



ADDITIONAL SPECIAL CONDITIONS for RISD MUSEUM

1. CLEANING:
 - a. Times and dates for removal of waste materials, debris, and rubbish to be arranged at least 48 hours in advance.
2. EQUIVALENTS:
 - a. The RISD Museum reserves the right to test and/or refuse equivalents.
3. PARKING
 - a. In the Museum arrangements must be made in advance for delivery of job related materials to the Museum. Forty-eight (48) hours notice is required to accommodate deliveries. All deliveries must be made on a Museum staff workday.
4. PROTECTION OF ARTWORK:
 - a. All artworks within the area of work will be removed, covered, or otherwise protected BY RISD MUSEUM STAFF. No work shall begin in any area of the RISD Museum until all artwork has been properly protected.
5. PERSONAL CONDUCT:
 - a. Contractors will wear provided identification badges when working in the Museum and follow all access and egress procedures.
6. PROJECT SAFETY:
 - a. In the Museum, specific notification must occur when using materials that generate hazardous vapors.
7. OWNER TRAINING:
 - a. The Contractor will be required to provide adequate training time to insure that Museum security personnel are thoroughly familiar with the operation and maintenance of all new equipment.
8. SECURITY:
 - a. Contractor must protect work and existing premises from theft, vandalism and unauthorized entry. The Contractor must maintain this protection program throughout construction period until Owner occupancy. The Contractor must limit project admittance to authorized personnel; and must coordinate with Owner's security program to insure that, at a minimum, RISD/Museum Security has keys to enter job site and emergency telephone and beeper numbers for the Contractors job superintendent and project manager.
 - b. In the Museum, security officers will be assigned to accompany contractors while working. Officers are scheduled based on the work schedule agreed upon at progress meetings. In order to cancel security coverage for a planned workday, a message should be left by calling 454-6554 as soon as possible. This is a 24-hour phone number. If a contractor cancels work without providing due notice the owner reserves the right to charge back security costs.
 - c. SECURITY EQUIPMENT: No RISD Museum security equipment such as video cameras, motion detectors, door contacts, card access readers or any power or signal transmission lines and connections shall be cut, removed, modified, painted, disconnected or moved without the prior notice and approval of the Museum Manager of Security, safety and Facilities.
 - d. PHYSICAL SECURITY: No breaches of the perimeter walls or into spaces beyond the specified work area shall be made without 48 advanced notice to, and with the permission of, the Manager of Security, Safety and Facilities. No locking hardware shall be removed or modified. Any penetrations into the building



envelope which could allow unauthorized intrusions will be secured to the satisfaction of the Manager of Security, Safety and Facilities. Any equipment (ladders, lifts, scaffolding, etc.) that could allow unauthorized access to roof areas shall be removed from the site at the end of the work day, or secured to the satisfaction of the Manager of Security, Safety and Facilities.

9. ACCESS CONTROL:

- a. In order to maintain a high level of security required in the Museum, it is mandatory that all contract personnel abide by the following regulations for entry, existing, and movement throughout all RISD Museum facilities.
 - i. ENTRY: All entry into the RISD Museum shall be via the "Green Door" located in the loading dock area of North Main St. All personnel shall be signed in by Museum Security staff at the Access Control window at the loading dock. All personnel shall be required to present a government issued, picture ID. A "CONTRACTOR" identification badge will be issued and must be worn visibly at all times when in the Museum. **Contract personnel may only enter the Museum with a Security escort.** No food or beverages may be brought into the RISD Museum.
 - ii. EXITING: All exiting of the RISD Museum shall also be via the "Green Door". All badges shall be returned to Security at the Access Control window at the end of the workday. All packages, containers and tool boxes are subject to inspection by RISD Museum Security upon exiting.
 - iii. DELIVERIES & PICK-UPS: All deliveries and pick-ups shall also be made via the "Green Door" loading area. The Manager of Security, Safety and Facilities shall be given advanced notice of any deliveries or pick-ups that are to take place so that proper coordination can be made. All items entering and exiting the RISD Museum are subject to inspection and/or refusal by RISD Museum Security.
 - iv. PARKING: No contractor parking is allowed on RISD Museum property. Short term loading and unloading MAY be allowed with the prior permission of the Museum Manager of Security, Safety and Facilities.
- b. MOVEMENT THROUGHOUT THE MUSEUM: Contract employees may only travel beyond the confines of the work area with a RISD Museum Security escort; security officers will be assigned to accompany contractors while working on-site.
 - i. When travelling through galleries or other spaces where Museum collections are present, extra care and consideration must be taken to ensure that no contact is made with any objects. Extra care must be taken when moving tools, ladders or any other materials through the galleries to ensure that they do not contact objects or surfaces.
 - ii. In order to cancel security coverage for a planned workday, a message should be left by calling (401) 454-6554 as soon as possible; this is a 24-hour phone number. If a contractor cancels work without providing at least 48 hours advanced notice, the RISD Museum reserves the right to charge back security costs.

10. SAFETY:

- b. The RISD Museum is a very old infrastructure housing a very high value collection; therefore it is imperative that every measure possible be taken to protect the safety of the collection, the building, and most importantly, the staff and visitors therein from the dangers inherent in construction activities.
 - i. FIRE: Smoking or an open flames are strictly forbidden anywhere within the RISD Museum. Employees may only smoke outside the Green Door, away from the building. Any welding, burning, soldering or spark producing activities must not be performed without 48 hour advanced notice to the Manager of Security, Safety and Facilities so that either a safer alternative procedure may be made, and that the proper fire prevention measures be put in place. No fire detection, evacuation or suppression equipment will be taken out of service, removed, modified or its function inhibited in any way without 48 hour notice to, and with the permission of, the Museum Manager of Security, Safety and Facilities. Any fire detection



or suppression equipment taken out of service with the permission of the Manager of Security, Safety and Facilities shall be restored to its normal function at the end of the work day. Any equipment that is covered to protect it during construction activities shall have the protective coverings removed at the end of the work day. In the event of a fire alarm, all contract personnel shall evacuate the building as per the instruction of Museum Security personnel. The RISD Museum reserves the right to immediately halt all construction activities if it is determined that an unsafe condition exists.

- ii. WATER: No charged water hoses are to be run through Museum spaces without prior approval of the Manager of Security and Safety.
- iii. VIBRATION: The Manager of Security, Safety and Facilities shall be notified of any demolition or construction activities that may produce high levels of vibration that could possibly be damaging to the collections in adjacent areas of the RISD Museum so that protective measures and monitoring can be implemented. The vibration limit is 0.13 in/sec at less than 20 hz. Work activity shall stop immediately if this limit is exceeded or upon the order of the RISD Museum.
- iv. ODORS/VAPORS/DUST/NOISE: The contractor shall take all necessary measures to ensure that odors, vapors, dust, and excessive noise are confined to the work area. Any construction activities or the use of materials which pose any threat of odor, vapor, dust or noise infiltration into adjacent areas of the Museum shall be brought to the attention of the Manager of Security, Safety and Facilities 48 hours in advance so that proper precautions can be taken.
- v. HVAC: For reasons of dust control, the Museum HVAC system will not circulate in designated construction areas. The contractor shall be responsible for providing their own ventilation and exhaust. Adjunct air filtration and isolation measures shall be taken to prevent infiltration into the Museum's HVAC systems.