Willamette University
Contractor On-Site Work Agreement

Contractors performing work for Willamette University must adhere to the following regulations while performing work for the University, or on University property:

1. Contractors must report to the Facilities Management Office prior to performing any work. The Facilities Management’s business hours are 7:30 a.m. to 4:00 p.m. (3:30 p.m. Middle of May thru Middle of August), Monday through Friday. All work must be performed during these hours unless prior arrangements have been made.

2. The Facilities Management Office will issue keys to contractors, as necessary. One hundred dollars ($100.00) per key will be charged for any key(s) not returned.

3. Contractors **may not** leave exterior doors to a building propped open, except to carry materials in and out of buildings. Contractors are responsible for closing and locking any and all windows and doors they opened when their work is complete, or at the end of each day. The work area must be cleaned and all fire/safety hazards must be removed at the end of each workday.

4. Contractors who need to park their vehicles near buildings will be allowed to park on sidewalks, etc. However, at **no time** are vehicles to be parked in fire lanes, handicapped spaces, turf, landscaped areas, or reserved parking spaces. If you have question about authorized parking areas, contact Campus Safety from any campus phone by calling x6911. Parking citation will be issued for violations.

5. If the work performed required changes or alterations from the original authorized plan, if unforeseen problem exists, or if some type of damage is caused, contact the Facilities Management Office before proceeding. Call x6003 from any campus phone. If there is no answer call Campus Safety at x6911.

6. Contractors involved in work which creates smoke, fumes, or dust should request that the fire alarm system be turned off while the work is being done. Most fire alarm systems are tied directly to the Fire Department. If an alarm results, the Fire Department will respond and a fine will be levied.

7. Contractors will be informed of any asbestos present and locations before work begins. Any disturbance of asbestos materials by the contractor, once informed, will be handled in accordance with state regulations at the contractor cost.

8. Effective January 1, 2016, Willamette University prohibits smoking at all University controlled properties and in university vehicles. Smoking of any substance, including via any electronic smoking devices, (e.g., e-cigarettes) is strictly prohibited in all indoor and outdoor spaces, including parking lots or areas owned, regulated, or controlled by the university.

9. Contractors must agree to adhere to Willamette University policies pertaining to no-smoking, parking, security, sexual harassment, and all other Institution-Wide Polices, which can be found at: [http://willamette.edu/offices/hr/policies/](http://willamette.edu/offices/hr/policies/).

10. Persons who work on Willamette University projects under contract must comply with the provisions of the University’s Prohibition of Harassment Including Sexual Harassment, which are found at [https://willamette.edu/offices/policies/selected/all_campus/prohib_harass.html](https://willamette.edu/offices/policies/selected/all_campus/prohib_harass.html). If Willamette determines that any Willamette employee, student, agent, representative or associate is being sexually harassed by a Contractor, employee or subcontractor, the Contractor will immediately remove the employee or subcontractor from any and all Willamette University projects under contract. Contractors must operate in accordance with all federal, state and local laws and regulations, as well as with Willamette’s policies, including but not limited to its alcohol and drug, firearms/weapons, smoking, discrimination and harassment policies.

For information, consultation, advice or to lodge a complaint, contact the Associate Vice President for Human Resources, Willamette University, 900 State Street, Salem, OR 97301 (503) 370-6210 or the University Title IX Coordinator; 503-370-6453.

Contractor’s business name ______________________________________________________

Person performing work ______________________ Telephone Number ______________________

I have read the above stated regulations and agree to abide by them.

Signature ____________________________ Date ______________________