



Municipal Building Commission Fire Alarm Policy

Effective Date: January 25, 2010

Background

It is the standard of the MBC to notify the electricians prior to doing any work that would create dust, smoke, a flame, sparks or heat that would set off the smoke alarms.

Setting off fire alarms in the Municipal Building unnecessarily takes the MBC staff away from their planned tasks and it takes the 1,000 or so staff in the building away from their planned activities for about an hour for each false alarm.

To avoid false alarms, the MBC has had a policy with outside contractors to assess a five hundred (\$500.00) dollar fine for each false fire alarm event from the Contractor's failure to locally deactivate or otherwise protect the fire alarm system from the Contractor's construction activities. As a result of this being in effect there has been no false alarm from an outside contractor in almost nine (9) years.

In the fall of 2009 we had two false alarms as a result of MBC Construction activities.

Policy for MBC Staff

If you will be doing work that will create dust, smoke, an open flame, heat or sparks, you must notify one of the MBC Project Managers (Project Architect or Project Engineer) at least two days in advance of the work so that the appropriate smoke heads can be covered or they can be put in by-pass. This will be done by completing a hot works permit in room 105.

The hot works permit will also require the following information:

1. Location of work
2. Scope of work
3. Dates and Times when work will be occurring

The MBC Project Manager will then be responsible to forward a copy of the hot works permit and location drawings at least one day in advance to:

1. MBC Electrical Forman
 - a. E-mail: Keith.Johnson@co.hennepin.mn.us
 - b. Phone: 612-496-9529
2. MBC Security
 - a. E-mail: MBC.Security
 - b. Phone: 612-596-9521
3. MECC On-Duty Supervisor (On Duty 24/7)
 - a. E-mail: meccsupervisors@ci.minneapolis.mn.us
 - b. Phone: 612-348-7240

This will allow them to know where work is going on and where to check first in the event of an alarm.

Any smoke head put in by-pass or covered must be returned to service at the end of the day. This will remain the responsibility of the MBC Electricians

Emergency Exceptions

In the event of a situation that would negatively affect occupant's safety and welfare if the hazard was not addressed in a timely manner, one of the Project Managers or the Security Manager will make the decision in consultation with the MBC Director or their designee. All parties listed above will still be notified.

ADC Coordination

If the work is happening anywhere between the 3rd floor and the attic, the MBC Project Manager must also notify the ADC at least one day in advance of this being done to allow the ADC to set up a fire watch. The Project Manager should also let the ADC know if the fire alarm system has been put in by-pass or if we have only turned off the horns and strobes.

E-mail message to: Steve Juran, Jim Sellwood, Mike Wresh, Steve Boatman and Vern McIntyre

A copy of the ADC procedure is attached to this policy – See Item 7-101-H.

Monitoring/Fire Watch

When the smoke alarms in the ADC are covered or in by-pass, the ADC does have a policy to have a dedicated staff person on fire watch. So the ADC will need to have at least a one day notice in order to have someone in place to do this.

While the MBC has smoke heads covered or in by-pass, we will follow the Minneapolis Fire Department's recommendation to monitor that area on a regular basis. For the case of the MBC work it will be the responsibility of those working in the area to maintain a regular watch.

Incident Evaluation

Should a false alarm occur because of a MBC building trade activity, there will be a panel of three people who will meet to decide if the alarm was preventable or not preventable. This panel will also make the final decision on who could have assisted in preventing the false alarm. The panel will include the Director, a Project Manager and one shop Foreman.

For those showing due diligence to prevent a false fire alarm, there will not be a consequence.

Consequence for causing a False Alarm

Should a false alarm be created that was preventable, the consequence will be one day of unpaid leave for the responsible staff, their project manager and the director if it was caused by the staff.

Contractors and MBC Staff shall abide by Municipal Building Commission Rules for work affecting the Fire Alarm System.

MBC Hot Works Rules

A Hot Works Permit is required for any temporary operation producing dust, smoke, a flame, sparks or heat. This includes grinding, drilling, brazing, cutting, soldering, pipe thawing, and welding.

1. If there is a practical and safe way to do the job without hot work, we require that method be used.
2. No hot work is permitted without authorization from the MBC Project Manager in the form of a signed Permit. This permit will be valid for the time approved.
3. Specific fire fighting equipment and protection material will be required at the work site before any work can be started. The contractor will provide all of these materials. This should be discussed with the Project Manager when requesting the permit.
4. No hot work is permitted without a designated fire watch present. The contractor or MBC staff will be required to provide a fire watch designee. This designee will have total control over the hot work area for fire prevention. However, should MBC staff observe unsafe conditions, the hot work operation will be stopped until the hazard is neutralized or eliminated.
5. The contractor or MBC staff will verify that all hot work equipment is in proper working order and in a fire-safe condition. The Contractor or MBC staff is responsible for the safe and operable equipment. Any unsafe equipment observed by The MBC staff will be required to be removed from the property.

Any contractor-owned equipment or material to be stored in the facility overnight must be properly secured in an area designated by the Project Manager.



MBC Hot Works Permit

This permit is required for any temporary operation producing dust, smoke, a flame, sparks or heat. The MBC does not assume liability for hot work. See reverse for rules.

Requestor's Name: _____
Company Name: _____
Address: _____
Phone Number(s): _____
Permit Date: _____

Type of work requiring permit. Check all that apply.

- core drilling welding cutting soldering
 grinding brazing pipe thawing
 torch-applied roofing other (please list) _____

Description of work: _____

All locations that hot work will occur - Highlight on attached drawings

Date that hot work will occur: _____
Time and duration of hot work: _____

List fire fighting equipment and protection material by contractor at hot work site: _____

Name of designated fire watch: _____

MBC Project Manager Approval

Approval Signature _____ Date _____

MBC Use Only

- Identify affected areas on attached key plans
- E-mail scanned copy of Hot Works Permit with drawings to: MBC Electrical Forman, Municipal Building Fire Protection Inspector, MBC Security, MECC On-Duty Supervisor, Donald Johnson (ADC), Jim Sellwood (ADC), Mike Wresh (ADC), Steve Boatman (ADC) and Vern McIntyre (ADC)
- Confirmation from MBC Electricians that appropriate shutoff was completed



Municipal Building Commission Outdoor Signage Policy

Effective Date: July 21, 2014

City Hall/Courthouse Outdoor Signage:

In order to ensure that outdoor signage is hung only under the most appropriate conditions, temporary Non-MBC signage is allowed if it is:

- 1. Part of a significant celebration or event and is part of a coordinated downtown Minneapolis decoration plan in which other downtown buildings are participating;*
- 2. The signage will be temporary and will be in place for a specified time period;*
- 3. The MBC must approve the size, sign material, method for hanging to ensure safety and that the décor does not interfere with government functions; and*
- 4. A Use Agreement is executed.*

Date: February 22nd, 2001

To: Municipal Building Commission Board:

**Commissioner Mike Opat, President
Mayor Sharon Sayles Belton, Vice President
Commissioner Peter McLaughlin
Council Member Joe Biernat**

From: José Cervantes

Subject: Proposed Revisions to MBC Purchasing Policy
Agenda Item: 8

Proposed below are revisions to the MBC Purchasing Policy. The revised language below reflects the same changes approved by the Minneapolis City Council for the City of Minneapolis' purchasing policy.

The MBC will adhere to the City of Minneapolis' Purchasing policies as found on the City Intranet Web Site for the City Procurement Office, with the following exceptions:

- MBC replaces "City"; City offices or City staff-persons whenever appropriate.
- MBC Board replaces City Council approval, whenever appropriate.
- Food and Beverage purchases over ~~\$250~~ [replace with \$1000.00] require MBC Board Approval instead of Finance Officer approval.
- ****Change Orders up to ~~\$25,000~~ [replace with \$50,000.00] need signed approval of the MBC Director without further Board approval.
- The MBC Director is authorized to sign professional services form contracts up to ~~\$25,000~~ [replace with \$50,000] without Board approval. MBC Director shall provide a quarterly list of such contracts.
- The attached summary version of the MBC purchasing policies as approved in 1999 are still in effect. The appropriate procedure for contradictions, if any, between the summary version and the City Purchasing policies are to be resolved by the MBC Director.
- An original for all-future contracts, amendments and change orders must be submitted to the City Contract Management Office. Payments on outside party contracts will be made using the City Finance System Price Agreement payment process.

- The MBC Director is authorized to waive the Purchasing policies, if and when appropriate for a specific situation, as long as all pertinent State laws are followed, with the exception that all contracts over ~~\$25,000~~ [replace with \$50,000] must be approved by the MBC Board.

****The City of Minneapolis doesn't have a policy regarding change orders. However, the MBC Board previously authorized the MBC Director to approve change orders up to \$25,000.

Travel Policy

The MBC will adhere to the City Travel policies as found on the City Intranet Web Site for the City Finance Department, with the following exceptions:

- MBC replaces "City"; City offices or City staff-persons whenever appropriate.
- MBC Board replaces City Council approval, whenever appropriate.

Requests for Proposals

- The MBC would continue to utilize the City of Minneapolis', Permanent Review Committee for all RFP's for services over \$50,000.

Accordingly, I am requesting that the changes to the MBC Purchasing Policy be approved. In addition, to remain consistent with the City of Minneapolis' purchasing policy, I am requesting that all future changes to the City Policy be simultaneously approved in the MBC's purchasing policy. I will notify the MBC Board of any such changes.



Municipal Building Commission Recycling and Surplus Metal Policy

Policy Effective Date: June 14, 2006

The Municipal Building Commission (MBC) retrieves a variety of items through routine and special project work including paper, cans, glass, bottles, wood pallets and several kinds of surplus metals such as copper, lead, cast iron, brass and miscellaneous scrap metal. The MBC either reuses or participates in recycling programs for all materials retrieved from the Minneapolis City Hall and Hennepin County Courthouse building and associated grounds.

Recycling materials including surplus metals provides disposal of items that could pose health and safety risks, diverts materials from the waste stream, benefits the larger environment and, in some cases, provides a supplemental revenue stream for the MBC.

All revenues including those obtained through surplus metal recycling are tracked and accounted through the MBC financial system. Revenues received are paid back to the City of Minneapolis and Hennepin County to offset taxpayer contributions toward the MBC operating expenditure budget.

Recyclable materials including paper, cans, glass, bottles, wood pallets and surplus metal items found in the City Hall and Courthouse building or associated grounds whether usable or non-usable are the property of the MBC. Recyclable materials including surplus metals are not available for personal use, possession or gain by MBC employees. Furthermore, as public employees, MBC staff must take seriously the trust placed upon them by members of the public. Citizens expect public employees, including MBC staff, to handle public property and public funds in an ethical and honest manner.

Recyclable materials and surplus metals must remain in the building until they are either reused, destroyed or transported for recycling per established procedures. All revenues obtained for recycling materials and surplus metals are the property of the MBC and must be submitted to the MBC Accountant for tracking and accounting through the agency financial system. Receipts received from recycling vendors also must be submitted to the MBC Accountant.

The recycling and surplus metal policy is effective immediately. Any violation of this policy will be considered a misappropriation of public property or public funds, and will be addressed as per the MBC progressive disciplinary policy up to and including termination.

Receipt Acknowledgement

I have received and read the Municipal Building Commission's Policy on Internet, E-mail and Telecommunications Usage.

I understand that this receipt acknowledgement will be filed in my personnel file.

Name

Signature

Date



Municipal Building Commission Recycling and Surplus Metal Procedure

1. The MBC recycles the following types of materials:
 - a. All types of paper including white paper, colored paper, envelopes, brochures, flyers, phone books, newspapers, magazines, etc.
 - b. Corrugated cardboard
 - c. Aluminum cans, glass and plastic containers
 - d. Wooden pallets
 - e. Surplus metals including copper, lead, cast iron, brass, aluminum and miscellaneous scrap metal

2. The MBC Day Utility Foreman is responsible for coordinating all agency recyclable materials including surplus metal recycling. The MBC Day Utility Foreman will be the main point of contact for all recyclable materials and surplus metals and will arrange for all vendor pick-ups of materials. Procedural questions about recycling and surplus metals should be directed to the MBC Day Utility Foreman.

3. The MBC Custodial and Security Manager will maintain oversight of the MBC recycling and surplus metal program and serve as back-up to coordinate recycling and surplus metal duties in the absence of the MBC Day Utility Foreman.

4. The MBC has designated Recycling and Surplus Metal Collection areas:

<i>Recycled Material</i>	<i>Location</i>
Cans, Plastic Containers, Glass, Paper, Cardboard, Wood Pallets	* Bottom of Sub-Basement Ramp * Separate bins are set-up for each type of recycled material * Usable and non-usable materials should be placed in the appropriate bin
Scrap Metal (low value)	* Sub-Basement Ramp outside 4 th Avenue entrance/exit
Surplus Metals – Copper, Brass, Aluminum, Lead (high value)	* Room SB82. Old Chimney shaft located in the Sub-Basement across from Room SB84. This is a secure room and must remain locked. Storage and pick-up of these materials must be coordinated through the MBC Day Utility Foreman.

5. Materials should be placed in collection bins “as is.” No special procedures are necessary for preparing recycled materials and surplus metals for vendor pick-up.

6. Each vendor pick-up of recyclable materials and surplus metals must be documented on the MBC Recycling and Surplus Metal Program Data Form. A copy of this form is attached. Completed forms should be turned into the MBC Accountant who will cross check form data with statements received from recycling and surplus metal vendors.

7. No recyclable materials or surplus metals may be transported off-site by MBC staff. All materials and surplus metals must be stored in the designated Recycling and Surplus Metal Collection area until they are picked-up by the appropriate vendor.

8. MBC staff should not accept cash, checks, money orders or any form of reimbursement from vendors. Vendors have been instructed to send revenues in check form to the MBC Administrative offices where the MBC Accountant will process the funds.
9. The MBC Accountant will apply all revenues obtained from recycling materials and surplus metals to the MBC financial account. All receipts and associated itemized accounts of materials recycled, amounts recycled and amount of revenue received will be stored on file in the MBC offices.
10. An accounting of revenues received through recycling materials and surplus metals as well as amounts recycled will be reported to the MBC Board on an annual basis.
11. Any MBC staff person suspecting any violation of the MBC Recycling and Surplus Metal Policy should report the concern to their supervisor, MBC Administrative Manager and/or MBC Director immediately.
12. Supervisors will immediately report suspected policy violations to the MBC Administrative Manager and the MBC Director.
13. Suspected policy violations will be reviewed and formally investigated, where appropriate.
14. The MBC uses the following vendors for recycling building materials and scrap metal:

Vendor	Recycled Material	Contract	Pick-up Procedure
American Iron	<ul style="list-style-type: none"> * All scrap metal * Lead * Cast iron * Copper * Brass * Other misc metals 	MBC uses Hennepin County contract	<ul style="list-style-type: none"> * MBC calls dispatch for pick-up, as needed. * Inform the vendor of the type and amount of materials to be picked-up. * Vendor needs at least 3 days lead time. * American Iron dispatch contact number is 612-529-9221; Larry Stearns is the account contact.
American Paper Recycling	<ul style="list-style-type: none"> * White office paper * Mixed office paper * Newsprint * Phonebooks * Corrugated cardboard 	MBC uses Hennepin County contract	<ul style="list-style-type: none"> * MBC calls vendor for pick-up, as needed. * Vendor needs at least 2 days lead time. * Tell vendor how many bins are ready for pick-up. * APR contact number is 651-644-7806.
PPL (Project for	* Cans	MBC uses	* MBC calls PPL to

Pride in Living)	* Glass * Plastic containers * Pallets	Hennepin County contract	coordinate vendor pick-up. * Accumulate at least 20 pallets before calling for pallet pick- up. * Vendor needs lead at least 2 days lead time. * PPL can be reached at 612-332-0664. Tell PPL that you are calling from "Mpls. City Hall."
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Municipal Building Commission Emergency Procedure		
	Subject: Water Leak in the ADC	
	Date: Last Revised: 2-22-10	Page: 1 of 2

101	2nd Shift Leak Discovery
	<ul style="list-style-type: none"> • If ADC staff detect a water leak in the building they are required to immediately notify MBC Security at 612-596-9521, (First Call for Help). • If 2nd shift custodial or security staff are notified about or detect a water leak in the building, they are required to immediately notify the 2nd shift Custodial Foreman. • If the Foreman is not available, the 2nd shift Lead Utility Worker shall be notified and complete the following tasks in the Foreman's place. • The Foreman shall inspect the leak to determine if a plumber needs to be called in to service a repair. • The Foreman is required to use the <i>MBC After Hours/Emergency Contacts and Numbers</i> list to contact the ADC Lieutenant or other available ADC Staff to communicate that a leak has been found. • The Foreman is also required to request that the ADC Staff turn off the appropriate water shut off value until emergency plumbing services can be obtained. • If the Lead Utility Worker is not comfortable determining if a plumber should be called he shall immediately call the <i>MBC After Hours/Emergency Contacts and Numbers</i> list and notify the Project Manager, Project Engineer or the Director for their input on whether to call a plumber. • If a plumber needs to be called in, the Foreman shall use the <i>MBC After Hours/Emergency Contacts and Numbers</i> list to contact a plumber to come in and provide emergency service. • If neither MBC plumbers are available to come in to provide emergency service, the Foreman shall use the <i>MBC After Hours/Emergency Contacts and Numbers</i> list to contact the Project Manager, Project Engineer or the Director so they can make arrangements for external emergency plumbing services to be provided.
102	3rd Shift/Weekend Leak Discovery
	<ul style="list-style-type: none"> • If ADC staff detect a water leak in the building they are required to immediately notify MBC Security at 612-596-9521, (First Call for Help). • If 3rd shift or weekend Security Staff are notified about or detect a water leak in the building, they are required to immediately inspect the leak to determine if a plumber needs to be called in to service a repair. • The Security Staff is required to use the <i>MBC After Hours/Emergency Contacts and Numbers</i> list to contact the ADC Lieutenant or other available ADC Staff to communicate that a leak has been found. • The Security Staff is also required to request that the ADC Staff turn off

	<p>the appropriate water shut off value until emergency plumbing services can be obtained.</p> <ul style="list-style-type: none"> • If a plumber needs to be called in, Security Staff shall use the <i>MBC After Hours/Emergency Contacts and Numbers</i> list to contact a plumber to come in and provide emergency service. • If the Security Staff is not comfortable determining if a plumber should be called he shall immediately call the <i>MBC After Hours/Emergency Contacts and Numbers</i> list and notify the Project Manager, Project Engineer or the Director for their input on whether to call a plumber.
103	Verify Water Leak Emergency Addressed
	<ul style="list-style-type: none"> • MBC plumber or MBC contracted plumber shall provide plumbing services necessary to address the emergency water leak. • MBC plumber or MBC contracted plumber shall remain on duty until the water leak has been addressed. • When water leak has been addressed the MBC plumber or MBC contracted plumber shall provide real time voice communication to 1) Project Manager, or 2) Project Engineer or 3) the Director that the leak has been addressed.
104	Follow Up Communication With ADC Staff
	<ul style="list-style-type: none"> • When the MBC Staff determines that the leak has been addressed they are required to use the <i>MBC After Hours/Emergency Contacts and Numbers</i> list to contact the ADC Lieutenant or other available ADC staff to communicate that the leak has been addressed.

After Hour/Emergency Contacts and Numbers

ADC Staff First Call for Help - MBC Security at 612-596-9521

Please call ROYCE WIENS first! If no answer call down the list in order until you reach someone!

				Preferred number	Alternate	
Royce Wiens	Project Manager			612-328-5806		
John Helgeson	Project Engineer			612-718-6481	612-333-4051	
Jose Cervantes	Director			612-875-1238	651-488-6943	
Electricians				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Keith Johnson	Foreman			651-780-8494		
Tom Pendroy				952-881-2770		
Archie Simmons				612-247-1360		
Larry Reece				763-442-6121		
Larry Clark				612-522-6486		
Tom Utterberg	Bloomington Electric			612-363-0277	952-835-5948	612-363-0277
Kevin Holmes	Bloomington Electric			612-363-0560	763-545-1776	612-363-0560
HVAC/Pipefitters				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Scott Rynchek	Try first				cell 612-655-8205	
Jeffery Salovich	Try second			612-861-3130		
Brad Mullin	Pipe Fitter - try 3rd			612-677-1154	cell 612-363-1790	
Northern Air Mechanical Cont				651-490-9868	no cell	
Don Henderson	Test and Balance - try 4th			763-535-0967	cell 612-272-5651	
Carpenters				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Jon Stadtherr	Foreman			763-588-0978		
Sean Berneche				763-370-3302		
Dan Bernier (Assured Security)				612-621-5317		
Painters				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Jim Gibney	Foreman			763-434-9317		763-439-1507
Allan Gibney				763-574-2613		
Plumbers				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Dick Wolf (out 6/1 through 7/1)	Foreman			763-754-8851		763-350-6674
Julie Stenson				763-420-2531		763-242-3422
Geno Meives - NAC	Try 1st - 612-660-1794 - pager	Try 2nd - 651-490-9868 and carefully follow prompts			Try 3rd 612-741-9564	
Sprinkler Issues/Leaks				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Brent Renner	Nasseff Mechanical			651-249-3511		763-286-4177
Nasseff Mechanical				651-777-0001		
Olson Fire Protection				1-800-331-1541		
Elevators				After hour #'s	Pager/Misc #'s	Cell Phone #'s
Kris Kruger	Lagerquist Elevator			612-788-9424	877-834-3590	612-850-1765

ADC EMERGENCIES - CALL THIS NUMBER IN ADDITION TO THE PROTOCOL ABOVE FOR ADC ISSUES (FLOODS, FIRES, ETC.)

Don Johnson

Lieutenant - ADC

612-490-0512

For Federal Tunnel door issues during regular business hours call Public Works Property Services - Gary Modlin - 673-2721; Call Gary Modlin FIRST. If no answer during regular business hours next call the Ralston city repair shop at 673-2446. For issues after regular business hours or on weekends call Public Works Street Dispatch at 673-5720. For Conciliation Court issues contact Lynn Fuchs 612-789-4610.