

- 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.**
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Provider Employee/Representative

(PRINT)_____
(SIGNATURE)_____
(DATE)**RETURN COMPLETED FORMS TO WA191**

WELCOME TO ALGONQUIN COLLEGE 2014 - 2015

algonquincollege.com/parking

ALGONQUIN COLLEGE

Parking Services

parking@algonquincollege.com

613-727-4723 ext. 7187



PARKING METERS
 Payment required at ALL times.
Building S and V
 \$2.00/half hour
 4 hour maximum

VISITOR PARKING LOT
 Payment required at ALL times.
 \$2.00/half hour, \$18.00 maximum
NOTE:
 Continuing Education students may park in Lots 8, 9 and 12 after 5:00 p.m. at no extra charge (refer to map).
 Prices may change without prior notice.

PAY & DISPLAY MACHINES
 Payment required at ALL times.
Lot 12 - \$8.00/day
Lots 1, 5, 10, 11 and 14 - \$2.00/half hour
C, E, P and N Building - \$2.00/half hour

LEGEND

Carpool Parking	Accessible Parking
Pay & Display Parking	Accessible Entrance
Meter Parking	OC Transpo Baseline Station
Motorcycle Parking	OC Transpo Stop
Electric Vehicle Charging Station	Shipping
Student CarShare	Loading Zone