

Facility Management and Real Estate House Rules

Delft University of Technology

General regulations for the execution of works

1. Upon arrival at and before departure from the building, third parties are to report to the FMRE department Facility Management and to clearly state where they will be executing the works, with regard to the issue of keys and/or access card.
2. Third parties are required to wear work clothing with the company name and, depending on the work concerned, safety shoes and/or safety helmet are mandatory; short trousers may not be worn.
3. Third parties intending to work on the roof, outside wall or outside-wall installation must request prior permission from a member of FMRE Facility Management staff. In that case, a 'roof access form' will be completed which specifies the conditions for working on a roof. The work must be carried out by at least 2 people and the use of a walkie-talkie and/or mobile telephone and fall protection equipment is mandatory.
4. Any welding or grinding must be reported to the building manager beforehand. A registration form must also be completed to enable Facility Management to deactivate the site smoke detectors. The instructions on the registration form must also be observed.
5. Third parties must ensure Facility Management receives advance notice of any work to the burglar alarm system so that the alarm centre can be duly notified.
6. In the event of a fire alarm, third parties are to stop work immediately, to leave the building by the nearest emergency exit and to asMulti chamber sputtering cluster toolble at the designated place near one of the entrances/exits. The building or building section may not be re-entered until it has been released by the Emergency Response Team (BHV), fire brigade and/or police.
7. Third parties must request permission from a member of FMRE Facility Management staff before using any hoists, cranes, or access platforms. The area surrounding the hoist must be enclosed. A member of FMRE staff or a second person must be present while the work is being executed. The access platform must be reserved at least 3 days in advance.
8. Loading and unloading in conjunction with Facility Management
 - * For container delivery consult FMRE Facility Management about the location
 - * Material storage in consultation with FMRE Facilities Management/Services
 - * After loading/unloading vehicle to be moved to the car park or designated parking space
9. Third parties may use the restaurant facilities.
10. No work may be carried out on control boxes or power supply panels without the permission of FMRE Facility Management. Switching operations performed without prior permission may also lead to access being denied.
11. Third parties are required to use their own (approved) tools and ladders, preferably industrial ladders in compliance with SCC.
12. Third parties are to supply their own adaptor plugs (230 or 400 V).
13. Third parties are to use their own vacuum cleaner during drilling and demolition work. This work may only be done during 'drilling times' (before 09.00, 12.00-13.30 and after 16.00) and only in conjunction with a member of FMRE Facility Management staff. Alternative arrangements may be agreed with the building managers. Other drilling times apply in and near the teaching rooms.
14. Third parties should leave the area swept clean and tidy after completing their work and traffic and escape routes must be kept free all times during the work.
15. Third parties may access the building from 07.00 to 17.00. If the work will take longer this must be reported promptly.
16. Smoking is prohibited throughout the university except in the designated smoking areas.
17. Third parties must comply with the specifications in the TU Delft Project Manual (available on request from Facility Management).
18. In the event of an accident or near miss, third parties must stop working immediately and report the incident to one of the building managers and or the Service Desk immediately. An accident form must also be completed.
19. Residual material will remain the property of TU Delft, unless otherwise provided in the specifications. Environment-impacting materials must be disposed of in compliance with the TU Delft guideline (see L&M regulations).
20. Third parties should provide adequate dust partitions for building projects and dust plaster protection on the ground outside. This in consultation with Facility Management.
21. Third parties are not allowed to have any music playing while they are working.
22. Any breaks in fire and/or smoke partitions must be restored. The party that performed the work should report this in the fire and smoke partitions logbook (at FMRE Facility Management) and then order the repair work to be carried out by the company that services these partitions.