

# **LAKE HIGHLAND PREPARATORY SCHOOL**

## **CONTRACTOR GUIDELINES**

- Contractors must notify LHPS Security of their arrival to and departure from the Main Campus and the Charles Clayton Campus. Contractors **must** announce their presence either by calling (407) 402-9181(Main Campus) / (407) 468-3427(Charles Clayton Campus) or by appearing in person at the Campus Security Office located in front of the Gymnasium on the Main Campus and at the front office of the Charles Clayton Campus immediately upon their arrival.
- Contractor's to provide current certificate of liability insurance (Liability & Workers Compensation) of \$1,000,000 or more and workers comp coverage or proof of exemption from workers comp must be on file in the Facilities Office, Rm. 102 Guernsey Building. Lake Highland Preparatory School must be named and listed on the certificate as a certificate holder. These documents must be obtained prior to commencing work assignment on LHPS properties, please fax to the attention of Ms. Pam Reid at (407) 206-1941. Certificates of insurance must remain up to date while the contractor is engaged in work on property owned and/or leased by Lake Highland Preparatory School.
- Contractors are to act in a professional and ethical manner.
- Contractors are not to interact with students, faculty or staff unless authorized by LHPS.
- Contractors are requested to conduct level 2 (FL Statute 435.04) criminal history checks of their personnel. Provisions should be made to allow the school to review the checks, if requested.
- Minor children of contractor employees are prohibited unless the child attends LHPS and is on campus as a student. Contractor hereby certifies that they are in compliance with all child labor laws in association with minor employees.
- Contractor certifies that they are in compliance with all immigration and naturalization laws and that all personnel assigned to LHPS are eligible to work in the United States.
- Contractor certifies that their business license is current and conforms to all of the requirements of the Florida Department of Business and Professional Regulation and must be on file with the LHPS Facilities Office.
- An LHPS issued ID card must be displayed while on campus by all employees of the contractor.

- Deliveries are prohibited Monday through Friday from 7:00 am to 8:30 am and from 1:30 pm till 3:30 pm.
- Appropriate professional “Company” attire, including shirt and shoes, is required.
- Possession and/or use of alcohol and/or illegal drugs are prohibited on campus.
- Smoking is prohibited on campus.
- Eating, drinking and/or gum chewing is prohibited in buildings.
- Possession and/or use of a weapon as defined by Florida Statutes are prohibited on campus.
- Pets are prohibited on campus, unless the pet is a service animal.
- Drivers must adhere to LHPS vehicle regulatory speed and driver notices while on campus. All drivers must hold a valid current driver’s license.
- All injuries/accidents sustained on campus must be reported immediately to Security at time of incident.
- A signed and dated copy of these guidelines must be returned to the Facilities Office, Rm. 102 Guernsey Building, prior to commencement of work.

**I HAVE READ THE ABOVE CONTRACTOR GUIDELINES AND HEREBY CERTIFY OUR COMPLIANCE WITH SAME.**

**Company Representative:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company Name & Phone Number**

\_\_\_\_\_  
**Email**