



## **PROCEDURE TO OBTAIN PERMISSION FOR INDEPENDENT CONTRACTOR TO PERFORM WORK ON SCHOOL PROPERTY**

### **THE THIRD PARTY AGREEMENT**

In light of the Division of School Facilities ("Division") current re-organization, the following steps are being implemented:

Effective immediately, in order to allow for a timely response to Third Party Agreement requests received in the Procurement Unit, submission of requests for permission to perform work on school property are to be sent to Volkert Braren, Director, Program Management or Sandra Haywood, Deputy Director, Procurement Unit, as indicated on the request form. In addition, the request form must be signed by the school Principal and the appropriate responsible Director for the type of work requested.

- Requests will be reviewed by the appropriate Borough Contract Manager to insure compliance with DOE Standards and relevant code requirements.
- Borough Contract Managers shall assign Contract Managers to review submittals and/or to carry out site inspections prior to writing recommendations and giving approvals.
- Recommendations from Borough Contract Managers shall be written with an eye to the Division's specifications and are to be submitted to Sandra Haywood for incorporation into the formal agreement.
- All formal Third Party Agreements will go out under Volkert Braren's signature. Parties connected to each agreement will be copied accordingly.
- After the contractor signs the formal agreement, it is to be sent back to Sandra Haywood.
- The contractor must notify the appropriate Borough Contract Manager of the start date prior to the start of work. In addition, the contractor must advise the Borough Contract Manager as to the length of time required for the work to be completed.
- The Borough Contract Manager shall be notified upon completion of the project and the Completion of Work Certificate shall be signed by both the Contract Manager assigned to the project and the contractor.
- A copy of the signed completion of work certificate must be given to Sandra Haywood.
- Requests for asbestos survey will continue to go to Bernard Orlan, Director, Environmental Health and Safety.