

Residence Hall Work Order Procedures

Project Inception – Physical Plant, Auxiliary Services, and Student Life coordinate on scope of work and projected time frame.

Prior to start of work:

1. Work order notification- Email notification to Physical Plant, Marietta College Police Department (MCPD), and Student Life.
 - a. Work order notification shall include-
 1. Building and Specific Location, including specific residential rooms
 2. Scope of work to be completed
 3. Contractor company name conducting the work and # of employees that will be on site including supervisor.
 4. Contact information, supervisor contact number, and names of employees
 5. Proof of background check
 6. Projected start and end date of work
 7. Days and hours of operation

Upon notice of project:

MCPD

- Create ID cards for each worker with label of name of company and building the work will be performed in. (Allowing college community to visually confirm the individuals presence)
- ID cards will be preprogrammed for the building access
- ID cards will be placed on lanyards to allow visibility
- Temp parking permits will be created for contractors for duration of the job

Student Life

- Will notify all effected parties of the work order (Students and all building staff)
- Work orders will be posted in designated area of the building as reminder to students and staff

Check in for Work

Contractors

- Contractors will report each day to MCPD for ID cards with verification and notice of any change in staffing
- ID's must be visible to MC Community members at all times
- All ID's must be turned in to MCPD at the end of each work day
- Each ID card will be assigned to each designated employee
- Extension of job or hours:

- Physical plant must notify MCPD and Student Life by email or access will be denied.

MCPD

- Notify Student Life of contractor arrival and names of employees
- Notify Student Life when all ID cards are secured
- Officer on duty will have expected end time and turn in time for ID cards
 - If cards are not turned in (officer will check work location)
 - If contractors are off site? Officer will Turn off all cards not accounted for
 - Notify Student Life of infraction

Entrance into Occupied Residence rooms

Preparing to Work in an Occupied Space:

- Special care needs to be taken before and during work inside occupied rooms for all work orders.
- Student Life and MCPD must be informed via email of any work orders for occupied rooms to include the date and possible time frame for work and scope of work.
- Student life will inform occupants of the work order.
- **Outside contractors must be accompanied by a member of Marietta College professional work force**

Entry into Residential rooms:

- MC Employee must knock and announce 3 times in attempt to make contact with possible occupants.
- If no answer – Key in and repeat loud announcement of entry wait 5 seconds for a response before entering.
- Staff ID and work order must be presented upon request by occupants.
- When the site is left for any reason, notification must be left for occupants to advise of entry into the room, what the scope of work was and if the job was completed.
- Job needs further action to complete? Re-notification must be done.
- Student Life will be notified by Physical Plant if the job was complete or needs further action.
- Student Life will notify occupants of updates.

**FAILURE TO ABIDE BY THIS POLICY WILL RESULT IN A NEGATIVE IMPACT UPON
YOUR ABILITY TO BID FOR FUTURE CONTRACTS WITH MARIETTA COLLEGE**