

Service Provider

- Contractors must follow all Algonquin College policies, and all applicable laws, codes, and regulations. In case of conflict, the most stringent requirement will apply
- The General Contractor is responsible for ensuring that all subcontractors meet the same requirements and comply with all applicable controls, policies, and procedures as primary contractors. Subcontractor activities must be coordinated and overseen by the General Contractor at all times
- Facilities Management Service Desk is open Mon-Fri 7:30am - 4:00pm. Contact - P: 613-727-4723 ext. 7710 or 7710@algonquincollege.com
- Contractors must observe all parking restrictions and arrange for parking at meters, pay and displays or by contacting the Parking department for parking rates P: 613-727-4723 ext. 7187 Location: E120
- Requests for service shutdowns or bypass (fire alarm, sprinkler, power, water) must be submitted by email to 7710@algonquincollege.com
- Work must be performed during approved hours unless prior written authorization for after-hours access has been obtained
- Contractors must minimize noise and disruptions, especially during class hours or in sensitive areas. Coordinate with your Facilities Management contact if noisy work is expected
- Contractors must provide all equipment necessary to complete the task
- Only equipment displaying the appropriate CSA or other recognized labels may be employed on Algonquin sites.
- Contractors must wear appropriate personal protective clothing and equipment in designated areas and as required
- 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.
- Storage is not permitted in any electrical, mechanical or service rooms
- Work areas must be kept clean and free of debris, spills, tripping hazards or other physical obstructions
- 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
- All Controlled Products must be labeled, stored, used and disposed of in the appropriate manner
- Immediately inform your Project / Contract Manager of all accidents, incidents, hazardous spills, injuries and hazards
- Upon completion of a project contractors must remove all excess material or debris associated with the project
- 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.
- 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
- 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
- Powered industrial vehicles must only be operated by trained and licensed individuals.
- Any live electrical work must be approved by the Electrical Supervisor
- 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.**
****ON-SITE WORK INFO AND FORMS: <https://www.algonquincollege.com/facilities-management/contractors/>**

Provider Employee/Representative

(PRINT)

(SIGNATURE)

(DATE)

RETURN COMPLETED FORMS TO 7710@ALGONQUINCOLLEGE.COM

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 \$5,000,000 (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)

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OTTAWA CAMPUS MAP

