommended Manufacturers Maintenance.)
  - The service provider will perform quarterly inspections and maintenance as required and repair,
  - Provide annual and drop test of all rolling and sliding fire doors per code
  - Verify operations of doors and recommend preventive maintenance requirements consistent with manufacturing requirements and actual door usage.
  - Offer and implement a preventative maintenance program for the doors and electric door openers.
  - Provide same day service on all overhead doors, rolling doors, high-speed doors, and electric door openers.
  - Respond to emergency requests 24 hours per day, 365 days per year on an agreed upon T&M rates.
  - Perform specific Preventive Maintenance Requirements and other requirements as determined by the door manufacturers.

- Skylights
  - Inspect and clean annually

### **Covering**

- Roof
  - Inspect all roof drains semi-annually, and down spouts. When inspecting the roof;
  - Examine all metal flashings for rust and /or damage
  - Make sure all flashing is secure.
  - Examine the areas that abut the roof, checking for damaged or poorly mounted counter flashing, loose caulking, and any loose stone or tile coping.
  - Examine the edge of the roof or deteriorations, or internal exposure.
  - Ensure that all roof systems are properly secured and not leaking materials onto the roof.
  - Check the building structure for movement. Movement can create cracks in the roof.
- Walk Mats
  - Inspect and re-align walk mats annually if present.
  - Examine the protective coatings for cracks, flaking, or blistering. These areas must be repaired immediately.
- Locksmith Service
  - Services related to building entry and/or common areas will be provided on an “as needed” basis as extra scope. Cardkey systems are the responsibility of Security. However, Facility Service Provider will assist Security by managing the implementation and maintenance of these systems. All other services will be provided as an additional charge to the requester. A master key list and cabinet will be maintained by Facility Service Provider

### **Interior Construction**

#### *Floors*

- Repair or replace as required

#### *Door repairs*

- Free sticking doors
- Adjust / Replace as required
- Locks
- Closers
- Panic hardware
- Thresholds
- Weather stripping

#### *Walls*

- Inspect quarterly and

### *Ceilings*

- Inspect and repair as required.

### *Staircases*

- Service as required handrails, toe rails, separate HVAC if required and way-finding signage.

### *Interior finishes*

- Inspect quarterly and repair/reorder as required.
- These items typically include signage, base molding, working surfaces, corner wall guards, handrails. File report of any vandalism and await approval to proceed to repair/replace.

### *Signage*

- Service provider will inspect and repair signage on a as needed basis including pipe labels, office signs, way finding, machine lockout Plaquard, and fire protection, informational. Costs will be extra.

## **Services**

### *Conveying Systems*

#### **Elevators (Not Required this building)**

- Maintenance inspected per code.

#### **Escalators and Moving Walkways (not is this contract)**

#### **Material Handling System**

- Dock Locks/Levelers
- Inspect quarterly (not to be combined with preventive maintenance schedule)
- Reference exhibit "C" Manufacturer recommended maintenance

## **Mechanical Systems**

Reference Exhibit for all general industry guidelines for mechanical systems.

## **Piping and Plumbing Systems**

- Inspect Back Flow Preventors will be checked semi annually or per code
- Inspect restroom fixtures for leaks and proper operation and repair as necessary.
- Inspect kitchen fixtures for leaks and proper operation and repair as necessary.
- Inspect hot water heaters for leaks and proper operation and repair as necessary.
- Inspect drinking fountain filters.
- 1. Drinking Fountains the service provider will under the direction of the Safety leader collect drinking water samples at various locations within the facility. The parameters to be analyzed will be Total Coliforms under the USEPA drinking standard. The Scope of work will be to collect samples from locations on a semi-annual basis, have the samples analyzed, and provide a written report of the results. This is to be conducted through a laboratory certified by the State of Michigan

EPA to perform bacteriological analysis of drinking water. Sampling will be completed in the months of March and September of each year with the reports to follow within 2-week periods. The service provider will inspect the operating system, in accordance to the manufactured recommendations.

- Check roof and parking lot drainage systems for blockages.
- Check water coolers for proper operation.
- Inspect entrance service pressure regulators for proper settings.
- Record meter readings as required.
- Bottled Water The primary source for drinking water is the domestic water supply system. Where water quality or availability are at issue, Facility Service Provider will coordinate water through bottled water or water filtration. The expenses associated with alternative drinking water sources are the responsibility of the Owner/requesting department.
  - Plumbing Fixtures
    - All water and natural gas piping, sanitary sewers, rain leaders, water coolers, water heaters water closets, lavatories and other plumbing fixtures will be maintained to ensure proper operation and a leak-free condition. Fixtures will be inspected and seals and washers replaced as necessary to prevent drips and leaks.
    - Drinking Fountains the service provider will under the direction of the Safety leader collect drinking water samples at various locations within the facility. The parameters to be analyzed will be Total Coliforms under the USEPA drinking standard. The Scope of work will be to collect samples from locations on a semi-annual basis, have the samples analyzed, and provide a written report of the results. This is to be conducted through a laboratory certified by the State of Michigan EPA to perform bacteriological analysis of drinking water. Sampling will be completed in the months of March and September of each year with the reports to follow within 2-week periods. The service provider will inspect the operating system, in accordance to the manufactured recommendations.
  - Domestic Water Distribution
    - Turn all valves once per year.
  - Bottle Water. Coordinate maintenance for dispensers.
  - Sanitary Waste
    - Respond to any blocked line and or backups of any plumbing fixture and repair accordingly
  - Rain Water Drainage
    - Respond to any blocked line and or backups of any plumbing fixture and repair accordingly

- Compressed Air Systems
  - Thermal Imaging and or vibration analysis of bearings done annually. This information will be tracked in tend format to determine Preventive maintenance
  - Chemical Analysis of lubricants done annually.
- Special Plumbing Systems
  - Eye Wash Stations - Inspect and flushed annually
  - Fuel Systems – Per Manufactures Recommendations.
  - Systems – N.I.C.

## HVAC

### **Energy Supply Systems**

### **Heat Generating Systems**

**Domestic Hot Water System - Inspect annually, clean burner, drain.**

### **Cooling Systems**

- Chiller System
  - Thermal imaging and or vibration analysis on done Annually. This data will be tracked and trended to determine preventive maintenance.
  - Chemical Analysis for lubricants done annually.
- Distribution Systems
- Air Quality Systems
  - Reference Exhibit “H” – Manufacturer recommended maintenance.
  - Reference exhibit “Q” for checklist.
  - The HVAC systems will be operated and planned maintenance shall be performed according to manufacturer's specifications, or approved alternative program, to ensure appropriate seasonal temperature ranges and air quality is maintained. System operating hours shall be established to optimize cost-effectiveness and comfort. HVAC outages shall be responded to within two (2) hours for local metropolitan locations and four (4) hours for outlying or remote locations. The service partner will provide HVAC labor to perform routine
- HVAC maintenance repair and inspections, which include in addition to exhibit H:
  - First response to HVAC related repair issues.
  - Respond to temperature issues and adjustments.
  - Inspect quarterly. Extra attention should be given to units during the spring for cotton wood tree contaminates. Filter Changes are required when PSI pre-determined differential changes more than O.E.M. recommendations.

- Filters - All air filtration products used are to be rated a UL Class II for fire resistance. Regulations require all air filter products to be tested according to ASHRAE Standard 52.1 for efficiency and resistance
- Heating, ventilating, and air conditioning units will be surveyed, identified, and the equipment identification numbers will be incorporated in the filter replacement schedule. The vendor will ensure the manufacturing specifications for filter size and types are met.
- Annually check and recharge all roof compressors as extra with certified refrigerant supplier as requested by THE OWNER.
- Once manufacturer recommended frequencies have been established, the vendor will monitor the filter replacement requirements to determine and recommend frequency change.
- Supporting Documents
  - Ref. Manufacturer Recommended Maintenance
- Mist and Dust Collection
  - Inspect and clean Mist Collectors as required per manufacturers recommendations exhibit "H"
- Exhaust Fans
  - Inspect and repair roof curbs annually
  - Manufacturer recommended Maintenance.
- Coolant – N.I.C.
- Industrial liquid Waste – N.I.C.
- Natural Gas -Meter – Utility Provider will test for leaks with air monitor with readings.

*Fire Protection (Testing by THE OWNER Security Maintenance on a time and material extra basis)*

#### **Fire Protection Specialties**

- Fire Pump House
- Infra red and or ultra sonic analysis of pump bearing annually
- Reference Manufacturers recommended maintenance.
- Computer room suppression – N.I.C.
- Special Mechanical System

#### *Central Utility Complex*

- Plumbing for Toilet Rooms, roof drainage. Include tie-in to site sewerage and drainage systems.
- Mechanical services including ductwork, receiving setting, Owner furnished air-handling units.

*Exhaust fans*

- Inspect and maintain per manufacturers recommendations (ref. exhibit H)

*CMM Room*

- Inspect and maintain all mechanical systems as required by manufacturer

**Electrical Distribution –**

- Electrical Distribution is divided into 3 layers of Service. Site Gear, Primary and Secondary. The Site Gear in the “Switch Yard” is controlled by two contractors. The FSSP will coordinate these Suppliers. The following are examples of High Voltage Assets.
  - Sub Station
  - Primary Substations
  - Primary Gear
  - Secondary Sub Stations
  - Generators
  - Infra-red analysis done annually

*Lighting and Power*

- Scheduled inspection and planned maintenance of the electrical system shall be required for safety, cost efficiencies and reliability. Maintenance programs shall be in place for all electrical system components with replacements and repairs as required.
- Exterior lighting is essential for the safety of building occupants. Replacement of exterior lighting near entrances will be considered a priority. Replacement or repair will be completed within twelve (48) hours following notice. Exterior lighting should be regulated by time clock or photo cell.
- Inspect annually. Replace bulbs when lighting has diminished by 10% or 15% of fixtures in a bay are burned out. Foot-candles will be measured by lighting measuring device.
- Maintain grounding systems for the Building, the cable tray distribution system.
- Maintain 480v power with cable tray with feeders for bus ducts, roof top units (RTU), lighting panel, and column mounted receptacle panel and dry type transformer.
- Maintain general interior lighting, night lights/emergency lights, exit lights, wall mounted exterior lights and parapet mounted exterior floodlights.
- Maintain Secondary power for loading dock levelers, doors, and door heaters.
- Reference Manufacturers recommended maintenance.

### *Communication Systems*

- Inspect and clean electrical cabinets annually.

### **Special Electrical Systems**

- EMS
- UPS
- Emergency Lighting
  - Test per NFPA Code. Replace as required.
- Generator
  - Inspect, clean and test quarterly. Repair as required.
  - Reference Manufacturers Recommended Maintenance
- Fire Alarm
  - Reference– NFPA code (certified)

### *Equipment and Furnishings*

#### **Furniture**

- Minor modification and relocation of modular furniture.
- Minor repairs to desks, chairs and cabinets.
- Change and repair locks, make keys.

#### **Office Accessories**

- Coordinate Office equipment
- Copiers, Faxes, Scanners.

### **Site**

#### *Landscape*

- Inspect weekly

#### *Roadways*

- Inspect quarterly.

#### *Parking Lots*

- Inspect quarterly.

#### *Pedestrian Paving –*

- Inspect semi annually

#### *Pond Maintenance*

- Inspect quarterly.
- Security Booth Inspect quarterly

#### *Site Electrical*

- Reference Manufacturers recommended maintenance.

### **Work not included:**

- Production Equipment Maintenance
- Site Electrical coming into site.
- Reproductions of Engineering Drawings Costs
- Computer Rental
- Snow Removal

- ISO Certification
- Uniforms
- Consumables
- Replacement Parts

## **Tasks and requirements**

- Comply with local, state and federal code to support the needs of the facility or it's occupants.
- Comply with any THE OWNER approved guidelines, requirements, or instructions.
- Comply with manufacturer's warranties and maintenance recommendations and adjust for usage within warranty limits.
- Any modifications to any maintenance processes or instructions must be submitted to Owner representative for approval
- Ensure that maintenance is performed in accordance with the manufacturer's maintenance requirements or approved alternative program. Assist in the input and updating of all PMs.
- Periodic inspections of all assets and systems and areas.
- Purchase or renting a thermal imaging camera and perform an initial scan of all equipment to establish baselines.
- An administration desk with phone line will be available for Vendor Partner Building and Grounds Manager in the Administration Area.
- Drawing reproduction related to scope of work.
- Professional engineering services to support any rearrangement work orders.
- All Vender Service Partners will be responsible to lock out all energy sources prior to performing any maintenance on equipment.
- Acquire and secure special tools and diagnostic equipment.
- Upon first day of service will inspect all assets for ergonomic improvement.
- Upon the first day of service, the Vendor Service Provider will tour facility and identify any conditions of need of maintenance.
- Support for services should be available 24hrs per day if required.
- Show evidence of insurance coverage in effect for:
  - Workmen's Compensation and Occupational Disease,
  - Automobile Liability Insurance with limits equal to those required under Comprehensive General Liability.

- Maintenance duties falling outside of scope may be considered extra work; however a report of all such incidents will be required and include time, date, & pictures. (Examples include doors or walls damaged by fork trucks) THE OWNER representative will determine final approval.
- Report any and all incidents on THE OWNER, property. File the necessary reports on the incident to THE OWNER security and THE OWNER Management.
- Utilize the CMMS for reporting & communication requirements. This system will track all required maintenance and analyze work cycle time for efficiency.
- Inform appropriate personnel of any and all known threats to the facility and/or any employee.
- Ensure that only authorized personnel enter to and from the facility.
- Provide assistance to individuals who need help with plant logistics.
- The FSSP and SP will work with Owner's Health and Safety Department to prepare and administer a disaster recovery program that is compliant with Owner's established policies.
- An on-site manager representative, of the Vendor Service Partner, will be responsible for the delivery of services and all Service Partner employees assigned to THE OWNER's facility. A periodic program review will be required.
- THE OWNER reserves the right to approve all prices, price changes, and scope or process changes.
- In the event the Service Provider is responsible for developing drawings and specifications, the Service Provider shall involve Owner's environmental representative in the development and review of the drawings and specifications that concern fluids or soils. The Service Provider shall incorporate an ISO 14001 design for the environment concepts into all projects and meet all DEQ requirements.
- Emergency repairs or replacements immediately necessary for the preservation or safety of the property or for the safety of other persons, which the Facility Manager deems necessary using good judgment, or emergency repairs or replacements required to avoid the suspension of any necessary service, or to protect assets, operations, or personnel may be made by Service Provider without the prior approval of Owner if, under the circumstances, the Owner cannot be notified before the required emergency repairs or replacements must be made. In such event, Service Provider shall promptly notify the Owner representative by telephone of such emergency and follow up with a full written explanation.

- **A small size pick-up truck shall be used and Supplied by the FSSP identified for Security. Any interior vehicle will be equipped with flashing lights on top of the cab.**
- Label and identify all equipment and supplies. No handwritten identifiers will be allowed.
- All employees must pass a criminal background check. See definition for complete explanation of Criminal Background requirements
- All employees must pass a pre-employment drug test. See definition for complete explanation of Drug Test requirements.
- All partners serving the THE OWNER, facility, must present the employee information to the FSSP for approval prior to assigning employee to the facility.
- Pay all federal, state, and local taxes, which may be assessed against its operations, equipment or merchandise while in or upon the premises of THE OWNER.
- Obtain and maintain all necessary licenses and permits, and certificated required by law in the performance of this scope of work.
- Maintain an adequate staff for efficient operation. Upon being hired, employees and agents of the contracting company will be subject to the rules and regulations of THE OWNER while on the premises.
- The FSSP or ISP will not hire, or attempt to hire employees of THE OWNER or employees of any sub-contractor on-site providing support services to THE OWNER's production efforts without the expressed written permission of the contractor, or for a period of six (6) months after the termination of their employment.
  - At no time will gas or LP gas power equipment be utilized in the facility without the expressed approval of THE OWNER. Storage of LP gas containers must be reviewed and approved by Owner or Owners agent.
  - Participate with THE OWNER financial department to report and track new or replaced assets.
  - Provide report detailing spills, leaks, or releases or potential spills, leaks, or releases into the environment by the end of the working shift.

### **Training**

- Employees must have proof of appropriate training in respective field of work .
- Training Programs must be designed, administered and monitored for effectiveness.

- Provide well-trained, dependable staff to meet the needs of the department as described in this document.
- Provide continuous education and training of employees on systems, Industry codes and designs, and safety.
- Employees are encouraged to participate in Safety programs.

**Environmental:**

- Ensure that all employees have received the required environmental training including but not limited to the following:
  - Resource Conservation Recovery Act (RCRA Hazardous Waste) awareness
  - Asbestos awareness
  - Environmental awareness
  - Hazard communication training
- Provide all labor, and equipment required to perform the maintenance requirements described in the scope of work in accordance to all Local, State and Federal laws
- Document all testing of facility systems.
- Provide periodic progress reports of scope progress and status.
- All additional work will utilize the agreed change management process and forms. This system may utilize a CMMS (Computer Maintenance Management System).
- Participate in functional teams and/or committees designed to ensure THE OWNER goals on reliability, quality benchmarking, and safety.
- Provide a process for continuous improvement with the introduction new systems, value engineering, and lessons learned and organizational concepts to THE OWNER.
- Provide a process to measure objectives using a value weighted score card.
- Utilize the service “charge back” process to support special requests.
- Provide documentation and maintain all processes and process changes.
- Provide clean, matching uniforms for service personnel. Supervise the issuance and maintenance of the uniforms to OEM standard. The uniforms must be clearly marked to permit easy identification of the service being provided. ID badges issued by Security will determine identification method of services.

### **Provide Environmental Reporting**

- Provide the following information for each approved chemical material, including possible substitutes used by the subcontractor or delivered by the supplier:
  - Chemical Material Name/Trade Name
  - Manufacturer of Chemical Material
  - Material Safety Data Sheet
  - Amount of Chemical Material in Inventory Beginning Each Month (Pounds). Include storage location and storage condition (Container type, temperature and pressure).
  - Amount of Chemical Material Used During Each Month (Pounds)
  - Amount of Chemical Material Receive with date received at identified location.
  - Amount of Chemical Material Returned Unused with date returned at identified location.
- Utilize all Owner furnished computer systems. (i.e. EMS, Alarms Systems, etc...)
- Utilize the designated process to manage and record alterations, modifications, and changes to equipment.

### **END RESULTS/DELIVERABLES**

- The Service Provider will be measured on key performance indicators. It will be the responsibility of the Service Provider to track its success with each measurable. The tracking system will be supported with criteria defining each measurable to minimize the subjective approach. Measurables to track include but are not limited to;
  - Safety – All Service Provider employees are expected to participate in the facility safety programs, and assist with the development and improvement of safety practices.
  - Quality-All product and services will be of the highest quality.
  - Delivery-Delivery will be accomplished in a timely manner. At no time should delivery become an excuse for not meeting customer satisfaction.
  - Cost-Although cost will be agreed upon when the contract is awarded, the Service Provider will seek process improvements and procurement opportunities to control and reduce operating cost without any negative impact on quality of product or service.

- Customer Satisfaction-Customer surveys will be one method of measuring the success of this service.
- Environment-The Service Provider will ensure it complies with all federal, state, local and corporate environmental regulations. You will support and comply with all on-site recycling programs
- Awareness Program - The Service Provider should implement an awareness program, which will encourage good practices by the employees.

### **Equipment and Materials to Be Provided**

- Provider will provide all equipment, tooling, materials, two-way radios, pagers, and supplies to fulfill this SOW. All such equipment shall be clearly identified as Service Provider owned.
- Quote cost of equipment and tooling specific to the program specifications. All equipment will be owned by the Service Provider through out the term of the contract. All equipment will be operated and maintained by the Service Provider through out the term of the contract. The Service Provider will be responsible for all repairs and/or replacement of equipment without additional cost to THE OWNER, unless otherwise authorized by THE OWNER

### **OTHER CONSIDERATIONS AND EXCEPTIONS**

All Service Provider activities and personnel shall comply with all THE OWNER health and safety requirements.

- Identification method of services will be determined by ID badges issued by Security.
- Pay all federal, state, and local taxes which may be assessed against its operations, equipment or merchandise while in or upon the premises of THE OWNER.
- Comply with all federal, state, and local laws and regulations governing the process and environmental.
- The Service Provider will obtain and maintain all necessary licenses and permits, and certificated required by law in the performance of this scope of work.
- Maintain an adequate staff for efficient operation. Upon being hired, employees and agents of the contracting company will be subject to the rules and regulations of THE OWNER while on the premises.

- The Service Provider will not hire, or attempt to hire employees of THE OWNER, PSSP/FSSP, or employees of any Service Provider on-site providing support services to THE OWNER's production efforts without the expressed written permission of the contractor, or for a period of six (6) months after the termination of their employment.
- Criminal Background Check – The Service Provider will research each employee's background for criminal records. That research will be a seven-year record and will include any and all counties of residence for the past 7 years. No employee of any Service Provider will be permitted on the premises with a felony record, without written consent by THE OWNER. The Service Provider will notify the PSSP/FSSP of all instances where an employee is assigned to the facility and has a criminal record including misdemeanors, but excluding driving offenses. The Service Provider will ensure that the resident history accounts for all period of time for the past 7 years.
- Drug Test Policy – Each Service Provider is required to have a drug testing policy in place. That Drug testing policy will include drug testing prior to working on THE OWNER property, and drug testing for any individual involved in a work place accident resulting in personal injury and/or asset damage. The drug testing policy must provide the Service Partner with the right to perform random Drug Test.
- Changes in the work - shall only be deemed to have occurred if, during the progression of the design, THE OWNER directs a change that requires new work of a materially different nature, character, scope, or quality, than the original scope criteria indicated and reasonably inferred from the original contract by the design professional recognized as an experienced and prudent design professional. It is recognized by THE OWNER that “changes” are necessary to meet the basic defined business objective & criteria, regulatory or legal requirements, or safety and engineering standards that were not previously communicated in prior contract documents.
- Safety shall be the first priority on all jobs. Personal protection planning and implementation shall be considered for all workers on all tasks. Also, consider the safety of other people in your work area.
- When in doubt about the application of any safety rules, the operation of any device or the correct procedure for safe completion of a task, discuss the situation with the Safety supervisor before proceeding.
- It is the responsibility of each Service Provider and their employees to avoid creating safety hazards both in the condition of the work performed and while doing the work.
- Approved eye protection devices are to be worn by all personnel at all times while on the plant floor.

- Safety shoes, hearing protection, respirators, hard hats and other protective equipment should be worn while working on tasks which present specific hazards and are required by THE OWNER or OSHA safety rules and regulations.
- Good housekeeping must be maintained at all times. Service Provider must keep machines, tools, and work places clean and orderly. Refuse must be placed only in the containers provided for that purpose.

## **LIST OF EXHIBITS**

- Exhibit A –
- Exhibit B –
- Exhibit C –
- Exhibit D –
- Exhibit E –
- Exhibit F –
- Exhibit G –
- Exhibit H –
- Exhibit I -
- Exhibit J –
- Exhibit K –
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- Exhibit M –
- Exhibit N –
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- Exhibit P –
- Exhibit Q –
- Exhibit R -
- Exhibit S –
- Exhibit S1 -
- Exhibit T -
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- Exhibit V -
- Exhibit W -
- Exhibit X -
- Exhibit Y -
- Exhibit Z -