



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 470
VERSION: 1

SUBJECT: MONITORING OF CONTRACTS FOR CONSTRUCTION,

POLICY:

All contracts for construction, alteration and repair work shall be approved and monitored by the appropriate departments.

PURPOSE:

To establish The Facility Departments policy for monitoring the work of outside contract vendors.

PROCEDURE:

All construction, alteration and repair work to the High Desert Health System (HDHS) MACC building, grounds, or health clinics, that is contracted by outside vendors, shall be submitted and approved by Supply Chain Operations prior to the commencement of any work.

Before approving the request, the HDHS Administration shall submit the proposed contract to the Director of Facilities for evaluation. The Director of Facilities shall evaluate the proposed contract to ensure that it is cost effective. The Facilities Department will determine whether their expertise and/or manpower are not available to perform the contracted work. Facilities will also ensure all work done, meets the requirements of all applicable building codes, fire prevention codes, County, State, and Federal laws and regulations.

All outside contract workers shall be required to: check in and out at the Facilities Office each day (or with the Administrator or designee if the job is at a health center); wear identification badges; wear appropriate personal protective equipment; follow safe work practices; follow Infection Control guidelines (including noise, dust, fumes, smoke, vapors and vibration); and immediately report all significant problems to the Facilities Office.

Monitoring is the responsibility of both the Contract Monitor and Facilities Division. The Director of Facilities shall assign appropriate Facilities personnel to monitor the approved construction, alteration and repair work, perform regular inspections, and report any deficiencies.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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