

# FACILITIES & PLANNING SERVICES (F&PS)

## Contractor Expectations

Effective Date: October 1, 2016

Revised Date: October 10, 2022



**Purpose:** To manage and coordinate contractors/service providers while on California Baptist University (CBU) property, as it relates to check-in procedures and code of conduct policy.

### Expectations:

1. **All contractors/service providers must check in at F&PS office (Building 16 on campus) when reporting on main campus property each day.** F&PS may choose to make daily check-in policy provisions with long-term contractors. Check-in includes notification of where work will be performed each day (including specific buildings, floors, rooms, etc.), worker name and contact number, and vehicle(s) information.
2. Check-out is required at the end of each work day.
3. Front desk hours are 8:00 AM – 5:00 PM, Monday – Friday (except holidays).
4. If contractor badge(s) and/or key(s) is/are issued, it/they must be returned at check-out. *There is a \$10 fee for each badge/key that is not returned.*
5. Contractors and vendors are restricted to their designated work area(s).
6. Contractors are required to abide by OSHA regulations for their trade while on site.
7. Contractors/service providers must have the appropriate, current insurance certificates on file with F&PS; work cannot be performed on campus without this.
8. All vehicles must adhere to the CBU Vehicle Code – traffic and parking policies. No vehicles/trailers/storage units are to remain on the CBU campus overnight without prior authorization from either F&PS or Department of Safety Services.
9. Contractors must abide by University policy while on campus. University policy includes the following:
  - Smoking/vaping/possession of tobacco/nicotine is prohibited.
  - Consumption/possession of alcoholic beverages is prohibited.
  - Consumption/use/possession of any controlled substance is prohibited. CBU does not, and is not required to, conform to the medical marijuana laws of California.
  - Profanity of any type is prohibited.
  - Sexual Harassment is prohibited. Some examples of behavior or conduct that may constitute sexual harassment include, but are not limited to, the following:
    - Suggestive or inappropriate communications, suggestive or insulting sounds;
    - Whistling in a suggestive manner;
    - Innuendos or comments about a person's clothing, body, activities, or appearance;
    - Suggestive and/or obscene gestures.
  - All contractors/service providers must wear their company uniform or modest/appropriate apparel, as defined by the CBU Dress Code, at all times.
  - Any noise or activities that may disrupt classes and/or residential areas must be approved in advance by F&PS. Contractors/service providers may be required to work around class or housing schedules.

10. CBU management has the ability to and may, at their discretion, ask any contractor/ service provider employees or vehicles to leave the campus.
11. Failing to comply with these expectations will result in removal from campus, loss of account and or/removal from future bid lists.

**Acknowledgement:**

I acknowledge that we have read and will comply with the above *Contractor Expectations*.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company