



York University Constructor/Contractor Manual

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OFFICE OF THE
VICE-PRESIDENT
FINANCE &
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Welcome to York University,

In supporting our core academic and research activities, York University recognizes that contractors and sub-contractors play an important role in helping create, alter, renew and upgrade facilities and interior spaces.

The information contained in this binder is designed to familiarize the contractor and sub-contractor with York University's policies, procedures, regulations and guidelines in order to enable you to work effectively at the University. As the selected contractor, you should be familiar with all information relevant to engaging in renovation, construction or maintenance projects, including:

- Rules about accessing the job/project site and how keys are issued and returned;
- Parking regulations and fees;
- Constructor/Contractor code of conduct;
- Occupational Health and Safety regulations; and
- Security issues and concerns related to construction on campus.

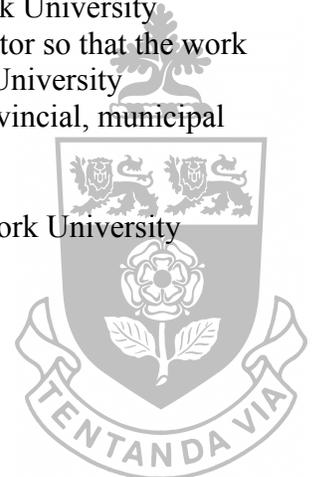
As the contractor, you also have the responsibility to ensure that any sub-contractors under your hire and direction are informed about all of these matters and operate in compliance while working on this project at York University.

The Department of Campus Services and Business Operations (CSBO) will schedule a ***pre-construction meeting*** with you to review the information in this binder and discuss other matters relevant to the project.

As indicated in the Award letter, a project representative (normally a CSBO Project Coordinator or Maintenance Supervisor) will be your primary contact at the University for the duration of this project. The function of the York University Project Representative is to coordinate the activities of the contractor so that the work may proceed in an effective manner, with minimal impact on the University population, and ensuring compliance with all relevant federal, provincial, municipal and York University regulations.

If you have any questions or concerns, please direct them to the York University Project Representative named in the Award letter.

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Before work can begin, the contractor is required to:

- Carefully read this *York University Constructor/Contractor Manual*, which includes:
 - *Constructor/Contractor Code of Conduct, Rules and Responsibilities*
 - *Access Rules for Renovation and Maintenance Contractors*
 - *Information about Security Services and Parking Services*
 - *Occupational Health & Safety Program for Constructors/Contractors*
 - *York University Constructor/Contractor Indemnification and Key Agreement form*
 - *York University Constructor/Contractor Acknowledgement and Undertaking form*
- Provide a *Clearance Letter* (police check) for any site supervisor or other contractor employee who will require keys to access the job site.
- Complete and provide the *York University Constructor Indemnification and Key Agreement form, if applicable.*
- Sign the enclosed *York University Constructor/Contractor Acknowledgement and Undertaking form* in the presence of the York University project representative designated to your project/work.
- Review the *Constructor/Contractor Code of Conduct, Rules and Responsibilities* with your workers to ensure they understand and will abide by its terms and conditions.
- In consultation with your named York University Project Representative, identify the contractor's parking needs and make arrangements for parking permits with the University's Parking Services.

We appreciate your cooperation and look forward to a productive and enjoyable working relationship.

Sincerely,

Gary Brewer
Vice-President
Finance and Administration