



## RULES FOR CONTRACTORS: SAMPLE

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All work in this facility by contractors shall be performed subject to the "Rules For Contractors." Any variance from these rules must be approved by the Chief of Security in writing. The Chief of Security reserves the right to change these rules as conditions require without further notice:

No work may occur in the museum prior to 7:00 am or after 5:00 PM Monday through Friday or any time on Saturday, Sunday or holidays without prior arrangement. Earlier or later access is never granted unless the contractor pays added security costs or we specifically contract for work during those hours.

Do not report for work unless you have been told to do so. You will not be granted access unless the department ordering the work has provided a completed access authorization form.

Contractors must enter and leave through the loading dock entrance ONLY.

All parcels moving into or out of the building including tool boxes, briefcases, etc. are subject to examination or search by any member of the security force at any time without reason. This is a condition of working in this facility.

There will be an outgoing search of all parcels, tool boxes, etc. If you have materials or large containers to be removed from the facility advise security. They may be able to expedite your exiting by witnessing the packing and escorting you through the checkpoint. Every contractor will wear a visitor ID card at all times. Cards will be worn in a visible manner. Sign for an ID card each day and return it at the end of the day.

Contractors will recognize that our sign-in and sign-out procedures take time. We will move as quickly as we can, but if you must leave your job site early to enable this process to occur, then plan accordingly.

No photos will be taken in the building without a camera permit.

No welding, torching or soldering or any other process of a similar nature will occur without first obtaining a Permit To Weld from security control each day. This enables our firewatches to check the site after you depart and throughout the day. There are other requirements listed on that permit.

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Do not prop fire doors open or disable any door hardware. Do not disable any fire system device. Do not cover fire or smoke detectors. We recognize your needs and will do whatever we can to help you, but you must contact security as far in advance as possible for assistance.

Do not paint, tamper with, re-aim, move, re-align or in any way change any security or fire system component or any device you do not understand. Do not cut any wires without notifying security first. Call if a device is in the way and we will assist.

Do not touch any work of art or display case. We will arrange for these to be moved for you. Do not work over or near any work of art, even if it is in a display case or vitrine.

If your work requires making any vibration that may carry through walls and vibrate works of art, notify security before proceeding.

If you are issued a key, turn in that key each night. Sign for it each morning. Do not leave it unattended. Do not loan it. Do not lose it.

Do not remove, tamper with or alter any lock. If a door is unlocked, keep it unlocked after using it. Do not let others into a space. Let them use their own key so you are sure they are authorized.

See security regarding the storage of tools and supplies on site.

Smoking is not permitted in the facility.

Contractors will be assigned a specific restroom to use. They are not permitted to use any other restroom. This is for your protection and convenience and for the protection and convenience of our visitors. We may be diverting other visitors to other restrooms--such as children and very large groups away from your assigned restroom--so you are not delayed by a busload of school kids.

Cooperate! Respect the fact that the museum remains open to the public and researchers. Remain quiet. Obey rules of conduct appropriate for the facility.

Do not carry large items through the museum without an escort. This rule is designed to protect our collection from damage often caused by carrying oversized items.

Parking is not available unless by prior arrangement.

Loading can occur at any time on the dock on a first-come-first-served basis, but you must load and move to a parking space off-site so others may also load.

Obey the instructions of guards in every instance. This rule applies to all visitors, contractors and employees, not just contractors. Don't argue with them. They have a job to do.

The foreman is responsible for notifying his/her crew of these rules and regulations and enforcing compliance with them.