

Service Provider

- Review and follow all aspects of the contractor control program. Contractor shall adhere to all Algonquin College related policies and procedures. Contractor shall adhere to all applicable federal, provincial, local, municipal and public laws, ordinances, building codes, rules, regulations and orders now existing or later enacted. Should a conflict arise, the most stringent of these laws, ordinances, codes, rules, regulations, orders or contract requirements shall apply.
- Prior to starting work at any Algonquin site, sign-in between 7:30am -12:00pm and 1:00pm - 4:00pm at WA191 reception.
- The Support Desk may be contacted by calling X 7710 or on a cell at 613-727-4723 X 7710.
- Contractors must observe all parking restrictions and arrange for parking at meters, pay and display or by contacting the parking department for parking rates. Please review the parking map on the other side of this sheet.
- When required complete a Physical Resources Work Permit and any associated permits.
- Effective Monday, February 27, 2017, request for shutdown or bypass (fire alarm, sprinkler, power, water), will have to be submitted by email to 7710@algonquincollege.com, 72 hrs. or 3 working days before the expected shutdown or by-pass date.
- While on site wear your contractor's badge at all times.
- Frequently review emergency procedures, posted evacuation maps and exit routes in building common areas.
- If calling 911 from a cell phone follow-up with a call to Security at 613-727-4723 X 5000.
- Algonquin College reserves the right to inspect all containers, toolboxes and contractor vehicles.
- Cameras and video or audio recordings may not be used on-site without prior written permission.
- Work areas must be kept clean and free of debris, spills, tripping hazards or other physical obstructions.
- No storage is permitted in any electrical, mechanical or service rooms.
- Prior to bringing any controlled products on site a current SDS must be presented to the Project / Contract Manager.
- All Controlled Products must be labelled, stored, used and disposed of in the appropriate manner.
- Contractors must wear appropriate personal protective clothing and equipment in designated areas and as required.
- Immediately inform your Project / Contract Manager of all accidents, incidents, hazardous spills, injuries and hazards.
- Contractors must be prepared to effectively manage any unplanned chemical spills or releases.
- Contractors must properly recycle or dispose of all unused or spent chemicals brought on site.
- Upon completion of a project contractors must remove all excess material or debris associated with the project.
- Contractors must provide all equipment necessary to complete the task.
- Algonquin will not provide or lend any equipment unless previously agreed to in writing.
- At all times maintain stairways, aisles and passageways free of obstructions.
- Promptly report building defects to the Support Desk.
- During Hot Work projects ensure all employees are equipped with and know how to use fire suppression equipment.
- A fire watch must be established following the completion of Hot Work.
- Powered industrial vehicles must only be operated by trained and licensed individuals.
- Only equipment displaying the appropriate CSA or other recognized labels may be employed on Algonquin sites.
- Any live electrical work must always be overseen by the Algonquin Electrical team.
- Lockout/Tagout protocols must be observed at all times. Gang lock clasps must be used with each LOTO.
- Algonquin does not tolerate threats, harassment, or discrimination based on race, national origin, gender, religion, age, sexual orientation, disability or any other factors.
- All Providers are required to observe accepted environmental practices. **Algonquin College is a non-smoking campus.**

Provider Employee/Representative

(PRINT)

(SIGNATURE)

(DATE)

RETURN COMPLETED FORMS TO WA191

ALL SERVICE PROVIDERS MUST COMPLE THIS FORM PRIOR TO COMMENCING ANY WORK ON ALGONQUIN COLLEGE SITES

Provider:

Legal Name: _____

Prime Contact: _____ Phone: _____

Legal Address: _____

Emergency Contact: _____ Phone: _____

Description of projects:

	Trade Licenses
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Algonquin Prime Contact: _____ Phone: _____

Required Documentation:

WSIB Certificate (Certificates must be updated every 90 days as well as being attached to all invoices).

Liability Insurance Minimum \$3,000,000 (Algonquin College named as a Certificate Holder).

A list of all employees associated with these projects has been submitted.

Training Requirements:

All employees have valid WHMIS certificates.

All employees have had site orientation training.

All employees have criminal clearance certificates (If Applicable)

Failure to complete this form or inaccurate information may result in delays processing invoices.

Provider Representative

 (PRINT) (SIGNATURE) (DATE)

Algonquin Representative

 (PRINT) (SIGNATURE) (DATE)

Return completed forms to WA191

SERVICE PROVIDER INFORMATION SHEET

List of employees

**PRIMARY PROVIDERS ARE RESPONSIBLE FOR ENSURING ANY AND ALL
SUB-CONTRACTORS MEET THE SAME REQUIREMENTS OF THE PRIME.**

Provider:

List any and all employees who may be required to access Algonquin College facilities. Include their associated agencies.

Agency	Name <small>(Please print clearly)</small>	Cell Phone <small>(If available)</small>

Return completed forms to 7710@algonquincollege.com or WA191

OTTAWA CAMPUS MAP

