Columbia University Facilities and Operations: Morningside and Manhattanville Campus-Specific Procedures

March 2019

COLUMBIA UNIVERSITY
Facilities and Operations

1. UTILITY SERVICE INTERUPITON

Service interruption includes but not limited to Mechanical Systems (Steam, Chilled Water, and Air-Handling Units), Electrical Systems, Plumbing Systems, Fire Protection Systems, Lab Fume Hood and Central Plant Systems. The Project Representative must complete the form and obtain necessary approvals.

Morningside:

- Obtain form from the Operations SharePoint.

Manhattanville

- Obtain form from Manhattanville Operations – Engineering Department/2nd floor Studebaker

2. FIRE PROTECTION DEVICES

Fire alarm by-pass must be placed for activity that can set off a fire alarm. Examples are hot work, smoke, dust, spraying, carpet removal, renovations, power washing, working in area of sprinkler head. It takes time to perform the bypasses, therefore don't assume the by-pass is in place.

Morningside:

- Submit work order at least 24 hours in advance. If less than 24 hours, up to discretion of Fire Systems
- Include start and end date & time, type of work, building, floor & area
- By-pass begins at 7:30am unless requested earlier
- Call Fire Desk for verification of bypass before starting work 212-854-4390

Manhattanville:

- Submit work order and a Utility Service Interupiton (USI) at least 48 jours in advance. If less than 48 hours or said request affects any campus system or affiliate, approval will be up to the discretion of the Director of Manhattanville Engineering, Building Manager, and the Manager of Fire Safety.
- Include start and end date & time, type of work, building, floor & area.
- By-pass will begin only after confirmation of by-pass request with an on-duty member of the Manhattanville Fire Safety Team.
- Call or visit the JLG Lobby Fire Safety Desk (212-853-3303) for verification before starting work.

3. FIRE ALARM TESTING

Filing for the fire alarm test for the FDNY Letter of Approval is submitted and arranged by the Electrical Contractor under the supervision of the Project Representative.

Pre-testing is mandatory at least two weeks prior to the FDNY inspection and shall be witnessed by the Project Representative. Depending on the building, consideration should be given for classes, seminars, midterms, finals or any other building functions that may be taking place.

All testing, inspections and paperwork are handled by the Project Representative, Electrical Contractor and Fire Alarm Vendor and all should be present the day of the inspection. Any remedy of pre-test deficiencies must be resolved prior to the fire alarm inspection.

A copy of any post inspection paperwork, such as a Letter of Defect or Letter of Recommendation must be given to the Project Representative and Fire Safety, as well as the final Letter of Approval from FDNY.

The Project Representaitve must notify Operations personnel at the respective campus to allow sufficient time for client notification, fire alarm bypass, and scheduling mechanic support personnel.

Morningside:
The Project Representative must alert the Morningside Fire Systems and Client Service team.

Morningside:
The Project Representative must alert the Fire Safety and Manhattanville Operations Engineering team.

4. HOT WORK PERMITS

Requirement of Hot Work permits:

- Responsible Person (Contractor) must fill out and sign in designated areas
- Certificates of Fitness for Torch Operations and Fire Guard
- Certificate of Fitness on person
- Hot Work Permit required for each day
- Hot Work Permit returned to Fire Desk at end of day. Submit at least 30 minutes after completion of Hot Work
- Extinguisher is present
- Fire guard is present at work site
- No combustibles within 35 ft. or not protected

Morningside:
Obtained by project Representative (Authorizing Individual) at the Fire Desk/B-230 East Campus

Manhattanville:

Obtained by project Representative (Authorizing Individual) at the Fire Desk/Jerome L. Greene Science Center Lobby; Manhattanville Operations Engineering Group

5. ASBESTOS

Use approved asbestos contractors - Term consultants or task order vendors include:

- Consultants – Empire; Omega Environmental; SA Barcia; GZA; Cole
- Contractors – ACA Environmental; Degmor; ETS Environmental and Pinnacle Environmental

Create the ACP filing using www.nyc.gov/dep/arts. Use the following building owner information for the ACP filing:

Name: Board of Trustees for Columbia University in NYC
Address: 410 W. 118th Street, New York NY 10027
Contact Person: *Name of the Project Representative,*
Tel: 212-854-9663, Fax: 212-851-0424
Email: asbestoslead@columbia.edu

6. UNIVERSAL WASTE

Universal waste is not permitted to be disposed of as regular trash. Universal waste that contractors may encounter on campus includes:

- Lamps
- Batteries
- Mercury Containing Devices

How to manage waste at the site:

- Each waste type must go into its own container.
- Containers must be closed when not in use.
- All waste must be inside the container.
- Label container "Universal Waste", content and accumulation start date. Cannot exceed 1 year on site.
- Keep mercury containing devices at the project site.

Morningside:

- For small jobs - Access to Grove waste cages. The storage cages can be opened using a Mechanical Room Key. Pick up lamp containers from the cage. Place batteries in appropriate containers.
- For vendor service – Schedule vendor service contact Environmental Health and Safety - hazmat@columbia.edu to arrange for containers and disposal. Provide project location, estimated quantity, dates needed and chart string.

Manhattanville:

- For small jobs – Place waste in containers located on Studebaker loading dock.
- For vendor service – Schedule vendor service contact Environmental Health and Safety - hazmat@columbia.edu to arrange for containers and disposal. Provide project location, estimated quantity, dates needed and chart string.

7. OTHER REGULATED WASTE

Building material waste is to be recycled or properly disposed by a licesnsed vendor. This includes:

- Electronic/Magnetic Ballasts
- PCB Containing Ballasts
- Used Electronics (Computers)
- Smoke detector
- Exit signs

Chemical waste is to be disposed by a licesnsed vendor. This includes:

- Used oil
- Aerosol cans
- Solvents
- Paints

How to manage waste at the site:

- Each waste type must go into its own container
- Ballasts must be separated PCB/Non-PCB capacitors
- Containers must be closed when not in use
- All waste must be inside the container
- Keep chemical waste in its original container

How to arrange for disposal:

- Contact EHS - hazmat@columbia.edu to arrange for containers and disposal. Provide project location, estimated quantity, dates needed and chart string.
- Schedule at least three weeks in advance.
- If waste is not disposed with Columbia University waste vendor, then contractor to provide copies of manifest, any analytical and name of disposal facility

8. LEAD PAINT WASTE

Some waste may not be hazardous waste and can be managed as regular construction debris. Project representative to arrange for analytical testing of the composite waste. Testing must include the toxicity characteristic leaching procedure (TCLP) for lead analysis to determine if waste is hazardous. If the material is hazarouds, contact EHS - hazmat@columbia.edu to arrange for containers and disposal.

9. CONTACT INFORMATION

Facilities Compliance: cufcompliance@columbia.edu
Asbestos: asbestoslead@columbia.edu
Fire Life Safety: firesafety@columbia.edu