

## **CONTRACTORS/VENDORS GUIDELINES RELATED TO BUILDINGS AND PARKING FACILITIES**

### **BUILDING-RELATED GUIDELINES**

All contractors/vendors working on the Capitol Complex are subject to the following building-related guidelines. Contractors/vendors not following these guidelines are subject to removal from the job site.

1. Contractors/vendors must provide the designated Plant Management representative with a list of worker's names to include first name, middle name, last name, birth date and driver's license number. All contractors/vendors will be required to undergo a background check prior to their start date. Contractors will need to contact the Plant Management Representative to verify the security clearance. Once individual's security clearance has been approved they will need to contact Capitol Security at 651.296.2010 and schedule an appointment to receive their security badges. There will be a small charge for acquiring identification badges as well as key access cards. Key access card will not be provided to all contractors. Contractors/vendors must also furnish after-hour\* number(s) where they can be reached in the event of an emergency or problem at the job site.
2. New building construction will require background checks however contractors will not be required to display identification badges on the work-site.
3. Contractors/vendors are required to keep a binder at a designated location on-site that includes all Materials Safety Data Sheets (MSDS) for all products to be used by contractors/vendors at the job site. This binder shall be available for review at any time or to respond to emergency or other situations as they may arise.
4. Contractors/vendors must use only key card doors for after-hour\* entry/exit into the buildings. All other doors are alarmed.
5. Contractors/ vendors must only use pay phones, or personal cell phones.
6. Contractors/vendors are restricted to their designated work area(s) and to common public spaces such as cafeterias, lobbies, and rest rooms. If a contractor/vendor or its workers are found in other areas of the facility, they will be removed from the facility and a formal complaint may be registered with Materials Management Division against the contractor/vendor.
7. **ALL AFTER-HOURS\* WORK BY CONTRACTORS/VENDORS MUST BE PRE-APPROVED BY PLANT MANAGEMENT.** Plant Management will notify Capitol Security in writing of all approved after-hours\* work to be performed by the contractor/vendor including the name(s) of all workers and the day(s)/time(s) that they will be working. The contractor/vendor will

designate in writing to Plant Management a reliable employee, by name, and with a photo identification, to be responsible for identifying and controlling all after-hours\* work activity. After-hours\* work cannot commence by the contractor/vendor until Plant Management has notified Capitol Security. Failure of Plant Management to promptly or correctly notify Capitol Security is not the fault of the contractor/vendor and is not grounds for action under the contract.

8. When working after-hours\*, contractors/vendors must not unlock or open any exterior doors without prior approval of Capitol Security. All exterior perimeter doors are alarmed. Capitol Security can be reached at 651.296.6741
9. **CONTRACTORS/VENDORS MUST NOTIFY CAPITOL SECURITY IMMEDIATELY IF THE CONTRACTOR/VENDOR WORK MAY SET OFF THE FIRE ALARMS**, i.e., excessive dust, welding.
  - 9 a. See attachment pertaining to Cutting, Welding and other Hot Work.
10. **CONTRACTORS/VENDORS MUST NOTIFY PLANT MANAGEMENT IF THE CONTRACTOR/VENDOR WORK WILL AFFECT TENANTS IN THE BUILDING, BUILDING OPERATIONS, OR IN ANY WAY HAVE A NOISE, ODOR OR SERVICE IMPACT**. This notification should be at least ten days prior to any work of this nature commencing, whenever practicable and feasible, whether scheduled during, before or after normal working hours\*\*\*. This will afford Plant Management time to notify tenants in the affected building. Work of this nature cannot commence until prior notification has been given and Plant Management has approved commencement of the work.
11. **RECEIVING OF SUPPLIES, PARTS OR MATERIALS**. The contractor/vendor must sign for their own supplies, parts or materials. State personnel (including staff of Plant Management and Capitol Security) will not accept deliveries for the contractors/vendors unless prior approval has been received from the designated Plant Management representative to do so. Approval is at the sole discretion of the designated Plant Management representative and will only be given if it is determined by them to be in the best interest of the State and the project.
12. **USE OF STATE PROPERTY**. The contract/vendor shall not use any state owned property, including but not limited to hampers, ladders, or carts.
13. **ACCOUNTING FOR NEW BUILDING EQUIPMENT**. Upon completion of the project, the Contractor shall complete, and the AE shall submit, a complete list of all new building equipment installed as part of the project. The new equipment shall be typed on the attached form. The form shall be submitted to the Real Estate and Construction Services (RECS) Project Manager with the Record Drawings and Final Payment Application. If there is no AE assigned to the project, the Contractor shall submit the list directly to the Plant Management Division Project Coordinator.

## **PARKING FACILITY-RELATED GUIDELINES**

All contractors/vendors working on the Capitol Complex are subject to the following parking facility-related guidelines. Contractors/vendors and their workers not following these rules are considered violators “for cause” and are subject to having their vehicles ticketed, towed, having their personal or the company’s parking privileges in the Capitol Complex suspended or canceled, or being charged with a misdemeanor by Capitol Security.

1. Pursuant to the awarded construction contract, the primary contractor/vendor is allowed to purchase parking for one vehicle at the approved location. This vehicle must be clearly identifiable through company logo and the display on the windshield of a special permit issued by Plant Management designating this vehicle as the primary contractor vehicle. Vehicles not displaying this special permit on the job site, will be ticketed and/or towed. Current cost for parking is \$6 per day. **SUBCONTRACTORS OR OTHER CONSTRUCTION WORKERS ARE NOT ALLOWED TO PARK AT THE JOB SITE AND MUST FIND THEIR OWN OFF-STREET OR METER PARKING OR PARK IN VISITOR PARKING OF A STATE FACILITY AND PAY AT THE PAYSTATION.**
2. Vehicles delivering supplies, parts or materials may temporarily park at the job site only while their goods or supplies are unloaded. The contractor/vendor must sign for their own supplies, parts or materials. State personnel may not accept deliveries for the contractors/vendors.
3. Vehicles used to conduct work or perform a function at the job site such as cranes and pumping equipment are allowed on the job site as a tool for the job. **THIS EXCEPTION DOES NOT INCLUDE CONSTRUCTION PEOPLE WHO WORK OUT OF THEIR TRUCKS; USE THEIR TRUCKS AS A SUPPLY SHOP, OR FOR OTHER UNIDENTIFIED, UNAPPROVED PARKING.**
4. Contractors/vendors are prohibited from driving on or over sidewalk or grass, unless it is part of their designated staging area or work they are performing. **PARKING ON SIDEWALKS IS STRICTLY PROHIBITED.**

\*After-hours work is defined as work occurring after 6:00 p.m. and before 6:00 a.m., Monday through Friday, and all day on Saturdays, Sundays and State-designated holidays.

\*\* Normal working hours are defined as after 7:00 a.m. and before 5:00 p.m., Monday through Friday, excluding any State-designated holidays.



# Cutting, Welding, and Other Hot Work

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## I. Introduction

Welding, oxyacetylene cutting, hot riveting, grinding, chipping, soldering, and other activities that produce sparks or use flame are important tools of modern industry. The portability of the equipment, and its careless use outside maintenance areas specifically designed for its safe use, can increase the likelihood of fires that will destroy facilities and interrupt production. To make sure portable cutting, welding, and other hot work for maintenance, construction, or modification are done safely, a permit system is required.

### Statement of the Problem

While industrial cutting, welding, and other hot work are common and useful production, construction, modification, and maintenance methods, they introduce hazards that must be controlled.

The principal hazard associated with portable hot work equipment is that it introduces unauthorized ignition sources into random areas of the facility. Heat sufficient to start fires or ignite explosive materials may come from a number of sources, including:

1. The open flame of a torch,
2. Metals being welded or cut,
3. Molten slag or metal that flows from the work,
4. Sparks that fly from the work,
5. An improperly handled soldering iron,
6. Dropped hot rivets, and
7. Improperly applied grounding clamps during electric arc welding.

**The following guidelines shall be followed by both state employees and contractors during all hot work operations, except for those areas specifically designated for such work, e.g., a welding shop located in a maintenance area.**

The local building manager shall be assigned to inspect the area where hot work operations will be performed before a hot work permit tag is issued. Precautions to be followed before, during, and after hot work operations have been completed are listed in the following guidelines.

All personnel directly involved in the use of and supervision of equipment that is utilized in hot work shall be familiar with the equipment, the hazards of working with the equipment, and the actions required to prevent and extinguish fires when and if they occur.

## **II. General Requirements**

**Fire Prevention and Protection:** The basic precautions for fire prevention in welding or cutting work are:

1. **The attached Hot Work Permit shall be filled out for each hot work job and kept available at the job site.** To request a supply of Hot Work Permit cards, call (651) 201.2594.
2. **Fire Hazards.** If the object to be welded or cut cannot be moved, all movable fire hazards in the vicinity should be taken to a safe place away from the area (at least 35 feet).
3. **Guards/Welding Blankets.** If the object to be welded or cut cannot be moved, and all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards. Approved welding blankets should be used to cover combustible materials.
4. **Automatic Sprinkler Protection.** If hot work operations are to be conducted in a building protected by automatic sprinklers, it should be verified that the sprinkler system is in-service prior to conducting any hot work operations.
5. A **fire watch** shall be continuously present during the entire hot work activity and 30 minutes after completion. In addition, the work area should be monitored every 30 minutes for 4 hours after the welding and cutting are complete.
6. **Restrictions.** If the requirements listed above cannot be followed, welding and cutting should not be performed.

## **III. Specific Requirements**

### **A. Permits.**

1. Permits shall be issued by the local Building Manager and only to the individual performing the actual cutting or welding operation.
2. Permits shall not be approved for any length of time exceeding the normal shift hours of the welder or cutter, except:
  - a. When welding or cutting operations are planned to continue into the next shift and the same welder or cutter is operating.

- b. When emergency repair work warrants the continued operation of cutting and/or welding into the next shift.
3. No permit shall be authorized to be in effect for any length over twenty-four continuous hours.
4. Permits shall be designed and administered as seen in the attached example.
5. Permits shall be issued and logged on a job-to-job basis. No permits shall be issued for general work in any location. Each specific job shall be issued a separate permit.
6. Logs will be maintained to record the issue and retraction of hot work permits. The log shall be kept in such a manner as to identify each permit issued, the time of issue, time of completion, work area and other necessary information, as required.
7. Once issued, the permit shall be posted in a conspicuous location near the work site so it may be observed during welding or cutting operations.

**B. Authorization – provided by local Building Manager:**

1. Authorization shall not be given for hot work operations until all safety precautions and requirements listed on the permit are met. Under no circumstances is a permit to be issued sight unseen. An inspection of the work site must be conducted by the authorizing agent prior to authorization.
2. Authorization shall not be granted for hot work operations if:
  - a. The welder or cutter is not properly trained in welding or cutting operations.
  - b. Fire Watch is not identified and present at work site.
  - c. If welding or cutting equipment is not in proper operating condition and free from defect or damage.
  - d. If the authorizing individual feels that the operation may jeopardize the safety and welfare of workers, residents, and guests in the vicinity of the work.
3. Welding or cutting operations without authorization shall be permitted only in designated welding areas designed for that purpose, i.e., maintenance shop.
4. All other areas will require the use of a hot work permit, issued and signed by a competent authority (Building Manager), prior to the start of any hot work.

