**SECTION 013513.19 – SITE SECURITY AND HEALTH REQUIREMENTS (DMH)**

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This section shall be used for Office of Administration Projects only including all projects located within the Capitol Complex. Omit this section if no work will be performed at a State Office Building, Capitol Complex Facility or Grounds, or any other OA-operated Facility.

1. **GENERAL**
   * + 1. **RELATED DOCUMENTS**
          1. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.
       2. **SUBMITTALS**
          1. List of required submittals:

Materials Safety Data Sheets for all hazardous materials to be brought onsite.

Schedule of proposed shutdowns, if applicable.

A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

1. **PRODUCTS (Not Applicable)**
2. **EXECUTION**
   * + 1. **ACCESS TO THE SITE**
          1. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
          2. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
          3. The Contractor shall provide the name and phone number of the Contractor’s employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.

Determine acceptable working hours for construction activities with the Facility and revise paragraph below as appropriate.

* + - * 1. All construction personnel shall visibly display issued identification cards.
      1. **RULES OF THE FACILITY**
         1. All workers and supervisors employed by the Contractor or any Subcontractors shall be made aware that the buildings and grounds are part of a Department of Mental Health facility and that:

The residents/patients are to be treated with dignity.

All work performed in/at DMH facilities is to be completed in strict compliance with HIPPA regulations. Resident/patient privacy and confidentiality shall be maintained at all times. Photographic or audio recording of any nature and any discussion/disclosure regarding residents/patients is strictly prohibited.

Construction activities shall not interfere with normal facility operation, except as otherwise arranged with and approved by the Facility Representative.

Access to the Facility by emergency responders shall not be compromised at any time.

Smoking is not permitted in State-operated buildings. Smoking on grounds shall be in accordance with Facility regulations and only as approved by Facility Management.

Explosives or firearms and other weapons shall not be allowed onsite.

Keys shall not be left in unattended vehicles. Vehicles shall be locked when not in use.

* + - * 1. Because of the persistent risk that residents/patients may cause harm to themselves or others, extreme caution and special care must be taken in the interest of safety.

Materials, tools, equipment and other construction apparatus, including, but not limited to, ropes, ladders, and flammable liquids, shall not be left unattended during working hours, and shall be securely stored during non-working hours. Secure storage includes lockable cabinets, rooms, trailers, and rigid fenced areas. The Construction Representative and the Facility Representative shall approve the location and use of exterior storage areas prior to their use.

The Contractor shall submit an inventory of tools, equipment, and materials to the Construction Representative in advance.

The Contractor shall report any missing tools, equipment, or material to the Construction Representative and Facility Representative. Unattended or unsecured tools, equipment, or material that poses a potential risk may be confiscated by Facility staff and returned only after completion of the appropriate request documents by the Contractor.

Access to construction areas must be controlled at all times. Appropriate barriers must be erected to secure trenches, pits, wiring, etc.

Construction debris and trash must be securely stored in approved containers or removed from the site at least daily.

* + - * 1. If the safety of residents/patients or staff is jeopardized because safety guidelines are not properly observed, the Facility Representative will notify the Construction Representative, who may stop the Work until the situation is resolved. In such case, the Work will resume only after the unsafe conditions have been corrected, and the Contractor is notified by the Construction Representative to resume the Work.

Omit paragraph below if not required by Facility.

* + - 1. **FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS**
         1. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.

Onsite burning is prohibited.

The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.

The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

* + - * 1. The Contractor shall not obstruct streets or walks without permission from the Owner’s Construction Representative and Facility Representatives.
        2. The Contractor’s personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
        3. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
        4. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.

Revise items below as necessary to satisfy Facility requirements.

* + - * 1. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner’s Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
        2. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
        3. The Contractor’s workers shall not be under the influence of any intoxicating substances while on the Facility premises.
      1. **SECURITY CLEARANCES AND RESTRICTIONS**
         1. **FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK**

All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.

The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to [FMDCSecurity@oa.mo.gov](mailto:FMDCSecurity@oa.mo.gov) a list of the names of the Contractor’s employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director’s discretion, waives the requirement for a contractor ID badge.  The Contractor and its employees must comply with the process for background checks and contractor ID badges found on FMDC’s website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.

Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor’s employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee’s fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.

As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee’s updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.

Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee’s background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.

Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.

The Contractor shall notify FMDC via email to [FMDCSecurity@oa.mo.gov](mailto:FMDCSecurity@oa.mo.gov) if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.

Upon award of a Contract, the Contractor should contact FMDC at [FMDCSecurity@oa.mo.gov](mailto:FMDCSecurity@oa.mo.gov) to determine if its employees need to provide a new background check.  If a Contractor’s employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

* 1. **SPECIFICATION OF REQUIRED INFECTION CONTROL PRECAUTIONS BY CLASS**
     + - 1. This Section includes requirements for infection control in environments that residents/patients are housed in, dine in, or participate in program activities in or adjacent to the work area.
         2. The Contractor shall have the applicable measures specified below in-place any time demolition or construction activities occur in occupied or non-occupied work areas.
         3. The Contractor shall complete all specified cleaning procedures and receive clearance from the Construction Representative prior to removing any barriers and other precautionary measures – even for areas that the residents/patients do not occupy during construction.
         4. Class I – Inspection/minor maintenance activities

Class I work includes, but is not limited to, removal of ceiling tiles for visual inspection, painting (but not sanding), wall covering, electrical trim work, minor plumbing and activities that do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.

For all Class I work, the Contractor shall employ the following precautionary measures during the project:

Perform work using methods appropriate to the work to minimize dust.

Immediately replace any ceiling tile displaced for visual inspection.

* + - * 1. Class II – Small-scale, short duration activities that create minimal dust

Class II work includes, but is not limited to, installation of telephone and computer cables, access to chase spaces, cutting of walls or ceilings where dust migration can be easily controlled.

For all Class II work, the Contractor shall employ the following precautionary measures during the project:

Provide at least two (2), fully charged, ten pound (10#), ABC fire extinguishers in the work area for the duration of the project.

Shut down or isolate the HVAC system in the area where the work is being performed.

Seal unused doors with duct tape.

Place “sticky mat” at entrance and exit of work area.

Provide active means to prevent airborne dust from dispersing into the atmosphere.

Water-mist work surfaces while cutting to control dust.

Wet mop and /or vacuum with HEPA-filtered vacuum before leaving the work area.

Securely contain construction waste before transport in tightly covered containers.

* + - * 1. Class III – Work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components

Class III work includes, but not limited to, sanding walls for painting or wall coverings, removing any floor coverings, ceiling tiles and casework; new wall construction, minor ductwork, or electrical work above ceiling; major cabling activities and any activity that cannot be completed within a single work shift.

For all Class III work, the Contractor shall employ the following precautionary measures during the project:

Provide at least two (2), fully charged, ten pound (10#), ABC fire extinguishers in the work area for the duration of the project.

Shut down or isolate the HVAC system in the area where the work is being performed to prevent contamination of the duct system.

Complete all critical barriers BEFORE construction begins, and maintain for duration of the work.

Maintain negative air pressure within the worksite.

Upon completion of the work vacuum the work area with HEPA filtered vacuums.

Wipe down all hard surfaces and wet mop with disinfectant.

Remove barrier materials from the work area carefully to minimize spreading dirt and debris associated with construction. Remove barriers ONLY AFTER the complete project has been thoroughly cleaned.

Securely contain construction waste before transport in tightly covered containers.

* + - * 1. Class IV – Activities involving heavy demolition and construction

Class IV work includes, but not limited to, heavy demolition or removal of a complete ceiling system, and any new construction, etc., and activities that require consecutive work shifts.

For all Class IV work, the Contractor shall employ the following precautionary measures during the project:

Provide at least two (2), fully charged, ten pound (10#), ABC fire extinguishers in the work area for the duration of the project.

Shut down or isolate the HVAC system in area where the work is being performed to prevent contamination of duct system.

Complete all critical barriers BEFORE construction begins, and maintain for duration of the work.

Seal holes, pipes, conduits, and punctures appropriately.

Maintain negative air pressure within the worksite.

Construct an anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum before leaving the worksite; OR they can wear cloth or paper coveralls that are removed each time they leave the worksite.

All personnel entering the worksite are required to wear shoe covers.

Upon completion of the work vacuum the work area with HEPA filtered vacuums.

Wipe down all hard surfaces and wet mop with disinfectant.

Remove barrier materials from the work area carefully to minimize spreading dirt and debris associated with construction. Remove barriers ONLY AFTER the complete project has been thoroughly cleaned.

Securely contain construction waste before transport in tightly covered containers.

* 1. **DISRUPTION OF UTILITIES**
     + - 1. The Contractor shall give a minimum of 72 hours written notice to the Construction Representative and Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
         2. The contractor shall give a minimum of 72 hours written notice to the Construction Representative and Facility Representative before closing any access drives and shall make temporary access available if possible. The contractor shall not obstruct streets, walks, or parking.

**END OF SECTION 013513.19**