

**STANDARD OPERATING PROCEDURE #FAC 3.009****Subject: Construction Safety**

**Purpose and Scope:** To establish minimum guidelines for construction safety starting with communication on the construction documents and ending with the users affected. Contractor is solely responsible for and shall control the means, methods, techniques, sequences and procedures for constructing and coordinating the work; including safety precautions and safety programs. This SOP is a summary reference of the “Minimum Safety Guidelines” within the Building Design and Construction Standards.

**Procedures:**

1. Work shall be executed to minimize disruption of activities at the project site(s) or building. Contractor shall submit to the Consultant and UWF Project Manager a written plan for staging of work, material staging areas, dust prevention, tree preservation barricading, and any required outages within seven (7) calendar days from the Notice to Proceed date. The Plan shall be reviewed, revised as required, and approved by UWF Project Manager prior to initiation of work at site.
2. Provide and erect before any work begins, and maintain during the progress of the work, all necessary protective barriers, warning signals, signs and lights. The extent of this work and details of construction shall be in accordance with the requirements of all Federal, State, University and local ordinances, codes and requirements; and shall be to the approval of all Authorities Having Jurisdiction (AHJ).
3. UWF Project Manager will ensure that construction vehicles are not parked in a service vehicle space or any other 24 hour reserved spaces (such as visitors, residents, etc). The hard-fast rule should be that they should park in lots signed as commuter parking lots. A member of parking services will attend the pre-construction meetings and instruct people where to park.
4. **PROVISIONS REQUIRED FOR PROTECTION FROM WATER AND MOISTURE:** Both Architect and Contractor must provide a plan and/or show on the drawings as required for temporary construction to maintain integrity and protection of work, occupied space, etc.
5. Restrict the access of all persons entering upon the University’s property in connection with the work to the agreed upon access route and to the actual site of the work. Restrict

activities of contractors' employees to authorized areas. Employees shall not be allowed to mingle in student or public areas. Do not enter other University buildings unless it is directly related to the work of this project.

Barriers:

6. **Contractor's Construction Fencing:** Contractor shall be responsible for installing and maintaining all fencing in a secure manner. Contractors shall supply all locks and chains. UWF will provide one (1) UWF Master Lock for accessibility.
7. Provide UWF Project Manager and the University Police keys to all construction gates and building entrances.
8. Post project contact list, to include 24-hour telephone numbers, for all key project staff members. Post list at major access points to the project site(s) and outside the project office. Update as necessary.
9. **INGRESS AND EGRESS FOR BUILDINGS:** During joint occupancy of buildings, entrances and exits for public use must meet code requirements.
10. **BARRIERS FOR EXCAVATION OF UTILITIES:** 40-inch-high orange fencing, on 2x4 posts, a minimum of 48 inches from excavation. Caution tape and re-bars are not allowed.
11. **CONSTRUCTION FENCE:** A 6-foot-high chain link fence with gates shall be erected around the project site, as required. Fence and location shall be subject to the approval of the University Project Manager. Show fence location on drawings.
12. Usually a heavy woven steel wire fence on steel posts is sufficient; however, where appearance is a consideration, a privacy type fence may be required, provided the budget permits such construction.
13. Barbed wired used on any part of the fence is prohibited. Re-bars are prohibited as posts.
14. All "No Trespassing" signs, which meet OSHA requirements, shall be specified.



**Future Procedures/Plans:**

Facilities Planning, & Construction as well as EH&S, will review and revise current S.O.P. on a project by project basis. This will allow for any involved department, at any time, to be able to recommend key points.

**Developed by: Facilities Planning & Construction**

**Approved by:**

A handwritten signature in blue ink that reads "Mel Manor".

Mel Manor  
Director  
Facilities Planning & Construction

A handwritten signature in blue ink that reads "Melinda S. Bowers".

Dr. Melinda S. Bowers  
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