Category: Facility Management / Safety Responsible Office: University Controller	**Procedure Title:** Health & Safety for Maintenance & Construction Projects on College Campuses Document Number: 5000 Effective Date: April 07, 2006 This procedure item applies to: Community Colleges State-Operated Campuses

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Summary

This procedure outlines the required safety review of capital construction programs on State University of New York (University) campuses.

Process

A. Each State University of New York (University) campus shall designate an employee or establish a committee that shall be responsible for conducting a safety review, in consultation with the State University Construction Fund, where appropriate, before commencement of construction and/or maintenance projects. This safety review shall, where appropriate, include the following:

1. inform the faculty, staff and students of planned construction and/or maintenance activity;

2. seek input from faculty, staff and students in regards to potential impacts that may be caused by such planned construction and/or maintenance activity on planned campus activities and/or in regards to any special campus limitation that may need to be imposed;

3. identify and describe to the campus community all hazardous materials or asbestos containing areas that will be disturbed by the planned construction and/or maintenance activity, including locations of containment areas and dates such activities will be undertaken;

4. prepare and communicate to the campus community all life safety plans associated with the planned construction and/or maintenance activity;

5. ensure that building air intakes are protected and indoor air quality is maintained throughout the period of the construction and/or maintenance being undertaken;

6. develop a plan to mitigate noise, dust and odors generated by such construction and/or maintenance activity;

7. coordinate construction and/or maintenance activities with campus access, parking and work hour requirements;

8. delineate pedestrian movement adjacent to or near construction sites through signage and other appropriate markers;

9. establish emergency evacuation plans and exit routes prior to commencing such construction and/or maintenance projects;

10. provide physical separation of all construction activities from building occupants and pedestrians; and

11. maintain ongoing responsibility to monitor compliance with the above safety guidelines and establish procedures for the review of complaints, questions or comments on construction and maintenance projects.

B. Campuses shall provide to the University system administration chief information officer the name, title and telephone number of the employee or head of the committee designated to conduct safety reviews in accordance with the above guidelines.

C. If you have any questions or need further information, please contact the University system administration chief information officer at 518-443-5179.

Forms

There are no forms relevant to this procedure.

Related Procedures

There are no related procedures relevant to this procedure.

Other Related Information

There is no other information relevant to this procedure.

Authority

Memorandum to presidents from the vice chancellor and chief financial officer; enrollment and university life, dated April 7, 2006, regarding Health and Safety Procedures for Maintenance and Construction Projects on College Campuses.

History

There is no history relevant to this procedure.

Appendices

There are no appendices relevant to this procedure.